



EXCERPT TAKEN FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON APRIL 23, 2024

PRESENT:

- | | |
|--------------------------------------|-----------------------------------|
| Vice Mayor Jan Marianne R. Fontelera | - Presiding Officer |
| 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. 2024-10

AN ORDINANCE ABOLISHING THE POSITION TITLE OF ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I) (SG 7/1) AND CREATING THE POSITION TITLES OF ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATOR I) (SG 3/1), ADMINISTRATIVE AIDE II (MESSENGER) (SG 2/1) AND ADMINISTRATIVE AIDE II (BOOKBINDER I) (SG2/1) UNDER THE CITY ASSESSOR'S 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"*

(Handwritten signatures and marks)





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

(Cont. Ord. No. 2024-10, enacted on 23rd day of April, 2024)

-page 2 of 4-

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, further analysis of the current staffing pattern at the Alaminos City Assessor’s Office vis a vis its much needed services to its clientele resulted in a proposal abolishing the position title of Administrative Assistant 1 (Computer Operator 1, SG 7/1) which is currently vacant and the creation of Administrative Aide III (Audio-Visual Equipment Operator I (SG 3/1), Administrative Aide II (Messenger) (SG 2/1) and Administrative Aide II (Bookbinder I) (SG 2/1);

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 Administrative Assistant I (Computer Operator I) (SG 7/1) and creating the position titles of Administrative Aide III (Audio-Visual Equipment Operator I (SG 3/1), Administrative Aide II (Messenger) (SG 2/1) and Administrative Aide II (Bookbinder I) (SG 2/1) under the City Assessor’s Office

SECTION II. ABOLITION OF POSITION. — The position title of Administrative Assistant I (Computer Operator 1, SG 7/1) which is current unfilled is hereby abolished.

SECTION III. CREATION OF POSITIONS AND QUALIFICATION STANDARDS. — The following position titles are hereby created under the Alaminos City Assessor’s Office to wit:

1. 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 : MC 10, s. 2013 Category II

2. ADMINISTRATIVE AIDE II (MESSENGER)

Salary Grade : 2/1
 Education : Elementary School Graduate
 Experience : None required
 Training : None required
 Eligibility : MC 10, s. 2013 Category II

(Handwritten signatures and initials of council members)

Email: spsect.alaminocity@gmail.com
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-page 3 of 4-

3. ADMINISTRATIVE AIDE II (BOOKBINDER I)

Salary Grade : 2/1
Education : Elementary School Graduate
Experience : None required
Training : None required
Eligibility : MC 10, s. 2013 Category III

SECTION IV. DUTIES AND FUNCTIONS. —

1. ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATOR 1)

- a. Document events, meeting, and presentation with video and cameras and provide technical assistance; and
- b. Perform other duties that may be assigned from time to time.

2. ADMINISTRATIVE AIDE II (MESSENGER)

- a. Deliver communication;
- b. Photocopy of documents; and
- c. Perform other duties that may be assigned from time to time.

3. ADMINISTRATIVE AIDE II (BOOKBINDER I)

- a. Take charge of bookbinding documents;
- b. Repair worn out and torn records; 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 Seventy-three Thousand Two Hundred Thirty-six Pesos (PhP 173,236.00) will be duly appropriated in a Supplemental Budget of the City of Alaminos, Pangasinan and shall thereafter 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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-page 4 of 4-


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


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


JOSÉLITO 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
06/11/2024
 Date