



OFFICE OF THE SANGGUNIANG PANLUNGSOD

EXCERPT TAKEN FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON OCTOBER 06, 2015

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

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ORDINANCE NO. 2015-12

"ORDINANCE CREATING SIXTY FIVE (65) NEW POSITIONS IN THE LOCAL GOVERNMENT UNIT OF ALAMINOS CITY, PANGASINAN"

WHEREAS, it is hereby declared the policy of the State under Article 3 of the Local Government of 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, Rule 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 urbanization of the locality, there is an urgent need to create additional positions in the different departments/sections/divisions of the Local Government Unit-Alaminos City, Pangasinan to provide the needed basic services and support to office callers and clientele;

NOW, THEREFORE, upon due deliberation of the merits surrounding the issue and on motion of Councilor Fatima Ann S. Isla, duly seconded by Councilor Joseph T. Bacay, Councilor Rufina J. Gabriel, Councilor Rany S. de Leon, Councilor Perlito V. Rabago and Liga ng mga Barangay President Salvador C. Camba, it was

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

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| | | | | | |
|---|------|--|--|--|------------------------|
| 2. Veterinarian II | 16/1 | Doctor of Veterinary Medicine | 1 year of relevant experience | 4 hours of relevant training | RA 1080 |
| 3. Veterinarian II | 16/1 | Doctor of Veterinary Medicine | 1 year of relevant experience | 4 hours of relevant training | RA 1080 |
| 4. Administrative Aide I (Utility Worker I (B)) | 1/1 | Must be able to read and write | None required | None required | None required |
| OFFICE OF THE CITY VETERINARIAN (SLAUGHTERHOUSE) | | | | | |
| 1. Slaughterhouse Master III | 18/1 | Bachelors degree | 2 years of relevant experience | 8 hours of relevant training | CS Professional |
| 2. Meat Inspector III | 11/1 | Completion of 2 years studies in college | 2 years of relevant experience | 8 hours of relevant training | CS Sub-prof. |
| OFFICE OF THE CITY ENGINEER | | | | | |
| 1. Engineer II | 16/1 | Bachelors degree in Eng'g. relevant to the job | 1 year of relevant experience | 4 hours of relevant training | RA 1080 |
| 2. Engineer II | 16/1 | Bachelors degree in Eng'g. relevant to the job | 1 year of relevant experience | 4 hours of relevant training | RA 1080 |
| 3. Architect II | 16/1 | Bachelors degree in Architecture | 1 year of relevant experience | 4 hours of relevant training | CS Sub-prof. |
| 4. Senior Administrative Assistant II (Computer Operator IV) | 14/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 3 years of relevant experience | 16 hours of relevant training | TESDA |
| 5. Administrative Assistant VI (Computer Operator III) | 12/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 2 years of relevant experience | 8 hours of relevant training | CS Sub-prof./ TESDA |
| OFFICE OF THE CITY TOURISM | | | | | |
| 1. Park Maintenance Foreman | 8/1 | High School Graduate | 1 year of relevant experience | 4 hours of relevant training | None required |
| 2. Watchman III | 7/1 | Elementary School Graduate | None required | None required | None required |
| 3. Administrative Aide VI (Utility Foreman) | 6/1 | Elementary School Graduate | None required | None required | None required |
| 4. Administrative Aide III (Plumber I) | 3/1 | Elementary School Graduate | None required | None required | Plumber |
| LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE | | | | | |
| City Government Department Head I | 25/1 | Bachelor's degree | 5 years in position/s involving management and supervision | 32 hours of training in management and supervision | CS Professional |

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[Signature]

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OFFICE OF THE SANGGUNIANG PANLUNGSOD

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A. DUTIES AND FUNCTIONS:

OFFICE OF THE CITY MAYOR

Executive Assistant V

1. Assist the City Mayor in the implementation and execution of infrastructure projects funded by the city government and other government financial institutions;
2. Supervision/Recommend to the City Mayor proper course of action necessary to implement infrastructure based on set standards and existing laws and regulations of the city;
3. Recommend to the city mayor policies and programs to maximize the utilization of resources as far as infrastructure development is concerned;
4. Prioritize projects based on the requirements of the city development plan and coordinate with various national government financing agencies for the implementation of programs and projects given by these agencies to the City of Alaminos;
5. Perform other duties that maybe assigned from time to time.

OFFICE OF THE CITY MAYOR (Records Section)

Administrative Aide II (Messenger)

1. Deliver communication
2. Perform other duties that maybe assigned from time to time

OFFICE OF THE CITY MAYOR

(PUBLIC ORDER & SAFETY OFFICE-CIVIL SECURITY UNIT)

Executive Assistant III

1. Assist the City Mayor in the establishment of Public Order and Safety Office that will serve as a reinforcement to PNP;
2. Assist the City Mayor in developing programs needed for the restoration and preservation of peace and order in the City;
3. Recommend to the City Mayor proper course of action needed for the achievement of a "Drug Free Alaminos";
4. Recommend measures necessary in order to effect the desired change and reforms to create harmony, security, social and economic order for the benefit of the citizenry;
5. Recommend program that address social, economic and security problem in the city and perform such actions as required by the City Mayor in the efficient control, administration and supervision of its city folks;
6. Perform other works that maybe assigned from time to time.

Traffic Aide II

1. Assist the local PNP in the management of vehicular and pedestrian traffic;
2. Perform other duties that maybe assigned from time to time.

Traffic Aide I

1. Assist the local PNP in the management of vehicular and pedestrian traffic;
2. Perform other duties that maybe assigned from time to time.



