



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 session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on November 25, 2013 at Lingayen, Pangasinan, the following provincial ordinance was approved:*

Authored by SP Members Clemente B. Arboleda, Jr.  
and Angel M. Baniqued, Jr.

**PROVINCIAL ORDINANCE NO. 174-2013**

**AN ORDINANCE ABOLISHING VACANT POSITIONS IN SOME OFFICES IN THE PROVINCIAL GOVERNMENT AND CREATING POSITIONS IN THE DIFFERENT OFFICES IN THE PROVINCE**

**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 office concerned could deliver more effective and efficient duties and responsibilities;

**WHEREAS**, the following positions in the different offices in the provincial government are vacant:



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

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

**Provincial Ordinance No. 174-2013**

**Page 2**

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	46	Office of the Provincial Health Officer	Medical Specialist III	24/1	597,000.00
2.	63	Office of the Provincial Engineer	Construction & Maint. Capataz	5/1	124,812.00
3.	126	Office of the Provincial Engineer	Construction & Maint. Capataz	5/1	124,812.00
4.	5	Office of the Sanggunian Panlalawigan-Secretariat Services	Administrative Officer I	10/1	207,060.00
5.	6	Office of the Provincial Legal Officer	Legal Assistant I	10/1	207,060.00
6.	4	Office of the Provincial Planning & Development Office	Administrative Officer II	11/1	222,588.00
7.	22	Office of the Provincial Planning & Development Office	Administrative Aide IV	4/1	134,172.00
8.	29	Office of the Provincial Planning & Development Office	Administrative Aide IV	4/1	134,172.00
9.	134	Office of the Provincial Agriculturist	Agricultural Technologist	10/1	207,060.00
10.	135	Office of the Provincial Agriculturist	Agricultural Technologist	10/1	207,060.00
11.	180	Office of the Provincial Agriculturist	Agricultural Technologist	10/1	207,060.00
12.	50	Office of the Provincial Agriculturist	Aquacultural Technician I	6/1	155,052.00
13.	166	Office of the Provincial Agriculturist	Aquacultural Technician I	6/1	155,052.00
14.	77	Office of the Provincial Agriculturist	Farm Foremen	6/1	155,052.00
15.	75	Office of the Provincial Agriculturist	Farm Foremen	6/1	155,052.00
16.	158	Office of the Provincial Agriculturist	Farm Foremen	6/1	155,052.00
17.	163	Office of the Provincial Agriculturist	Farm Foremen	6/1	155,052.00
18.	141	Office of the Provincial Agriculturist	Administrative Aide I	1/1	108,000.00

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



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

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

**Provincial Ordinance No. 174-2013**

**Page 3**

	Item No.	Office	Position	Salary Grade/Step	Salary per Annum
1.	1	Office of the Human Resource & Development Office	Provincial Government Department Head I (Human Resource Management & Development Officer)	26/1	696,336.00
2.	16	Office of the Human Resource & Development Office	Administrative Aide III	3/1	124,812.00
3.	5	Office of the Sanggunian Panlalawigan-Secretariat Services	Administrative Aide I	1/1	108,000.00
4.	24	Office of the Sanggunian Panlalawigan-Secretariat Services	Administrative Aide I	1/1	108,000.00
5.	4	Office of the Provincial Planning & Development Office	Administrative Assistant III	9/1	192,612.00
6.	11	Office of the Provincial Planning & Development Office	Administrative Aide I	1/1	108,000.00
7.	12	Office of the Provincial Planning & Development Office	Administrative Aide I	1/1	108,000.00
8.	13	Office of the Provincial Planning & Development Office	Administrative Aide I	1/1	108,000.00
9.	11	Office of the Provincial Budget Officer	Administrative Officer IV (Budget Officer II)	15/1	298,644.00
10.	3	Office of the Provincial Legal Officer	Legal Researcher III	18/1	376,212.00
11.	4	Office of the Provincial Legal Officer	Legal Researcher III	18/1	376,212.00
12.	174	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
13.	175	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
14.	177	Office of the Provincial Agriculturist	Farm Worker I	2/1	116,100.00
15.	178	Office of the Provincial Agriculturist	Farm Worker I	2/1	116,100.00
16.	135	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
17.	136	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
18.	137	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
19.	139	Office of the Provincial Agriculturist	Farm Worker I	2/1	116,100.00
20.	140	Office of the Provincial Agriculturist	Farm Worker I	2/1	116,100.00
21.	103	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
22.	104	Office of the Provincial Agriculturist	Farm Worker I	2/1	116,100.00
23.	23	Office of the Provincial Social Welfare & Development Officer	Social Welfare Officer II	15/1	298,644.00
24.	24	Office of the Provincial Social Welfare & Development Officer	Social Welfare Officer I	11/1	222,588.00
25.	25	Office of the Provincial Social Welfare & Development Officer	Psychologist I	11/1	222,588.00
26.	26	Office of the Provincial Social Welfare & Development Officer	Nurse I	11/1	222,588.00

