



OFFICE OF THE SANGGUNIANG PANLUNGSOD

Tel. No.: (075) 654-0165

EXCERPT TAKEN FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON MARCH 03, 2014.

PRESENT:	Hon. Earl James C. Aquino	- City Vice Mayor/Presiding Officer
	Hon. Joseph T. Bacay	- Majority Floor Leader
	Hon. Oscar A. Boling	- Minority Floor Leader
	Hon. Jan Marianne R. Fontelera	- Member
	Hon. Rany S. De Leon	- Member
	Hon. Rufina J. Gabriel	- Member
	Hon. Orlando R. Go	- Member
ABSENT:	Hon. Jose Antonio Miguel Y. Perez	- O.B. Subic
	Hon. Margielou Orange D. Humilde	- O.B. Lingayen
	Hon. Perlito V. Rabago	- On Leave
	Hon. Fatima Ann S. Isla	- O.B. Subic
	Hon. Salvador Camba, LBP	- On Leave

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ORDINANCE NO. 2014-03

AN ORDINANCE ESTABLISHING THE CITY HUMAN RESOURCE MANAGEMENT OFFICE AND THE CITY INFORMATION OFFICE IN THE LOCAL GOVERNMENT UNIT OF THE CITY OF ALAMINOS, PANGASINAN

EXPLANATORY NOTE

WHEREAS, the City of Alaminos, Pangasinan is one of the Local Government Unit in Western Pangasinan which is on the verge of rapid development propelled by the continuing implementation of programs and projects in support to sustainable development;

WHEREAS, as the local economy grows it is imperative that the demand for basic services from the local government increases;

WHEREAS, pursuant to Section 76 of Republic Act 7160, this august body is empowered to determine the staffing pattern that is most responsive to the dynamics of a growing local government unit;

NOW THEREFORE, on motion of Councilor Jan Marianne R. Fontelera, co-sponsored by Councilor Joseph T. Bacay, duly seconded by Councilor Rufina J. Gabriel

Be it enacted as it is hereby enacted by the Sangguniang Panlungsod in session duly assembled; that

SECTION I. Title of the Ordinance

This is ordinance shall be known as an "Ordinance establishing the City Human Resource Management Office and the City Information Office in the Local Government Unit of the City of Alaminos, Pangasinan;



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(Cont. Ord. No. 2014-03, enacted on 3rd day of March, 2014)

SECTION II: CHRMO and CIO/FUNCTIONS:

- a. There shall be established a City Human Resource Management Office and City Information Office in the Local Government Unit of the City of Alaminos, Pangasinan as an independent department;
- b. The City Human Resource Management Office shall have the following functions:

The Human Resource Management Office shall assist the Local Chief Executive in the Human Resource Management programs of the city and shall take all personnel actions in accordance with the constitutional provisions in the civil service, pertinent laws and rules and regulations thereon, including such policies, guidelines and standard as the CSC may establish.

RECRUITMENT/SELECTION

- Publication of vacant position
- Preparation of appointment for employee

EMPLOYEES WELFARE AND BENEFITS

- Preparation of Salary Adjustment/Increment
- Administer leave of absence/terminal leaves
- Preparation of certification of employment, service records and travel order
- Responsible in the computation of employees tardiness and deduction for salaries on leave without pay
- Mental and physical test
- Local Scholarship Program
- Trainings
- Team Building

PERSONNEL RECORDS KEEPING

- Maintain a complete and up to date personnel information system (201) file
- Provide inputs in the development and implementation of human resource training and development programs
- To furnish personnel services to city employees
- As a member of the Civil Service of Personnel Officer (CPO), actively participate in all program, and activities of the Council
- Liases with the Civil Service Commission or personnel related matter

- c. The City Information Office shall have the following functions:



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(Cont. Ord. No. 2014-03, enacted on 3rd day of March, 2014)

FUNCTIONAL STATEMENT

1. Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the mayor in providing the information and research data required for the delivery of basic services and provision of adequate facilities so that the public becomes aware of said services and may fully avail of the same;
2. Develop plans and strategies for programs and projects related to public information and, implement them upon approval thereof by the mayor;
3. In addition to the foregoing duties and functions, the Public Information Office shall:
 - a. Provide relevant, adequate, and timely information to the local government unit and its resident;
 - b. Furnish information and data on Alaminos to governmental agencies as may be required by law or ordinance, including those on NGOs;
 - c. Maintain effective liaison with various sectors of the community on matters and issues that affect the livelihood and the quality of life of the residents and encourage support for programs of the local and national government;
4. Be in the frontline in providing information during and in the aftermath of manmade and natural calamities and disasters, with special attention to victims thereof, to help minimize injuries and casualties during and after the emergency, and to accelerate relief and rehabilitation;
5. Recommend to the sanggunian and advise the mayor on all matters relative to public information and research data as it relates to the total socio-economic development of Alaminos.

SECTION III: STAFFING PATTERN:

A- City Information Office :

Item No.	Position Titles	Name of Incumbent	Grade/Step
212	City Government Dept. Head I	Vacant	
213	Supervising Administrative Officer (Information Officer IV)	Anacleto Orfinada	22/1
214	Administrative Officer V (Information Officer III)	Nejemias R. Racho	18/6



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215	Administrative Officer IV (Information Officer II)	Venus Balgua	15/2
216	Administrative Assistant VI (Computer Operator III)	Ramil Rapues	12/4
217	Administrative Officer II (Information Officer I)	Eleanor Bruno	11/3
218	Administrative Assistant III (Computer Operator II)	Marylyn B. Vicente	9/3
219	Administrative Assistant I (Audio Visual Equipt. Operator III)	Philip Louie Sison	7/2

B- City Human Resource Management Office:

Item No.	Position Titles	Name of Incumbent	Grade/Step
96	City Government Dept. Head I	Vacant	
97	Supervising Administrative Officer (Human Resource Mgmt. Officer IV)	Wilma B. Neri	22/4
98	Administrative Officer II (Human Resource Mgmt. Officer I)	Cloyd Peter Lalas	11/3
99	Administrative Assistant III (Computer Operator II)	Mary Jane B. Tugade	9/3

SECTION IV:


Funds for the initial implementation of this ordinance is already duly appropriated in the 2014 City Annual Budget amounting to Seven Million One Hundred Three Thousand and Twenty Three Pesos (Php 7,103,023.00) for the City Information Office and Two Million One Hundred Ninety Two Thousand Two Hundred Fifty Five Pesos (Php 2,192,255.00) for the City Human Resource Management Office.

SECTION V: EFFECTIVITY

This ordinance shall take effect upon approval.

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

ATTESTED:


EARL JAMES C. AQUINO

City Vice Mayor/Presiding Officer


JOSEPH T. BACAY

Majority Floor Leader


RANY S. DE LEON

Member


OSCAR A. BOLING

Minority Floor Leader


RUFINA J. GABRIEL

Member


JAN MARIONNE R. PONTELERA

Member


ORLANDO R. GO

Member

APPROVED BY:


ARTHUR A. CELESTE

City Mayor

Date