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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 15, 2021 at Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Member Angel M. Baniqued, Jr.

PROVINCIAL ORDINANCE NO. 273-2021

AN ORDINANCE ABOLISHING VACANT POSITIONS IN SOME OFFICES/HOSPITALS IN THE PROVINCIAL GOVERNMENT OF PANGASINAN AND CREATING POSITIONS IN THE DIFFERENT OFFICES/HOSPITALS THEREAT

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, Economic Affairs and Ways and Means; and 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 offices/hospitals concerned could deliver more effective and efficient duties and responsibilities;

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



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	Item No.	Office	Position Title	Salary Grade/Step	Salary per Annum
1.	10	Human Resources Management and Development Office	Administrative Officer I	10/1	266,280.00
2.	30	Provincial Planning & Development Office	Project Development Officer II	15/1	421,164.00
	38		Project Development Assistant	8/1	227,976.00
3.	33	General Services Office	Carpenter I	3/1	169,500.00
	34		Carpenter II	5/1	190,908.00
4.	40	Provincial Agriculturist Office	Agricultural Technician I	6/1	194,400.00
	96		Agricultural Technician I	6/1	194,400.00
	109		Agricultural Technician I	6/1	194,400.00
	149		Agricultural Technician I	6/1	194,400.00
	72		Administrative Aide IV	4/1	172,800.00
	113		Administrative Aide IV	4/1	172,800.00
	114		Administrative Aide I	1/1	144,408.00
	120		Administrative Aide I	1/1	144,408.00
	135		Administrative Aide I	1/1	144,408.00
	183		Aquaculturist I	11/1	286,524.00
5.	3	Provincial Social Welfare and Development Office	Youth Development Officer IV	22/1	839,558.00
	13		Manpower Development Assistant	8/1	227,858.00

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

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 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/hospitals in the province.



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	Item No.	Office	Position Title	Salary Grade/Step	Salary per Annum
1.	1	Provincial Warden	Provincial Government Assistant Department Head Prison Guard III	24/1 10/1	1,060,920.00 266,280.00
2.	7 11	Provincial Management Information Services	Information System Analyst I Electronics & Communication Technician I	12/1 6/1	330,096.00 202,524.00
3.	1	Provincial Library Office	Provincial Government Assistant Department Head	24/1	1,060,920.00
4.	2 3	PGO-Capitol Resort Hotel Operations Division	Administrative Officer I (Cashier I) Administrative Officer I	10/1 10/1	266,200.00 387,852.00
5	1	PGO-Sports Development Division	Sports Development Officer IV	22/1	839,556.00
6	7	SP-Secretariat Services	Administrative Officer V	18/1	542,436.00
7	2	Office of Provincial Tourism and Cultural Affairs Officer	Supervising Tourism Operations Officer	22/1	839,556.00
8	15 16	Provincial Disaster Risk Reduction & Management Office	Local Disaster Risk Reduction & Management Officer II Administrative Aide III (Driver)	15/1 3/1	421,164.00 169,500.00
9	15	Human Resource Management & Development Office	Supervising Administrative Officer	22/1	839,556.00
10	6 33	Provincial Planning & Development Officer	Administrative Assistant IV (Bookbinder IV) Project Development Officer I	10/1 11/1	266,280.00 305,268.00
11	44	General Services Office	Community Affairs Officer IV	22/1	839,556.00
12	11	Office of the Provincial Budget	Supervising Administrative Officer	22/1	839,556.00
13	3	Office of the Provincial Accountant	Administrative Officer V	18/1	542,436.00
14	40 41	Office of the Provincial Treasurer	Revenue Collection Clerk III Revenue Collection Clerk III	9/1 9/1	244,824.00 244,824.00
15	15 16	Office of the Provincial Legal Officer	Legal Assistant I Administrative Aide I	10/1 1/1	266,280.00 150,204.00



