



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 NOVEMBER 12, 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 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 leave |
| Councilor Joselito O. Fontelera | - On leave |

---oOo---

ORDINANCE NO. 2024-34

AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF COMPUTER PROGRAMER III, SG-18/1 WHICH IS CURRENTLY VACANT AND CREATING THE POSITION OF ADMINISTRATIVE OFFICER V (RECORDS OFFICER III), SG-18/1 UNDER THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG 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 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"*;

-page 1 of 3-





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

(Cont. Ord. No. 2024-34, enacted on 12th day of November, 2024)

-page 2 of 3-

WHEREAS, upon due analysis of the staffing pattern vis a vis the priority needs of the Office of the Secretary to the Sanggunian as the official repository of all records of the Sangguniang Panlungsod, there is a need to abolish the Plantilla position of Computer Programmer III, SG 18/1 which is currently vacant and create a plantilla position of Administrative Officer V (Records Officer III), SG-18/1 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 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 Programmer III, SG-18/1, which is currently vacant and creating the position of Administrative Officer V (Records Officer III), SG-18/1 under the Office of the Secretary to the Sanggunian of the Local Government Unit of the City of Alaminos, Pangasinan.”

SECTION II. ABOLITION OF POSITION. — The Plantilla Position of Computer Programmer III, SG-18/1 which is currently vacant/unfilled under the Office of the Secretary to the Sanggunian is hereby abolished.

SECTION III. CREATION OF POSITION. — A Plantilla Position of Administrative Officer V (Records Officer III), SG-18/1 under the Records Unit of the Office of the Secretary to the Sanggunian is hereby created with the following qualification standards:

ADMINISTRATIVE OFFICER V (Records Officer III)

Salary Grade	:	18/1
Education	:	Bachelor’s Degree
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	CS Professional/Second Level Eligibility

SECTION IV. DUTIES AND FUNCTIONS. —

ADMINISTRATIVE OFFICER V (Records Officer III)

- Shall assist in the records keeping, disposal and retrieval of documents, and preparation of reports of the Office of the Secretary to the Sanggunian;
- Shall be in-charge of safekeeping of confidential and restricted records of the Office of the Secretary to the Sanggunian; and
- Perform other tasks that may be assigned from time to time.



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

(Cont. Ord. No. 2024-34, enacted on 12th day of November, 2024)

-page 3 of 3-

SECTION V. FUNDING. — The funding requirement for the initial implementation of this ordinance shall be duly appropriated in 2025 Annual 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.

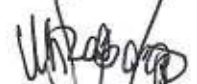

LUZ B. VALE
 Secretary

ATTESTED:

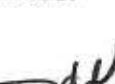

JAN MARIONNE R. FONTELERA
 City Vice Mayor/Presiding Officer


APPLE JOY B. TOLENTINO
 Presiding Officer Pro-Tempore


KELVIN THEUS O. HUMILDE
 Minority Floor Leader

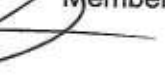

VERNA S. D. RABAGO
 Assistant Majority Floor Leader


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

11/14/2024
 Date