



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 APRIL 16, 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 Dahlia M. de Leon | - 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 |

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ORDINANCE NO. 2024-07

AN ORDINANCE INSTITUTIONALIZING THE CURRENT RECORD SECTION UNDER THE OFFICE OF THE CITY MAYOR AS "CITY ARCHIVES OFFICE OF THE LOCAL GOVERNMENT UNIT OF THE CITY OF ALAMINOS, PANGASINAN" WITH THE SAME STAFFING COMPLEMENT, TO WIT:

1. SUPERVISING ADMINISTRATIVE OFFICER (RECORDS OFFICER IV);
2. ADMINISTRATIVE OFFICER V (RECORDS OFFICER III);
3. ADMINISTRATIVE OFFICER III (RECORDS OFFICER II); AND
4. ADMINISTRATIVE AIDE II (MESSENGER)

Sponsor:
Councilor Dahlia M. de Leon

WHEREAS, Section 76 of RA 7160, otherwise known as the Local Government Code of 1991, empowers LGUs to design and implement their own organizational structure and staffing pattern that will effectively address their development plans, objectives and priorities;





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(Cont. Ord. No. 2024-07, enacted on 16th day of April, 2024)

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WHEREAS, Section 11(c), Rule IV of 2017 Omnibus Rules on Appointment and other Human Resource Actions (ORAOHRA) revised in 2018 provides for "... the movement of employee from one position to another which is of equivalent rank, level or salary without gap in the service involving the issuance of an appointment. The transfer may be from the organizational unit to another in the same department or agency or from one department to or agency to another: Provided, however, that any movement from the non-career service and vice versa shall not be considered as a transfer but reappointment";

WHEREAS, the City Archives Office was created through Ordinance No. 2006-03 dated 17 February, 2006, a one-stop-shop where the documents and records that are needed by the departments and offices, or requested by national agencies, various organizations, institutions or private individuals, shall be made readily available to them, in the context of rendering efficient and effective service for the city;

WHEREAS, to put into effect the intention of the above cited ordinance and to respond to the dynamics of public service, the Records Unit under the Office of the City Mayor which currently functions as archives office needs to be institutionalized as City Archives Office, a Section under the Office of the City Mayor;

NOW, THEREFORE, upon due deliberation of the merits surrounding the issue and on motion of Councilor Dahlia M. de Leon, duly seconded by all the 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 INSTITUTIONALIZING THE ARCHIVES OFFICE OF THE LOCAL GOVERNMENT UNIT OF THE CITY OF ALAMINOS, PANGASINAN.**

SECTION II. The **Records Section** currently under the Office of the City Mayor is hereby institutionalized and shall be henceforth named the **City Archives Office** of the Local Government Unit of the City of Alaminos, Pangasinan.

SECTION III. FUNCTION OF THE CITY ARCHIVES OFFICE. — The City Archives Office shall serve as a centralized records office of the entire local government unit where essential documents and vital records of the Local Government Unit of the City of Alaminos, Pangasinan are to be secured, preserved and keep intact.

SECTION IV. PLANTILLA POSITIONS UNDER THE CITY ARCHIVES OFFICE. —

- A. The following plantilla positions and personnel occupying the same, under the current Records Section shall be the same personnel to man the City Archives Office of the Local Government Unit of the City of Alaminos, Pangasinan, to wit:

(Handwritten signatures of officials)

Email: spsect.alaminocity@gmail.com
 Tel. No.: (075) 633.3779





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1. **SUPERVISING ADMINISTRATIVE OFFICER
 (RECORDS OFFICER IV) – RHEA A. CASTRO**
2. **ADMINISTRATIVE OFFICER V
 (RECORDS OFFICER III) – ROMELIE O. ZAMORA**
3. **ADMINISTRATIVE OFFICER III
 (RECORDS OFFICER II) – VACANT**
4. **ADMINISTRATIVE AIDE II
 (MESSENGER) – GARRY P. BERGONIA**

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 three (3) pages including this page.



LUZ B. VALE
 Secretary

ATTESTED:


JAN MARIONNE R. FONTELERA
 City Vice Mayor/Presiding Officer

 ARTHUR O. CELESTE, JR. 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	 APPLE JOY B. TOLENTINO Member	 JOSELITO O. FONTELERA Member
 RAUL B. BACAY Member	 DAHLIA M. DE LEON Member	 OSCAR A. BOLING, SR. 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
05/09/2024
 Date