



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
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**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 July 13, 2015 at Lingayen, Pangasinan, the following provincial ordinance was approved:*

Authored by SP Member Generoso D. Tulagan, Jr.

## PROVINCIAL ORDINANCE NO. 190-2015

### AN ORDINANCE ABOLISHING VACANT POSITIONS AND CREATING POSITIONS IN THE OFFICE OF THE SANGGUNIANG PANLALAWIGAN-SECRETARIAT SERVICES IN THE PROVINCIAL GOVERNMENT OF THE PROVINCE 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 Committee on Infrastructure, Public Services & Utilities, Human Resources and Development, Labor and Employment Concerns 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 Office of the Sangguniang Panlalawigan-Secretariat Services in the provincial government are vacant:

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	21	Sangguniang Panlalawigan-Secretariat Services	Board Secretary III	20/1	438,804.00
2.	24	Sangguniang Panlalawigan-Secretariat Services	Administrative Aide VI	6/1	155,052.00



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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

*Provincial Ordinance No. 190-2015*

*Page 2*

**WHEREAS**, there is a need to abolish the above-mentioned positions and create the following positions in the Office of the Sangguniang Panlalawigan-Secretariat Services in provincial government;

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	43	Sangguniang Panlalawigan-Secretariat Services	Administrative Aide III (Audio-Visual Equipment Operator I)	3/1	124,812.00
2.	16	Sangguniang Panlalawigan-Secretariat Services	Administrative Aide IV (Local Legislative Staff Employee II-Utility Worker/Messenger)	4/1	134,172.00
3.	11	Sangguniang Panlalawigan-Secretariat Services	Administrative Assistant II (Data Entry Machine Operator II)	8/1	179,172.00

**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 Member Generoso D. Tulagan, 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 Office of the Sangguniang Panlalawigan-Secretariat Services in the province.

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	43	Sangguniang Panlalawigan-Secretariat Services	Administrative Aide III (Audio-Visual Equipment Operator I)	3/1	124,812.00
2.	16	Sangguniang Panlalawigan-Secretariat Services	Administrative Aide IV (Local Legislative Staff Employee II-Utility Worker/Messenger)	4/1	134,172.00
3.	11	Sangguniang Panlalawigan-Secretariat Services	Administrative Assistant II (Data Entry Machine Operator II)	8/1	179,172.00



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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

*Provincial Ordinance No. 190-2015*

*Page 3*

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

Office of the Sangguniang Panlalawigan-Secretariat services				
1.	Administrative Aide III (Audio Visual Equipment Operator I)	High School Graduate or Completion of relevant vocational/trade course	none required	none required (MC 11, s. 96-Cat III)
2.	Administrative Aide IV (Local Legislative Staff Employee II)	Elementary School Graduate	none required	none required (MC 11, s. 96-Cat III)
3.	Administrative Assistant II (Data Entry Machine Operator II)	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	Career Service (Subprofessional) Data Encoder First Level Eligibility

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

**1. Office Of the Sangguniang Panlalawigan-Secretariat Services**

**1. Administrative Aide III (Audio Visual Equipment Operator I)**

1. Sets, operates and keeps all audio-visual equipment.
2. Act as audio-visual troubleshooter to help solve any equipment problems.
3. Assists in the physical arrangement of the session hall for sessions and committee hearings.
4. Assists during sessions and committee hearings.

**2. Administrative Aide IV (Local Legislative Staff Employee II-Utility Worker/Messenger)**

1. Prepares and process vouchers and payrolls of the office.
2. Delivers communications to different offices within the capitol complex.
3. Assists during sessions and committee hearings of the Sangguniang Panlalawigan.
4. Performs other functions as ordered by supervisors.

**3. Administrative Assistant II (Data Entry Machine Operator II)**

1. Maintains database by entering, verifying and balancing data.
2. Prepares source data for entry by compiling and organizing data.
3. Completes data management by sorting, batching and archiving files.
4. Encodes/prints office orders/memoranda/communications.
5. Receives resolutions and ordinances submitted by the Local Government Units for review by the Sangguniang Panlalawigan.
6. Determines the propriety for review by the Sangguniang Panlalawigan of resolutions and ordinances submitted by the Local Government Units and forwards the same to the Plenary Affairs Division of the Secretariat for calendar during sessions.
7. Prepares certificate of posting.



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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

*Provincial Ordinance No. 190-2015*  
*Page 4*

**Section 5.** The corresponding salaries and other benefits of the new positions created shall be charged to the salary savings of the office concerned.

**Section 6. Effectivity.** This Ordinance shall take effect immediately upon its approval.

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

ATTESTED:

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

APPROVED:

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