OFFICE OF THE SANGGUNIANG PANLUNGSOD

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OFFICE OF THE CITY MAYOR (MIS SECTION)

Information Technology Officer II

1. Leads and manages planning, implementation, communication, monitoring, and evaluation of ICT related programs, projects, and activities of the city;
2. Supervises the section on the review and evaluation of proposed ICT plans and programs of the city;
3. Provide consulting and technical services for ICT infrastructure to ensure optimal and secure use of the shared government infrastructure as well as private sector ICT infrastructure;
4. Analyzes ICT resource utilization and initiates programs for improvement
5. Perform other duties that maybe assigned from time to time.

Administrative Assistant VI (Computer Operator III)

1. Performs GIS mapping, data encoding;
2. Perform ICT related research activities for information systems development;
3. Perform other duties that maybe assigned from time to time.

Administrative Aide III (Audio-Visual Equipment Operator I)

1. To operate the video tape and TV equipment of the city;
2. To take pictures and other events of the city;
3. Perform other duties that maybe assigned from time to time.

OFFICE OF THE CITY MAYOR (MARKET)

Administrative Officer IV

1. To supervise the operations in the market and its vicinities;
2. To supervise the operations of rolling vendors in the city;
3. Enforce laws, regulations and ordinances related to market operations;
4. Prepare necessary reports and recommendations to the City Mayor;
5. Attend to problems of the market vendor;
6. Establish in the cemetery during All Saints Day and firecracker stalls during Christmas season;
7. To supervise the operations of the People's Food Court at Plaza Agapito Braganza and stalls at Plaza Enrique Braganza;
8. Perform other duties that maybe assigned from time to time.

OFFICE OF THE CITY MAYOR (CEMETERY)

Administrative Aide VI (Utility Foreman)

1. In-charge in assigning of cemetery lots and tombs for our clients at the public cemetery in the city;
2. Responsible in maintaining the cleanliness of the public cemetery in the city;
3. To supervise the layout of the awarded cemetery lots during interment to ensure the proper arrangement of every lot;
4. To lease the manpower during the cemetery maintenance;
5. To report all untoward incidents happened inside the public cemetery;
6. Perform other duties that maybe assigned from time to time.



OFFICE OF THE SANGGUNIANG PANLUNGSOD

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OFFICE OF THE CITY MAYOR (OFFICE OF THE CITY ADMINISTRATOR)

Administrative Officer I (Records Officer I)

1. Responsible for safekeeping of all records integrity and discretion and safeguarding confidential and restricted information and plans directs and supervise the work activities and employees engaged in receiving, classifying, recording, filing, reproducing and disposing of records;
2. Answers official correspondence and drafts report;
3. Perform other duties that maybe assigned from time to time.

OFFICE OF THE HUMAN RESOURCE & MANAGEMENT OFFICE

Senior Administrative Assistant II (Computer Operator IV)

1. Type communication;
2. Perform other duties that maybe assigned from time to time

Administrative Assistant VI (Computer Operator III)

1. Type communication;
2. Perform other duties that maybe assigned from time to time

OFFICE OF THE CITY PLANNING & DEV'T. COORDINATOR

City Government Assistant Department Head

1. Assist the CPDC in the formulation of economic, social, physical and other development plans of the city;
2. Assist the CPDC in the integration and coordination of all sectoral plans and studies undertaken by the different functional groups or agencies;
3. Assist the CPDC in the conduct of continuing studies, researches and training programs necessary to evolve plans and programs for implementation;
4. Assist the CPDC in the preparation of comprehensive plans and other development planning documents of the city;
5. Assist the CPDC in the supervision of personnel and staff assigned in the CPDO;
6. Perform other duties that maybe assigned from time to time.

Administrative Assistant VI (Computer Operator III)

1. To develop the barangay health worker information system;
2. To develop the local indicators system for planning;
3. Perform other duties that maybe assigned from time to time

OFFICE OF THE CITY GENERAL SERVICES OFFICER

Supervising Administrative Officer (Supply Officer IV)

1. Exercise close and rigid supervision over personnel in the Property Division;
2. Directs the procurement of supplies, accountable forms and materials needs by the city as well as storage and disposal of forms in stocks;
3. Acts on all matters relating to disposal of Accountable Forms, before the same is brought to the City Treasurer for his assistant for final action;
4. Prepares all correspondences, endorsement, directives for official business and for signature of the General Services Officer or his assistant;
5. Supervise in the preparation of Monthly Inventory of Accountable Form, Office supplies, printed forms and Office Equipment of the city;
6. Perform other duties that maybe assigned from time to time



OFFICE OF THE SANGGUNIANG PANLUNGSOD

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Mechanic III

1. Diagnosis, repairs & overhauls engines, transmissions, components, electrical & fuel systems, etc. for various equipments such as but are not limited to cars, trucks, farm equipments, generators, heavy equipments, patrol boats and motorboats;
2. Perform tune-ups, brake jobs and other preventive monthly/quarterly maintenance on all government-owned vehicles & equipments and replaces common parts and make adjustments as need arises;
3. Maintain appropriate services and repair and record all activities undertaken on logbook;
4. Perform other duties that maybe assigned from time to time.

Mechanic III

1. Diagnosis, repairs & overhauls engines, transmissions, components, electrical & fuel systems, etc. for various equipments such as but are not limited to cars, trucks, farm equipments, generators, heavy equipments, patrol boats and motorboats;
2. Perform tune-ups, brake jobs and other preventive monthly/quarterly maintenance on all government-owned vehicles & equipments and replaces common parts and make adjustments as need arises;
3. Maintain appropriate services and repair and record all activities undertaken on logbook;
4. Perform other duties that maybe assigned from time to time.

