



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 OCTOBER 08, 2024**

**PRESENT:**

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| Vice Mayor Jan Marianne R. Fontelera | - Presiding Officer               |
| Councilor Apple Joy B. Tolentino     | - Presiding Officer Pro-Tempore   |
| 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:**

- |                            |                      |
|----------------------------|----------------------|
| Councilor Carolyn D. Sison | - On official travel |
|----------------------------|----------------------|

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**ORDINANCE NO. 2024-32**

**AN ORDINANCE CHANGING THE POSITION TITLE OF THE POSITION ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I), SG 7/1 UNDER THE OFFICE OF THE CITY BUDGET OFFICER TO ADMINISTRATIVE ASSISTANT I (BOOKBINDER III), SG 7/1**

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

**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;

**WHEREAS**, in response to the increasing demands of an urbanizing city and to maximize the use of human resources to further strengthen the provision of best public service possible, the august body created the position of Administrative Assistant I under the Office of the City Budget Officer through Ordinance No. 2018-14 duly enacted on 29 October 2019;



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(Cont. Ord. No. 2024-32, enacted on 8<sup>th</sup> day of October, 2024)

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**WHEREAS**, upon further review of the functions of the above cited position, there is a need to change/amend the parenthetical title of the position to reflect the actual function of the position duly created in accordance with CSC guidelines;

**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 a session duly assembled, that:

**SECTION I. TITLE.** — This ordinance shall be known as "An Ordinance Changing the Position Title of the Position Administrative Assistant I (Computer Operator I), SG 7/1 Under the Office of the City Budget Officer to Administrative Assistant I (Bookbinder III), SG 7/1."

**SECTION II. CHANGE OF POSITION TITLE.** — The position title of Administrative Assistant I (Computer Operator I), Salary Grade (SG) 7/1 under the Office of the City Budget Officer is hereby changed/amended to **Administrative Assistant I (Bookbinder III)**, with the same SG 7/1.

**SECTION III. QUALIFICATION STANDARD.** —

|             |   |                                       |
|-------------|---|---------------------------------------|
| Education   | : | Elementary Graduate                   |
| Experience  | : | None Required                         |
| Training    | : | None Required                         |
| Eligibility | : | None required (MC 11, s. 96 Cat. III) |

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

1. Take charge of bookbinding of records;
2. Repair worn-out and torn records; and
3. Perform other duties that may be assigned from time to time.

**SECTION V. 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 three (3) pages including this page.

  
**LUZ B. VALE**  
 Secretary

ATTESTED:

  
**JAN MARIONNE R. FONTELERA**  
 City Vice Mayor/Presiding Officer


  
**APPLE JOY B. TOLENTINO**  
 Presiding Officer Pro-Tempore


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

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

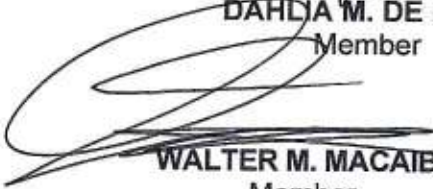
  
**JOSELITO O. FONTELERA**  
 Member

  
**RAUL B. BACAY**  
 Member


  
**DAHLIA M. DE LEON**  
 Member

  
**OSCAR A. BOLING, SR.**  
 Member


  
**FROEBEL A. RANOY**  
 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

11/05/2024  
 Date