



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen

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OFFICE OF THE SANGGUNANG 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 December 1, 2014 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. 182-2014

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:



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	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	28	Provincial Governor Office- Administrative Division	Household Manager	10/1	207,060.00
2.	3	Provincial Governor Office- Management Information Services Office	Computer Programmer III	18/1	376,212.00
3.	6	Provincial Governor Office- Management Information Services Office	Data Entry Machine Operator II	8/1	179,172.00
4.	40	Sangguniang Panlalawigan-Secretariat Services	Administrative Aide III	3/1	131,172.00
5.	6	Office of the Provincial Tourism & Cultural Affairs	Tourist Receptionist II	10/1	207,060.00
6.	61	Office of the Provincial Agriculturist	Aquacultural Technologist	10/1	207,060.00
7.	77	Office of the Provincial Agriculturist	Aquacultural Technician I	6/1	155,052.00
8.	101	Office of the Provincial Agriculturist	Aquacultural Technologist	10/1	207,060.00
9.	108	Office of the Provincial Agriculturist	Aquacultural Technologist	10/1	207,060.00
10.	112	Office of the Provincial Agriculturist	Aquacultural Technician I	6/1	155,052.00
11.	119	Office of the Provincial Agriculturist	Administrative Aide I	1/1	108,000.00
12.	120	Office of the Provincial Agriculturist	Aquacultural Technician I	6/1	155,052.00
13.	163	Office of the Provincial Agriculturist	Aquacultural Technician I	6/1	155,052.00
14.	184	Office of the Provincial Agriculturist	Aquacultural Technologist	10/1	207,060.00
15.	121	Office of the Provincial Engineer	Construction & Maint. Foreman	8/1	179,172.00
16.	160	Office of the Provincial Engineer	Light Equipment Operator	2/1	116,100.00
17.	175	Office of the Provincial Engineer	Carpenter I	3/1	124,812.00
18.	210	Office of the Provincial Engineer	Administrative Aide VI (Clerk III)	6/1	155,052.00
19.	38	Office of the Provincial Health Officer	Nutritionist Dietitian II	15/1	294,644.00
20.	7	Dasol Community Hospital	Administrative Assistant II	8/8	192,108.00
21.	8	Bolinao Community Hospital	Administrative Assistant III	9/1	192,612.00
22.	15	Pozorrubio Community Hospital	Sanitation Inspector I	6/1	155,052.00
23.	16	Pozorrubio Community Hospital	Sanitation Inspector I	6/1	155,052.00

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



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1.	9	Provincial Governor Office- Administrative Division	Administrative Officer v	18/1	376,212.00
2.	3	Prov'l. Governor Office- Management Information Services Office	Com puter Programmer II	15/1	298,644.00
	6	Prov'l. Governor Office- Management Information Services Office	Administrative Officer III	14/1	276,528.00
3.	20	Sangguniang Panlalawigan-Secretariat Services	Board Secretary IV	22/1	511,824.00
	40	Sangguniang Panlalawigan-Secretariat Services	Administrative Aide I	1/1	108,000.00
4.	7	Human Resource Management & Development Office	Administrative Officer IV	15/1	298,644.00
	160	Human Resource Management & Development Office	Administrative Aide III	3/1	124,812.00
	175	Human Resource Management & Development Office	Administrative Aide III	3/1	124,812.00
	26	Human Resource Management & Development Office	Administrative Aide I	1/1	108,000.00
5.	1	Prov'l. Tourism & Cultural Affairs Office	Prov'l. Gov't. Department Head	26/1	696,336.00
	4	Prov'l. Tourism & Cultural Affairs Office	Project Development Assistant	8/1	179,172.00
	5	Prov'l. Tourism & Cultural Affairs Office	Tourism Operation Officer I	11/1	222,588.00
	8	Prov'l. Tourism & Cultural Affairs Office	Cultural & Arts Officer I	11/1	222,588.00
6.	1	Prov'l. Governor Office-Provl. Disaster Risk Reduction & Management Office	Local Disaster Risk Reduction & Management Officer IV	22/1	511,824.00
	2	Prov'l. Governor Office-PDRMO	Local Disaster Risk Reduction & Management Assistant	8/1	179,172.00
	3	Prov'l. Governor Office-PDRMO	Administrative Aide IV	4/1	134,172.00
	4	Prov'l. Governor Office-PDRMO	Administrative Aide III	3/1	124,812.00
	5	Prov'l. Governor Office-PDRMO	Administrative Aide I	1/1	108,000.00
	6	Prov'l. Governor Office-PDRMO	Local Disaster Risk Reduction & Management Officer I	11/1	222,588.00
	7	Prov'l. Governor Office-PDRMO	Local Disaster Risk Reduction & Management Officer I	11/1	222,588.00
	8	Prov'l. Governor Office-PDRMO	Local Disaster Risk Reduction & Management Officer I	11/1	222,588.00
7.	36	Prov'l. Planning & Development Office	Project Development Officer IV	22/1	511,824.00
	38	Prov'l. Planning & Development Office	Administrative Aide I	1/1	108,000.00
	39	Prov'l. Planning & Development Office	Administrative Aide I	1/1	108,000.00
8.	2	Provincial Budget Office	Supervising Administrative Officer	22/1	511,824.00
9.	5	Provincial Information Office	Administrative Officer I	10/1	207,060.00
	8	Provincial Information Office	Administrative Aide V	5/1	144,228.00
	9	Provincial Information Office	Administrative Aide V	5/1	144,228.00
	10	Provincial Information Office	Administrative Aide V	5/1	144,228.00