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	Item No.	Office	Position Title	Salary Grade/Step	Salary per Annum
16	6	Office of the Provincial Employment Services Officer	Administrative Officer IV	15/1	421,164.00
	12		Labor & Employment Assistant	8/1	266,280.00
	13		Labor & Employment Assistant	8/1	266,280.00
17	2	Office of the Provincial, Cooperative & Livelihood Officer	Provincial Government Assistant Department Head	24/1	1,060,920.00
18	4	Office of the Provincial Veterinarian	Supervising Administrative Officer	22/1	839,556.00
19	41	Office of the Provincial Engineer	Engineer I	12/1	331,296.00
	158		Engineer I	12/1	331,296.00
	159		Engineer I	12/1	331,296.00
20	5	Pangasinan Housing & Urban Development Coordinating Office	Housing & Homesite Regulation	11/1	542,436.00
21	49	Office of the Provincial Agriculturist	Senior Aquaculturist	18/1	542,438.00
	74		Engineer I	12/1	331,296.00
	75		Engineer I	12/1	331,296.00
	76		Engineer I	12/1	331,296.00
	81		Farm Worker I	2/1	159,660.00
	116		Farm Worker I	2/1	159,660.00
	142	Farm Worker I	2/1	159,660.00	
22	31	Provincial Environment & Natural Resources Office	Senior Environment Management	187/1	542,436.00
	32		Forest Ranger	4/1	179,916.00
	33		Forest Ranger	4/1	179,916.00
	34		Forest Ranger	4/1	179,916.00
23	29	Provincial Social Welfare & Development Office	Disability Affairs Officer IV	22/1	839,556.00
	14		Social Welfare Officer III	18/1	542,436.00
	15		Social Welfare Officer I	11/1	305,268.00
	9		Administrative Assistant III	9/1	244,824.00
24	84	Pangasinan Provincial Hospital	Medical Officer III	21/1	749,388.00
	85		Medical Officer III	21/1	749,388.00
	86		Medical Officer III	21/1	749,388.00
	87		Medical Officer III	21/1	749,388.00
	103		Medical Technologist I	11/1	305,268.00
	104		Medical Technologist I	11/1	305,268.00



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	Item No.	Office	Position Title	Salary Grade/Step	Salary per Annum
25	16	Western Pangasinan District Hospital	Medical Officer III	21/1	749,388.00
	17		Medical Officer III	;21/1	749,388.00
	18		Medical Officer III	;21/1	749,388.00
	46		Nurse I	15/1	421,164.00
	47		Nurse I	15/1	421,164.00
	82		Medical Technologist I	11/1	305,268.00
	93		Radiologist Technologist I	11/1	305,268.00
26	88	Eastern Pangasinan District Hospital	Nurse I	15/1	421,164.00
	89		Nurse I	15/1	421,164.00
	91		Medical Technologist I	11/1	305,268.00
	93		Radiologist Technologist I	11/1	305,268.00
27	25	Urdaneta District Hospital	Medical Officer III	;21/1	749,388.00
	26		Medical Officer III	;21/1	749,388.00
	27		Medical Officer III	;21/1	749,388.00
	52		Nurse I	15/1	421,164.00
	53		Nurse I	15/1	421,164.00
	37		Medical Technologist I	11/1	305,268.00
	39		Radiologist Technologist I	11/1	305,268.00
28	13	Bayambang District Hospital	Medical Officer III	;21/1	749,388.00
	14		Medical Officer III	;21/1	749,388.00
	96		Nurse I	15/1	421,164.00
	18		Medical Technologist I	11/1	305,268.00
	28		Radiologist Technologist I	11/1	305,268.00
29	6	Lingayen District Hospital	Medical Officer III	;21/1	749,388.00
	25		Nurse I	15/1	421,164.00
	26		Nurse I	15/1	421,164.00
	15		Radiologist Technologist I	11/1	305,268.00
30	5	Mangatarem District Hospital	Medical Officer III	;21/1	749,388.00
	18		Nurse I	15/1	421,164.00
	19		Nurse I	15/1	421,164.00
	9		Medical Technologist I	11/1	305,268.00
31	5	Asingan Community Hospital	Medical Officer III	;21/1	749,388.00
	11		Nurse I	15/1	421,164.00
32	4	Bolinao Community Hospital	Medical Officer III	;21/1	749,388.00
	11		Nurse I	15/1	421,164.00
	12		Radiologist Technologist I	11/1	305,268.00
33	4	Dasol Community Hospital	Medical Officer III	;21/1	749,388.00
	13		Nurse I	15/1	421,164.00
	14		Radiologist Technologist I	11/1	305,268.00



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	Item No.	Office	Position Title	Salary Grade/Step	Salary per Annum
	14	Dasol Community Hospital	Radiologist Technobgist I	11/1	305,268.00
34	4	Manaoag Community Hospital	Medical Officer III	;2 1/1	749,388.00
	12		Nurse I	15/1	421,164.00
35	4	Mapandan Community Hospital	Medical Officer III	;2 1/1	749,388.00
	13		Nurse I	15/1	421,164.00
36	4	Pozorrubio Community Hospital	Medical Officer III	;2 1/1	749,388.00
	13		Nurse I	15/1	421,164.00
37	3	Umingan Community Hospital	Medical Officer III	;2 1/1	749,388.00
	4		Medical Officer III	;2 1/1	749,388.00
	13		Nurse I	15/1	421,164.00
	14		Nurse I	15/1	421,164.00
38	52	Provincial Health Office	Supervising Administrative Officer	22/1	419,778.00
	53		Health Education Promotion Officer II	14/1	193,926.00
	54		Health Education Promotion Officer II	14/1	193,926.00
	55		Health Program Officer II	15/1	210,582.00
	56		Health Program Officer II	15/1	210,582.00
	57		Health Program Officer II	15/1	210,582.00
	58		Health Program Officer II	15/1	210,582.00
	59		Health Program Officer II	15/1	210,582.00
	60		Health Program Officer II	15/1	210,582.00
	61		Health Program Officer II	15/1	210,582.00
	62		Health Program Officer I	11/1	152,634.00
	63		Planing Officer I	11/1	152,634.00
	64		Health Program Officer I	11/1	152,634.00
	65		Administrative Assistant III	9/1	122,412.00
	66		Information System Analyst III	19/1	299,010.00
	67		Information System Analyst II	16/1	228,900.00
	68		Information System Analyst I	12/1	165,648.00
	69		Administrative Assistant III	9/1	122,412.00
	70		Senior Health Program Officer I	18/1	221,218.00
	71		Health Program Officer II	15/1	210,582.00
	72	Administrative Officer V	18/1	271,218.00	
	73	Administrative Officer III	15/1	210,582.00	
	74	Administrative Assistant III	9/1	122,412.00	
	75	Administrative Officer V	18/1	271,218.00	
	76	Administrative Officer II	11/1	152,634.00	



