



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 JANUARY 30, 2024**

**PRESENT:**

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| Vice Mayor Jan Marianne R. Fontelera | - Presiding Officer               |
| Councilor Arthur C. Celeste, Jr.     | - 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 Apple Joy B. Tolentino     | - Member                          |
| Councilor Joselito O. Fontelera      | - Member                          |
| Councilor Raul B. Bacay              | - Member                          |
| Councilor Oscar A. Boling, Sr.       | - Member                          |
| Councilor Froebel A. Ranoy           | - Member                          |
| LBP Alex A. Recosana                 | - Ex-Officio Member               |
| PPSKP Lovely V. Bernabe              | - Ex-Officio Member               |

**ABSENT:**

- |                             |            |
|-----------------------------|------------|
| Councilor Dahlia M. de Leon | - On leave |
|-----------------------------|------------|

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**ORDINANCE NO. 2024-01**

**AN ORDINANCE CHANGING THE POSITION TITLE OF THE POSITION SENIOR ADMINISTRATIVE ASSISTANT V, SG 18/1 UNDER THE TREASURER'S OFFICE TO SENIOR ADMINISTRATIVE ASSISTANT V (LOCAL REVENUE COLLECTION OFFICER III), SG 18/1**

Sponsor:  
**Councilor Apple Joy B. Tolentino**

**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 demands of an urbanizing city and to maximize the use of human resources to further strengthen the provision of best public service possible, the august body created the position of Administrative Assistant V under the City Treasurer's Office through Ordinance No. 2021-35;

*(Area containing multiple handwritten signatures and initials)*





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(Cont. Ord. No. 2024-01, enacted on 30<sup>th</sup> day of January, 2024)

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**WHEREAS**, upon further review of the functions of the above cited position, there is a need to indicate a parenthetical title to the position so as not to create confusion;

**NOW, THEREFORE**, upon due deliberation of the merits surrounding the issue and on motion of Councilor Apple Joy B. Tolentino, 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 CHANGING THE POSITION TITLE OF THE POSITION SENIOR ADMINISTRATIVE ASSISTANT V, SG 18/1 UNDER THE TREASURER’S OFFICE TO SENIOR ADMINISTRATIVE ASSISTANT V (LOCAL REVENUE COLLECTION OFFICER III), SG 18/1**

**SECTION II. CHANGE OF POSITION TITLES.** — The position title of Senior Administrative Assistant V, SG 18/1 under the City Treasurer’s Office is hereby changed/amended to **Senior Administrative Assistant V (Local Revenue Collection Officer III)**, with the same SG 18/1.

**SECTION III. QUALIFICATION STANDARD.** —

Education	:	Bachelor’s Degree
Experience	:	2 years of relevant experience
Training	:	8 Hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

**SECTION IV. DUTIES AND FUNCTIONS.** —

1. Prepare and submit all pertinent papers to the City Mayor;
2. Supervise and monitor real property tax collection;
3. Prepare and encode monthly collection report and real property;
4. Receive all other reports; and
5. Perform other duties that maybe assigned from time to time.

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

APPROVED.....

*Miss [Signature]* *[Signature]* *Azji [Signature]* *[Signature]*  
*[Signature]* *[Signature]* *[Signature]* *[Signature]*





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(Cont. Ord. No. 2024-01, enacted on 30<sup>th</sup> day of January, 2024)

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I **HEREBY CERTIFY** to the correctness of the foregoing ordinance consisting of three (3) pages including this page.

  
**LUZ B. VALE**  
 Secretary

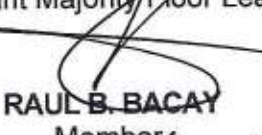

ATTESTED:   
**JAN MARIONNE R. FONTELERA**  
 City Vice Mayor/Presiding Officer

 **ARTHUR C. CELESTE, JR.**   
 Presiding Officer Pro-Tempore Majority Floor Leader

  
**KELVIN THEUS O. HUMILDE**  
 Minority Floor Leader

 **VERNA S. D. RABAGO**   
 Assistant Majority Floor Leader Member


  
**JOSELITO O. FONTELERA**  
 Member

 **RAUL B. BACAY**   
 Member Member

  
**FROEBEL A. RANOY**  
 Member

  
**ALEX A. RECOSANA, LBP**  
 Ex-Officio Member

  
**LOVERLY V. BERNABE, PPSKP**  
 Ex-Officio Member

APPROVED BY:   
**ARTH BRYAN C. CELESTE**  
 City Mayor

02/27/2024  
 Date