



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIAN PANLALAWIGAN SECRETARY

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that at the regular session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on July 15, 2024 at the Session Hall, Capitol Building, Lingayen, Pangasinan, the following provincial ordinance was approved:

Authorized by SP Member Jerry Agerico B. Rosario

PROVINCIAL ORDINANCE NO. 326-2024

AN ORDINANCE ABOLISHING VACANT POSITIONS AND CREATING NEW POSITIONS IN THE PROVINCIAL GOVERNMENT OF PANGASINAN SOME OFFICES

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 468 (a) (viii) of the same Code provides that the Sangguniang Panlalawigan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the provincial government;

WHEREAS, the Committees on Appropriations, Ways and Means and Human Resources and Development, after a study of the proposed organization of the provincial government of Pangasinan, find it meritorious to abolish and create plantilla positions in order that the offices concerned could deliver more effective and efficient duties and responsibilities;

WHEREAS, the following positions under the Office of the Provincial Accountant in the provincial government are vacant:

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	5	Office of the Provincial Accountant	Administrative Officer III	14/1	406,116.00
	8		Administrative Aide IV	4/1	187,032.00

WHEREAS, there is a need to abolish the above-mentioned positions and create the new positions in the different offices in provincial government;

RAMON V. GUICO III
Governor

MARK RONALD DG. LAMBINO
Vice Governor/Presiding Officer

SHIELA MARIE E. BANIQUED
Sangguniang Panlalawigan Member
(Presiding Officer Pro Tempore)

NAPOLEON C. FONTELERA, JR.
Sangguniang Panlalawigan Member
(Floor Leader)

NOEL C. BINCE
Sangguniang Panlalawigan Member
(Assistant Floor Leader)

APOLONIA DG. BACAY
Sangguniang Panlalawigan Member

PHILIP THEODORE E. CRUZ
Sangguniang Panlalawigan Member

HAIDEE S. PACHECO
Sangguniang Panlalawigan Member

VICI M. VENTANILLA
Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
Sangguniang Panlalawigan Member

ROSARY GRACIA P. PEREZ-TARABA
Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE O. SISON
Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
Sangguniang Panlalawigan Member

(On Official Business)
CAROLYN D. SISON
Provincial Councilor League Representative

JOYCE D. FERNANDEZ
Sangguniang Kabataan Representative

RAUL R. SABANGAN
Liga ng mga Barangay Interim Presiding Officer

VERNA T. NAYA-PEREZ
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 326-2024

Page 2

RAMON V. GUICO III
Governor

MARK DONALD DG. LAMBINO
Vice Governor/Presiding Officer

SHIELA MARIE E. BANIQUEZ
Sangguniang Panlalawigan Member
(Presiding Officer Pro Tempore)

NAPOLEON C. MONTEPERA, JR.
Sangguniang Panlalawigan Member
(Floor Leader)

NOEL C. BINCE
Sangguniang Panlalawigan Member
(Assistant Floor Leader)

APOLONIA DG. BACAY
Sangguniang Panlalawigan Member

PHILIP THEODORE E. CRUZ
Sangguniang Panlalawigan Member

HAIDEE S. PACHECO
Sangguniang Panlalawigan Member

VICIM VENTANILLA
Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
Sangguniang Panlalawigan Member

ROSARY GRACIE P. PEREZ-TARABA
Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON
Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
Sangguniang Panlalawigan Member

(On Official Business)
CAROLYN D. SISON
Provincial Councilor League Representative

JOYCE D. FERNANDEZ
Sangguniang Kabataan Representative

RAUL R. SABANGAN
Lingayen mga Barangay Interim Presiding Officer

VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

WHEREAS, the appropriation for salaries and other benefits of the abolished positions will be used for the salaries, emoluments and benefits of the new positions.

WHEREFORE, on motion of SP Member Jerry Agerico B. Rosario, duly seconded:

Be it enacted by the Sangguniang Panlalawigan in session duly assembled that:

Section 1. The vacant positions herein above mentioned are hereby abolished.

Section 2. The following positions are hereby created in lieu of the abolished positions in the different offices in the province.

