

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Tel Nos: (075) 552-7105, (075) 551-2751

**EXCERPT TAKEN FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON 17 FEBRUARY 2006.**

<b>PRESENT:</b>	<b>HON. ORLANDO "ANG PANDAY" R. GO</b>	- <b>ACTING PRESIDING OFFICER</b>
		<b>City Councilor</b>
	Hon. Ma. Angela A. Braganza	- -do-
	Hon. Michael Roy S. Boling	- -do-
	Hon. Rufina J. Gabriel	- -do-
	Hon. Filemon R. Bacala, Jr.	- -do-
	Hon. Cesar C. Manzano, Ret. Col., PAF	- -do-
	Hon. Constante R. Carasi, M.D.	- -do-
	Hon. Mario P. Rabadon, LBP	- Ex-Officio Member
<b>ABSENT:</b>	<b>HON. TEOFILO G. HUMILDE, JR.</b>	- On Sick Leave
	Hon. Joselito O. Fontelera	- On Official Leave
	Hon. Cirilo B. Radoc, CPA, LI.B.	- (O.B.) - Bolaney
	Hon. Carolyn D. Sison	- (O.B.) - Manila
	Hon. Margielou Orange D. Humilde, SKP	- (O.B.) - Dagupan

**ORDINANCE NO. 2006-03****ORDINANCE CREATING THE CITY ARCHIVES OFFICE FOR THE LOCAL GOVERNMENT UNIT OF ALAMINOS, PROVIDING FOR ITS PERSONNEL, AND APPROPRIATING FUNDS FOR ITS OPERATION THEREOF**

**WHEREAS**, it is in the exigency of service to establish a centralized office where essential documents and vital records of the Local Government Unit of Alaminos are secured, preserved, and kept intact;

**WHEREAS**, the said office shall be a one-stop-shop where the documents and records that are needed by the departments and offices of the City Government, or requested by national agencies, various organizations, institutions, or private individuals, shall be made readily available to them, in the context of rendering efficient and effective service for the city and the people;

**WHEREAS**, Section 458, a, 1, x of R.A. 7160 otherwise known as The Local Government Code of 1991, states that the Sangguniang Panlungsod, in the proper exercise of the corporate powers of the city as provided for under Section 22 of the same, shall approve ordinances xxx necessary for an efficient and effective city government, and in this connection shall provide a mechanism and appropriate funds therefore, to ensure the safety and protection of all city government property, public documents, or records such as those relating to property inventory, land ownership, xxx and such other records and documents of public interest in the offices and departments of the city government;

**NOW, THEREFORE**, be it enacted by the Sangguniang Panlungsod in session assembled, that:

Section 1. **TITLE.** This ordinance shall be known as **ALAMINOS CITY ARCHIVES ORDINANCE.**

Section 2. **CREATION OF THE CITY ARCHIVES OFFICE WITH ITS DUTIES AND RESPONSIBILITIES.** The City Archives Office is hereby created with the following duties and responsibilities:

- A. It shall serve as a centralized records office for the entire local government unit where essential documents and vital records of the City Government are to be secured, preserved, and kept intact; to wit:
1. Approved ordinances and resolutions, which are chronologically filed and codified according to their subject matters.
  2. Executive Orders from the President, Governor, City Mayor
  3. Republic Acts, Presidential Decrees, Administrative Orders, Memorandum Circulars and other issuances from national agencies of government
  4. Journals of both regular and special sessions of the Sangguniang Panlungsod, which are chronologically compiled.
  5. Minutes of SP Committee Hearings, which are of essential interests for the City Government, and which chronologically compiled according to their subject matters.
  6. Original real estate titles owned by the City Government like lands, buildings, and others.
  7. Memorandums of Agreement, Memorandums of Understanding, Sister-City Agreements, Contracts, Covenants, and such other agreements or arrangements entered into by the City Government.