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	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
10.	9	Provincial Legal Office	Legal Assistant I	10/1	207,060.00
	8	Provincial Legal Office	Legal Assistant I	10/1	207,060.00
11.	3	Office of the Provincial Agriculturist	Administrative Aide III	3/1	124,812.00
	30	Office of the Provincial Agriculturist	Administrative Aide III	3/1	124,812.00
	74	Office of the Provincial Agriculturist	Aquaculturist I	11/1	222,558.00
	116	Office of the Provincial Agriculturist	Aquaculturist I	11/1	222,558.00
	161	Office of the Provincial Agriculturist	Aquaculturist I	11/1	222,558.00
	185	Office of the Provincial Agriculturist	Aquaculturist I	11/1	222,558.00
12.	121	Office of the Provincial Engineer	Administrative Officer IV	15/1	294,644.00
13.	26	Office of the Provincial Social Welfare & Development	Administrative Aide III	3/1	124,812.00
	27	Office of the Provincial Social Welfare & Development	Administrative Aide III	3/1	124,812.00
	29	Office of the Provincial Social Welfare & Development	Day Care Worker I	6/1	155,052.00
14.	7	Dasol Community Hospital	Administrative Officer I	10/1	207,060.00
15.	8	Bolinao Community Hospital	Administrative Officer I	10/1	207,060.00
16.	12	Pozorrubio Community Hospital	Administrative Officer I	10/1	207,060.00

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:

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.