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

**WHEREFORE**, on motion of SP Members Clemente B. Arboleda, Jr. and Angel M. Baniqued, Jr., duly seconded;

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



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

**Provincial Ordinance No. 174-2013**  
**Page 4**

**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	Salary Grade/ Step	Salary per Ann um
1.	1	Office of the Human Resource & Development Office	Provincial Government Department Head I (Human Resource Management & Development Officer)	26/1	696,336.00
2.	16	Office of the Human Resource & Development Office	Administrative Aide III	3/1	124,812.00
3.	5	Office of the Sanggunian Panlalawigan-Secretariat Services	Administrative Aide I	1/1	108,000.00
4.	24	Office of the Sanggunian Panlalawigan-Secretariat Services	Administrative Aide I	1/1	108,000.00
5.	4	Office of the Provincial Planning & Development Office	Administrative Assistant III	9/1	192,612.00
6.	11	Office of the Provincial Planning & Development Office	Administrative Aide I	1/1	108,000.00
7.	12	Office of the Provincial Planning & Development Office	Administrative Aide I	1/1	108,000.00
8.	13	Office of the Provincial Planning & Development Office	Administrative Aide I	1/1	108,000.00
9.	11	Office of the Provincial Budget Officer	Administrative Officer IV (Budget Officer II)	15/1	298,644.00
10.	3	Office of the Provincial Legal Officer	Legal Researcher III	18/1	376,212.00
11.	4	Office of the Provincial Legal Officer	Legal Researcher III	18/1	376,212.00
12.	174	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
13.	175	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
14.	177	Office of the Provincial Agriculturist	Farm Worker I	2/1	116,100.00
15.	178	Office of the Provincial Agriculturist	Farm Worker I	2/1	116,100.00
16.	135	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
17.	136	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
18.	137	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
19.	139	Office of the Provincial Agriculturist	Farm Worker I	2/1	116,100.00
20.	140	Office of the Provincial Agriculturist	Farm Worker I	2/1	116,100.00
21.	103	Office of the Provincial Agriculturist	Farm Worker II	4/1	134,172.00
22.	104	Office of the Provincial Agriculturist	Farm Worker I	2/1	116,100.00
23.	23	Office of the Provincial Social Welfare & Development Officer	Social Welfare Officer II	15/1	298,644.00
24.	24	Office of the Provincial Social Welfare & Development Officer	Social Welfare Officer I	11/1	222,588.00
25.	25	Office of the Provincial Social Welfare & Development Officer	Psychologist I	11/1	222,588.00
26.	26	Office of the Provincial Social Welfare & Development Officer	Nurse I	11/1	222,588.00



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

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

*Provincial Ordinance No. 174-2013*  
*Page 5*

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

	Office/Position	Education	Experience	Eligibility
1.	<b>HRMDO</b>  Prov'l. Gov't. Department Head (HRDMO)	Bachelor's Degree	5 years in positions involving management/supervision	Career Service (Professional)/Second Level Eligibility
	Administrative Aide III	Completion of 2 years studies in college or High School Graduate w/ relevant vocational/trade course	none required	Relevant MC 11 s. 1996, Career Service (Subprof) First Level Eligibility
2.	<b>Office of the Sanggunian Panlalawigan - Secretariat Services</b>			
	Administrative Aide I	Must be able to read & write	none required	none required (MC 11 s.96-CAT III)
3.	<b>Office of the Provincial Budget Officer</b>			
	Administrative Officer IV (Budget Officer II)	Bachelor's Degree relevant to the job	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility
4.	<b>Office of the Provincial Planning &amp; Development</b>			
	Administrative Assistant III	Completion of 2 years studies in college	1 year of relevant experience	Career Service (Sub-Prof) , First Level Eligibility
4.	<b>Office of the Provincial Planning &amp; Development</b>			
	Administrative Aide I	Must be able to read & write	none required	none required
5.	<b>Office of the Provincial Legal Officer</b>			
	Legal Researcher III	Bachelor's Degree relevant to the job	2 years relevant experience	Career Service (Professional)/Second Level Eligibility
6.	<b>Office of the Provincial Agriculturist</b>			
	Farm Worker I	Must be able to read & write	none required	none required
	Farm Worker II	High School Graduate	none required	none required
7.	<b>Office of the Provincial Social Welfare &amp; Development Officer</b>			
	Social Welfare Officer II	Bachelor of Social Work Graduate	2 years relevant experience	Passed the Social Work License Exam (R.A 1080)
	Social Welfare Officer I	Bachelor of Social Work Graduate	2 years relevant experience	Passed the Social Work License Exam (R.A 1080)
	Psychologist I	Bachelor of Science in Psychology Graduate	none required	Career Service Professional eligible
	Nurse I	Bachelor of Science in Nursing Graduate	1 year experience	Registered Nurse



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

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

***Provincial Ordinance No. 174-2013***

***Page 6***

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

**1. Human Resource Management & Development Officer**

**1. Provincial Government Department Head**

1. Formulates personnel policies, programs and services.
2. Prepares and manages the plans and programs of the Human Resource Management and Development Office which includes recruitment, selection and placement; training and development; welfare, wellness and rewards management; employee relations; organizational development; and personnel management information system.
3. Enhances and innovates existing Human Resource programs and services and conducts research for continuous improvement of employee services.
4. Develops the career advancement and professional development programs for official and employees.