Heavy Equipment Operator II

1. To operate heavy equipments;
2. To keep and prepare the equipment in full condition at all times;
3. To assist other operator/driver on their work or help in the maintenance related works during idle time;
4. To respond emergency and stand-by- calls on a 24 hour daily basis;
5. To respond routine requests for information from officials, employees the public or other individuals;
6. Perform other duties that maybe assigned from time to time.

Heavy Equipment Operator II

1. To operate heavy equipment's;
2. To keep and prepare the equipment in full condition at all times;
3. To assist other operator/driver on their work or help in the maintenance related works during idle time;
4. To respond emergency and stand-by- calls on a 24 hour daily basis;
5. To respond routine requests for information from officials, employees the public or other individuals;
6. Perform other duties that maybe assigned from time to time.

Administrative Aide III (Utility Worker II (A))

1. Maintain cleanliness of assigned areas;
2. Perform other duties that maybe assigned from to time

Administrative Aide I (Utility Worker I (B))

1. Maintain cleanliness of assigned areas;
2. Perform other duties that maybe assigned from to time



OFFICE OF THE SANGGUNIANG PANLUNGSOD

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OFFICE OF THE CITY VICE MAYOR

Administrative Officer V (Records Officer III)

1. Responsible for safekeeping and safeguarding confidential and restricted information and plans;
2. Supervise the work activities of employees engaged in receiving, classifying, recording and filing, reproduction and display of records;
3. Conducts periodic inventory and determine records to be disposed at scheduled dates;
4. Perform other duties that maybe assigned from time to time.

Senior Administrative Assistant II (Computer Operator IV)

1. Type communications;
2. Perform other duties that maybe assigned from time to time

Administrative Aide IV (Reproduction Machine Operator II (B))

1. Receive documents for reproduction and maintain record of reproduction orders;
2. Operate and maintain simple reproduction machines, such as photocopying machines;
3. Collate and deliver completed reproduction orders; and
4. Perform other duties that maybe assigned from time to time.

Administrative Aide III (Audio-Visual Equipment Operator I)

1. To operate the video tape and TV equipment of the city;
2. To take pictures and other events of the city;
3. Perform other duties that maybe assigned from time to time.

OFFICE OF THE CITY VICE MAYOR (OFFICE OF THE LIBRARIAN)

Librarian III

1. Give educational and social assistance to the reading public through print and no-print materials;
2. Assist in the over-all management of the City Library
3. Assist on the formulation/preparation of the library budget;
4. Assist in the preparation of the City Librarian manual;
5. Prepares annual and monthly report;
6. Perform other duties that maybe assigned from time to time.

Administrative Assistant VI (Computer Operator III)

1. Type communications;
2. Perform other duties that maybe assigned from time to time

SANGGUNIANG PANLUNGSOD

Administrative Aide IV (Clerk II)

1. To type communications;
2. Do the filling job
3. Entertain duly callers;
4. Perform other duties that maybe assigned from time to time



OFFICE OF THE SANGGUNIANG PANLUNGSOD

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Administrative Aide III (Utility Worker II (A))

1. Maintain cleanliness of assigned areas;
2. Perform other duties that maybe assigned from to time

OFFICE OF THE SECRETARY TO THE SANGGUNIAN

Senior Administrative Assistant II (Computer Operator IV)

1. Type communications;
2. Perform other duties that maybe assigned from time to time

Senior Administrative Assistant I (Stenographer Reporter IV)

1. To take short hand steno notes during sessions, committee hearings, and similar activities of the Sangguniang Panlungsod;
2. To keep records of all proceedings being undertaken during line activities of the Sangguniang Panlungsod;
3. To transcribe all short hand notes taken during proceedings;
4. To furnish copy all transcript records to line agencies concerns;
5. To attend to callers having official business with the Office of the Sangguniang Panlungsod;
6. Perform other duties that maybe assigned from time to time.

Administrative Aide II (Messenger)

1. Deliver communications;
2. Perform other duties that maybe assigned from time to time

OFFICE OF THE CITY BUDGET OFFICER

Supervising Administrative Officer (Records Officer IV)

1. Establish a sound recordkeeping system that:
 - a. Identifies the records created or received in the Budget Office,
 - b. Assign responsibility for them, and
 - c. Specifies hoe they are maintained (e.g. classified, filed, tracked)
2. Responsible for safekeeping and safeguarding of confidential and restricted documents;
3. Supervise the work activities of employees engage in receiving, classifying, recording, filling and reproduction of records/documents;
4. Conducts periodic inventory and determine records/documents to be disposed after the prescribed retention period;
5. Issues certified copies of documents to authorized persons
6. Received incoming communications;
7. Releases outgoing communications;
8. Perform other duties that maybe assigned from time to time.

OFFICE OF THE CITY ACCOUNTANT

Accountant IV

1. Supervise the maintenance of general ledgers, appropriation accounts and special fund accounts;
2. Interpret and analyze accounting and auditing reports and statements;
3. Design, update and install new accounting system and financial changes in accounting forms being used in the department;
4. Prepare, supervise and analyze cost studies, financial surveys, audits and reports;

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OFFICE OF THE SANGGUNIANG PANLUNGSOD

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5. Prepare monthly estimates and statements to indicate trends and to control expenditures;
6. Perform other duties that maybe assigned from time to time.