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.		Office of the Provincial Accountant	Accountant I Administrative Assistant II (Management & Audit Assistant)	12/1 8/1	349,980.00 236,928.00
2.		Provincial Library	Administrative Officer V Administrative Aide III (Driver I)	18/1 3/1	560,700.00 176,136.00
3.		Human Resource Management and Development Office	Supervising Administrative Officer	22/1	858,132.00
4.		Umingan Community Hospital	Medical Officer III	21/1	767,964.00
5.		Eastern Pangasinan District Hospital	Medical Officer III	21/1	767,964.00

Section 3. The Qualifications of the new positions are as follows:

	Office/Position	Education	Experience	Training	Eligibility
1.	Provincial Accountant Office				
	Accountant I	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	None required	R. A. 1080 (Certified Public Accountant)
	Administrative Assistant II (Management & Audit Assistant)	Completion of 2-year studies in college	1-year relevant experience	4 hours of required training	Career Service (Subprofessional)/First Level Eligibility
2.	Provincial Library				
	Administrative Officer V	Bachelor's Degree	Two (2) years of relevant experience	8 hours required training	Career Service (Professional)/Second Level Eligibility
	Administrative Aide III (Driver)	Elementary School Graduate	None required	None required	Professional Driver's License (MS 10 s-2013, Cat IV)
3.	Human Resource Management and Development Office				
	Supervising Administrative Officer	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/Second Level Eligibility
4.	Umingan Community Hospital				
	Medical Officer III	Doctor of Medicine	None required	None required	R. A 1080
5.	Eastern Pangasinan District Hospital				
	Medical Officer III	Doctor of Medicine	None required	None required	R. A 1080



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 326-2024

Page 3

RAMON V. GUICO III
Governor

MARK RONALD G. LAMBINO
Vice Governor/Presiding Officer

SHIELA MARIE F. BANIQUED
Sangguniang Panlalawigan Member
(Presiding Officer Pro Tempore)

NAPOLEON C. FORTILERA, JR.
Sangguniang Panlalawigan Member
(Floor Leader)

NOEL C. BINCE
Sangguniang Panlalawigan Member
(Assistant Floor Leader)

APOLONIA NG. BACAY
Sangguniang Panlalawigan Member

PHILIP THEODORE B. CRUZ
Sangguniang Panlalawigan Member

HAIDEE S. PACHECO
Sangguniang Panlalawigan Member

VIC M. VENTANILLA
Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
Sangguniang Panlalawigan Member

ROSARY GRACIA P. PEREZ-TARABA
Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON
Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
Sangguniang Panlalawigan Member

(On Official Business)
CAROLYN D. SISON
Provincial Councilor League Representative

JOYCE D. FERNANDEZ
Sangguniang Kabataan Representative

RAUL R. SABANGAN
Liga ng mga Barangay Interim Presiding Officer

VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

Section 4. The new positions shall have the following duties & responsibilities:

Provincial Accountant Office

1. Accountant I

1. Prepares monthly, quarterly, semi-annual, annual-Financial reports and Statements of the province.
2. Examines and analyzes supporting document of vouchers for legality, proprietary, correctness of account codes and properly approved by the authorities to ensure proper disbursement of expenditures.
3. Conducts research on applicable accounting rules, regulations and issuances to ensure compliance by the agency and ensure proper dissemination of outputs and recommendations.
4. Maintains and reconciles basic and subsidiary accounting, records and books of accounts to reflect accurate and current financial information required by authors.
5. Performs such other duties as may be assigned from time to time for effective and efficient delivery of service of the office.

2. Administrative Assistant II (Management & Audit Assistant)

1. Audits/Reviews the completeness and propriety of documentary requirements of all collections//disbursement of the province.
2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.
3. Monitors, follows-up, gathers and consolidates updates on issued Memorandum, COA's Management Letters, Audit Observation, Notices of Suspensions and Notice of Disallowances, AAPSI, IAS Audit Observations, progress reports and other reports.
4. Prepares adjusting entries and journal vouchers.
5. Performs such others duties as may be assigned from time to time for effective and efficient delivery of service of the office.