**2. Administrative Aide III**

1. Reproduces copies of questionnaires, forms and other tools used in Organizational Development programs and services.
2. Ensures that forms, reports and other documents are aligned with the ISO 9001:2008 quality standard on organizational development.
3. Receives Organizational Development reports from offices and hospitals.

**2. Office of the Sangguniang Panlalawigan-Secretariat Services**

**Administrative Aide I**

1. Assists in cleaning and orderliness of the office.
2. Assists in the delivery of correspondence, memorandum circulars, others in various offices.
3. Assists in sorting and compilation of office file.
4. Perform other duties as maybe assigned from his immediate supervisor.

**3. Office of the Provincial Budget Officer**

**Administrative Officer IV (Budget Officer II)**

1. Reviews Annual and Supplemental Budget of municipalities of the province.
2. Evaluates allotment requests of the different offices in the province and prepares the corresponding advice of allotments for the signature of the Provincial Budget Officer and the Governor.
3. Controls and records payrolls, vouchers, purchase requests and RIV's of the different offices in the province and certifies as to availability of appropriations.



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

---

*Provincial Ordinance No. 174-2013*

*Page 7*

**4. Office of the Provincial Planning & Development**

**1. Administrative Assistant III-**

1. Assist the Administrative Officer in the implementation and coordination of office policies and procedures for the smooth flow of the office operation.
2. Maintains proper safekeeping and administration of all office records.
3. Assist the Administrative Officer in the preparation of documents/reports required by the HRMDO.

**2. Administrative Aide I**

3. Assist in the maintenance of cleanliness of the office and its surroundings.
4. Performs clerical/manual/messengerial work as may be assigned by the immediate supervisor.

**5. Office of the Provincial Legal Officer**

**Legal Researcher III**

1. Perform extensive legal research and analysis on different information and applicable laws and prepare legal opinions, studies, briefs, reports and correspondence.
2. Review draft contracts, agreements and other legal documents.
3. Assist in the conduct of administrative proceedings.
4. Assist the Provincial Legal Officer in the preparation of court pleadings.

**6. Office of the Provincial Agriculturist**

**1. Farm Worker I**

1. Render farm works and labor in the establishment and maintenance of crops and fisheries technology demonstration projects.
2. Render farm works in the production and dispersal of tilapia and hito fingerlings.
5. Render other related task as deemed necessary by the immediate supervisor.

**2. Farm Worker II**

1. Assists in the propagation of fruit, forest and mangrove seedlings.
2. Render farm works and labor in the establishment and maintenance of crops and fisheries technology demonstration projects.
3. Render farm works in the fertilization of crops and in the application of prescribed biological and chemicals or other materials against pests and diseases of plants and fish stocks.



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

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

*Provincial Ordinance No. 174-2013*

*Page 8*

**7. Office of the Provincial Social Welfare & Development Officer**

**1. Social Welfare Officer II**

1. Conducts home visit and intake interview and accomplish General Intake Sheet.
2. Prepare Certificate of Eligibility and Social Case Study and submit to Center Head for approval, referral letters to centers/institutions and other agencies for temporary shelter and further social intervention.

**2. Social Welfare Officer I**

1. Conduct intake interview and accomplish General Intake Sheet.
2. Prepare Social Case Study Report and submit to Center Head for approval, referral letters to Center.
3. Identifies clients for reintegration.

**3. Psychologist**

1. Conduct behavioral observations, Psychological tests and client counseling.
2. Review client's case file and communicate findings and recommendations to the social workers.

**4. Nurse I**

1. Identifies client care requirements by establishing personal rapport with potential and actual client in a position to understand care requirements.
2. Assures quality of care by adhering to therapeutic standards.
3. Documents client care services by charting patients records.
4. Maintains patient confidence and protects operation by keeping information confidential.

**Section 5.** The corresponding salaries and other benefits of the new positions created shall be appropriated in the Calendar Year 2014 Annual Budget.

**Section 6. Effectivity.** This Ordinance shall take effect on January 1, 2014.

**ATTY. VERNA T. NAVA-PEREZ**  
*Secretary to the Sanggunian*

**ATTESTED:**

  
**VICE GOVERNOR JOSE FERDINAND Z. CALIMLIM, JR.**  
*Presiding Officer*

**APPROVED:**

  
**AMADO T. ESPINO, JR.**  
*Governor*