



## 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 JULY 17, 2017.**

**PRESENT:**

<b>Vice Mayor Jose Antonio Miguel Y. Perez</b>	- <b>Presiding Officer</b>
Councilor Apolonia G. Bacay	- Presiding Officer Pro-Tempore
Councilor Rufina J. Gabriel	- Majority Floor Leader
Councilor Margielou Orange Humilde-Verzosa, DPA	- Minority Floor Leader
Councilor Joselito O. Fontelera	- Member
Councilor Carolyn D. Sison	- Member
Councilor Alfred Felix E. de Castro	- Member
Councilor Rany S. de Leon	- Member
Councilor Perlito V. Rabago	- Member
Councilor Cirilo B. Radoc	- Member
Councilor Froebel A. Ranoy	- Member
LBP Raul B. Bacay	- Ex-Officio Member

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### ORDINANCE NO. 2017-09

#### **ORDINANCE UPGRADING THE POSITION OF ASSESSMENT CLERK III TO SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV) IN THE OFFICE OF THE CITY ASSESSOR, 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 increasing work loads and the rapid development of information technology, there is an urgent need to upgrade the position of Assessment Clerk III to Senior Administrative Assistant II (Computer Operator IV) in the Office of the City Assessor, Alaminos City, Pangasinan;

**NOW, THEREFORE**, upon due deliberation of the merits surrounding the issue and on motion of Councilor Cirilo B. Radoc, duly seconded by Councilor Rany S. de Leon, Councilor Alfred Felix E. de Castro, Councilor Froebel A. Ranoy, Councilor Rufina J. Gabriel and Liga ng mga Barangay President Raul B. Bacay, it was

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

**SECTION I - TITLE:** This ordinance shall be known as: **"ORDINANCE UPGRADING THE POSITION OF ASSESSMENT CLERK III TO SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV) IN THE OFFICE OF THE CITY ASSESSOR, ALAMINOS CITY, PANGASINAN"**;



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(Cont. Ord. No. 2017-09, enacted on 17<sup>th</sup> day of July, 2017)

-page 2 of 2-

## SECTION II- QUALIFICATIONS

### SENIOR ADMINISTRATIVE ASSISTANT II (Computer Operator IV) Salary Grade 14/1

- Education :** Completion of 2 years studies in college or high school Graduate with relevant vocational/trade course;
- Experience :** Three (3) years relevant experience;
- Training :** Sixteen (16) Hours of relevant training
- Eligibility :** CS Sub-professional/Data Encoder

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

1. Encodes real property declaration in the record of assessment filed in computer before releasing, seeing to it that they are recorded, updated and compiled accordingly in accordance with the Assessment Regulations and Guidelines;
2. Sees to it that all encoded real property declarations are approved in the system;
3. Prepares forms, documents and transmittal for office use;
4. Prepares monthly and quarterly reports;
5. Performs all other functions that may be assigned from time to time.

**SECTION IV - SOURCE OF FUNDS** - Funding requirements under this ordinance will be duly appropriated in the Appropriation Ordinance No. 01, series of 2017 (Supplemental Budget No. 01) of the City of Alaminos, Pangasinan in the amount of Fifty Five Thousand Three Hundred Fifty Pesos (Php 55, 350.00).

**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 two (2) pages including this page.

**LUZ B. VALE**  
Secretary

ATTESTED:

**JOSE ANTONIO MIGUEL Y. PEREZ**  
City Vice Mayor/Presiding Officer

**APOLONIA G. BACAY**  
Presiding Officer Pro-Tempore

**RUFINA J. GABRIEL**  
Majority Floor Leader

**MARGIELOU ORANGE HUMILDE-VERZOSA, DPA**  
Minority Floor Leader

**JOSELITO O. FONTELERA**  
Member

**CAROLYN D. SISON**  
Member

**ALFRED FELIX E. DE CASTRO**  
Member

**RANY S. DE LEÓN**  
Member

**PERLITO V. RABAGO**  
Member

**CIRILO B. RADOC**  
Member

**FROEBEL A. RANOY**  
Member

**RAUL B. BACAY, LBP**  
Ex-Officio Member

**APPROVED BY:**

**ARTHUR A. CELESTE**  
City Mayor

08/08/17  
Date