



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 JULY 02, 2024

PRESENT:

- | | |
|---|--------------------------------------|
| Councilor Apple Joy B. Tolentino | - Temporary 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 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 |
| Councilor Walter M. Macaiba | - Member |
| LBP Alex A. Recosana | - Ex-Officio Member |
| PPSKP Lovely V. Bernabe | - Ex-Officio Member |

ABSENT:

- | | |
|--------------------------------------|----------------------|
| Vice Mayor Jan Marionne R. Fontelera | - On official travel |
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ORDINANCE NO. 2024-19

AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF COMPUTER OPERATOR I, SG-7/1 UNDER THE ARCHIVES OFFICE OF THE LOCAL GOVERNMENT UNIT OF THE CITY OF ALAMINOS, PANGASINAN AND CREATING THE FOLLOWING POSITIONS UNDER THE SAME OFFICE, TO WIT:

1. ADMINISTRATIVE AIDE IV (BOOKBINDER II), SG 4/1; AND
2. ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATOR I), SG-3/1

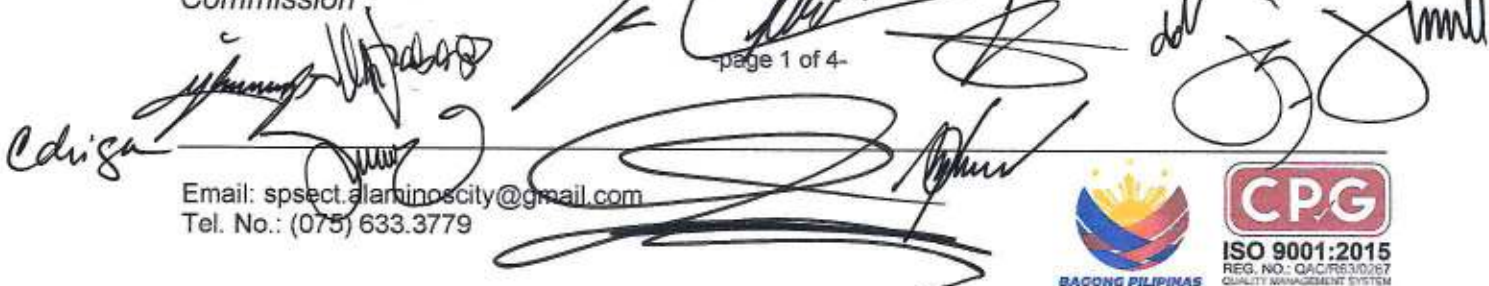
Sponsor:

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";

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(Cont. Ord. No. 2024-19, enacted on 2nd day of July, 2024)

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WHEREAS, upon due analysis of the staffing pattern vis-a-vis the priority needs of the Archives Office of the city, there is a need to abolish the Plantilla position of Computer Operator I, SG-7/1 which is currently vacant and create a plantilla position of Administrative Aide IV (Bookbinder IV) and Administrative Aide III (Audio-visual Equipment Operator I) under 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 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 Computer Operator I, SG-7/1, and creating the plantilla positions of Administrative Aide IV (Bookbinder II) and Administrative Aide III (Audio-visual Equipment Operator I) under the Alaminos City Archives Office;

SECTION II. ABOLITION OF POSITION. — The Plantilla Position of Computer Operator I, SG-7/1 which is currently vacant/unfilled under the Alaminos City Archives Office is hereby abolished.

SECTION III. CREATION OF POSITION. — The Plantilla Positions of Administrative Aide IV (Bookbinder II) and Administrative Aide III (Audio-Visual Equipment Operator I) under the Alaminos City Archives Office are hereby created with the following qualification standards:

1. ADMINISTRATIVE AIDE IV (Bookbinder II)

Salary Grade	:	4/1
Education	:	Elementary School Graduate
Experience	:	None Required
Training	:	None Required
Eligibility	:	MC 10, s. 2013 Category III

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	:	MC 10, s. 2013 Category II

(Handwritten signatures and initials)



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SECTION IV. DUTIES AND FUNCTIONS. —

1. ADMINISTRATIVE AIDE IV (Bookbinder III)

- a. Take charge in bookbinding documents;
- b. Repair worn out and torn records; and
- c. Perform other work that may be assigned from time to time.

2. ADMINISTRATIVE AIDE III (Audio-Visual Equipment Operator I)

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

SECTION V. FUNDING. — The funding requirement for the initial implementation of this ordinance amounting to Six Hundred Fifty-three Thousand Nine Hundred Forty-five Pesos (PhP 653,945.00) shall be duly appropriated in a Supplemental Budget of the City of Alaminos, Pangasinan and shall 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....





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I **HEREBY CERTIFY** to the correctness of the foregoing ordinance consisting of four (4) pages including this page.

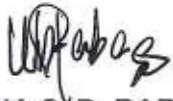

LUZ B. VALE
 Secretary

ATTESTED:



APPLE JOY B. TOLENTINO
 Temporary Presiding Officer



CAROLYN D. SISON
 Majority Floor Leader


KELVIN THEUS O. HUMILDE
 Minority Floor Leader



VERNA S. D. RABAGO
 Assistant Majority Floor Leader



JOSELITO O. FONTELERA
 Member


RAUL B. BAGAY
 Member



DAHLIA M. DE LEON
 Member


OSCAR A. BOLING, SR.
 Member



FROEBEL A. RAMOY
 Member


~~**WALTER M. MACAIBA**~~
 Member


ALEX A. RECOSANA, LBP
 Ex-Officio Member


LOVERLY V. BERNABE, PPSKP
 Ex-Officio Member

APPROVED BY:


ARTH BRYAN C. CELESTE
 City Mayor

07/16/2024
 Date