



**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:**

- |   |                                   |
|---|-----------------------------------|
| <b>Vice Mayor Jan Marianne R. Fontelera</b> | - <b>Presiding Officer</b>        |
| 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. 2024-08**

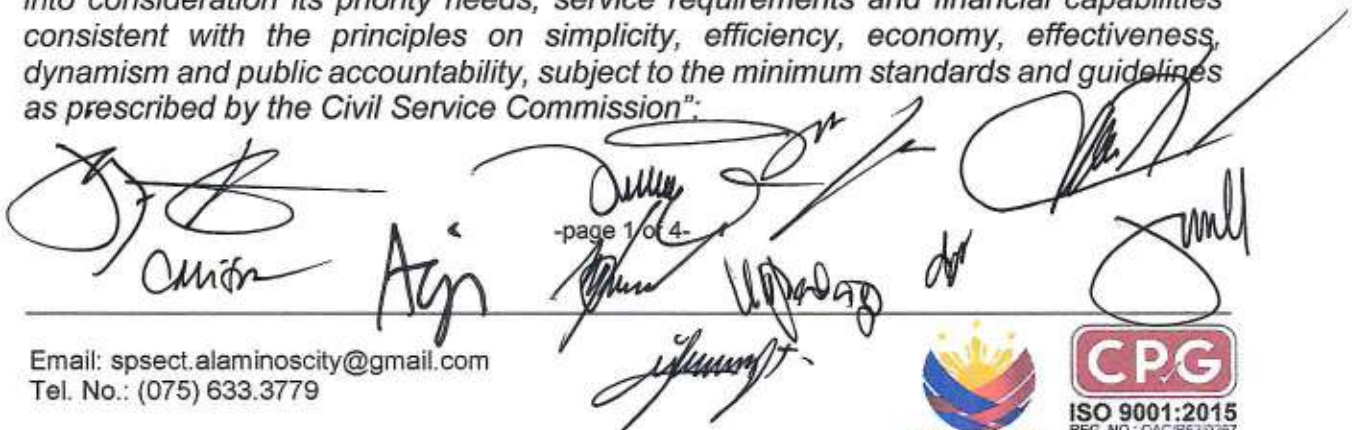
**AN ORDINANCE ABOLISHING THE POSITION TITLE OF SUPERVISING LABOR AND EMPLOYMENT OFFICER (SG 22/1) AND CREATING THE POSITION TITLE OF ADMINISTRATIVE AIDE VI (CLERK III) (SG 6/1) AND TWO (2) ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATOR I) (SG 3/1) UNDER THE PUBLIC EMPLOYMENT SERVICE OFFICE**

Sponsor:  
**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 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";*

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

(Cont. Ord. No. 2024-08, enacted on 16<sup>th</sup> day of April, 2024)

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**WHEREAS**, the Public Employment Service Office (PESO) of the Local Government of the City of Alaminos, Pangasinan, a newly established department of the LGU, in the exercise of its mandated functions, realized that the position of Supervising Labor and Employment Officer (SG22/1) is not yet that necessary in the provision of the services of the PESO; thus, a proposal to abolish the same and, in lieu of the position to be abolished, a request for the creation of Administrative Aide VI (Clerk III) and two (2) positions of Administrative Aide III (Audio-visual Equipment Operator 1 (SG 3/1) is submitted to the body for consideration;

**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 abolishing the position title of Supervising Labor and Employment Officer (SG 22/1) and creating the position title of Administrative Aide VI (Clerk III) (SG 6/1) and two (2) Administrative Aide III (Audio-Visual Equipment Operator I) (SG 3/1) under the Public Employment Service Office.

**SECTION II. ABOLITION OF POSITION.** — The position title of Supervising Labor and Employment Officer (SG 22/1), which is currently vacant, is hereby abolished.

**SECTION III. CREATION OF POSITION and QUALIFICATION STANDARDS.** — The following position titles are hereby created under the Public Employment Service Office; to wit:

**1. ADMINISTRATIVE AIDE VI (CLERK III)**

Salary Grade : 6/1  
 Education : Completion of two-year studies in college  
 Experience : None required  
 Training : None required  
 Eligibility : CS Subprofessional/First Level Eligibility

**2. ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATOR 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 (MC10, s.2013)

*(Handwritten signatures of councilors and officials)*

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





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(Cont. Ord. No. 2024-08, enacted on 16<sup>th</sup> day of April, 2024)

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**3. ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATOR 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 (MC10, s.2013)

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

**1. ADMINISTRATIVE AIDE VI (CLERK III)**

- a. Record and file incoming and outgoing communication;
- b. Assist the day-to-day operation of the Public Employment Service Office; and
- c. Perform other duties that may be assigned from time to time.

**2. ADMINISTRATIVE AIDE III ((AUDIO-VISUAL EQUIPMENT OPERATOR I)**

- a. Set up and operate photo and video equipment for city events;
- b. Assist the day-to-day operation of the Public Employment Service Office; and
- c. Perform other duties that may be assigned from time to time.

**3. ADMINISTRATIVE AIDE III ((AUDIO-VISUAL EQUIPMENT OPERATOR I)**

- a. Set up and operate photo and video equipment for city events;
- b. Assist the day-to-day operation of the Public Employment Service Office; and
- c. Perform other duties that may be assigned from time to time.

**SECTION V. FUNDING. —** The funding requirements for the implementation of this ordinance for the current year amounting to One Hundred Eighty-seven Thousand Four Hundred Thirty-five Pesos (Php 187,435.00) will be duly appropriated in a Supplemental Budget of the City of Alaminos, Pangasinan and shall thereupon be appropriated in the annual budget of the city.

**SECTION VI. EFFECTIVITY. —** This ordinance shall take effect on October 1, 2024.

APPROVED.....



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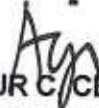
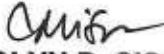





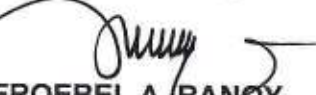


(Cont. Ord. No. 2024-08, enacted on 16<sup>th</sup> day of April, 2024)


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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. FONTELERA**  
 City Vice Mayor/Presiding Officer

 <b>ARTHUR C. CELESTE, JR.</b> Presiding Officer Pro-Tempore	 <b>CAROLYN D. SISON</b> Majority Floor Leader	 <b>KELVIN THEUS O. HUMILDE</b> Minority Floor Leader
 <b>VERNA S. D. RABAGO</b> Assistant Majority Floor Leader	 <b>APPLE JOY B. TOLENTINO</b> Member	 <b>JOSELITO O. FONTELERA</b> Member
 <b>RAUL B. BACAY</b> Member	 <b>DAHLIA M. DE LEON</b> Member	 <b>OSCAR A. BOLING, SR.</b> Member
 <b>FROEBEL A. RANOY</b> Member	 <b>ALEX A. RECOSANA, LBP</b> Ex-Officio Member	 <b>LOVERLY V. BERNABE, PPSKP</b> Ex-Officio Member

APPROVED BY:   
**ARTH BRYAN C. CELESTE**  
 City Mayor  
05/09/2024  
 Date