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1.	9	PGO- Administrative Division	Administrative Officer v	18/1	376,212.00
2.	3	PGO- Mgmt. Information Services Office	Computer Programmer II	15/1	298,644.00
	6	PGO- Mgmt. Information Services Office	Administrative Officer III	14/1	276,528.00
3.	20	SP-Secretariat Services	Board Secretary IV	22/1	511,824.00
	40	SP-Secretariat Services	Administrative Aide I	1/1	108,000.00
4.	7	HRMDO	Administrative Officer IV	15/1	298,644.00
	160	HRMDO	Administrative Aide III	3/1	124,812.00
	175	HRMDO	Administrative Aide III	3/1	124,812.00
	26	HRMDO	Administrative Aide I	1/1	108,000.00
5.	1	Prov'l. Tourism & Cultural Affairs Office	Prov'l. Gov't. Department Head	26/1	696,336.00
	4	Prov'l. Tourism & Cultural Affairs Office	Project Development Assistant	8/1	179,172.00
	5	Prov'l. Tourism & Cultural Affairs Office	Tourism Operation Officer I	11/1	222,588.00
	8	Prov'l. Tourism & Cultural Affairs Office	Cultural & Arts Officer I	11/1	222,588.00
6.	1	Risk Reduction & Management Office	Management Officer IV	22/1	511,824.00
	2	Prov'l. Governor Office-PDRMO	Management Assistant	8/1	179,172.00
	3	Prov'l. Governor Office-PDRMO	Administrative Aide IV	4/1	134,172.00
	4	Prov'l. Governor Office-PDRMO	Administrative Aide III	3/1	124,812.00
	5	Prov'l. Governor Office-PDRMO	Administrative Aide I	1/1	108,000.00
	6	Prov'l. Governor Office-PDRMO	Management Officer I	11/1	222,588.00
	7	Prov'l. Governor Office-PDRMO	Management Officer I	11/1	222,588.00
	8	Prov'l. Governor Office-PDRMO	Management Officer I	11/1	222,588.00
7.	36	Prov'l. Planning & Development Office	Project Development Officer IV	22/1	511,824.00
	38	Prov'l. Planning & Development Office	Administrative Aide I	1/1	108,000.00
	39	Prov'l. Planning & Development Office	Administrative Aide I	1/1	108,000.00
8.	2	Provincial Budget Office	Supervising Administrative Officer	22/1	511,824.00
9.	5	Provincial Information Office	Administrative Officer I	10/1	207,060.00
	8	Provincial Information Office	Administrative Aide V	5/1	144,228.00
	9	Provincial Information Office	Administrative Aide V	5/1	144,228.00
	10	Provincial Information Office	Administrative Aide V	5/1	144,228.00
10.	9	Provincial Legal Office	Legal Assistant I	10/1	207,060.00
	8	Provincial Legal Office	Legal Assistant I	10/1	207,060.00
11.	3	Office of the Provincial Agriculturist	Administrative Aide III	3/1	124,812.00
	30	Office of the Provincial Agriculturist	Administrative Aide III	3/1	124,812.00
	74	Office of the Provincial Agriculturist	Aquaculturist I	11/1	222,558.00
	116	Office of the Provincial Agriculturist	Aquaculturist I	11/1	222,558.00
	161	Office of the Provincial Agriculturist	Aquaculturist I	11/1	222,558.00
	185	Office of the Provincial Agriculturist	Aquaculturist I	11/1	222,558.00
12.	121	Office of the Provincial Engineer	Administrative Officer IV	15/1	294,644.00
13.	26	PSWDO	Administrative Aide III	3/1	124,812.00
	27	PSWDO	Administrative Aide III	3/1	124,812.00
	29	PSWDO	Day Care Worker I	6/1	155,052.00
14.	7	Dasol Community Hospital	Administrative Officer I	10/1	207,060.00
15.	8	Bolinao Community Hospital	Administrative Officer I	10/1	207,060.00
16.	12	Pozorrubio Community Hospital	Administrative Officer I	10/1	207,060.00



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

	Office/Position	Education	Experience	Eligibility
1.	<u>PGO -Administrative Division</u> Administrative Officer V	Bachelor's Degree	2 yrs. of relevant experience	Career Service (Professional)/Second Level Eligibility
2.	<u>PGO -MISO</u> Computer Programmer II Administrative Officer III	Bachelor's Degree Bachelor's Degree	3 yrs. of relevant experience in information technology 1 yr. of relevant experience	Career Service (Professional)/Second Level Eligibility Career Service (Professional)/Second Level Eligibility
3.	<u>SP-Secretariat Services</u> Board Secretary IV Administrative Aide I	Bachelor's Degree Graduate Must be able to read & write	3 yrs. of relevant experience; 16 hours relevant training none required	Career Service (Professional)/Second Level Eligibility none required (MC 11 s.96-CAT III)
4.	<u>HRMDO</u> Administrative Officer IV Administrative Aide III Administrative Aide I	Bachelor's Degree Completion of 2 years studies in college or High School Graduate w/ relevant vocational/trade course Must be able to read & write	 none required none required	Career Service (Professional)/Second Level Eligibility Relevant MC 11 s. 1996, Career Service (Subprof) First Level Eligibility 11 s.96-CAT III)
5.	<u>Prov'l. Tourism & Cultural Affairs Office</u> Prov'l. Gov't. Department Head (Provincial Tourism Officer) Project Development Assistant Tourism Operations Officer Cultural & Arts Officer I	College Degree in Tourism or any related course Completion of two years studies in college Bachelor's Degree relevant to the job Bachelor's Degree relevant to the job	Must have practiced her profession in tourism or experience at least 5 years; 32 hours of training 1 year experience related to field; 4 hours training 1 year experience related to field; 32 hours training 1 year experience related to field; 32 hours training	Career Service (Professional)/Second Level Eligibility Career Service (Sub-Professional)/Second Level Eligibility Career Service (Professional)/Second Level Eligibility Career Service (Professional)/Second Level Eligibility