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

	Office/Position	Education	Experience	Eligibility
1.	Provincial Warden			
	Provincial Government Assistant Department Head	Bachelor's Degree	4 yrs. In position involving management & supervision	Career Service (Professional)/Second Level Eligibility
2	Provincial Management Information Services			
	Information System Analyst I	Bachelor's Degree relevant to the job	None required	Career Service (Professional)/Second Level Eligibility
	Electronic & Communication Technician I	Completion of 2 yrs. In college of high school	Completion of 2 yrs. Studies in college or high school	Career Service (SubProfessional) Eligibility, Electronics Equipment Technology
3	Provincial Library Office			
	Provincial Government Assistant Department Head	Masteral Degree	4 years in position's involving management & supervision	R. A. 1080
4	PGO-Capitol Resort Hotel Operations Division			
	Administrative Officer I (Cashier I)	Bachelor's Degree	None required	Career Service (Professional)/Second Level Eligibility
	Administrative Officer I	Bachelor's Degree	None required	Career Service (Professional)/Second Level Eligibility
5	PGO-Sports Development Division			
	Sports Development Officer IV	Bachelor's Degree	3 yrs. Relevant service	Career Service (Professional)/Second Level Eligibility
6	SP-Secretariat Services			
	Administrative Officer V	Bachelor's Degree	4 yrs. In position involving management & supervision	Career Service (Professional)/Second Level Eligibility
7	Office of the Tourism & Cultural Affairs Office			
	Supervising Tourism Operations Officer	Bachelor's Degree	3 years of relevant training	Career Service (Professional)/Second Level Eligibility
8	Provincial Disaster Risk Reduction & Management Office			
	Local Disaster Risk Reduction & Management Officer II	Bachelor's Degree	1 year relevant experience	Career Service (Professional)/Second Level Eligibility
	Administrative Aide III (Driver)	High School Graduate	1 year relevant experience in Driving	Driver's License
9	Human Resources Management & Development Office			
	Supervising Administrative Officer	Bachelor's Degree	3 years of relevant experience	Career Service (Professional)/Second Level Eligibility
10	Provincial Planning & Development Officer			
	Administrative Assistant IV (Bookbinder IV)	Elementary School Graduate	None required	Career Service (SubProfessional)/First Level Eligibility



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	Office/Position	Education	Experience	Eligibility
	Provincial Planning & Development Officer			
	Project Development Officer I	Bachelor's Degree	None required	Career Service (Professional) Second Level Eligibility
11	General Services Office			
	Community Affairs Officer IV	Bachelor's Degree	3 years of relevant experience	Career Service (Professional) Second Level Eligibility
12	Office of the Provincial Budget Officer			
	Supervising Administrative Officer	Bachelor's Degree relevant to the job	3 years of relevant experience	Career Service (Professional) Second Level Eligibility
13	Office of the Provincial Accountant			
	Administrative Officer V	Bachelor's Degree	3 years in position's involving management & supervision	Career Service (Professional) Second Level Eligibility
14	Office of the Provincial Treasurer			
	Revenue Collection Clerk III	Completion of 2 yrs. Studies in college	1 year of relevant training	Career Service (SubProfessional) First Level Eligibility
15	Office of the Provincial Legal Officer			
	Legal Assistant I	Bachelor's Degree	None required	Career Service (Professional) Second Level Eligibility
16	Office of the Provincial Employment Services Officer			
	Administrative Office IV	Bachelor's Degree	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
	Labor & Employment Assistant	Completion of 2 years in studies in college	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
17	Office of the Provincial Cooperative & Livelihood Officer			
	Provincial Government Assistant Department Head	Bachelor's Degree	4 years relevant experience	Career Service (Professional) Second Level Eligibility
18	Office of the Provincial Veterinarian			
	Supervising Administrative Officer	Bachelor's Degree	2 years of relevant to the job	Career Service (Professional) Second Level Eligibility
19	Provincial Engineering Office			
	Engineer I	Bachelor's Degree	None required	R.A 1080
20	Provincial Housing & Urban Development Coordinating Office			
	Housing & Homesite Regulation I	Bachelor's Degree	None required	Career Service (Professional) Second Level Eligibility



