



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that at the regular (web-based/online) session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on January 20, 2025, the following provincial ordinance was approved:

Authored by SP Members Jerry Agerico B. Rosario
and Vici M. Ventanilla

PROVINCIAL ORDINANCE NO. 338-2025

AN ORDINANCE ABOLISHING THE POSITION OF ADMINISTRATIVE OFFICER V (ACCOUNTING III), SG-18 AND CREATING ONE (1) ACCOUNTANT I, SG-12 AND FOUR (4) ADMINISTRATIVE AIDE IV (FISCAL CLERK I), SG-4 UNDER THE OFFICE OF THE PROVINCIAL ACCOUNTANT IN THE PROVINCIAL GOVERNMENT OF PANGASINAN

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 Human Resources and Development, Labor and Employment Concerns; and Appropriations, after a study of the proposed organization of the provincial government of Pangasinan, find it meritorious to create some plantilla positions in order that the office concerned could deliver more effective and efficient duties and responsibilities;

WHEREFORE, on motion of SP Members Jerry Agerico B. Rosario and Vici M. Ventanilla, duly seconded, it was –

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

RAMON V. GUICO III
Governor

MARK RONALD DG. LAMBINO
Vice Governor/Presiding Officer

(On Official Business)
SHIELA MARIE F. 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

(On Official Business)
VICI M. VENTANILLA
Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
Sangguniang Panlalawigan Member

(On Official Business)
ROSARY GRACIA P. PEREZ-TABABA
Sangguniang Panlalawigan Member

NICHOL JAN LOUIE Q. SISON
Sangguniang Panlalawigan Member

SATVAHORE PEREZ, JR.
Sangguniang Panlalawigan Member

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

JOYCE L. TERESA SANDEZ
Sangguniang Kabataan Representative

(On Official Business)
RAUL R. SABANGAN
Liga ng mga Barangay Interim Presiding Officer

VERNA T NAVA-PEREZ
Secretary to the Sanggunian



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Section 1. The following position is hereby abolished:

Position	Salary Grade/ Level
Administrative Officer V	SG- 18

Section 2. Creation. The following positions are hereby created in lieu of the abolished position:

Position	Salary Grade/ Level
(1) Accountant I	SG- 12
(4) Administrative Aide IV (Fiscal Clerk I)	SG- 4

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

Positions	Salary / Grade	Education	Experience & Training	Eligibility
1. Accountant I	SG 12	Bachelor’s Degree in Commerce/ Business Administration Major in Accounting	None Required	RA 1080 (Certified Public Accountant)
2. Administrative Aide IV (Fiscal Clerk I)	SG 4	Completion of 2- year studies in college	None Required	Career Service (Subprofessional)/ First Level Eligibility

Section 3. Duties and Responsibilities. The new positions shall have the following duties and responsibilities:

1. Accountant I

1. Prepares monthly, quarterly, semi-annual Financial Reports and Statements of the province;
2. Examine and analyze supporting documents of vouchers for legality, proprietary, correctness of account codes and properly approved by the authorities to ensure proper disbursement of expenditures;
3. Conduct 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 auditors;



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5. Prepare monthly list of accounts payable, accounts receivables, etc.;
6. Prepares liquidation Report of Funds Due to Other Agencies
7. Coordinates with other offices and agencies on accounting matters;
8. Perform such other duties as may be assigned from time to time for effective and efficient delivery of service of the office.

2. Administrative Aide IV (Fiscal Clerk I)

1. Assists in the pre-audit of the completeness of documentary requirements for claims of MAIFIP, infrastructure projects, goods, services, payrolls, and reimbursements;
2. Assists in the monitoring of the financial conditions of the hospitals and CRH;
3. Assists in reconciliation of accounts and fund balances;
4. Assists in the preparation of reports;
5. Maintains and reconciles subsidiary ledgers of assigned accounts
6. Perform such other duties as may be assigned from time to time for effective and efficient delivery of service of the office.

Section 4. Funding. The personal services requirements of the new positions will come from the abolished position and available savings from vacant positions.

Section 5. Effectivity. This Ordinance shall take effect upon approval by the Sangguniang 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