Administrative Officer V (Records Officer III)

1. Responsible for safekeeping and safeguarding confidential and restricted information and plans;
2. Supervise the work activities of employees engaged in receiving, classifying, recording and filing, reproduction and display of records;
3. Conducts periodic inventory and determine record to be disposed at scheduled dates;
4. Perform other duties that maybe assigned from time to time.

Senior Administrative Assistant II (Computer Operator IV)

1. Type communications;
2. Perform other duties that maybe assigned from time to time

OFFICE OF THE CITY TREASURER

Senior Administrative Assistant II (Computer Operator IV)

1. Type communications;
2. Perform other duties that maybe assigned from time to time

Administrative Aide IV (Driver II)

1. To drive official vehicles of with the city;
2. To clean the service vehicles to be always ready for official trip and work;
3. Perform other duties that maybe assigned from time to time.

OFFICE OF THE CITY INFORMATION OFFICER

Administrative Assistant III (Computer Operator II)

1. Encode communications;
2. Perform other duties that maybe assigned from time.

Administrative Assistant I (Audio-Visual Equipment Operator III)

1. To operate the video tape and TV equipment of the city;
2. To take pictures and other events of the city;
3. Perform other duties that maybe assigned from time to time.

OFFICE OF THE CITY LEGAL OFFICER

Legal Assistant II

1. Organize case files and maintain documents;
2. Assist attorneys in preparing for trials and court proceedings;
3. Support attorneys in a legal office;
4. Identify appropriate laws, judicial decisions, legal articles and other materials for assigned cases;
5. Compile, analyze, and organize relevant case information
6. Gather exhibits for cases;
7. Prepare written reports;



OFFICE OF THE SANGGUNIANG PANLUNGSOD

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8. Draft legal arguments for lawsuits;
9. Draft pleadings and motion to be filed in court;
10. Prepare affidavits
11. Assist attorneys during trials;
12. Organize and track files from case documents and make them available and easily accessible to attorneys
13. Perform other works that maybe assigned from time to time.

Administrative Assistant IV (Bookbinder IV)

1. Take charge in the binding section;
2. Binding government publications;
3. Repair worn-out and torn page books;
4. Perform other duties that maybe assigned form time to time.

OFFICE OF THE CITY HEALTH OFFICER

Administrative Assistant IV (Bookbinder IV)

1. Take charge in the binding section;
2. Binding government publications;
3. Repair worn-out and torn page books;
4. Perform other duties that maybe assigned form time to time.

OFFICE OF THE CITY SOCIAL WELFARE DEVELOPMENT OFFICER

Administrative Officer III (Records Officer II)

1. Responsible for safekeeping of all records integrity and discretion and safeguarding confidential and restricted information and plans directs and supervise the work activities and employees engaged in receiving, classifying, recording, filling, reproducing, and disposing of records;
2. Answer officials correspondence and draft report;
3. Conduct intake interview and accomplish General Intake Sheet (GIS);
4. Conduct collateral interview if necessary;
5. Perform other duties that maybe assigned from time to time.

Administrative Officer I

1. Facilitate transition from home to community or center-based setting by providing early learning services to 0-4 years old at the National Child Development Center (NCDC)
2. Conduct classes and implement curriculum at the National Child Development Center;
3. Establish linkage and collaborate with other ECCD implementing agencies/stakeholders in delivering ECCD programs and services;
4. Assist social workers in the case management of clients;
5. Conduct home visits and reports progress of clients to social workers;
6. Submit required forms, reports and related documents regarding implementation of programs;
7. Assist in the implementation of various social programs and services; especially pertaining to children's welfare;
8. Perform other duties that maybe assigned from to time.

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OFFICE OF THE SANGGUNIANG PANLUNGSOD

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Social Welfare Assistant

1. Provide assistance to the social workers in case management;
2. Assist and support client and their families;
3. Form part of the rehabilitation team in case management of clients;
4. Escort client during referral and court hearings;
5. Assist social worker in organizing and conducting activities of clients;
6. Record and document client's activities and submit the same to the social worker;
7. Perform either related tasks assigned by supervisor when necessary.

OFFICE OF THE CITY AGRICULTURIST

Senior Administrative Assistant II (Computer Operator IV)

1. Type communications;
2. Perform other duties that maybe assigned from time to time

Aquacultural Technician II

1. Prepares chemical reagent and takes quantitative measurements, form simple chemical analysis under close supervision such as purification of solar salts or proximate analysis for proteins, fats and minerals.
2. Complies data and other researcher materials.
3. Computes and tabulates research reports to specifications of fishery technologist.
4. Determine sizes of threads, size of mash and type of knotting to be employed, demonstrate net-making and net-mending technique to interested parties.
5. Replace sinkers and floats of nets, arranges and hangs nets to dry.
6. Repairs, and maintain fishing gears mends old wore out nets, may help prepare and maintain other kind of fishing gears.

OFFICE OF THE CITY VETERINARIAN

Administrative Officer V (Records Officer III)

1. Responsible for safekeeping and safeguarding confidential and restricted information and plans;
2. Supervise the work activities of employees engaged in receiving, classifying, recording and filing, reproduction and display of records;
3. Conducts periodic inventory and determine record to be disposed at scheduled dates;
4. Perform other duties that maybe assigned from time to time.

Veterinarian II

1. Treatment & control of livestock disease;
2. Treatment and diagnosis of animal disease;
3. Deworming;
4. Monitoring of the livestock market;
5. Issuance of veterinary health certificate and disease surveillance in the city;
6. Extension services & monitoring of the livestock dispersal;
7. Perform other duties that maybe assigned from time to time.