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	Office/Position	Education	Experience	Eligibility
21	Provincial Agriculture Office			
	Senior Aquaculturist	Bachelor Of Science in Fisheries	2 years of relevant experience	R. A 1080
	Engineer I	Bachelor of Science in Agricultural Engineering	None required	R. A 1080
	Farm Worker I	Elementary Graduate	None required	R. A 1080
	Project Development Officer III	Bachelor's Degree relevant to the job	2 yrs. of relevant experience	Career Service (Professional)/Second Level Eligibility
22	Provincial Environment & Natural Resources Office			
	Senior Environment Management I	Bachelor's Degree relevant to the job	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility
	Forest Ranger	High School Graduate	None required	None required
23	Provincial Social Welfare & Development Office			
	Disability Affairs Officer IV	Bachelor's Degree relevant to the job	4 years of relevant experience	Career Service (Professional)/Second Level Eligibility
	Social Welfare Officer III	Bachelor's Degree relevant to the job	3 years of relevant experience	Career Service (Professional)/Second Level Eligibility
	Social Welfare Officer I	Bachelor's Degree relevant to the job	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility
	Administrative Assistant III	Bachelor's Degree relevant to the job	1 years of relevant experience	Career Service (SubProfessional)/First Level Eligibility
24	Provincial Provincial Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Medical Technologist I	Bachelor 's Degree to Medical Technology	None required	R.A 1080
25	Western Pangasinan District Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
	Medical Technologist I	Bachelor 's Degree to Medical Technology	None required	R.A 1080
	Radiologist Technologist I	Bachelor 's Degree in Radiologic Technology	None required	R.A 1080
26	Eastern Pangasinan District Hospital			
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
	Medical Technologist I	Bachelor 's Degree to Medical Technology	None required	R.A 1080
	Radiologist Technologist I	Bachelor 's Degree in Radiologic Technology	None required	R.A 1080
	Urdaneta District Hospital			



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	Office/Position	Education	Experience	Eligibility
27	Urdaneta District Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
	Medical Technologist I	Bachelor 's Degree to Medical Technology	None required	R.A 1080
	Radiologist Technologist I	Bachelor 's Degree in Radiologic Technology	None required	R.A 1080
28	Bayambang District Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
	Medical Technologist I	Bachelor 's Degree to Medical Technology	None required	R.A 1080
	Radiologist Technologist I	Bachelor 's Degree in Radiologic Technology	None required	R.A 1080
29	Lingayen District Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
	Radiologist Technologist I	Bachelor 's Degree in Radiologic Technology	None required	R.A 1080
30	Mangatarem District Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
	Medical Technologist I	Bachelor 's Degree to Medical Technology	None required	R.A 1080
31	Asingan Community Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
32	Bolinao Community Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
	Radiologist Technologist I	Bachelor 's Degree in Radiologic Technology	None required	R.A 1080
33	Dasol Community Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
	Radiologist Technologist I	Bachelor 's Degree in Radiologic Technology	None required	R.A 1080



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	Office/Position	Education	Experience	Eligibility
34	Manaoag Community Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
35	Mapandan Community Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
36	Pozorrubio Community Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
37	Umingan Community Hospital			
	Medical Officer III	Doctor Of Medicine	None required	R.A 1080
	Nurse I	Bachelor Science in Nursing	None required	R.A 1080
38	Provincial Health Office			
	Supervising Administrative Officer	Bachelor's Degree	3 years in relevant to the job	Career Service (Professional)/Second Level Eligibility
	Health Education Promotion Officer II	Bachelor's Degree	1 year in relevant experience	Career Service (Professional)/Second Level Eligibility
	Health Program Officer II	Bachelor's Degree	1 year in relevant experience	Career Service (Professional)/Second Level Eligibility
	Health Program Officer I	Bachelor's Degree	1 year in relevant experience	Career Service (Professional)/Second Level Eligibility
	Planning Officer I	Bachelor's Degree	None required	Career Service (Professional)/Second Level Eligibility
	Administrative Assistant III	Completion of 2 years studies in college	8 hrs. of relevant training	Career Service (SubProfessional)/First Level Eligibility

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

Provincial Warden

1. Provincial Government Assistant Department Head

1. Maintain safe & secured environment for the protection of inmates, visitors and employees.
2. Implements recreational & development activities /program for inmates.
3. Maintain safe & secured Jail Facility.
4. Maintain detention facility policies.



