



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 NOVEMBER 20, 2017.

PRESENT:

Vice Mayor Jose Antonio Miguel Y. Perez	- Presiding Officer
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 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

ABSENT:

Councilor Alfred Felix E. de Castro	- On official travel
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ORDINANCE NO. 2017-18

ORDINANCE CREATING SIXTEEN (16) POSITIONS UNDER THE EXECUTIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT - ALAMINOS CITY, PANGASINAN AND UPGRADING THE POSITION OF ADMINISTRATIVE AIDE IV (BOOKBINDER II) UNDER THE OFFICE OF THE CITY CIVIL REGISTRAR AND THE POSITION OF ADMINISTRATIVE ASSISTANT I (BOOKBINDER III) UNDER THE OFFICE OF THE CITY ACCOUNTANT

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 Cirilo B. Radoc, duly seconded by Councilor Margielou Orange Humilde-Verzosa, Councilor Rany S. de Leon, Councilor Perlito V. Rabago, Councilor Carolyn D. Sison, Councilor Froebel A. Ranoy and Liga ng mga Barangay President Raul B. Bacay

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OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. Ord. No. 2017-18, enacted on 20th day of November, 2017)

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

SECTION I - TITLE: This ordinance shall be known as: **"ORDINANCE CREATING SIXTEEN (16) POSITIONS UNDER THE EXECUTIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT - ALAMINOS CITY, PANGASINAN AND UPGRADING THE POSITION OF ADMINISTRATIVE AIDE IV (BOOKBINDER II) UNDER THE OFFICE OF THE CITY CIVIL REGISTRAR AND THE POSITION OF ADMINISTRATIVE ASSISTANT I (BOOKBINDER III) UNDER THE OFFICE OF THE CITY ACCOUNTANT"**

SECTION II-

A. The following positions are hereby created:

OFFICE OF THE CITY CIVIL REGISTRAR

- 1. Registration Officer IV

OFFICE OF THE CITY INFORMATION OFFICER

- 1. Supervising Labor and Employment Officer

OFFICE OF THE CITY HEALTH OFFICER

- 1. Midwife I
- 2. Sanitation Inspector II

OFFICE OF THE CITY SOCIAL WELFARE & DEV'T OFFICER

- 1. Social Welfare Assistant
- 2. Social Welfare Assistant
- 3. Social Welfare Assistant

OFFICE OF THE CITY AGRICULTURIST

- 1. Aquaculturist I
- 2. Machinist III
- 3. Administrative Aide III (Laborer II)
- 4. Administrative Aide I (Laborer I)

OFFICE OF THE CITY COOPERATIVE OFFICER

- 1. Senior Cooperatives Development Specialist

OFFICE OF THE CITY TOURISM OFFICER

- 1. City Government Assistant Department Head I
- 2. Environmental Management Specialist II

B. The following positions are hereby upgraded:

OFFICE OF THE CITY CIVIL REGISTRAR

- 1. Administrative Aide IV (Bookbinder II)

OFFICE OF THE CITY ACCOUNTANT

- 1. Administrative Assistant I (Bookbinder III)

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

QUALIFICATIONS:

POSITIONS	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
OFFICE OF THE CITY CIVIL REGISTRAR					
1 Administrative Aide IV (Bookbinder II)	4/1	Elementary School Graduate	None required	None required	None required
2 Registration 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 Administrative Assistant I (Bookbinder III)	7/1	Elementary School Graduate	None required	None required	None required
OFFICE OF THE CITY INFORMATION OFFICER					
1 Supervising Labor and Employment Officer	22/1	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS Professional
OFFICE OF THE CITY HEALTH OFFICER					
1 Midwife I	9/1	Completion of Midwifery Course	None required	None required	RA 1080
2 Sanitation Inspector II	8/1	Completion of two years study in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional
OFFICE OF THE CITY SOCIAL WELFARE & DEV'T. OFFICER					
1 Social Welfare Assistant	8/1	Completion of two years study in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional
2 Social Welfare Assistant	8/1	Completion of two years study in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional

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3	Social Welfare Assistant	8/1	Completion of two years study in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional
OFFICE OF THE CITY AGRICULTURIST						
1	Aquaculturist I	11/1	Bachelor's degree relevant to the job	None required	None required	CS Professional
2	Machinist III	9/1	High School graduate or completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Machinist
3	Administrative Aide III (Laborer II)	3/1	Must be able to read and write	None required	None required	None required
4	Administrative Aide I (Laborer I)	1/1	Must be able to read and write	None required	None required	None required
OFFICE OF THE CITY COOPERATIVE OFFICER						
1	Senior Cooperatives Development Specialist	18/1	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional
OFFICE OF THE CITY TOURISM OFFICER						
1	City Government Assistant Department Head I	23/1	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS Professional
2	Environmental Management Specialist II	15/1	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional

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A. DUTIES AND FUNCTIONS:

OFFICE OF THE CITY CIVIL REGISTRAR

1. Administrative Aide IV (Bookbinder II)

- Take charge of binding government records.
- Repair worn-out and torn record.
- Perform other duties that may be assigned from time to time.

