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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 June 30, 2006 at Lingayen, Pangasinan, the following provincial ordinance was approved:*

Introduced by SP Members Angel G. Baniqued  
and Romeo H. Dadacay

**PROVINCIAL ORDINANCE NO. 123-2006**

**AN ORDINANCE ABOLISHING THREE (3) POSITIONS UNDER THE OFFICE OF THE PROVINCIAL HEALTH OFFICER, NINE (9) POSITIONS UNDER THE PROVINCIAL AGRICULTURIST AND CREATING THREE (3) NEW POSITIONS UNDER THE PROVINCIAL HEALTH OFFICE, THREE (3) NEW POSITIONS UNDER THE OFFICE OF THE PROVINCIAL AGRICULTURIST, THREE (3) NEW POSITIONS UNDER THE OFFICE OF THE PROVINCIAL POPULATION OFFICER AND FOUR (4) NEW POSITIONS UNDER THE LINGAYEN DISTRICT HOSPITAL**

**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) (1) (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;



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WHEREAS, the following positions in the following offices are vacant:

Item No.	Position Title	Salary Grade	Salary Per Annum
<b>1. Office of the Provincial Health Officer:</b>			
7	Rural Health Physician	24	P 249,816
117	Planning Officer IV	22	P 231,012
46	Midwife IV	13	P 142,044
<b>2. Office of the Provincial Agriculturist</b>			
126	Agricultural Center Chief II	20	P 213,588
211	Agricultural Center Chief II	20	P 213,588
51	Farm Superintendent I	11	P 126,420
9	Administrative Assistant II	8	P 104,508
176	Aquacultural Technician I	6	P 91,272
200	Aquacultural Technician I	6	P 91,272
207	Aquacultural Technician I	6	P 91,272
210	Farm Foreman	6	P 91,272
190	Farm Foreman	6	P 91,272

WHEREAS, there is a need to abolish the above-mentioned positions and create new positions in the following offices to augment their existing workforce in the interest of public service:

Position	Salary Grade	Salary Per Annum
<b>1. Office of the Provincial Health Officer:</b>		
(2) Medical Specialist (Part-time)	G-22	P 231,012
(1) Medical Specialist Epidemiologist	G-22	P 231,012
<b>2. Office of the Provincial Agriculturist:</b>		
(2) Supervising Agriculturist	G-22	P 231,012
(1) Supervising Aquaculturist	G-22	P 231,012
<b>3. Office of the Provincial Population Officer:</b>		
(2) Population Program Worker I	G-5	P 84,516
(1) Project Development Assistant	G-8	P 104,508
<b>4. Lingayen District Hospital:</b>		
(1) Administrative Officer I (Cashier)	G-10	P 119,268
(1) Administrative Officer II (Accountant I)	G-11	P 126,420
(1) Nurse I	G-10	P 119,268
(1) Security Guard	G-3	P 72,468





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**WHEREAS**, the appropriations for salaries and other benefits of the abolished positions will be used for the salaries and other benefits of the newly-created positions and that there will be no increase in the appropriation for personal services;

**WHEREFORE**, on motion of the Sangguniang Panlalawigan Members Angel G. Baniqued and Romeo H. Dadacay, duly seconded –

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

**SECTION 1.** The following positions shall be created in lieu of the abolition of positions in the office of the Provincial Health Officer and Office of the Provincial Agriculturist enumerated above:

Position	Salary Grade	Salary Per Annum
<b>1. Office of the Provincial Health Officer:</b>		
(2) Medical Specialist (Part-time)	G-22	P 231,012
(1) Medical Specialist Epidemiologist	G-22	P 231, 012
<b>2. Office of the Provincial Agriculturist:</b>		
(2) Supervising Agriculturist	G-22	P 231,012
(1) Supervising Aquaculturist	G-22	P 231,012
<b>3. Office of the Provincial Population Officer:</b>		
(2) Population Program Worker I	G-5	P 84,516
(1) Project Development Assistant	G-8	P 104, 508
<b>4. Lingayen District Hospital:</b>		
(1) Administrative Officer I (Cashier)	G-10	P 119, 268
(1) Administrative Officer II (Accountant I)	G-11	P 126,420
(1) Nurse I	G-10	P 119,268
(1) Security Guard	G-3	P 72,468

**SECTION II.** The new positions shall have the following duties and responsibilities:

### Medical Specialist (Part-time)

1. In charge of the hospital diagnostic laboratory and supervises work of all laboratory personnel under him, and checks results of analysis performed by them.



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2. Performs autopsies and examines various tissues and organs grossly; examines microscopically histo-pathological sections including operated cases;
3. Prepares monthly, annual and other laboratory reports that may be required by the Chief of Hospital;
4. Answers questions pertaining to laboratory work in the hospital;
5. Trains all laboratory personnel in the new techniques and procedures;
6. Performs related duties that may be assigned by superiors.