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2. Prison Guard III

1. Supervises Prison Guard I Security Guard I during his tour of duty.
2. Report to the Provincial Warden any untoward incidents that may happened in the premises.
3. Inspects guards on duty every day and night in their posts.
4. Performs other duties that maybe assigned by his immediate supervisors from time to time.
5. Passes unlawful orders to superiors to the guards on duties.

Provincial Management Information Services

1. Information System Analyst I

1. Analyze problems/requirements provided by users and potential users of application systems; study existing systems & procedures and give recommendation of possible software application systems.
2. Provide technical support, assistance & information to systems users; train users in systems operations as necessary; coordinate with programmers relating to their assigned projects.
3. Write or modify program source code as necessary to meet user needs, prepare sample test data, test correct and revise programs as necessary.
4. Perform other tasks as may be assigned.

2. Electronics & Communication Technician I

1. Set up hardware and install and software and drivers.
2. Maintain and repair technological equipment or peripheral.
3. Perform regular upgrades to ensure systems remain updated
4. Perform other tasks as may be assigned.

Provincial Library Office

1. Provincial Government Assistant Department Head

1. Acts as Chief of Office of the Pangasinan Provincial Library.
2. Takes charge in the administrative, operation and supervision of the office.
3. Executes orders and direction from the immediate superior.
4. Coordinates with the local and national officials concerned relative to public library service in the province.

PGO-Capitol Resort Hotel Operations Division

1. Administrative Officer I (Cashier I)

1. Monitor cash collections & Prepares report of collections and deposits.
2. Monitoring spending and budgets operational expenses of the hotel.
3. Auditing and analyzing financial performance.
4. Advising on how to reduce costs & increase profit.
5. Prepares financial statements/reports.



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2. Administrative Officer II

1. Checks, monitors and supervises the work schedule of staff, check completeness of uniforms.
2. Prepares communication & reports as needed.
3. Handles client complaint and other concerns.
4. Checking and ensuring supplies are maintained such as office/janitorial, etc.

PGO-Sports Development Division

1. Sports Development Officer IV

1. Formulate development plans and supervise various sport programs and activities consistent with the sports initiative of the Provincial Governor.
2. Coordinate and conduct consultants with various relevant organizations, agencies including local and National Sports Associations (NGAs) for the promotion of sports development.
3. Supervise and responsible for the direction, development and management and implementation of the Provincial Governor's Office-Sports Development Division plans and programs.

SP- Secretariat

1. Administrative Officer V

1. Supervises the Personnel/Human Resources Management Development Services.
2. Provides administrative support and assistance to the Supervising Administrative Officer on all personnel matters.
3. Reviews reports on Statements on Assets, Liabilities and NetWorth, summary of Attendance, Clients Feedback Surveys, Monthly Separation and 7S of Good Housekeeping.
4. Prepares simple and difficult communications as per instruction from higher supervisors.
5. Performs other functions assigned from time to time.

Office of the Provincial Tourism and Cultural Affairs Officer

1. Supervising Tourism Operations Officer I

1. Manage and supervise operational and administrative activities of the Technical Support Services and Planning Division.
2. Manage the development, implementation and evaluation of programs, projects and activities in support to tourism planning, policy statistics and research and product development.
3. Provide support and technical assistance activities to relevant partner stakeholders.
4. Perform such other functions as may be determined and assigned by the Department Head.



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Provincial Disaster Risk Reduction & Management Office

1. Local Disaster Risk Reduction & Management Officer II

1. Organizes, train and directly supervise the local emergency response teams.
2. Design, program and coordinate DRRM activities, consistent with the NDRRMC's standards and guidelines.
3. Facilitate and support risk assessments and contingency planning activities at the local level.
4. Operation of multi-hazard early warning system linked to DRR to provincial accurate and timely advice to national or local emergency response organizational and to the general public through diverse mass media particularly radio, landline communication within rural communities.

2. Administrative Aide III (Driver)

1. Drive the offices service vehicle for official travels.
2. Study and plan routes for travels.
3. Checks overall vehicle condition daily, Ensures cleanliness of assigned vehicle.
4. Conduct preventing maintenance.

Human Resource Management Development Administrative Officer

1. Supervising Administrative Officer

1. Supervises work outputs and attendance of employees.
2. Formulates and implements organizational development programs, projects and activities.
3. Conducts assessment to measure the effects of organizational development tools and systems.
4. Prepares conceptual and operational plans.
5. Performs other functions as may be assigned.

Provincial Planning & Development Officer

1. Administrative Assistant IV (Bookbinder IV)

1. Compiles and arranges for binding all approved Development/Investment Plans/Reports.
2. Supervise the binding of reference copies of approved Development/Investment Plans/Reports.
3. Maintains proper safekeeping and administration of all office records.
4. Assists in the implementation and coordination of office policies and procedures for the smooth flow of the office operation.

2. Project Development Officer I

1. Assists the immediate supervisor on investment concerns and special projects of the PPDO/Provincial Government.
2. Assists in the preparation of investment collaterals.
3. Assists in the coordination work, and in the conduct of meetings.
4. Encodes communications proposals.