2. Registration Officer IV

- Assist the City Civil Registrar in her duties and responsibilities.
- Process and review Court Decrees/Orders, legal instruments and R.A 9048/10172.
- Prepare and review amended COLB regarding adoption.
- Process applications for marriage for signature of the City Civil Registrar.
- Verify and issue certificates to requesting client.
- Sign civil registry documents and attend meetings for and in the absence of the City Civil Registrar.
- Perform other duties that maybe assigned from time to time.

OFFICE OF THE CITY ACCOUNTANT

1. Administrative Assistant I (Bookbinder III)

- Take charge of binding government records.
- Repair worn-out and torn record.
- Perform other duties that may be assigned from time to time.

OFFICE OF THE CITY INFORMATION OFFICER

1. Supervising Labor and Employment Officer

- Serve as a conduit of employment and job placement activities in the city
- Coordinate with placement agencies for local and overseas job openings.
- Conduct anti-illegal recruitment seminars in various schools and establishments with the assistance of the staff of the Department of Labor and Employment.
- Provide assistance to all employment agencies in conducting special recruitment activities in the locality.
- Perform other function that may be offered in line with the government thrust of labor market information system.
- Perform such other duties and functions that may be assigned from time to time.

OFFICE OF THE CITY HEALTH OFFICER

1. Midwife I

- Formulate barangay operation health plan.
- Implement all health programs at the barangay level.
- Develop barangay health program thru Primary Health Care approach.



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- Correct records and evaluate program implementation and submission.
- Attend seminars and follow-up health cases.
- Provide necessary intervention for the control and prevention of communicable diseases.
- Maintain supply and equipment cleanliness and orderliness.
- Perform other duties that may be assigned from time to time.

2. Sanitation Inspector II

- Participate in the total health program and planning of the community.
- Prepare sanitation reports, maintain proper filing and update sanitation reports.
- Establish good working relations with the different community organizations, especially the barangay officials and involve them in the planning and implementation of sanitation activities.
- Inspect sanitary facilities of all establishments and provide technical supervision in the construction/installation of sanitary facilities and collects samples of food and water for laboratory analysis, etc.
- Perform other duties that may be assigned from time to time.

OFFICE OF THE CITY SOCIAL WELFARE & DEV'T OFFICER

1. Social Welfare Assistant

- Provide assistance to the social workers in case management.
- Assist and support clients and their families.
- Form part of the rehabilitation team in case management of clients.
- Escort clients during referral and court hearings.
- Assist social workers in organizing and conducting activities of clients.
- Record and document client's activities and submit the same to the social worker.
- Perform other duties that may be assigned from time to time.

2. Social Welfare Assistant

- Provide assistance to the social workers in case management.
- Assist and support clients and their families.
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OFFICE OF THE CITY AGRICULTURIST

1. Aquaculturist I

- Make studies, surveys and investigations on a definite area of fishery technology, such as fish processing, preservation and utilization, standardization of fishery products and by-products for commercial purposes, conduct studies and test on new modern fishing gear for possible local production/adaption.
- Prepare technical report on the progress of research and studies made.
- Demonstrate or give lectures on fishery technology as an extension service.
- Perform other duties that may be assigned from time to time.

2. Machinist III

- Set-up, operate and maintain machines, tools and equipment at the Hundred Islands E-Kawayan Factory.
- Assist the focal person of the Hundred Islands E-Kawayan Project in crafting workable plans and improving the services of the factory.
- Assist in supervising laborers working for the Hundred Islands E-kawayan Project.
- Perform other duties that may be assigned from time to time.

3. Administrative Aide III (Laborer II)

- Assist in the operation and maintenance of machines, tools and equipment at the Hundred Islands E-Kawayan Factory.
- Maintain cleanliness and orderliness inside and within all premises of Hundred Islands E-kawayan Factory.
- Assist in the marketing and promotion of E-Kawayan products.
- Perform other duties that may be assigned from time to time.

4. Administrative Aide I (Laborer I)

- Assist in the operation and maintenance of machines, tools and equipment at the Hundred Islands E-Kawayan Factory.
- Maintain cleanliness and orderliness inside and within all premises of Hundred Islands E-kawayan Factory.
- Assist in the marketing and promotion of E-Kawayan products.
- Perform other duties that may be assigned from time to time.

OFFICE OF THE CITY COOPERATIVE OFFICER

1. Senior Cooperatives Development Specialist

- Assist in the development and implementation of cooperative program.
- Study and recommend action on cooperative matters.
- Develop, formulate and recommend cooperative approaches, techniques, guidelines and standards.
- Coordinate with research personnel in the definition of research problems and the utility of research studies, and evaluation on cooperatives operation.

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- Provide technical guidance and exercise supervision over subordinate personnel.
- Develop and recommend strategies on projects implementation and development.
- Develop and formulate study regarding impact of financial assistance granted to cooperatives.
- Develop and recommend training for the improvement of managerial capabilities of cooperatives officials.
- Perform other duties that may be assigned from time to time.

