



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

EXCERPT TAKEN FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON JULY 29, 2013.

**PRESENT:** Hon. Earl James C. Aquino - City Vice Mayor/Presiding Officer  
Hon. Jose Antonio Miguel Y. Perez - Member  
Hon. Joseph T. Bacay - Member  
Hon. Jan Marianne R. Fontelera - Member  
Hon. Margielou Orange D. Humilde - Member  
Hon. Rany S. De Leon - Member  
Hon. Oscar A. Boling, C.E. - Member  
Hon. Rufina J. Gabriel - Member  
Hon. Perlito V. Rabago - Member  
Hon. Fatima Ann S. Isla, Ll.B. - Member  
Hon. Orlando R. Go - Member  
Hon. Emerlina B. Ravarra, LBP - Ex- Officio Member

**ABSENT:** Hon. Moriah Diorella V. Ranoy, SKFP - Forced Leave

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### ORDINANCE NO. 2013-08

CREATING THE POSITIONS OF CIVIL DEFENSE OFFICER IV, SALARY GRADE 22; COMMUNITY AFFAIRS OFFICER II, SG-15; COMMUNITY AFFAIRS OFFICER I, SG-11 AND COMMUNITY AFFAIRS I, SG-11, ALL AT THE OFFICE OF THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM OFFICE, ARCHITECT II, SG-16; DRAFTSMAN II (A), SG-8, BOTH AT THE CITY ENGINEER'S OFFICE AND MEDICAL OFFICER III, SG-21 AND MEDICAL OFFICER III, SG-21, BOTH AT THE CITY HEALTH OFFICE, IN THE LOCAL GOVERNMENT UNIT OF ALAMINOS CITY, PANGASINAN, DEFINING THEIR QUALIFICATIONS, DUTIES AND FUNCTIONS, AND PROVIDING FUNDS THEREOF.

**WHEREAS**, it is hereby declared the policy of the State under Article 3 of the Local Government Code 1991 that the territorial and political subdivision of the State shall enjoy genuine and meaningful local autonomy to enable them to attain their fullest development. Towards this end, the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization, whereby Local Government Units (LGU) shall be given more powers, authority, responsibilities and resources;

**WHEREAS**, Article 63, Rules XXII of 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 priority needs, service requirements and financial capabilities consistent with the principles on simplicity, efficiency, economy, effectiveness, dynamism and public accountability, subject to the minimum standards and guidelines as prescribed by the Civil Service Commission;

**WHEREAS**, in response to the dynamics of society, there's an urgent need to create additional positions in the different departments/sections/divisions of the City Government of Alaminos to provide the needed basic services and support to office callers and clientele;

**NOW THEREFORE;**

**BE IT ORDAINED BY THE SANGGUNIANG, PANLUNGSOD IN THE SESSION ASSEMBLED, that:**



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. Ord. No. 2013-08, adopted on 29<sup>th</sup> day of July, 2013)

**SECTION I - TITLE:** This ordinance shall be known as: "AN ORDINANCE CREATING THE POSITIONS OF CIVIL DEFENSE OFFICER IV, SG-22; COMMUNITY AFFAIRS OFFICER II, SG-15; COMMUNITY AFFAIRS OFFICER I, SG-11 AND COMMUNITY AFFAIRS I, SG-11, ALL AT THE OFFICE OF THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM OFFICE, ARCHITECT II, SG-16; DRAFTSMAN II (A), SG-8, BOTH AT THE CITY ENGINEER'S OFFICE AND MEDICAL OFFICER III, SG-21, AND MEDICAL OFFICER III, SG-21, BOTH AT THE CITY HEALTH OFFICE, IN THE LOCAL GOVERNMENT UNIT OF ALAMINOS CITY, PANGASINAN, DEFINING THEIR QUALIFICATIONS, DUTIES AND FUNCTIONS, AND PROVIDING FUNDS THEREOF."

### SECTION II - QUALIFICATIONS DUTIES, AND FUNCTIONS OF THE POSITIONS.

#### A. QUALIFICATIONS

##### A. a. Local Disaster Risk Reduction and Management System Office:

#### 1. CIVIL DEFENSE OFFICER IV, SG-22

- 1.1 must be a citizen of the Republic of the Philippines
- 1.2 must be a residents of Alaminos City
- 1.3 must be a civil service eligible (profesional or its equivalent)
- 1.4 preferably with civil defense/disaster risk management (DRM) experience.

#### 2. COMMUNITY AFFAIRS OFFICER II, SG-15

- 2.1 must be a citizen of the Republic of the Philippines
- 2.2 must be a resident of Alaminos City
- 2.3 must be a civil service eligible (profesional or its equivalent)
- 2.4 preferably with civil defense/disaster risk management (DRM) experience.

#### 3. COMMUNITY AFFAIRS OFFICER I, SG-II

- 3.1 must be a citizen of the Republic of the Philippines
- 3.2 must be a resident of Alaminos City
- 3.3 must be a civil service eligible (profesional or its equivalent )
- 3.4 preferably with civil defense/disaster risk management (DRM) experience.