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General Services Office

1. Community Affairs Officer IV

1. Supervise the maintenance & repair of bldgs. & inspect materials and workmanship.
2. Recommend to the General Services Officer all matters regarding the repairs, constructions & maintenance of buildings.
3. Prepare plans in relation to building repair, maintenance and monitoring and directs the implementation of works schedules for personnel in various units of building, Parks and Security.
4. Inspect and monitor various development projects of the province, perform other related work as may be assigned.

Provincial Budget Office

1. Supervising Administrative Officer.

1. Assists the Assistant Provincial Budget Officer in the preparation of Annual/Supplemental Budget of the Province.
2. Review Annual/Supplemental Budgets of LGUs of the province.
3. Controls & records payrolls, vouchers, PR and RIS of offices/hospitals and certifies as to availability of allotments.
4. Prepares monthly reports (RAO's) of various offices and hospitals.
5. Evaluates allotment request and prepares corresponding recommendations.

Provincial Accountant Office

1. Administrative Officer V

1. Assists the Supervising Administrative Officer-Administrative Division in the formulation and implementation of administrative rules, guidance and policies and other organizational programs of the province.
2. Develops and implement Quality Standards and Procedures aligned with ISO 9001: 2015.
3. Prepares/composes correspondence. documents report.
4. Performs other functions as may be assigned by immediate supervisors and head of office.

Provincial Treasurer's Office

1. Revenue Collection Clerk III

1. Supervises the Administrative Services Division.
2. Develop and implement Quality Standards and Procedures.
3. Prepares correspondence, documents and reports.
4. Performs other functions as may be assigned by immediate supervisors and head of office.



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Provincial Legal Officer

1. Legal Assistant I

1. Writes and/or Drafts correspondence, reports, document relating legal document ordinances, queries and etc.
2. Helps conduct preliminary investigation on administrative cases and checks pertinent facts on varied legal matters
3. Catalogues legislative and decisions of the Supreme Court and Attends to client, visitors and guests of the office
4. Performs other duties that may be assigned from time to time.

2. Administrative Aide I

1. Delivers/pickup communications and documents for transmittal or approval.
2. Secures signature of the approving authority and photocopies and sorts documents.
3. Prepares draft payroll, vouchers. Purchase Requests and RIS
4. Validates requirements for payroll attachment, DTR, Leave and Program of Work and updates and maintain leave records of employees.
5. Performs other tasks that may be assigned from time to time.

Office of the Provincial Employment Services Officer

1. Administrative Officer IV.

1. Prepares annual budget and procurement plan and subsequent amendments.
2. Prepares inventory of property plant and equipment report and other.
3. Provides technical assistance & administrative support.
4. Performs other duties as assigned from time to time.

2. Labor and Employment Assistant I

1. Interviews, assesses and refers applicants.
2. Coordinates with companies and recruitment agencies.
3. Prepares report on registered applicants.
4. Performs other duties as assigned from time to time.

Provincial Population, Cooperative & Livelihood Development Officer

1. Provincial Government Assistant Department Head.

1. Assists the management in the formulation of plans, policies, programs and projects of the office.
2. Initiates and/or provides support and technical assistance to division/ section chief in the development and implementation of programs and projects.
3. Reviews the progress of projects under implementation against set standards, objectives and schedules.
4. Assists management in formulating staff development programs and recommend trainings and educational opportunities to capacitate employees and improve their work performance.
5. Performs other functions and duties that may be assigned from time to time.



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Office of the Provincial Veterinarian

1. Supervising Administrative Officer

1. Assists the Provincial Veterinarian/Assistant Provincial Veterinarian in the general administrative services pertaining to human resource management, records, property other forms of support to operations, budgeting and accounting services.
2. Responsible for planning, directing, coordinating, and supervising all administrative services functions, personnel administration, general services, supply/records management and budgeting.

Provincial Engineering Office

1. Engineer I

1. Assigned to supervise the implementation of various infrastructure projects.
2. Prepares feasible plans, design and program of works and estimates of infrastructure projects.
3. Do other related technical of office work being assigned by higher and/or immediate supervisor.

Provincial Housing & Urban Development Coordinating Office

1. Housing and Homesite Regulation Officer I

1. Community Organization and Community Preparation.
2. Census/Tagging Operations.
3. Beneficiary Listing and Social Preparation.
4. Conduct of consultation/Dialogue and Documentation and Estate Management.

Provincial Agriculture Office

1. Senior Aquaculturist

1. Assist in the supervision and management of various fishery facilities of the province.
2. Assist in the crafting of management and development plans including policies accordance to the thrust of the province.
3. Assist in the preparation of project proposal for approval of the Governor.
4. Render other relative tasks as deemed necessary by the immediate supervisor.