OFFICE OF THE CITY TOURISM OFFICER

1. City Government Assistant Department Head I

- Assist the City Tourism Officer in the formulation of policies, plans, and projects for the development of tourism as an engine of socio-economic and cultural growth.
- Assist the City Tourism Officer in supervising and coordinating the implementation of tourism plans and projects.
- Assist the City Tourism Officer in communicating to the City Mayor, agencies and instrumentalities of the government, the impact upon tourism and economy of governmental action.
- Assist the City Tourism Officer in providing an integrated market development program to attract people to visit the Hundred Islands National Park and enhance the prestige of Alaminos City.
- Assist the City Tourism Officer in representing the Local Government in all local, domestic and international MICE.
- Assist the City Tourism Officer in supporting, advancing and promoting the protection, maintenance and preservation of historical, cultural and natural endowment, in cooperation with the appropriate government agencies and the private sector.
- Assist the City Tourism Officer in evaluating tourism development for the issuance of permits and the grant of incentives by appropriate government agency, establish data bank of tourism area and projects for investments purposes, and encourage private sector investment and participation in tourism activities and projects.
- Assist the City Tourism Officer in the formulation and promulgation, in consultation with concerned LGU Alaminos officers, the private sector industries and other tourism stakeholders, rules and regulation governing the operation and activities of all tourism enterprises including, but not limited to, local standards for licensing, accreditation and classification of tourism enterprises, prescribing therein minimum levels of operating quality and efficiency for their operation in accordance with recognized local standards, impose reasonable penalties for violation of accreditation policies and recommend suspension and prohibition of operation of tourism enterprise.
- Assist the City Tourism Officer in monitoring the City's compliance to national standards in the licensing of tourism enterprise, receive and

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investigate complaints concerning tourism enterprise and act on such complaint.

- Assist the City Tourism Officer in ensuring the proper coordination, integration, prioritization and implementation of local tourism development plans.
- Assist the City Tourism Officer in providing technical assistance to the City's tourist destination development, standard setting and regulatory enforcement.
- Assist the City Tourism Officer in undertaking continuing research studies and surveys and analyze economic conditions and trends relating to tourism
- Assist the City Tourism Officer in coordinating tourism-related programs, projects and activities with counterpart agencies and stakeholders in the area.
- Assist the City Tourism Officer in exploring other potential eco-tourism ventures in the City, incorporating mission, goal, feasibility, logistics, policy, and market.
- Perform other duties that may be assigned from time to time.

2. Environmental Management Specialist II

- Assist in the formulation of measures for consideration of the Sangguniang Panlungsod and to provide assistance and support in carrying out measures to ensure the delivery of basic services and provision of facilities relative to environment and natural resources services as provided for under section 17 of the Local Government Code of 1991.
- Assist the department head in the development of plans and strategies and, upon approval by the City Mayor, implement the same, particularly those which have to do with environment and natural resources programs and projects which the City Mayor is empowered to implement and which the Sangguniang Panlungsod is empowered to implement under the Local Government Code of 1991.
- Coordinate with barangay officials in the preparation of their Solid Waste Management Plan as mandated by law and monitor their implementation of the same.
- Coordinate with government and non-government organizations in the implementation of measures to prevent and control land, air and water pollution with the assistance of the Department of Environment and Natural Resources and submit pertinent reports relative thereto when necessary.
- Recommend proper action to the City Tourism Officer and the City Mayor on matters relative to protection, conservation, maximum utilization, application of appropriate technologies and other matters related to environment and natural resources.
- Perform such other duties and functions as may be assigned by the supervisors as the need arises.

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SECTION IV - SOURCE OF FUNDS - Funding requirements under this ordinance will be duly appropriated in the 2018 Annual Budget of the City of Alaminos, Pangasinan in the amount of Four Million Three Hundred Fifty-Two Thousand Two Hundred Ninety-Two Pesos (Php 4,352,292.00).

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

APPROVED.....

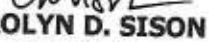
I **HEREBY CERTIFY** to the correctness of the foregoing ordinance consisting of ten (10) pages including this page.

ATTESTED:



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



APOLONIA G. BACAY
Presiding Officer Pro-Tempore



MARGIELOU ORANGE HUMILDE-VERZOSA, DPA
Minority Floor Leader



CAROLYN D. SISON
Member

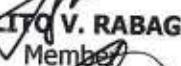

CIRILO B. RADO
Member


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FROEBEL A. RANOY
Member

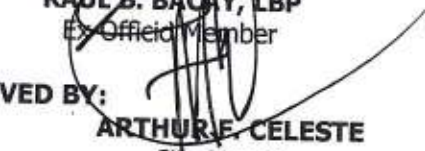

RUFINA J. GABRIEL
Majority Floor Leader


JOSELITO O. PONTELERA
Member


PERLITO V. RABAGO
Member


RAUL B. BACHY, LBP
Ex-Officio Member


APPROVED BY:


ARTHUR E. CELESTE

City Mayor

12/15/17

Date


LUZ B. VALE
Secretary