



OFFICE OF THE SANGGUNIANG PANLUNGSOD

EXCERPT TAKEN FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON APRIL 13, 2021

PRESENT:

- | | |
|--|---------------------------------|
| Vice Mayor Jose Antonio Miguel Y. Perez | - Presiding Officer |
| Councilor Apolonia G. Bacay | - Presiding Officer Pro-Tempore |
| Councilor Cirilo B. Radoc | - Majority Floor Leader |
| Councilor Oscar A. Boling | - Minority Floor Leader |
| Councilor Carolyn D. Sison | - Member |
| Councilor Michelle S. Segundera | - Member |
| Councilor Joselito O. Fontelera | - Member |
| Councilor Verna S. D. Rabago | - Member |
| Councilor Froebel A. Ranoy | - Member |
| Councilor Dahlia M. de Leon | - Member |
| Councilor Alfred Felix E. de Castro | - Member |
| LBP Raul B. Bacay | - Ex-Officio Member |
| PPSKP Lovely V. Bernabe | - Ex-Officio Member |

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ORDINANCE NO. 2021-08

AN ORDINANCE CREATING ONE (1) POSITION UNDER THE EXECUTIVE DEPARTMENT AND ABOLISHING ONE (1) POSITION, UPGRADING ONE (1) POSITION AND CREATING THREE (3) POSITIONS UNDER THE LEGISLATIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT – ALAMINOS CITY

WHEREAS, it is hereby declared the policy of the State under Article 3 of the Local Government of Code 1991 that *the territorial and political subdivision of the State shall enjoy genuine and meaningful local autonomy to enable them to attain their fullest development.* Towards this end, the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization, whereby Local Government Units (LGU) shall be given more powers, authority, responsibilities and resources;

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 light of advancements in technology and in response to the demands of an urbanizing city, the LGU-Alaminos City is in need of more skilled personnel to undertake specialized tasks, duties and functions, specifically under the City Disaster Risk Reduction and Management Office and the Sangguniang Panlungsod Secretariat;

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NOW, THEREFORE, upon due deliberation of the merits surrounding the issue and on motion of Councilor Dahlia M. de Leon, duly seconded by Councilor Cirilo B. Radoc, Councilor Michelle S. Segundera, Councilor Alfred Felix E. de Castro, Councilor Froebel A. Ranoy and Councilor Verna S. D. Rabago,

BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD IN SESSION ASSEMBLED, THAT:

SECTION I. TITLE. — This ordinance shall be known as: **“AN ORDINANCE CREATING ONE (1) POSITION UNDER THE EXECUTIVE DEPARTMENT AND ABOLISHING ONE (1) POSITION, UPGRADING ONE (1) POSITION AND CREATING THREE (3) POSITIONS UNDER THE LEGISLATIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT – ALAMINOS CITY;”**

SECTION II. —

A. The following position is hereby created under the Executive Department:

CITY DISASTER RISK REDUCTION & MANAGEMENT OFFICE
City Government Assistant Department Head I (SG 23)

B. The following position is hereby abolished under the Legislative Department:

SANGGUNIANG PANLUNGSOD SECRETARIAT
Legal Assistant II (SG 12)

C. The following position is hereby upgraded under the Legislative Department:

SANGGUNIANG PANLUNGSOD SECRETARIAT
From: Bookbinder III (SG 7) To: Bookbinder IV (SG 10)

D. The following positions are hereby created under the Legislative Department:

SANGGUNIANG PANLUNGSOD SECRETARIAT
1. Local Legislative Staff Officer VI (SG 24)
2. Computer Programmer I (SG 11)
3. Local Legislative Staff Employee II (SG 4)

SECTION III. DUTIES AND FUNCTIONS. —

1. CITY DISASTER RISK REDUCTION & MANAGEMENT OFFICE

1. City Government Assistant Department Head I

- Knowledgeable and flexible in the application of pertinent agency policies, orders and procedures to ensure responsiveness, accessibility and accountability of the office in its mandated functions to deliver the DRRM and Climate Change Adaptation programs, services and interventions to the community;