8. Project proposals and Feasibility Studies of various projects undertaken, being undertaken, or to be undertaken by the City Government through its concerned departments or offices.
  9. Plans and designs of buildings, facilities, and other structures owned, administered, managed, or leased by the City Government.
  10. Inventory of properties and equipments
  11. Copies of Decisions or Resolutions of administrative, civil, and criminal cases involving the City Government, or any of its departments, offices, officials, or employees.
- B. It shall preserve and safeguard, by any possible means, the integrity and safety of essential documents and vital records within its custody.
  - C. It shall keep track through a Log Book all documents and records that are coming in and going out.
  - D. It shall coordinate with all departments and offices regarding documents and records that shall be furnished to its office.
  - E. It shall make the documents and records available to any department and office of the local government unit, national agency of government, various organizations, institutions, or private individuals who/which are in need of the same; Provided, that in the case of non-government organizations, institutions, or private individuals, the documents or records they are requesting are not classified or confidential in nature; Provided further, that limitations on the basis of security considerations shall be observed; and, Provided furthermore, that requests for copies of documents or records by non-government organizations, institutions, or private individuals, shall be subject to the payment of reasonable fees to be paid at the City Treasurer's Office.

Section 3. **PERSONNEL.** In view of the sensitivity of the nature and operation of the office, it shall be manned by highly qualified personnel with unquestionable integrity, honesty, dedication to the service, and competence in carrying out the duties and responsibilities inherent in the office. Hence, the following permanent positions are to be created and funded for the office, subject to budgetary limitations on personnel services; to wit:

- A. **RECORDS OFFICER III.** The position of Records Officer III is hereby created and funded to head the City Archives Office with the level of a Section Chief. He must be a graduate of a Bachelor's Degree, preferably in Public Administration, Economics, Commerce, or any other related course from a recognized college or university, and a first grade civil service eligible or its equivalent. He shall possess at least the minimum qualification requirements for the position as prescribed in the Qualification Standards of the Civil Service Commission. He shall receive a minimum monthly compensation corresponding to Salary Grade 18.
- B. **COMPUTER OPERATOR I.** The position of Computer Operator I for the City Archives Office is hereby created and funded to assist the Head of Office, particularly in the storage, indexing, and codification of files, for encoding, reproduction of documents, and routine office procedures. He/She must be a graduate of a computer course, preferably in Computer Science from a recognized college, university, or IT learning institution; a second grade civil service eligible, and possesses the minimum qualification requirements for the position as prescribed in the Qualification Standards of the Civil Service Commission and shall receive a minimum monthly compensation corresponding to Salary Grade 7.

Section 4. **EQUIPMENTS.** The following equipments shall be provided to the City Archives Office which are essential for its operation; to wit:

- A. A **safety vault** where documents like real estate titles, contracts, and other related documents, shall be kept and secured. For security reasons, only the City Mayor, the City Treasurer, and the Head of Office shall have access to the secret number combinations of the vault.
- B. **Computer equipped with a Scanner and Photocopier and with Internet Capability** for storage, indexing, and codification of files, for encoding purposes, and for reproduction of documents.

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(cont. Ord. No. 2006-03, enacted on February 17, 2006)

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C. **Typewriter** for routinary clerical tasks.

D. **Telefax** for inter-agency communications outside Alaminos City.

Section 5. **FUNDING.** The funding for the implementation of this ordinance shall be appropriated from the general fund of the City Government.


Section 6. **SEPARABILITY CLAUSE.** In the event that any provision of this Ordinance shall be declared unconstitutional or invalid, other provisions thereof, which are not affected thereby, shall remain to be in force and effect.


Section 7. **EFFECTIVITY.** This Ordinance shall take effect upon its approval.

Sponsor : **HON. MA. ANGELA A. BRAGANZA**  
Co-Sponsor : **CONSTANTE R. CARASI, M.D.**

I **HEREBY CERTIFY** to the correctness of the foregoing ordinance which consist some three (3) pages including this page.

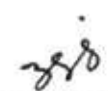
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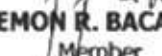
  
**ORLANDO "ANG PANDAY" R. GO**  
(City Councilor)  
Acting Presiding Officer

  
**VIRGILIO O. MONTEMAYOR**  
Secretary


  
**MA. ANGELA A. BRAGANZA**  
Member


  
**MICHAEL ROY S. BOLING**  
Member

  
**RUFINA J. GABRIEL**  
Member


  
**FILEMON R. BACALA, JR.**  
Member

  
**CESAR C. MANZANO, RET. COL., PAF**  
Member

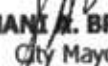
  
**CONSTANTE R. CARASI, M.D.**  
Member

  
**MARIO P. RABADON, LBP**  
Ex-Officio Member

NOTED:

  
**TEOFILO G. HUMILDE, JR.**  
City Vice Mayor/  
SP Presiding Officer

APPROVED:

  
**HERNANI A. BRAGANZA**  
City Mayor