Provincial Librarian Office

1. Administrative Officer V

1. Studies/recommends plans or measures for an effective organization workflow, simplification and equivalent specifications procurement.
2. Prepares presentation materials such as charts and graphs to reflect positions, functions, and variations of work;
3. Conducts analysis, evaluates and interprets the status of operations and accomplishment and statics of the office/Library.
4. Prepares consolidated operations and the other technical or functional reports.
5. Gathers data and interviews personnel regarding administrative problem;
6. Studies operational methods and procedures of the organization to simplify the work and improve work efficiency;



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 326-2024

Page 4

RAMON V. GUICO III
Governor

MARK RONALD DG. LAMBINO
Vice Governor/Presiding Officer

SHIELA MARIE F. BANIQUED
Sangguniang Panlalawigan Member
(Presiding Officer Pro Tempore)

NAPOLEON C. FORTILERA, JR.
Sangguniang Panlalawigan Member
(Floor Leader)

NOEL C. BENCE
Sangguniang Panlalawigan Member
(Assistant Floor Leader)

APOLONIA DG. BACAY
Sangguniang Panlalawigan Member

PHILIP THEODORE E. CRUZ
Sangguniang Panlalawigan Member

HAIDEES. PACHECO
Sangguniang Panlalawigan Member

VIC M. VENTANILLA
Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
Sangguniang Panlalawigan Member

ROSARY GRACIA P. PEREZ-TABABA
Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON
Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
Sangguniang Panlalawigan Member

(On Official Business)

CAROLYN D. SISON
Provincial Councilor League Representative

JOYCE B. FERNANDEZ
Sangguniang Kabataan Representative

RAUL R. SABANGAN
Liga ng mga Barangay Interim Presiding Officer

VERNA I. NAVA-PEREZ
Secretary to the Sanggunian

- Assists in the compilation analysis and interpretation of important statistics for the use of the Library;
- Performs other duties the Provincial Librarian may assign.

2. Administrative Aide III (Driver)

- Provides transportation services for the Provincial Librarian and the PPL employees.
- Maintains and cleans service vehicle of the library.
- Handles deliveries.
- Performs other functions assigned by supervisors.

Human Resource Management and Development Office

1. Supervising Administrative Officer

- Develops and recommends organizational development programs and continuous improvement strategies.
- Develops change management plan and agenda for improvement of office and hospital services.
- Reviews organizational goals and objectives of offices/hospitals and link these in the strategic direction and thrust of the Provincial Government of Pangasinan.
- Monitors organizational results based on the performance of offices and hospitals and align these to the strategic direction of the provincial government.
- Initiates continuous improvement of organizational structures, systems, processes and activities.
- Monitors organizational performance of office and hospitals based on their strategic objectives and success indicators.
- Conducts SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of offices and hospitals as basis for programs development.
- Monitors the implementation of the organizational development programs of the Provincial Government of Pangasinan.

Umingan Community Hospital/Eastern Pangasinan District Hospital

1. Medical Officer III

- Conducts patient assessment through history taking and physician examination.
- Admits patient and diagnose patient's clinical diseases.
- Requests and interprets necessary diagnostics procedures to patients.
- Provides proper treatment to patients.
- Attends to urgent referrals
- Conducts actual daily rounds in the ward through patient re-assessment.
- Communicates to patients the treatment and management plan
- Refers patients' treatment and management plan
- Conducts consultation to outpatient.



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

RAMON V. GUICO III
Governor

MARK RONALD DG. LAMBINO
Vice Governor/Presiding Officer

SHIELA MARIE F. BANIQUED
Sangguniang Panlalawigan Member
(Presiding Officer Pro Tempore)

NAPOLEON C. CONTILERA, JR.
Sangguniang Panlalawigan Member
(Floor Leader)

NOEL C. BINCE
Sangguniang Panlalawigan Member
(Assistant Floor Leader)

APOLONIA DE BACAY
Sangguniang Panlalawigan Member

PHILIP THEODORE E. CRUZ
Sangguniang Panlalawigan Member

HAIDEE S. PACHECO
Sangguniang Panlalawigan Member

VICI M. VENTANILLA
Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
Sangguniang Panlalawigan Member

ROSARY GRACE P. PEREZ-TABABA
Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON
Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
Sangguniang Panlalawigan Member

(On Official Business)
CAROLYN D. SISON
Provincial Councilor League Representative

JOYCE D. FERNANDEZ
Sangguniang Kabataan Representative

RAUL R. SABANGAN
Liga ng mga Barangay Interim Presiding Officer

VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

Provincial Ordinance No. 326-2024
Page 5

Section 5. The corresponding salaries and other PS requirements of the new positions created will come from savings of the office and from the abolished positions.

Section 6. Effectivity. This Ordinance shall take effect upon approval by the Sanggunian Panlalawigan.

CERTIFIED BY:

VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:

MARK RONALD DG. LAMBINO
Vice Governor
(Presiding Officer)

APPROVED:

RAMON V. GUICO III
Governor