



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 December 10, 2024**

**PRESENT:**

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| <b>Councilor Carolyn D. Sison</b> | - <b>Temporary Presiding Officer</b> |
| 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:**

- |                                      |                      |
|--------------------------------------|----------------------|
| Vice Mayor Jan Marianne R. Fontelera | - On official travel |
| Councilor Joselito O. Fontelera      | - On leave           |

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**ORDINANCE NO. 2024-36**

**AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF COMPUTER PROGRAMER I, SG-11/1 WHICH IS CURRENTLY VACANT AND CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT IV (PHOTOGRAPHER III), SG-10/1 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”*;





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(Cont. Ord. No. 2024-36, enacted on 10<sup>th</sup> day of December, 2024)

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**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 I, SG 11/1 which is currently vacant and create a plantilla position of Administrative Assistant IV (Photographer III), SG-10/1 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 I, SG-11/1, which is currently vacant and creating the position of Administrative Assistant IV (Photographer III), SG-10/1 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 I, SG-11/1 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 Assistant IV (Photographer III), SG-10/1 under the Records Unit of the Office of the Secretary to the Sanggunian is hereby created with the following qualification standards:

**ADMINISTRATIVE ASSISTANT IV (Photographer III)**

Salary Grade	:	10/1
Education	:	High School Graduate or completion of Relevant Vocational/Trade Course
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	Photographer (MC 10,s.2013)

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

**ADMINISTRATIVE ASSISTANT IV (Photographer III)**

- a. Shall act as the lead photographer in all activities of the Legislative Department;
- b. Shall be in-charge of archiving and safekeeping of all photo documentations of all activities of the department;
- c. Assist in managing the social media account of the Sangguniang Panlungsod ; and
- d. Perform other tasks that may be assigned from time to time.



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**SECTION V. FUNDING.** — The funding requirement for the initial implementation of this ordinance 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.

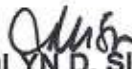
**SECTION VI. EFFECTIVITY.** — This ordinance shall take effect upon compliance with statutory requirements for the enactment of an ordinance.







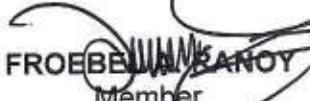



**APPROVED.....**

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


  
**LUZ B. VALE**  
 Secretary

ATTESTED:

  
**CAROLYN D. SISON**  
 Temporary Presiding Officer

 <b>APPLE JOY B. TOLENTINO</b> Presiding Officer Pro-Tempore	 <b>KELVIN THEUS O. HUMILDE</b> Minority Floor Leader	 <b>VERNA S. D. RABAGO</b> Assistant Majority Floor Leader
 <b>RAUL B. BACAY</b> Member	 <b>DAHLIA M. DE LEON</b> Member	 <b>OSCAR A. BOLING, SR.</b> Member
 <b>FROEBEL M. RANROY</b> Member	 <b>WALTER M. MAGAIBA</b> Member	 <b>ALEX A. RECOSANA, LBP</b> Ex-Officio Member
 <b>LOVERLY V. BERNABE, PPSKP</b> Ex-Officio Member		

APPROVED BY:

  
**ARTH BRYAN C. CELESTE**  
 City Mayor  
01/13/2025  
 Date