Veterinarian II

1. Treatment & control of livestock disease;
2. Treatment and diagnosis of animal disease;



OFFICE OF THE SANGGUNIANG PANLUNGSOD

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SECTION I - TITLE: This ordinance shall be known as: **"ORDINANCE CREATING SIXTY FIVE (65) NEW POSITIONS IN THE LOCAL GOVERNMENT UNIT OF ALAMINOS CITY, PANGASINAN;**

SECTION II- The following positions are hereby created:

OFFICE OF THE CITY MAYOR

1. Executive Assistant V

OFFICE OF THE CITY MAYOR (RECORDS SECTION)

1. Administrative Aide II (Messenger)

OFFICE OF THE CITY MAYOR (PUBLIC ORDER & SAFETY OFFICE-CIVIL SECURITY UNIT)

1. Executive Assistant III
2. Traffic Aide II
3. Traffic Aide I

OFFICE OF THE CITY MAYOR (MIS SECTION)

1. Information Technology Officer II
2. Administrative Assistant VI (Computer Operator III)
3. Administrative Aide III (Audio-Visual Equipment Operator I)

OFFICE OF THE CITY MAYOR (MARKET)

1. Administrative Officer IV

OFFICE OF THE CITY MAYOR (CEMETERY)

1. Administrative Aide VI (Utility Foreman)

OFFICE OF THE CITY MAYOR (OFFICE OF THE CITY ADMINISTRATOR)

1. Administrative Officer I (Records Officer I)

OFFICE OF THE HUMAN RESOURCE & MANAGEMENT OFFICE

1. Senior Administrative Assistant II (Computer Operator IV)
2. Administrative Assistant VI (Computer Operator III)

OFFICE OF THE CITY PLANNING & DEV'T. COORDINATOR

1. City Government Assistant Department Head
2. Administrative Assistant VI (Computer Operator III)

OFFICE OF THE CITY GENERAL SERVICES OFFICER

1. Supervising Administrative Officer (Supply Officer IV)
2. Mechanic III
3. Mechanic III



OFFICE OF THE SANGGUNIANG PANLUNGSOD

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3. Deworming;
4. Monitoring of the livestock market;
5. Issuance of veterinary health certificate and disease surveillance in the city;
6. Extension services & monitoring of the livestock dispersal;
7. Perform other duties that maybe assigned from time to time.

Administrative Aide I (Utility Worker I (B))

1. Maintain cleanliness of assigned areas;
2. Perform other duties that maybe assigned from to time

OFFICE OF THE CITY VETERINARIAN (SLAUGHTERHOUSE)

Slaughterhouse Master III

1. Supervise the operation of the slaughterhouse;
2. Perform ante-mortem, post-mortem, and post-abattoir inspection of meat and meat products;
3. Enforces laws, regulations and ordinances related to the slaughterhouse;
4. Prepares necessary reports and recommendation to the City Mayor;
5. Maintain proper upkeep of the slaughterhouse building and premises;
6. Perform other duties that maybe assigned from time to time.

Meat Inspector III

1. To perform ante-mortem and post mortem examination of all animals intended for slaughter in the Slaughterhouse;
2. Make proper disposal of carcasses;
3. To apprehend clandestine slaughtered animals with the aid of the police force;
4. To supervise in the cleaning and keeping in order of the slaughterhouse;
5. Help the City Treasurer for the efficient collection of pre-slaughterhouse fees in accordance with C.A. 188 as granted by R.A. No. 699;
6. Perform other duties that maybe assigned from time to time.

OFFICE OF THE CITY ENGINEER

Engineer II

1. Provides engineering services to the local government concerned, including investigation and survey, engineering design, feasibility studies and project management;
2. Assist the City Engineer in supervising controlling and construction, maintenance improvement and repair of roads, bridges and engineering and public work projects of the local government unit concerned;
3. Perform other duties that maybe assigned from time to time.

Engineer II

1. Provides engineering services to the local government concerned, including investigation and survey, engineering design, feasibility studies and project management;
2. Assist the City Engineer in supervising controlling and construction, maintenance improvement and repair of roads, bridges and engineering and public work projects of the local government unit concerned;
3. Perform other duties that maybe assigned from time to time.

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OFFICE OF THE SANGGUNIANG PANLUNGSOD

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Architect II

1. Attend the architectural works at the City Engineer's Office;
2. Perform other duties that maybe assigned from time to time.

Senior Administrative Assistant II (Computer Operator IV)

1. Type communications;
2. Perform other duties that maybe assigned from time to time

Administrative Assistant VI (Computer Operator III)

1. Type communications;
2. Perform other duties that maybe assigned from time to time

OFFICE OF THE CITY TOURISM OFFICER

Park Maintenance Foreman

1. Supervise, repairs and maintenance of facilities of HINP;
2. Supervise, landscaping and beautification of Lucap Wharf and HINP;
3. Determine contingent action for anticipated problems and concerns;
4. Perform other duties that maybe assigned from time to time.

Watchman III

1. Safeguarding HINP visitors/ensure the safety of Island swimmers;
2. Identifies disturbances/hazards in the Island swimming area and take corrective actions;
3. Gives direction/information to public;
4. Check and update weather condition/water tide;
5. Check equipment/s use for life saving support;
6. Perform other duties that maybe assigned from time to time.