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	Office/Position	Education	Experience	Eligibility
6.	Prov'l. Disaster Risk Reduction & Management Office			
	Local Disaster Risk Reduction & Management Officer IV	Bachelor's Degree relevant to the job	3 yrs. of relevant experience on DRRM; 16 hrs. of relevant training	Career Service (Sub-Professional)/Second Level Eligibility
	Local Disaster Risk Reduction & Management Assistant	Bachelor's Degree relevant to the job	1 year experience related to field; 4 hours training	Career Service (Professional)/Second Level Eligibility
	Administrative Aide IV (Clerk II)	Completion of 2 years studies in college	1 year of relevant experience	Career Service (Sub-Prof), First Level Eligibility
	Administrative Aide III (Driver I)	High School Graduate or completion of relevant vocational course	none required	Driver License (MC II, s. 96-CAT II)
	Administrative Aide I (Utility Worker I)	Elementary Graduate	none required	none required
	Local Disaster Risk Reduction & Management Officer I	Bachelor's Degree relevant to the job	1 yr. experience related to field; 4 hrs. training	Career Service (Professional)/Second Level Eligibility
7.	<u>Office of the Provincial Planning & Development</u>			
	Project Development Officer IV	Bachelor's Degree relevant to the job	3 yrs. of relevant experience; 16 hrs. of relevant training	Career Service (Professional)/Second Level Eligibility
	Administrative Aide I	Elementary Graduate	none required	none required
8.	<u>Office of the Provincial Budget Officer</u>			
	Supervising Administrative Officer	Bachelor's Degree relevant to the job	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility
9.	<u>Provincial Information Officer</u>			
	Administrative Officer I	Bachelor's Degree relevant to the job	none required	Career Service (Professional)/Second Level Eligibility
	Administrative Assistant V (Audio-Visual Aids Technician II)	High School Graduate or completion of relevant vocational course	1 year of relevant experience	Equipment Technician (MC II, S96-CAT II)
	Administrative Assistant V (Audio-Visual Equipment Operator III)	High School Graduate or completion of relevant vocational course	none required	(MC II, S96-CAT II)



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	Office/Position	Education	Experience	Eligibility
10.	<u>Provincial Legal Office</u> Legal Assistant I	Bachelor of Laws (LL. B.) Graduate	none required	Career Service (Professional)/Second Level Eligibility
11.	<u>Provincial Agriculturist Office</u> Aquaculturist I Administrative Aide III (Driver II)	Bachelor of Science in Fisheries Elementary School Graduate	none required none required	RA 1080 Driver License (M.C. II s. 96-CAT II)
12.	<u>Provincial Engineering Office</u> Administrative Officer IV	Bachelor's Degree relevant to the job	1 year of relevant experience; 4 hours of relevant training	Career Service (Professional)/Second Level Eligibility
13.	<u>Provincial Social Welfare & Development Office</u> Administrative Aide III Day Care Worker I	High School Graduate or completion of relevant vocational course At least 2 years in college or completion of relevant vocational course	none required 1 year experience; 4 hours of relevant training	none required Career Service (Sub- Professional)/First Level Eligibility
14.	<u>Dasol Community Hospital</u> Administrative Officer I	Bachelor's Degree relevant to the job	1 year of relevant experience; 4 hours of relevant training	Career Service (Professional)/Second Level Eligibility
15.	<u>Bolinao Community Hospital</u> Administrative Officer I	Bachelor's Degree relevant to the job	1 year of relevant experience; 4 hours of relevant training	Career Service (Professional)/Second Level Eligibility
16.	<u>Pozorrubio Community Hospital</u> Administrative Officer I	Bachelor's Degree relevant to the job	1 year of relevant experience; 4 hours of relevant training	Career Service (Professional)/Second Level Eligibility

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

1. PGO-Administrative Division

Administrative Officer V

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



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2. PGO-MISO

1. Computer Programmer II

1. Programs systems, creates user manual for systems developed/good analytical skills.
2. Trains end-users of system, coordinates with requiring new/updated systems.
3. Prepares schedule for development of new system.

3. SP-Secretariat Services

1. Board Secretary IV

1. Assists the Assistant Provincial Board Secretary in her legislative work.
2. Coordinates & cooperates with the Division Chiefs in the Provincial Board Secretariat in their duties and functions.
3. Supervises the Legislative Research & information division; conducts & assists SP Members in their research work in aid of legislation.
4. Disseminates information on legislative works & other relevant information to different Sangguniang Bayan/Panlungsod in the Province.

2. 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 in sorting and compilation of office file.
4. Perform other duties as maybe assigned from his immediate supervisor.

