



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 JULY 18, 2023

PRESENT:

- | | |
|--------------------------------------|-----------------------------------|
| Vice Mayor Jan Marianne R. Fontelera | - Presiding Officer |
| Councilor Michelle S. Segundera | - Presiding Officer Pro-Tempore |
| Councilor Carolyn D. Sison | - Majority Floor Leader |
| Councilor Kelvin Theus O. Humilde | - Minority Floor Leader |
| Councilor Verna S. D. Rabago | - Assistant Majority Floor Leader |
| Councilor Arthur C. Celeste, Jr. | - 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 Loverly V. Bernabe | - Ex-Officio Member |

ABSENT:

- | | |
|----------------------------------|----------------------|
| Councilor Apple Joy B. Tolentino | - On official travel |
|----------------------------------|----------------------|

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ORDINANCE NO. 2023-25

AN ORDINANCE CREATING SEVEN (7) POSITIONS UNDER THE EXECUTIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT OF ALAMINOS CITY, PANGASINAN

Sponsored by: Councilor Dahlia M. de Leon

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;*

(Handwritten signatures and initials)





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San Jose Drive, Poblacion, City of Alaminos, Pangasinan

(Cont. Ord. No. 2023-25, enacted on the 18th day of July, 2023)

-page 2 of 6-

WHEREAS, in response to the increasing demands of an urbanizing city and to effectively prepare for the full devolution of certain functions of the Executive Branch to Local Government Units pursuant to Executive Order No. 138, issued on 01 June 2021, there is a need to create new plantilla positions under the Executive Department of the Local Government Unit of the City of Alaminos, Pangasinan;

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 creating seven (7) positions under the Executive Department of the Local Government Unit of Alaminos City, Pangasinan.”

SECTION II. CREATION. — The following positions are hereby created:

A. CITY ADMINISTRATOR'S OFFICE

1. City Government Assistant Department Head 1, SG 23/1

B. PUBLIC ORDER AND SAFETY OFFICE

2. Public Services Officer IV, SG 22/1

C. CITY INFORMATION OFFICE

3. Administrative Aide III (Audio-visual Equipment Operator I), SG 3/1
4. Administrative Aide III (Audio-visual Equipment Operator I), SG 3/1
5. Administrative Aide III (Audio-visual Equipment Operator I), SG 3/1

D. CITY MAYOR' OFFICE (Co-terminus Status)

6. Senior Administrative Assistant III (Private Secretary II), SG 15/1
7. Administrative Assistant V (Private Secretary I), SG 11/1

The two (2) positions under the Office of the City Mayor hereby created shall be under a co-terminus status.

SECTION III. DUTIES AND FUNCTIONS. —

A. CITY ADMINISTRATOR'S OFFICE

(1) *City Government Assistant Department Head 1*

1. Assist the City Administrator in the performance of his/her duties/functions including managing client's inquiries and complaints, developing strategic solutions to improve client's satisfaction;



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(Cont. Ord. No. 2023-25, enacted on the 18th day of July, 2023)

-page 3 of 6-

2. Assist the City Administrator in drafting and preparing documents, such as reports, memos, presentations, emails, and other correspondence;
3. Responsible for maintaining files, records, confidential information;
4. Manage the day-to-day operation of the Office of the City Administrator; and
5. Perform other duties that may be assigned from time to time.

B. PUBLIC ORDER AND SAFETY OFFICE

(2) Public Services Officer IV

1. Implement government policies and deliver services to the public related to public order and safety;
2. Handle inquiries from the public on matters related to public order and safety;
3. Conduct research and compilation of data necessary for crafting of policy direction relative to public order and safety;
4. Help formulate and implement policies;
5. Perform basic administrative functions; and
6. Perform other duties that may be assigned from time to time.

C. CITY INFORMATION OFFICE

(3) Administrative Aide III (AVEO I)

1. Set up and operate photo and video equipment and provide photo, video and printed materials for dissemination to the public;
2. Photo-Document events, meetings, and presentations and provide technical assistance in the process of photo documentation as needed;
3. Post process photos, store data and keep track of the inventory of equipment and other supplies; and
4. Perform other duties that may be assigned from time to time.

(4) Administrative Aide III (AVEO I)

1. Set up and operate photo and video equipment and provide photo, video and printed materials for dissemination to the public;
2. Photo-Document events, meetings, and presentations and provide technical assistance in the process of photo documentation as needed;
3. Post process photos, store data and keep track of the inventory of equipment and other supplies; and
4. Perform other duties that may be assigned from time to time.