Administrative Aide VI (Utility Foreman)

1. Supervise all utility workers;
2. Perform other duties that maybe assigned form time to time

Administrative Aide III (Plumber I)

1. Maintains and repairs water and drainage system in city buildings and parks according to specifications and plumbing codes;
2. Install maintains and repairs various types of piping, fitting and valves for the conveyance of water, sewage, storm water, gas, compressed air and other materials;
3. Install, maintains and repairs plumbing fixtures, fittings abs related equipment such as water closets, sinks, faucets, water heaters and pumps;
4. Measure, cut, bend, ream, thread and install a variety of pipes
5. Perform other duties that maybe assigned from time to time.

LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE

City Government Department Head I

1. Formulate, monitor and evaluate the implementation of the City Disaster Risk Reduction and Management Plans (CDRRMPs) and regularly review and ensure the plan consistent with other national and provincial planning programs;

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OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. Ord. No. 2015-12, enacted on 6th day of October, 2015)

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2. Ensure the integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction; and
3. Recommend the implementation of forced or pre-emptive evacuation of local residents at risk, if necessary;
4. Perform other duties that maybe assigned from time to time.

SECTION IV - SOURCE OF FUNDS - Funding requirements under this ordinance will be duly appropriated in the 2016 Annual Budget of the City of Alaminos, Pangasinan in the amount of Twenty One Million Four Hundred Sixty Five Thousand Nine Hundred Eighty Eight Pesos (Php 21,465,988.00).

SECTION V - EFFECTIVITY - This ordinance shall take effect upon approval and compliance with the statutory requirements.


APPROVED.....

I **HEREBY CERTIFY** to the correctness of the foregoing ordinance consisting of twenty two (22) pages including this page.

ATTESTED:

| | | | |
|---|---|---|--|
|  EARL JAMES C. AQUINO City Vice Mayor/Presiding Officer | | |  LUZ B. VALE Secretary |
|  JOSE ANTONIO MIGUEL Y. PEREZ Presiding Officer/Pro-Tempore |  JOSEPH T. BACAY Majority Floor Leader |  OSCAR A. BOLING Minority Floor Leader | |
|  JAN MARIONNE R. FONTELERA Member |  MARGIELOU ORANGE D. HUMILDE Member |  RANY S. DE LEON Member | |
|  RUFINA J. GABRIEL Member |  PERLITO Y. RABAGO Member |  FATIMA ANN S. ISLA Member | |
|  ORLANDO R. GO Member |  SALVADOR C. CAMBA, LBP Ex-Officio Member | | |

APPROVED BY:


ARTHUR F. CELESTE
City Mayor
12-10-2015
Date



OFFICE OF THE SANGGUNIANG PANLUNGSOD

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4. Heavy Equipment Operator II
5. Heavy Equipment Operator II
6. Administrative Aide III (Utility Worker II (A))
7. Administrative Aide I (Utility Worker I (B))

OFFICE OF THE CITY VICE MAYOR

1. Administrative Officer V (Records Officer III)
2. Senior Administrative Assistant II (Computer Operator IV)
3. Administrative Aide IV (Reproduction Machine Operator II (B))
4. Administrative Aide III (Audio-Visual Equipment Operator I)

OFFICE OF THE CITY VICE MAYOR (OFFICE OF THE LIBRARIAN)

1. Librarian III
2. Administrative Assistant VI (Computer Operator III)

SANGGUNIANG PANLUNGSOD

1. Administrative Aide IV (Clerk II)
2. Administrative Aide III (Utility Worker II (A))

OFFICE OF THE SECRETARY TO THE SANGGUNIANG

1. Senior Administrative Assistant II (Computer Operator IV)
2. Senior Administrative Assistant I (Stenographic Reporter IV)
3. Administrative Aide II (Messenger)

OFFICE OF THE CITY BUDGET OFFICER

1. Supervising Administrative Officer (Records Officer IV)

OFFICE OF THE CITY ACCOUNTANT

1. Accountant IV
2. Administrative Officer V (Records Officer III)
3. Senior Administrative Assistant II (Computer Operator IV)

OFFICE OF THE CITY TREASURER

1. Senior Administrative Assistant II (Computer Operator IV)
2. Administrative Aide IV (Driver II)

OFFICE OF THE CITY INFORMATION OFFICER

1. Administrative Assistant III (Computer Operator II)
2. Administrative Assistant I (Audio-Visual Equipment Operator III)

OFFICE OF THE CITY LEGAL OFFICER

1. Legal Assistant II
2. Administrative Assistant IV (Bookbinder IV)



OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. Ord. No. 2015-12, enacted on 6th day of October, 2015)

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OFFICE OF THE CITY HEALTH OFFICER

- 1. Administrative Assistant IV (Bookbinder IV)

OFFICE OF THE CITY SOCIAL WELFARE & DEV'T. OFFICER

- 1. Administrative Officer III (Records Officer II)
- 2. Administrative Officer I
- 3. Social Welfare Assistant

OFFICE OF THE CITY AGRICULTURIST

- 1. Senior Administrative Assistant II (Computer Operator IV)
- 2. Aquacultural Technician II

OFFICE OF THE CITY VETERINARIAN

- 1. Administrative Officer V (Records Officer III)
- 2. Veterinarian II
- 3. Veterinarian II
- 4. Administrative Aide I (Utility Worker I (B))

OFFICE OF THE CITY VETERINARIAN (SLAUGHTERHOUSE)

- 1. Slaughterhouse Master III
- 2. Meat Inspector III

OFFICE OF THE CITY ENGINEER

- 1. Engineer II
- 2. Engineer II
- 3. Architect II
- 4. Senior Administrative Assistant II (Computer Operator IV)
- 5. Administrative Assistant VI (Computer Operator III)