4. Human Resource Management & Development Office

1. Administrative Officer IV

1. Gives information to employees regarding personnel policies, procedures and Civil Service Rules and Regulations affecting their employment and sees to it that employees' rights and interests are protected.
2. Assists in the conduct of trainings, orientations,, seminars, workshop, meetings or any related activities.
3. Assists in the planning and directing provincial personnel programs which include recruitment, selection and placement, employees welfare, benefits and rewards management system.
4. Assists the HRMDO in the supervision of personnel staff in achieving comprehensive personnel system.

2. Administrative Aide III

1. Reproduces copies of questionnaires, forms and other tools used in Organizational Development programs and services to offices and hospitals and other agencies.
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.
4. Checks the completeness, correctness of reports from offices and hospitals; computes and tallies scores from the accomplished questionnaires and forms used in Organizational Development programs and services.



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3. Administrative Aide I

1. Assists in maintaining cleanliness and orderliness of the office.
2. Assists in the delivery of memorandum circulars & etc.
3. Assists in sorting and filling of office files.

5. Provincial Tourism & Cultural Affairs Office

1. Provincial Government Department Head (Prov'l. Tourism Officer)

1. Provides leadership and direction to the over-all operations of the office and the management of provincial tourism program.
2. Facilitates formulation of policies, rules and regulations, plans, programs and projects for tourism and product development and promotions, including cultural heritage growth and preservation.
3. Coordinates with local government units, public, private and non-government agencies and organizations in the implementing of tourism & related programs and projects, reviews and evaluates the performance of the Tourism Master Plan.

2. Project Development Assistant

1. Assists in providing support services in the areas of policy formulation and evaluation.
2. Assists in updating and monitoring of Tourism Mater Plan.
3. Assists in developing & products, research & statistics and coordinates with the infra-government, local community and industry.

3. Tourism Operations Officer I

1. Assists in the promotion of Pangasinan as a tourist destination.
2. Assists in the integration in marketing and promotional activities such as information dissemination campaigns, public relations, special events and related tourism programs.

4. Cultural and Arts Officer I

1. Assists in formulating policies, plans and programs that promote cultural heritage, growth & preservation.
2. Assists in developing cultural dissemination campaigns, conducts research, implements special projects that promote Pangasinan heritage.
3. Assists in providing technical assistance to artists and cultural workers.

6. Provincial Disaster Risk Reduction & Management Office

1. Local Disaster Risk Reduction & Management Officer IV

1. Conducts research and development initiatives on DRM.
2. Assists in consolidating local disaster risk information which includes natural hazards, vulnerabilities and climate change risks and maintain a local risk map.
3. Maintains a data base of human resource and their capacities, equipment, directories and location of critical infrastructures such as hospitals and evacuation centers.
4. Identifies, assesses and manages the hazards, vulnerabilities and risk that nay occur in their locality.



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2. Local Disaster Risk Reduction & Assistant

1. Assists in the conduct of training, orientation and knowledge management activities on DRRM at the local level.
2. Assists in coordinating other DRRM activities.
3. Provides an-up to date information on the over-all status of the local disaster risk management.
4. Updates and analyze data and prepares report.

3. Administrative Aide IV

1. Assists and/or coordinate in sorting and filling of various paper works in the Administrative Division.
2. Receives incoming and outgoing communications, reports, compile circular, memoranda, orders rules and regulations and other papers and/ or documents for references.
3. Types correspondences, memorandum, administrative orders and others.
4. Performs other duties as may be assigned by his immediate supervisor

4. Administrative Aide I II (Driver I)

1. Drives RP vehicles of the office whenever official of employees goes on official travel to various municipalities, cities and province.
2. When not driving, adjust, minor defects, checks, replace worn parts, lubricate and clean the vehicle.

5. Administrative Aide I

- 4 . Assists in maintaining cleanliness and orderliness of the office.
- 5 . Assists in the delivery of memorandum circulars & etc.
- 6 . Assists in sorting and filling of office files.

6. Local Disaster Risk Reduction & Management Officer I

1. Assists in disseminating information and raises public awareness about those hazards, vulnerabilities and risks.
2. Responds to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors (women, children, senior citizen and PWD).
3. Coordinates other DRRM activities.

7. Provincial Planning & Development Office

1. Project Development Officer IV

1. Assists the PPDC and Asst. PPDC in the administration and supervision of a province wide development program by planning and coordinating all phases of project development.
2. Act as Section Head of the Special Projects Section to include Investment Promotion.



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3. Initiate the preparation of program/project proposals for approval by the concerned authority and facilitate the execution/implementation of the same.
4. Evaluate alternatives or correction actions in terms of effect in the project under consideration or interrelated projects and overall utilization of resources.
5. Present recommendations and conclusions based on analysis and evaluation to operating and/or management to officials for their use in insuring efficiency, economy & balance in the development.