### **Medical Specialist (Epidemiologist)**

1. Designs, manages, conducts and evaluates public health surveillance systems and epidemiologic studies (surveys, program evaluations, and other research studies).
2. Conducts and assists other health personnel in conducting outbreak investigations.
3. Conducts rapid health assessment and assists in establishing a surveillance system during times of disaster.
4. Designs, develops and conducts training programs in epidemiology and public health in coordination with the training division.
5. Produces and disseminates timely and relevant health updates.

### **Supervising Agriculturist**

1. Acts as Assistant of the Chief of Division in latter's absence or incapacity;
2. Assists in the preparation of plans/program of organization/unit, taking into consideration the thrusts,
3. Undertakes initial review of reports, technical papers documents submitted by the staff;
4. Acts as coordinator in the implementation/execution of the projects/activities of the Division in the light of current development and in accordance with the revised plans, projects, and targets;
5. Assists the Chief Agricultural Development Specialist in the preparation of administrative reports such as submission of accomplishment projects, performance ratings, etc. and
6. Performs other related functions as maybe required.

### **Supervising Aquaculturist**





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### **Population Program Worker I**

1. Provides technical assistance to MPOs in the preparation of the Municipal Population Plan.
2. Undertakes information and advocacy activities to LGUs for administrative and financial support to MPOs.
3. Provides information to PAs and various sectors for the integration of population related concern into their agency program and activities.
4. Assists/Conducts training and educational activities for MPOs and Community Volunteers or Group.
5. Assists MPOs in mobilizing resources for the conduct of population related project/activities.
6. Maintains/Updates data bank at the district level.
7. Conducts field monitoring visit to MPOs and provides feedbacks to LGUs and PPO on the status of program implementation.
8. Prepares periodic reports and submits the same to PPO.
9. Delegates task on livelihood projects. Assists in the implementation of FP/Population related activities among livelihood clientele.
10. Performs other function assigned by the PPO from time to time.

### **Project Development Assistant**

1. Makes project proposals and assists during trainings.
2. Assists in packaging project proposals and training design.
3. Prepares and delivers communications.

### **Administrative Officer II (Cashier)**

1. Verifies and checks payrolls and vouchers before disbursing salaries and wages of the different creditors whether it is duly signed or not by the authorities concerned. Also, asks for their residence certificates whether or not they are the true creditors, drawing salaries and/or wages.
2. Submits fully paid payrolls and vouchers to the Cashier so as to withdraw cash for disbursement purposes. Gets all the total balances of fully paid payrolls, partially paid payrolls and vouchers and cash items to determine how much cash is being disbursed for the day.

### **Administrative Officer I (Accountant I)**

1. Prepares monthly Bank Reconciliation Statement of all accounts.
2. Prepares adjustments to reconcile cashbook and ledger.
3. Performs other functions as may be assigned from time to time.



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### **Nurse I**

1. Observes, records, takes and reports symptoms and condition of patients.
2. Administers medications as well as notes reactions.
3. Sets up treatments trays, prepares instruments and other equipments and assists physicians in the treatment.
4. Assists in administering highly specialized therapy with complicated equipments and maintains records reflecting patient's condition.
5. Baths and feeds acutely ill patients.
6. Assists in research related to improvement in nursing care.
7. Assists in the presentation of incidental teaching and evaluation of personnel and student nurses.
8. May act in the capacity of head nurse in latter absence.
9. May assist in the patient's education and rehabilitation including promotion of mental and physical health.
10. Assists the head nurse in evaluating the performance of the non-professional personnel.

### **Security Guard**

1. Responsible for the provision of safety and security to hospital patients, facilities/properties and personnel.
2. Directs and coordinates the enforcement of laws, rules and regulations and the maintenance of peace and order within the hospital premises.
3. Initiates the development and implementation of policies, procedures and standards relative to police and security matters.
4. Regulates and controls the issuance of identification cards and gate passes to hospital users.
5. Controls and regulates the movement of vehicles and personnel within the hospital.
6. Directs and coordinates the conduct of investigation on reported incidents and violations.
7. Submits reports of unusual incidents and violation of rules.

**SECTION 3.** The corresponding salaries and the newly created positions shall be appropriated in Supplemental Budget No. 1 of the General Fund of the Province for CY 2006 and be included in the plantilla of personnel.




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**SECTION 4.** Effectivity. This Ordinance shall take effect on June 1, 2006.

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

ATTESTED:

  
**VICE GOVERNOR OSCAR B. LAMBINO**  
*Presiding Officer*

APPROVED:

  
**VICTOR E. AGBAYANI**  
*Governor*