OFFICE OF THE CITY TOURISM OFFICER

- 1. Park Maintenance Foreman
- 2. Watchman III
- 3. Administrative Aide VI (Utility Foreman)
- 4. Administrative Aide III (Plumber I)

LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE

- 1. City Government Department Head I

SECTION III- QUALIFICATIONS, DUTIES, AND FUNCTIONS OF THE POSITIONS

QUALIFICATIONS:

| POSITIONS | SALARY GRADE | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
|--|--------------|--|--------------------------------|-------------------------------|---------------------|
| OFFICE OF THE CITY MAYOR | | | | | |
| 1. Executive Assistant V | 24/1 | Bachelor's degree | 4 years of relevant experience | 24 hours of relevant training | CS Professional |
| OFFICE OF THE CITY MAYOR (RECORDS SECTION) | | | | | |
| 1. Administrative Aide II (Messenger) | 2/1 | Elementary School Graduate | None required | None required | None required |
| OFFICE OF THE CITY MAYOR (POSO-CIVIL SECURITY UNIT) | | | | | |
| 1. Executive Assistant III | 20/1 | Bachelor's degree | 2 years of relevant experience | 8 hours of relevant training | CS Professional |
| 2. Traffic Aide II | 5/1 | High School Graduate | None required | None required | None required |
| 3. Traffic Aide I | 3/1 | High School Graduate | None required | None required | None required |
| OFFICE OF THE CITY MAYOR (MIS) | | | | | |
| 1. Information Technology Officer II | 22/1 | Bachelor's degree relevant to the job | 3 years of relevant experience | 16 hours of relevant training | CS Professional |
| 2. Administrative Assistant VI (Computer Operator III) | 12/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 2 years of relevant experience | 8 hours of relevant training | CS Sub-prof./ TESDA |
| 3. Administrative Aide III (Audio-Visual Equipment Operator I) | 3/1 | High School Graduate or Completion of relevant vocational/trade course | None required | None required | None required |
| OFFICE OF THE CITY MAYOR (MARKET) | | | | | |
| 1. Administrative Officer IV | 22/1 | Bachelor's degree | 3 years of relevant experience | 16 hours of relevant training | CS Professional |
| OFFICE OF THE CITY MAYOR (CEMETERY) | | | | | |
| 1. Administrative Aide VI (Utility Foreman) | 6/1 | Elementary School Graduate | None required | None required | None required |

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| OFFICE OF THE CITY MAYOR (OFFICE OF THE CITY ADMINISTRATOR) | | | | | | |
|--|------|--|--------------------------------|-------------------------------|-----------------------------|--|
| 1. Administrative Officer I (Records Officer I) | 10/1 | Bachelor's degree | None required | None required | CS Professional | |
| OFFICE OF THE CITY MAYOR (HUMAN RESOURCE & MANAGEMENT OFFICE) | | | | | | |
| 1. Senior Administrative Assistant II (Computer Operator IV) | 14/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 3 years of relevant experience | 16 hours of relevant training | CS Sub-prof. TESDA | |
| 2. Administrative Assistant VI (Computer Operator III) | 12/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 2 years of relevant experience | 8 hours of relevant training | CS Sub-prof./ TESDA | |
| OFFICE OF THE CITY PLANNING & DEV'T. COORDINATOR | | | | | | |
| 1. City Gov't. Assistant Dept. Head | 23/1 | Bachelor's degree | 3 years of relevant experience | 16 hours of relevant training | CS Professional | |
| 2. Administrative Assistant VI (Computer Operator III) | 12/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 2 years of relevant experience | 8 hours of relevant training | CS Sub-prof./ TESDA | |
| OFFICE OF THE CITY GENERAL SERVICES OFFICER | | | | | | |
| 1. Supervising Administrative Officer (Supply Officer IV) | 22/1 | Bachelor's degree | 3 years of relevant experience | 16 hours of relevant training | CS Professional | |
| 2. Mechanic III | 9/1 | High school graduate or Completion of relevant vocational/trade course | 1 year of relevant experience | 4 hours of relevant training | Mechanic | |
| 3. Mechanic III | 9/1 | High school graduate or Completion of relevant vocational/trade course | 1 year of relevant experience | 4 hours of relevant training | Mechanic | |
| 4. Heavy Equipment Operator II | 6/1 | High school graduate or Completion of relevant vocational/trade course | 1 year of relevant experience | 4 hours of relevant training | Heavy Equipment Operator | |