2. Administrative Aide I

1. Encode reports and other communications.
2. Process vouchers, payrolls and deliver communication to various offices and outside the Capitol.
3. Provide manpower assistance in Special Projects activities handled/coordinated by the office of the PPDO.

8. Provincial Budget Office

1. Supervising Administrative Officer

1. Assists the Asst. Provincial Budget Officer in the general supervision over the Provincial Budget Officer.
2. Prepares orders & circulars embodying instructions on budgetary matters for the signature of the Provincial Budget Officer/Provincial Governor.
3. Reviews reports/recommendations of budget examiners regarding budgets of the different municipalities in the province and makes recommendations thereon to the Asst. Provincial Budget Officer.
4. Reviews and consolidates the budget estimates of the different offices of the provincial government.
5. Evaluates allotment request and prepares corresponding recommendations.

9. Provincial Information Office

1. Administrative Officer I

1. Sends electronic press releases.
2. Provides materials for Gov. Espino's facebook .
3. Updates the official website and facebook of the province.
4. Writes photo releases and other communications.

2. Administrative Assistant V (Audio-Visual Aids Technician II)

1. In charge of AVP editing.
2. Acts as videographer/photographer when the need arises.
3. Lay-outs printed materials as needed.

3. Administrative Assistant V (Audio-Visual Equipment Operator II)

1. Shoots video and photographs.
2. Can lay-out printed materials if needed.
3. Provides other multimedia services as requested.



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10. Provincial Legal Office

1. Legal Assistant I

1. Checks documents or papers for complainers, correctness and structures.
2. Makes critical inquiry on cases referred to the officials and reports his findings to the Provincial Attorney.
3. Help conduct preliminary investigation on administrative cases and to check out pertinent facts on varied legal matters.
4. Catalogues legislation and decisions of the Supreme Court.

11. Provincial Agriculturist Office

5. Aquaculturist I

1. Expansion of hatchery projects.
2. Establishment of technology demonstration projects, rice fish culture, community base hatchery, community base tilapia production.
3. Intensified dispersal of tilapia fingerlings in communal bodies of water.
4. Conduct of monitoring, validation and evaluation of project.

6. Administrative Aide III (Driver)

3. Drives RP vehicles of the office whenever official of employees goes on official travel to various municipalities, cities and province.
4. When not driving, adjust, minor defects, checks, replace worn parts, lubricate and clean the vehicle.

12. Provincial Engineering Office

1. Administrative Officer IV

1. Directly assist the Supervising Administrative Officer in performing his duties and responsibilities as Chief Administrative Division of PEO especially in the formulation and/or implementation of Administrative rules, guidance and policies and other organizational programs of the province.
2. Directly supervised the preparation of various plans/programs and reports regarding administrative & personnel matters of PEO.
3. Performed other miscellaneous related office work being assigned by higher and/or immediate supervisor.

13. Office of the Provincial Social Welfare & Development Officer

1. Administrative Aide III

1. Acts as Houseparent in the Crisis Intervention Center.
2. Assists clients for reintegration.
3. Looks after the safety and care of wards in the center.
4. Undertakes home management and housekeeping activities.

2. Day Care Worker I

1. Conducts assessment on the development aspect of the children.
2. Coordinates and gives feedback to the parents on the observable behavior of the children.
3. Performs other related tasks.



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14. Dasol Community Hospital

1. Administrative Officer I

1. Prepares plans and schedules of projects and activities.
2. Supervises administrative processes and activities.
3. Prepares administrative reports, administrative schedule & budget proposal.

15. Bolinao Community Hospital

1. Administrative Officer I

1. Supervises the Administrative functions and services of the hospital which includes supply and property accounting, finances, clerical, transport, security, personnel, budgeting and other operations.
2. In-charge of all personnel matters like recruitments, placements, promotions training of personnel, disciplines, re-assignments, transfers, leave of absences, personnel benefits retirements and resignations and personnel file and record of the hospital.

16. Pozorrubio Community Hospital

1. Administrative Officer I

1. Prepares plans and schedules of projects and activities.
2. Supervises administrative processes and activities.
3. Prepares administrative reports, administrative schedule & budget proposal.

Section 5. The corresponding salaries and other benefits of the new positions created shall be appropriated in the Calendar Year 2015 Annual Budget.

Section 6. Effectivity. This Ordinance shall take effect on January 1, 2015.

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