



Republic of the Philippines
CITY GOVERNMENT OF ALAMINOS
 San Jose Drive, Poblacion, City of Alaminos, Pangasinan

EXCERPT TAKEN FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON MARCH 14, 2023

PRESENT:

- | | |
|---|---------------------------------|
| Vice Mayor Jan Marianne R. Fontelera | - Presiding Officer |
| Councilor Michelle S. Segundera | - Presiding Officer Pro-Tempore |
| Councilor Kelvin Theus O. Humilde | - Minority Floor Leader |
| Councilor Apple Joy B. Tolentino | - Member |
| Councilor Joselito O. Fontelera | - Member |
| Councilor Raul B. Bacay | - Member |
| Councilor Dahlia M. de Leon | - Member |
| Councilor Oscar A. Boling, Sr. | - Member |
| LBP Salvador P. Dona | - Ex-Officio Member |
| PPSKP Lovely V. Bernabe | - Ex-Officio Member |

ABSENT:

- | | |
|----------------------------------|------------------------|
| Councilor Carolyn D. Sison | - On official travel |
| Councilor Verna S. D. Rabago | - On official business |
| Councilor Arthur C. Celeste, Jr. | - On official travel |

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ORDINANCE NO. 2023-13

AN ORDINANCE ABOLISHING THE FOLLOWING VACANT POSITIONS UNDER THE OFFICE OF THE CITY ACCOUNTANT:

1. ADMINISTRATIVE OFFICER V (ACCOUNTING III), SG-19/1;
2. ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II), SG-6/1; AND
3. ADMINISTRATIVE ASSISTANT II, SG-8/1,

CREATING THE FOLLOWING POSITIONS UNDER THE SAME OFFICE:

1. SUPERVISING ADMINISTRATIVE OFFICER (RECORDS OFFICER IV), SG-22/1; AND
2. ADMINISTRATIVE OFFICER II (MANAGEMENT AND AUDIT ANALYST I), SG-11/1;

AND CHANGING THE POSITION TITLE OF ADMINISTRATIVE AIDE III (DRIVER I), SG-3/1 TO ADMINISTRATIVE AIDE III (AUDIO VISUAL EQUIPMENT OPERATOR) SG-3/1 UNDER THE CITY BUDGET OFFICE OF THE LOCAL GOVERNMENT UNIT OF THE CITY OF ALAMINOS, PANGASINAN

Sponsor:
 Councilor Dahlia M. de Leon





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(Cont. Ord. No. 2023-13, enacted on 14th day of March, 2023)

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WHEREAS, Article 163, Rule XXII of the Implementing Rules and Regulations 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, as an urbanizing city, the Local Government Unit of the City of Alaminos, Pangasinan has been continuously upgrading its organizational structure and staffing pattern to respond to the dynamics of urbanization and ensure provision of excellent public service;

WHEREAS, the City Accountant and the City Budget Officer, upon careful evaluation of their respective staffing pattern proposed for the abolition and creation of certain positions and the retitling of a position under their offices to maximize their human resources;

NOW, THEREFORE, upon due deliberation of the merits surrounding the issue and on motion of Councilor Dahlia M. de Leon, duly seconded by all members present,

BE IT ENACTED AS IT IS HEREBY ENACTED BY THE SANGGUNIANG PANLUNGSOD IN SESSION DULY ASSEMBLED, THAT:

SECTION I. TITLE. — This ordinance shall be known as “An Ordinance abolishing the following vacant positions under the Office of the City Accountant:

1. Administrative Officer V (Accounting III, SG-19/1;
2. Administrative Aide VI (Accounting Clerk II), SG-6/1; and
3. Administrative Assistant I, SG-8/1,

Creating the following positions under the same office:

1. Supervising Administrative Officer (Records Officer IV), SG-22/1; and
2. Administrative Officer II (Management And Audit Analyst I), SG-11/1;

and changing the position title of Administrative Aide III (Driver I), SG-3/1 to *Administrative Aide III (Audio Visual Equipment Operator) SG-3/1* under the Office of the City Budget Officer of the Local Government Unit of the City of Alaminos, Pangasinan.

SECTION II. ABOLITION OF POSITIONS. — The following positions titles under the Office of the City Accountant are hereby abolished, to wit:

1. Administrative Officer V (Accounting III) SG-19/1
2. Administrative Aide VI (Accounting Clerk II) SG-6/1
3. Administrative Assistant II SG- 8/1



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SECTION III. CREATION OF POSITIONS and QUALIFICATION STANDARDS. —
The following positions are hereby created under the Office of the City Accountant, to wit:

1. SUPERVISING ADMINISTRATIVE OFFICER (Records Officer IV)

Salary Grade : 22/1
Education : Bachelor's Degree
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : CS Professional/Second Level Eligibility

2. ADMINISTRATIVE OFFICER II (Management and Audit Analyst I)

Salary Grade : 11/1
Education : Bachelor's Degree
Experience : None Required
Training : None Required
Eligibility : CS Professional/Second Level Eligibility

SECTION IV. DUTIES AND FUNCTIONS:

A. City Accounting Office

Supervising Administrative Officer (Records Officer IV)

1. Maintain systematic recording and filing of all incoming and outgoing records and documents of the City Accounting Office;
2. Take care, protect and safeguard all incoming and outgoing records and documents of the office;
3. Assume responsibility for the custody and safekeeping of official records and documents;
4. Conduct periodic inventory of all records and documents; and
5. Perform other duties that maybe assigned from time to time.

Administrative Officer II (Management and Audit Analyst I)

1. Pre-audit petty cash vouchers, disbursement vouchers of bill payment for electric and water consumption, telephone and internet connection;
2. Prepare and remit monthly remittances withheld from suppliers, contractors, and executive assistants to the Bureau of Internal Revenue (BIR);
3. Prepare BIR forms for suppliers, contractors and executive assistants;
4. Prepare journal entry voucher for collections and deposits of all funds of the city; and
5. Perform other duties that maybe assigned from time to time.



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SECTION V. CHANGE OF POSITION TITLE. — The position title of Administrative Aide III (Driver I) SG-3/1 under the Office of the City Budget Officer is hereby changed to Administrative Aide III (Audio Visual Equipment Operator I) SG-3/1 with the following duties and functions:

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

SECTION VI. FUNDING. – The funding requirements for the implementation of this ordinance will be duly appropriated in a Supplemental Budget of the City of Alaminos, Pangasinan for CY 2023 and shall thereupon be appropriated in the annual budget of the city.

SECTION VII. EFFECTIVITY. — This ordinance shall take effect upon approval and compliance with statutory requirements.

APPROVED.....

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


LUZ B. VALE
 Secretary

ATTESTED:



JAN MARIONNE R. FONTELEA
 City Vice Mayor/Presiding Officer


MICHELLE S. SEGUNDERA
 Presiding Officer Pro-Tempore


KELVIN THEUS O. HUMILDE
 Minority Floor Leader


APPLE JOY B. TOLENTINO
 Member


JOSELITO G. FONTELEA
 Member


RAUL B. BACAY
 Member



DAHLIA M. DE LEON
 Member


OSCAR A. BOLING, SR.
 Member


SALVADOR P. DONA, LBP
 Ex-Officio Member


LOVERLY V. BERNABE, PPSKP
 Ex-Officio Member

APPROVED BY:


ARTH BRYAN C. CELESTE
 City Mayor

06/19/2023
 Date