2. Engineer I

1. Program and Project Management.
2. Engineering Plans, Designs and Specification.
3. Standards and Regulations.
4. Render other relative tasks as deemed necessary by the immediate supervisor.



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3. Farm Worker I

1. Render farm works and labor in the established and maintenance of rice techno-demo projects.
2. Render farm works in seedling production.
3. Render other relative tasks as deemed necessary by the immediate supervisor.

Provincial Environment & Natural Resources Office

1. Senior Environment Management I

1. Formulation of management plan on community watershed.
2. Formulation /Development of policies on solid waste management.
3. Technical monitoring evaluation of identified community watershed and ecological solid waste management.
4. Supervision of devolved functions.

2. Forest Ranger

1. Development/Rehabilitation of tree parks and green belt.
2. Maintenance and protection tree parks and greenbelt.
3. Joint assessment profiling and evaluation of identified community watershed.

Provincial Social Welfare & Development Office

1. Disability Affairs Officer IV

1. Manages and oversees the efficient operations of the Persons with Disability Affairs Office.
2. Develops, promotes and monitors the implementation of policies, plans, programs and services for the development of persons with disabilities in coordination with national and local government agencies.
3. Build the capacity of non-government organizations and people's organization to participate in the implementation of all local government programs and services.

2. Social Welfare Officer III

1. Conducts & prepares Social Study Report after revalidation thru interviews, home visits, collateral information and provides technical assistance and services according to established standards.
2. Intakes, interviews and refers clients who came to the office for assistance.
3. Explores and makes use of existing community resources, establishes and maintains working relationship with individuals, families, communities, POs and NGOs.

3. Social Welfare Officer I

1. Conducts intake interview and accomplish General intake sheet.
2. Prepares Social Case Study Report and submits to Center Head for review.
3. Conducts home visit and Identifies for reintegration.
4. Performs other related tasks assigned by supervisor.



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4. Administrative Assistant III

1. Acts as Property and Supply Officer.
2. Prepares Property Acknowledgement Receipt and Prepares semi-annual inventory Properties and Equipment.
3. Performs other related tasks assigned by the supervisor.

Pangasinan Provincial Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical medical health team.

2. Medical Technologist I

1. Performs validates and signs results of various laboratory tests.
2. Cleans and decontaminates work areas daily or as needed.
3. Does inventory, statics and other needed documentation.
4. Performs other related tasks as may be assigned.

Western Pangasinan District Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Makes daily rounds with the physicians for patient monitoring.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.

3. Medical Technologist I

1. Performs validates and signs results of various laboratory tests.
2. Cleans and decontaminates work areas daily or as needed.
3. Does inventory, statics and other needed documentation.
4. Performs other related tasks as may be assigned.

4. Radiologist Technologist I

1. Performs radiographic procedures/examinations prescribed by the physicians.
2. Assist on clerical functions like encoding and releasing of results.
3. Submit incidence report to superiors affecting the delivery of service in the department.
4. Performs other related tasks as may be assigned.



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Eastern Pangasinan District Hospital

1. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.

2. Medical Technologist I

1. Performs validates and signs results of various laboratory tests.
2. Cleans and decontaminates work areas daily or as needed.
3. Does inventory, statics and other needed documentation.
4. Performs other related tasks as may be assigned.

3. Radiologist Technologist I

1. Performs radiographic procedures/examinations prescribed by the physicians.
2. Assist on clerical functions like encoding and releasing of results.
3. Submit incidence report to superiors affecting the delivery of service in the department.
4. Performs other related tasks as may be assigned.

Urdaneta District Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.

3. Medical Technologist I

1. Performs validates and signs results of various laboratory tests.
2. Cleans and decontaminates work areas daily or as needed.
3. Does inventory, statics and other needed documentation.
4. Performs other related tasks as may be assigned.

4. Radiologist Technologist I

1. Performs radiographic procedures/examinations prescribed by the physicians.
2. Assist on clerical functions like encoding and releasing of results.
3. Submit incidence report to superiors affecting the delivery of service in the department.
4. Performs other related tasks as may be assigned.



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Bayambang District Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.

3. Medical Technologist I

1. Performs validates and signs results of various laboratory tests.
2. Cleans and decontaminates work areas daily or as needed.
3. Does inventory, statics and other needed documentation.
4. Performs other related tasks as may be assigned.

4. Radiologist Technologist I

1. Performs radiographic procedures/examinations prescribed by the physicians.
2. Assist on clerical functions like encoding and releasing of results.
3. Submit incidence report to superiors affecting the delivery of service in the department.
4. Performs other related tasks as may be assigned.

Lingayen District Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.

3. Radiologist Technologist I

1. Performs radiographic procedures/examinations prescribed by the physicians.
2. Assist on clerical functions like encoding and releasing of results.
3. Submit incidence report to superiors affecting the delivery of service in the department.
4. Performs other related tasks as may be assigned.



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Mangatarem District Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.

