



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 MAY 14, 2024**

**PRESENT:**

- |                                       |  |
|---------------------------------------|--|
| <b>Councilor Oscar A. Boling, Sr.</b> | - <b>Temporary Presiding Officer</b>     |
| Councilor Kelvin Theus O. Humilde     | - <b>Minority Floor Leader</b>           |
| Councilor Verna S. D. Rabago          | - <b>Assistant Majority Floor Leader</b> |
| Councilor Apple Joy B. Tolentino      | - <b>Member</b>                          |
| Councilor Raul B. Bacay               | - <b>Member</b>                          |
| Councilor Dahlia M. de Leon           | - <b>Member</b>                          |
| Councilor Froebel A. Ranoy            | - <b>Member</b>                          |
| LBP Alex A. Recosana                  | - <b>Ex-Officio Member</b>               |
| PPSKP Lovely V. Bernabe               | - <b>Ex-Officio Member</b>               |

**ABSENT:**

- |   |                               |
|---|-------------------------------|
| <b>Vice Mayor Jan Marianne R. Fontelera</b> | - <b>Acting City Mayor</b>    |
| Councilor Carolyn D. Sison                  | - <b>On official travel</b>   |
| Councilor Joselito O. Fontelera             | - <b>On official business</b> |

-----oOo-----

**ORDINANCE NO. 2024-14**

**AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF AQUACULTURAL TECHNICIAN II, SG-8/1 WHICH IS CURRENTLY VACANT AND CREATING THE POSITION OF SUPERVISING ADMINISTRATIVE OFFICER (RECORDS OFFICER IV), SG-22/1 UNDER THE CITY AGRICULTURE OFFICE OF THE LOCAL GOVERNMENT UNIT OF THE CITY OF ALAMINOS, PANGASINAN**

Sponsor:  
**Councilor Dahlia M. de Leon**

**WHEREAS**, Section 76 of Republic Act No. 7160 also known as 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 service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission";

**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 of Councilors and the Mayor)*

-page 1 of 3-





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

(Cont. Ord. No. 2024-14, enacted on 14<sup>th</sup> day of May, 2024)

-page 2 of 3-

**WHEREAS**, upon due analysis of the staffing pattern vis a vis the priority needs of the City Agriculture Office, there is a need to abolish the Plantilla position of Aquacultural Technician II, SG-8/1 which is currently vacant and create a plantilla position of Supervising Administrative Officer (Records Officer IV), SG-22/1 in the same office;

**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 plantilla position of Aquacultural Technician II, SG-8/1 which is currently vacant and creating the position of Supervising Administrative Officer (Records Officer IV), SG-22/1 under the City Agriculture Office of the Local Government Unit of the City of Alaminos, Pangasinan.”

**SECTION II. ABOLITION OF POSITION.** — The Plantilla Position of Aquacultural Technician II, SG-8/1 which is currently vacant/unfilled under the City Agriculture Office is hereby abolished.

**SECTION III. CREATION OF POSITION.** — A Plantilla Position of Supervising Administrative Officer (Records Officer IV), SG-22/1 under the City Agriculture Office is hereby created with the following qualification standards:

**SUPERVISING ADMINISTRATIVE OFFICER (Records Officer IV)**

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

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

**SUPERVISING ADMINISTRATIVE OFFICER (Records Officer IV)**

- a. Records keeping, disposal and retrieval of documents, and preparation reports on the implementation of programs and projects of the City Agriculture Office;
- b. Safekeeping on the confidential and restricted information of the farmers' association;

*(Handwritten signatures and initials)*

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





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

(Cont. Ord. No. 2024-14, enacted on 14<sup>th</sup> day of May, 2024)

-page 3 of 3-

- c. Coordinate to other national agencies for the funding of projects at the City Agriculture Office; and
- d. Perform other works that may be assigned from time to time.


**SECTION V. FUNDING.** — The funding requirement for the initial implementation of this ordinance amounting to Two Hundred Thirty-five Thousand Three Hundred Fifty-five Pesos (PhP 235,355.00) shall be duly appropriated in a Supplemental Budget of the City of Alaminos, Pangasinan and thereupon be appropriated in the Annual Budgets of the city.

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

**APPROVED.....**

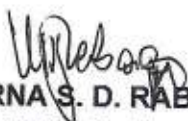
I **HEREBY CERTIFY** to the correctness of the foregoing ordinance consisting of three (3) pages including this page.

ATTESTED:

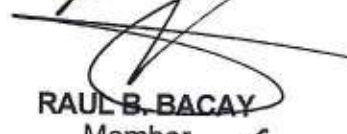
  
**OSCAR A. BOLING, SR.**  
 Temporary Presiding Officer


  
**LUZ B. VALE**  
 Secretary

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


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

  
**APPLE JOY B. TOLENTINO**  
 Member

  
**RAUL B. BACAY**  
 Member

  
**DAHLIA M. DE LEON**  
 Member

  
**FROEBEL A. RANOY**  
 Member

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

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

APPROVED BY:

  
**JAN MARIONNE R. FONTELERA**  
 Acting City Mayor

05/21/2024  
 Date