



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 November 12, 2018 at Lingayen, Pangasinan, the following provincial ordinance was approved:*

Authored by SP Member Angel M. Baniqued, Jr.

**PROVINCIAL ORDINANCE NO. 221-2018**

**AN ORDINANCE ABOLISHING VACANT POSITION IN THE OFFICE OF THE SANGGUNIANG PANLALAWIGAN, SECRETARIAT SERVICES AND CREATING POSITIONS IN THAT OFFICE**

**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 Appropriations, Economic Affairs and Ways and Means, after a study of the proposed organization of the provincial government of Pangasinan, finds 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 position of Board Secretary IV, Salary Grade 22, Plantilla Item No. 31 Office of the Sangguniang Panlalawigan, Secretariat Services is vacant due to the retirement of the incumbent;

**WHEREAS**, there is a need to abolish the above-mentioned position and create the following positions in the same office:



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Item No.	Position Title	Salary Grade/ Step	Salary per Annum
4	Local Legislative Staff Officer III	16/1	403,008.00
25	Senior Administrative Assistant I	13/1	302,784.00
46	Administrative Aide IV	4/1	158,568.00

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

**WHEREFORE**, on motion of SP Member Angel M. Baniqued, Jr., duly seconded -

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

**Section 1.** The vacant position herein above mentioned is hereby abolished.

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

Item No.	Position Title	Salary Grade/ Step	Salary per Annum
4	Local Legislative Staff Officer III	16/1	403,008.00
25	Senior Administrative Assistant I	13/1	302,784.00
46	Administrative Aide IV	4/1	158,568.00

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

	Position	Education	Experience	Eligibility
1.	Local Legislative Staff Officer III	Bachelor's Degree	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility
2.	Senior Administrative Assistant I	Bachelor's Degree	3 years of relevant experience	Career Service (Subprofessional)/First Level Eligibility
3.	Administrative Aide IV	Bachelor's Degree	None required	Career Service (Subprofessional)/First Level Eligibility



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

**1. Local Legislative Staff Officer III**

- a) Provides administrative support and research services to various Sangguniang Panlalawigan standing committees
- b) Handles overflow work from the Division Chiefs and provides office back up support and appropriate office coverage in their absence.
- c) Files, maintains, arrange for storage and retrieve records of the Sangguniang Panlalawigan.
- d) Performs other functions as maybe assigned from time to time.

**2. Senior Administrative Assistant I**

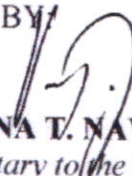
- a) Assists in the Committee Affairs and Research Division.
- b) Performs skilled stenographic work in taking and transcribing verbatim notes.
- c) Reviews, corrects/ edits transcripts of hearings/ meetings of the Committee on Good Government and Accountability of Public Officers.
- d) Performs other related functions.

**3. Administrative Aide IV**


- a) Assists during regular sessions and other meetings.
- b) Transcribes minutes of regular sessions.
- c) Assists in the preparation of notices, invitations and other communications.
- d) Performs other duties that maybe assigned from time to time.

**Section 6. Effectivity.** This Ordinance shall take effect on January 1, 2019.


CERTIFIED BY

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

ATTESTED:

  
**JOSE FERDINAND Z. CALIMLIM, JR.**  
Vice Governor  
*(Presiding Officer)*

APPROVED:

  
**AMADO I. ESPINO III**  
Governor