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|--|------|---|--------------------------------|-------------------------------|--------------------------|
| 5. Heavy Equipment Operator II | 6/1 | High school graduate or Completion of relevant vocational/trade course | 1 year of relevant experience | 4 hours of relevant training | Heavy Equipment Operator |
| 6. Administrative Aide III | 1/1 | Must be able to read and write | None required | None required | None required |
| (Utility Worker II (A)) | | | | | |
| 7. Administrative Aide I | 1/1 | Must be able to read and write | None required | None required | None required |
| (Utility Worker I (B)) | | | | | |
| OFFICE OF THE CITY VICE MAYOR | | | | | |
| 1. Administrative Officer V | 18/1 | Bachelor's degree | 2 years of relevant experience | 8 hours of relevant training | CS Professional |
| (Records Officer III) | | | | | |
| 2. Senior Administrative Assistant II | 14/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 3 years of relevant experience | 16 hours of relevant training | CS Sub-prof. TESDA |
| (Computer Operator IV) | | | | | |
| 3. Administrative Aide IV | 4/1 | Elementary school graduate | None required | None required | None required |
| (Reproduction Mechanic Operator II (B)) | | | | | |
| 4. Administrative Aide III | 3/1 | High School Graduate or Completion of relevant vocational/trade course | None required | None required | None required |
| (Audio-Visual Equipment Operator I) | | | | | |
| OFFICE OF THE CITY VICE MAYOR (LIBRARY) | | | | | |
| 1. Librarian III | 18/1 | Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science | 2 years of relevant experience | 8 hours of relevant training | RA 1080 |
| 2. Administrative Assistant VI | 12/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 2 years of relevant experience | 8 hours of relevant training | CS Sub-prof./ TESDA |
| (Computer Operator III) | | | | | |
| SANGUNIANG PANLUNGSOD | | | | | |
| 1. Administrative Aide IV (Clerk II) | 4/1 | Completion of two years studies in college | None required | None required | CS Sub-prof. |

| | | | | | | |
|--|------|--|--------------------------------|-------------------------------|-----------------------|---------------|
| 2. Administrative Aide III (Utility Worker II (A)) | 3/1 | Must be able to read and write | None required | None required | None required | None required |
| OFFICE OF THE SECRETARY TO THE SANGGUNIANG | | | | | | |
| 1. Senior Administrative Assistant II (Computer Operator IV) | 14/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 3 years of relevant experience | 16 hours of relevant training | CS Sub-prof. TESDA | |
| 2. Senior Administrative Assistant I (Stenographic Reporter IV) | 13/1 | Completion of two years studies in college | 3 years of relevant experience | 16 hours of relevant training | CS Sub-prof. | |
| 3. Administrative Aide II (Messenger) | 2/1 | Elementary school graduate | None required | None required | None required | |
| OFFICE OF THE CITY BUDGET OFFICER | | | | | | |
| 1. Supervising Administrative Officer (Records Officer IV) | 22/1 | Bachelor's degree | 3 years of relevant experience | 16 hours of relevant training | CS Professional | |
| OFFICE OF THE CITY ACCOUNTANT | | | | | | |
| 1. Accountant IV | 22/1 | Bachelor's degree in Commerce/Business Administration major in Accounting | 3 years of relevant experience | 16 hours of relevant training | RA 1080 | |
| 2. Administrative Officer V (Records Officer III) | 18/1 | Bachelor's degree | 2 years of relevant experience | 8 hours of relevant training | CS Professional | |
| 3. Senior Administrative Assistant II (Computer Operator IV) | 14/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 3 years of relevant experience | 16 hours of relevant training | CS Sub-prof. TESDA | |
| OFFICE OF THE CITY TREASURER | | | | | | |
| 1. Senior Administrative Assistant II (Computer Operator IV) | 14/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 3 years of relevant experience | 16 hours of relevant training | CS Sub-prof. TESDA | |
| 2. Administrative Aide IV (Driver II) | 4/1 | Elementary School Graduate | None required | None required | Driver's License | |

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| OFFICE OF THE CITY INFORMATION OFFICER | | | | | | |
|--|--------------|---|--|--|------------------------------------|--|
| 1. Administrative Assistant III (Computer Operator II) | 9/1 | Completion of two years studies in college or High School Graduate w/ relevant vocational/ trade course | 1 year of relevant experience | 4 hours of relevant training | CS Sub-Prof. TESDA | |
| 2. Administrative Assistant I (Audio-Visual Equipment Operator III) | 7/1 | High School Graduate or Completion of relevant vocational/trade course | None required | None required | None required | |
| OFFICE OF THE CITY LEGAL OFFICER | | | | | | |
| 1. Legal Assistant II | 12/1 | Bachelors degree | None required | None required | CS Professional | |
| 2. Administrative Assistant IV (Bookbinder IV) | 10/1 | Elementary School Graduate | 2 years of relevant experience | 8 hours of relevant training | None required | |
| OFFICE OF THE CITY HEALTH OFFICER | | | | | | |
| 1. Administrative Assistant IV (Bookbinder IV) | 10/1 | Elementary School Graduate | 2 years of relevant experience | 8 hours of relevant training | None required | |
| OFFICE OF THE CSWDO | | | | | | |
| 1. Administrative Officer III (Records Officer II) | 14/1 | Bachelor's degree | 1 year of relevant experience | 4 hours of relevant training | CS Professional | |
| 2. Administrative Officer I | 11/1 | Bachelor's degree | None required | None required | CS Professional | |
| 3. Social Welfare Assistant | 8/1 | Completion of 2 years studies in college | 1 year of relevant experience | 4 hours of relevant training | CS Sub-prof. | |
| OFFICE OF THE CITY AGRICULTURIST | | | | | | |
| 1. Senior Administrative Assistant II (Computer Operator IV) | 14/1 | Completion of 2 years studies in college or High School Graduate w/ relevant vocational trade course | 3 years of relevant experience | 16 hours of relevant training | CS Sub-prof. TESDA | |
| 2. Aquacultural Technician II | 8/1 | Completion of 2 years studies in college | 1 year of relevant experience | 4 hours of relevant training | CS Sub-prof. | |
| OFFICE OF THE CITY VETERINARIAN | | | | | | |
| 1. Administrative Officer V (Records Officer III) | 18/1 18/1 | Bachelor's degree Bachelor's degree | 2 years of relevant experience 2 years of relevant experience | 8 hours of relevant training 8 hours of relevant training | CS Professional CS Professional | |

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