3. Medical Technologist I

1. Performs validates and signs results of various laboratory tests.
2. Cleans and decontaminates work areas daily or as needed.
3. Does inventory, statics and other needed documentation.
4. Performs other related tasks as may be assigned.

Asingan Community Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.

Bolinao Community Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.



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3. Radiologist Technologist I

1. Performs radiographic procedures/examinations prescribed by the physicians.
2. Assist on clerical functions like encoding and releasing of results.
3. Submit incidence report to superiors affecting the delivery of service in the department.
4. Performs other related tasks as may be assigned.

Manaoag Community Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.

Mapandan Community Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.

Pozurrubio Community Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.



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Umingan Community Hospital

1. Medical Officer III

1. Conducts medical diagnosis and treatment of patient care with allied medical health team.

2. Nurse I

1. Assesses patients' condition and identifies their needs.
2. Attends meeting and conference as necessary.
3. Monitors and documents patients' symptoms, conditions and response to medications/treatments and reports such to the physician.
4. Performs other related tasks as may be assigned.

Provincial Health Office

1. Supervising Administrative Officer

1. Assist the PHO I in the health services division.
2. Supports and helps to coordinating/monitoring and evaluating the implementation of the different health programs in the LGUs.
3. Performs other related tasks as may be assigned.

2. Health Education Program Officer II

1. Plans, Develops, organizes, coordinates and evaluates health education programs and activities.
2. Provides technical assistance to employees and community groups on health education issues and activities.
3. Performs other related tasks as may be assigned.

3. Health Program Officer II

1. Facilitate in the preparation of the conduct or program related meetings.
2. Coordinates with relevant partners and stakeholder.
3. Performs other related tasks as may be assigned.

4. Health Program Officer I

1. Assist in the gathering of relevant data on the assigned program.
2. Participate in the conduct of monitoring evaluation of plans and programs.
3. Encode the reports collected.
4. Performs other related tasks as may be assigned.

5. Planning Officer I

1. Assist in the developing projects plans and programs whenever necessary.
2. Prepares preliminary evaluation of all reports received.
3. Assist in coordinating activities of different offices/agencies.
4. Performs other related tasks as may be assigned.



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6. Administrative Assistant III

1. Record and track all incoming communications and official documents, scan and file and save documents, record and disseminate to concerned staff for pertinent action/disposition.
2. Facilitate and admin and logistical related concerns of the office and ensure needed coordination with other offices/agencies.
3. Performs other related tasks as may be assigned.

7. Information System Analyst III

1. Assists in the project organization and scheduling and is in direct liaison with the management and personnel of the user agency.
2. Assists in organizing and directing the execution of systems, and designs tasks performed by systems and procedures.
3. Performs other related tasks as may be assigned.

8. Information Analyst II

1. Assists in the review of equipment and personnel performance and develops techniques for improvement.
2. Provides technical advice on equipment evaluation, selection and installations.
3. Reviews finished work to see if they conform with procedures and standards continuously.
4. Performs other related tasks as may be assigned.

9. Information Analyst I

1. Creates reports, analyze data, troubleshooting and fixing issues.
2. Crosschecks data to make sure reports are accurate.
3. Performs other related tasks as may be assigned.

10. Senior Health Promotion Officer I

1. Develops and monitors supply chain strategy.
2. Keeps track of logistics and updates inventory and Analyze operational performances.
3. Performs other related tasks as may be assigned.

11. Administrative Officer V

1. Creates, updates and maintains records and databases.
2. Updates office policies and procedures
3. Prepares reports on expenses, office budgets and other expenditures.

12. Administrative Officer III

1. Supervises the Human Resource Development Services Section.
2. Reviews personnel policies and programs, flow charts, standard operating procedures
3. Develops and implement human resource training and development programs
4. Performs other related tasks as may be assigned.



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13. Administrative Officer II

1. Supervises staff in the performance of assigned tasks.
2. Prepares simple and difficult communications as per instruction from higher supervisor.
3. Performs other related tasks as may be assigned.

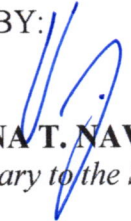
14. Administrative Officer I

1. Prepares travel arrangement for office staff and program managers.
2. Prepares Coordinates building and maintenance issues for general repairs.
3. Prepares correspondence, documentation or presentation material.
4. Performs other related tasks as may be assigned.

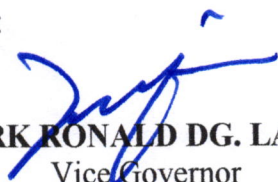
Section 5. The corresponding salaries and other benefits of the new positions created shall be appropriated in the Calendar Year 2022 Annual Budget.

Section 6. Effectivity. This Ordinance shall take effect on January 1, 2022.


CERTIFIED BY:


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


MARK RONALD DG. LAMBINO
Vice Governor
(Presiding Officer)

APPROVED:


AMADO I. ESPINO, III
Governor