#### 4. COMMUNITY AFFAIRS OFFICER I, SG-II

- 4.1 must be a citizen of the Republic of the Philippines
- 4.2 must be a resident of Alaminos City
- 4.3 must be civil service eligible (profesional or its equivalent)
- 4.4 preferably with civil defense/disaster risk management (DRM) experience.

##### A.b. CITY ENGINEER'S OFFICE:

#### 1. ARCHITECT II, SG-16

- 1.1 must be a citizen of the Republic of the Philippines
- 1.2 must be a resident of Alaminos City
- 1.3 must be a graduate of Bachelor's Degree in Architecture
- 1.4 at least one (1) year of relevant experience

#### 2. DRAFTSMAN II (A), SG-8

- 2.1 must be the citizen of the Republic of the Philippines
- 2.2 must be a citizen of Alaminos City
- 2.3 completion of two (2) years studies in college or high school graduate, with relevant vocational/trade course.



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. Ord. No. 2013-08, adopted on 29<sup>th</sup> day of July, 2013)

### A.c CITY HEALTH OFFICE:

#### 1. MEDICAL OFFICER III (A), SG-21

- 1.1 must be a citizen of the Republic of the Philippines
- 1.2 must be a resident of Alaminos City
- 1.3 must be a holder of a course Doctor of Medicine and passed the related board examination given by the Professional Regulatory Commission.

#### 2. MEDICAL OFFICER III (A), SG-21

- 2.1 must be a citizen of the Republic of the Philippines
- 2.2 must be a citizen of Alaminos City
- 2.3 must be a holder of a course Doctor of Medicine and passed the related board examination given by the Professional Regulatory Commission

### B.DUTIES AND FUNCTION :

#### B.a LOCAL DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM OFFICE:

#### 1. CIVIL DEFENSE OFFICER IV, SG-22

- 1.1 manage the City Disaster Risk Reduction and Management Office, pursuant to Ordinance No. 2013-07
- 1.2 attend to all other related tasks/works as may be assigned

#### 2. COMMUNITY AFFAIRS OFFICER II, SG-15

- 2.1 responsible for administration and training for the CDRRMO
- 2.2 assist in all works and activities at the CDRRMO
- 2.3 attend to other works as may be assigned

#### 3. COMMUNITY AFFAIRS OFFICER I, SG-11

- 3.1 responsible for research and planning for the CDRRMO
- 3.2 assist in all works and activities at the CDRRMO
- 3.3 attend to other works as maybe assigned

#### 4. COMMUNITY AFFAIRS OFFICER I, SG-11

- 4.1 responsible for operations and warning for the CDRRMO
- 4.2 assist in all works and activities at the CDRRMO
- 4.3 attend to other works as may be assigned

#### B.b CITY ENGINEER'S OFFICE:

#### 1. ARCHITECT II, SG-16

- 1.1 attend to architectural works at the City Engineer's Office
- 1.2 attend to other works as may be assigned

#### 2. DRAFTSMAN II (A), SG-8

- 2.1 attend to all related draftsman's work at the Office of the City Engineer
- 2.2 attend to other works as may be assigned



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. Ord. No. 2013-08, adopted on 29<sup>th</sup> day of July, 2013)

### B.c CITY HEALTH OFFICE:

1. MEDICAL OFFICER III (A), SG-21
  - 1.1 attend to medical jobs accorded to the position of Medical Officer III
  - 1.2 attend to other works which may be assigned
2. MEDICAL OFFICER III (A), SG-21
  - 2.1 attend to medical jobs accorded to the position of Medical Officer III
  - 2.2 attend to other works which may be assigned

**SECTION III. EFFECTIVITY –** This ordinance shall take effect immediately upon its approval.

### APPROVED.....

Sponsor : Hon. Fatima Ann S. Isla, LI.B.  
Co-sponsors : Hon. Joseph T. Bacay  
: Hon. Rufina J. Gabriel  
: Hon. Rany S. De Leon  
: Hon. Jan Marianne R. Fontelera  
: Hon. Margielou Orange D. Humilde  
: Hon. Perlito V. Rabago

I HEREBY CERTIFY to the correctness of the foregoing ordinance which consists four (4) pages including this page.

ATTESTED:

  
EARL JAMES C. AQUINO

City Vice Mayor/Presiding Officer

  
JOSE ANTONIO MIGUEL Y. PEREZ

Member

  
JOSEPH T. BACAY

Member

  
JAN MARIANNE R. FONTELERA

Member

  
MARGIELOU ORANGE D. HUMILDE

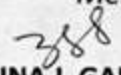
Member

  
RANY S. DE LEON

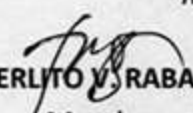
Member

  
OSCAR A. BOLING, C.E.

Member

  
RUFINA J. GABRIEL

Member

  
PERLITO V. RABAGO

Member

  
FATIMA ANN S. ISLA, LI.B.

Member

ORLANDO R. GO

Member

  
EMERLINA B. RAVARRA, LBP

Member

Concurred:

  
ARTHUR F. CELESTE

City Mayor