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(Cont. Ord. No. 2023-25, enacted on the 18th day of July, 2023)

-page 4 of 6-

(5) *Administrative Aide III (AVEO I)*

1. Set up and operate photo and video equipment and provide photo, video and printed materials for dissemination to the public;
2. Photo-Document events, meetings, and presentations and provide technical assistance in the process of photo documentation as needed;
3. Post process photos, store data and keep tract of the inventory of equipment and other supplies; and
4. Perform other duties that may be assigned from time to time.

D. City Mayor's Office

(6) *Senior Administrative Assistant III (Private Secretary II)*

1. Manage the appointments/schedule of activities of the City Mayor;
2. Handle social media accounts of the City Mayor;
3. Interview and screen callers and visitors;
4. Prepare/draft communications under the Office of the City Mayor;
5. Provide administrative support to the office;
6. Prepare and manage confidential files and office records;
7. Coordinate and collaborate with offices within and/or outside the department to ensure efficient, effective, and timely delivery of services;
8. Handle critical and confidential matters as assigned by the City Mayor; and
9. Perform other duties and responsibilities as may be assigned by from time to time;

(7) *Administrative Assistant V (Private Secretary 1)*

1. Handle incoming and outgoing documents;
2. File and retrieve documents;
3. Interview clients/callers, refer to proper office and make appointments for interview; and
4. Perform other duties and tasks that may be assigned from time to time.

SECTION IV. QUALIFICATIONS. —

1. City Government Assistant Department Head 1

Salary Grade	:	23/1
Education	:	Bachelor's Degree
Experience	:	3-year relevant experience
Training	:	16 hours of relevant training
Eligibility	:	CS (Professional) Second Level Eligibility



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(Cont. Ord. No. 2023-25, enacted on the 18th day of July, 2023)

-page 5 of 6-

2. Public Services Officer IV

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

3. Administrative Aide III (AVEO I)

Salary Grade : 3/1
Education : High School Graduate or completion of relevant vocational/trade course
Experience : None required
Training : None required
Eligibility : Audio-visual Equipment Operator /Technician (MC 10, s. 2013)

4. Administrative Aide III (AVEO I)

Salary Grade : 3/1
Education : High School Graduate or completion of relevant vocational/trade course
Experience : None required
Training : None required
Eligibility : Audio-visual Equipment Operator /Technician (MC 10, s. 2013)

5. Administrative Aide III (AVEO I)

Salary Grade : 3/1
Education : High School Graduate or completion of relevant vocational/trade course
Experience : None required
Training : None required
Eligibility : Audio-visual Equipment Operator /Technician (MC 10, s. 2013)

6. Senior Administrative Assistant III (Private Secretary II) with Co-terminus status

Salary Grade : 15/1
Education : Completion of two-year studies in college
Experience : None required
Training : None required
Eligibility : None Required



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(Cont. Ord. No. 2023-25, enacted on the 18th day of July, 2023)

-page 6 of 6-

7. Administrative Assistant V (Private Secretary I) with Co-terminus status


Salary Grade	:	11/1
Education	:	Completion of two-year studies in college
Experience	:	None required
Training	:	None required
Eligibility	:	None required

SECTION V. SOURCE OF FUNDS. — Funding requirements under this ordinance shall be duly appropriated in the 2024 Annual Budget of the City of Alaminos, Pangasinan.

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


APPROVED.....

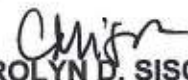
I **HEREBY CERTIFY** to the correctness of the foregoing ordinance consisting of six (6) pages including this page.


LUZ B. VALE
 Secretary

ATTESTED:


JAN MARIONNE R. FONTELERA
 City Vice Mayor/Presiding Officer


MICHELLE S. SEGUNDERA
 Presiding Officer Pro-Tempore



CAROLYN D. SISON
 Majority Floor Leader



KELVIN THEUS O. HUMILDE
 Minority Floor Leader



VERNA S. D. RABAGO
 Assistant Majority Floor Leader


ARTHUR C. CELESTE, JR.
 Member



JOSELITO O. FONTELERA
 Member


RAUL B. BACAY
 Member



DAHLIA M. DE LEON
 Member


OSCAR A. BOLING, SR.
 Member


SALVADOR P. DONA, LBP
 Ex-Officio Member


LOVELY V. BERNABE, PPSKP
 Ex-Officio Member

APPROVED BY:


ARTH BRYAN C. CELESTE
 City Mayor

08/17/2023
 Date