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SECTION IV. QUALIFICATIONS

POSITION	SG	SALARY	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	LGU REQUIREMENT
City Disaster Risk Reduction & Management Office							
City Government Assistant Department Head I	23/1	65,371.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Must be a Filipino citizen Must be a resident of Alaminos City
Sangguniang Panlungsod Secretariat							
Local Legislative Staff Officer VI	24/1	73,731.00	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	Must be a Filipino citizen Must be a resident of Alaminos City
Computer Programmer I	11/1	20,295.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Must be a Filipino citizen Must be a resident of Alaminos City
Administrative Assistant IV (Bookbinder IV)	10/1	18,024.00	Elementary school graduate	2 years of relevant experience	8 hours of relevant training	None required (MC 11, s 96 – Cat III)	Must be a Filipino citizen Must be a resident of Alaminos City
Local Legislative Staff Employee II	4/1	12,240.00	Elementary school graduate	None required	None required	None required (MC 11, s 96 – Cat III)	Must be a Filipino citizen Must be a resident of Alaminos City

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- Assist the City Government Department Head (CGDH) in the formulation, monitoring, evaluation and implementation of the City Disaster Risk Reduction & Management Plan (CDRRMP) and regularly review and ensure the plan is consistent with other national and provincial planning programs;
- In charge of the Operations and Warning Unit (OWU) and assist the CGDH in information dissemination and public awareness about hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter measures; and
- Perform other duties that maybe assigned from time to time.

2. SANGGUNIANG PANLUNGSOD SECRETARIAT

1. Local Legislative Staff Officer VI

- Take charge of recording, monitoring and tracking of legislative measures being studied by the Sangguniang Panlungsod and, once passed/ enacted, keep track of implementation by executive agencies;
- Assist the Sanggunian in carrying out its oversight function, conduct necessary research on policy implementation and provide periodic reports on the status of implementation of legislative measures, as well as recommended action for consideration of the Sanggunian;
- Perform such other duties and functions that the City Vice Mayor and/or the Secretary to the Sanggunian may assign from time to time.

2. Computer Programmer I

- Act as administrator of the e-Legislation system and develop/maintain computer programs and/or revise existing computer programs for the purpose, as well as maintain good working condition of equipment used in e-Legislation;
- Train Legislative Department personnel on the use of e-Legislation system and provide technical support as needed;
- Ensure systems, procedures, and standards are strictly implemented and comply with policies, code of conduct, and other applicable rules and regulations; and
- Perform such other duties and functions that the City Vice Mayor and/or the Secretary to the Sanggunian may assign from time to time.

3. Administrative Assistant IV (Bookbinder IV)

- Take charge of bookbinding of approved ordinances, resolutions, journals, minutes and other legislative documents;
- Undertake systematic filing and reproduction of documents;
- Repair worn-out and torn records; and
- Perform other duties that may be assigned from time to time.

4. Local Legislative Staff Employee

- Responsible for liaison and messengerial services;
- Perform such other duties and functions that may be assigned from time to time.



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SECTION V. SOURCE OF FUNDS. — Funding requirements under this ordinance will be duly appropriated in the Supplemental Budget No. 02 of the City of Alaminos, Pangasinan.

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 five (5) pages including this page.


LUZ B. VALE
Secretary

ATTESTED:


JOSE ANTONIO MIGUEL Y. PEREZ
City Vice Mayor/Presiding Officer


APOLONIA G. BACAY
Presiding Officer Pro-Tempore


CIRILO B. RADOC
Majority Floor Leader


OSCAR A. BOLING
Minority Floor Leader


CAROLYN D. SISON
Member


MICHELLE S. SEGUNDERA
Member


JOSELITO O. FONTELERA
Member


VERNA S. D. RABAGO
Member


FROEBEL A. RANOY
Member



DAHLIA M. DE LEON
Member


ALFRED FELIX E. DE CASTRO
Member


RAUL B. BACAY, LBP
Ex-Officio Member


LOVERLY V. BERNABE, PPSKP
Ex-Officio Member

APPROVED BY:


ARTH BRYAN C. CELESTE
City Mayor
24/23/21
Date