



EXCERPT TAKEN FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON NOVEMBER 09, 2021

PRESENT:

- | | |
|---|---------------------------------|
| Vice Mayor Jose Antonio Miguel Y. Perez | - Presiding Officer |
| Councilor Apolonia G. Bacay | - Presiding Officer Pro-Tempore |
| Councilor Alfred Felix E. de Castro | - Majority Floor Leader |
| Councilor Cirilo B. Radoc | - 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 Oscar A. Boling, Sr. | - Member |
| Councilor Froebel A. Ranoy | - Member |
| Councilor Dahlia M. de Leon | - Member |
| LBP Raul B. Bacay | - Ex-Officio Member |
| PPSKP Lovely V. Bernabe | - Ex-Officio Member |

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ORDINANCE NO. 2021-35

AN ORDINANCE CHANGING THE POSITION TITLES OF THE POSITIONS OF ADMINISTRATIVE OFFICER V (CASHIER III), SG-18/1 TO SENIOR ADMINISTRATIVE ASSISTANT V, SG-18/1 UNDER THE TREASURER'S OFFICE AND ADMINISTRATIVE AIDE III (CLERK I) SG-3/1 TO ADMINISTRATIVE AIDE III (DRIVER I) UNDER THE CITY ASSESSOR'S OFFICE AND UPGRADING THE POSITION OF ADMINISTRATIVE ASSISTANT VI (COMPUTER OPERATOR III), SG-12/1 TO ADMINISTRATIVE OFFICER V, SG-18/1 UNDER THE CITY HUMAN RESOURCE AND MANAGEMENT OFFICE OF THE LOCAL GOVERNMENT UNIT OF THE CITY OF ALAMINOS, PANGASINAN

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 response to the increasing demands of an urbanizing city and to maximize the use of human resource to further strengthen the provision of public service to the people, there is a need to change the positions titles of two (2) positions and upgrade one (1) position under the Executive Department of the Local Government Unit of the City of Alaminos, Pangasinan;



(Cont. Ord. No. 2021-35, enacted on 9th day of November, 2021)

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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 Verna S. D. Rabago, Councilor Alfred Felix E. de Castro, LBP Raul B. Bacay and Councilor Apolonia G. Bacay,

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 CHANGING THE POSITION TITLES OF THE POSITIONS OF ADMINISTRATIVE OFFICER V (CASHIER III), SG-18/1 TO SENIOR ADMINISTRATIVE ASSISTANT V, SG-18/1 UNDER THE TREASURER’S OFFICE AND ADMINISTRATIVE AIDE III (CLERK I) SG-3/1 TO ADMINISTRATIVE AIDE III (DRIVER I) , SG 3/1 UNDER THE CITY ASSESSOR’S OFFICE AND UPGRADING THE POSITION OF ADMINISTRATIVE ASSISTANT VI (COMPUTER OPERATOR III), SG-12/1 UNDER THE CITY HUMAN RESOURCE AND MANAGEMENT OFFICE TO ADMINISTRATIVE OFFICER V, SG-18/1.”**

SECTION II. CHANGE OF POSITION TITLES. — The following positions titles are hereby changed/amended, to wit:

- a. From Administrative Officer V (Cashier III), SG-18/1 to Senior Administrative Assistant V, SG-18/1 under the Treasurer’s Office;
- b. From Administrative Aide III (Clerk I) SG-3/1 to Administrative Aide III (Driver I) under the City Assessor’s Office.

SECTION III. UPGRADING OF POSITION. — The position of Administrative Assistant VI (Computer Operator III), SG-12/1 under the City Human Resource and Management Office is hereby upgraded to Administrative Officer V (Human Resource Management Officer III), SG-18/1.

SECTION IV. DUTIES AND FUNCTIONS OF ADMINISTRATIVE OFFICER V (Human Resource Management Officer III):

- a. Assist the Human resource Management Officer in planning, organizing and supervising the Department;
- b. Prepare communication such as Memorandum, Letters, etc. as needed
- c. Prepare Recruitment Plan and Staffing Plan;
- d. Prepare presentation and discuss specific topics during orientation program;
- e. Formulate, develop and propose policies, forms and improvements in Recruitment, Selection and Placement;
- f. Monitor and evaluate the implementation of the Strategic Performance Management System;
- g. Assist the Human Resource Management Officer in the preparation of the Office Performance and Commitment Review (OPCR);
- h. Assist the Human Resource Management Officer in the implementation of ISO 9001:2015 in the Human Resource Management Office;
- i. Assist the Human Resource Management Officer in complying with Civil Service requirements;
- j. Perform other duties and functions that may be assigned from time to time.



(Cont. Ord. No. 2021-35, enacted on 9th day of November, 2021)

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SECTION V. FUNDING. – The funding requirements for the upgrading of the position shall be duly appropriated in the 2022 Annual Budget 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 three (3) pages including this page.

luz b. vale
LUZ B. VALE
 Secretary

ATTESTED:

Jose Antonio Miguel Y. Perez
JOSE ANTONIO MIGUEL Y. PEREZ
 City Vice Mayor/Presiding Officer

Apolonia G. Bacay
APOLONIA G. BACAY
 Presiding Officer Pro-Tempore

Alfred Felix E. de Castro
ALFRED FELIX E. DE CASTRO
 Majority Floor Leader

Cirilo B. Radoc
CIRILO B. RADO
 Minority Floor Leader

Carolyn D. Sison
CAROLYN D. SISON
 Member

Michelle S. Segundera
MICHELLE S. SEGUNDERA
 Member

Josecito O. Fontelera
JOSELITO O. FONTELERA
 Member

Verna S. D. Rabago
VERNA S. D. RABAGO
 Member

Oscar A. Boling, Sr.
OSCAR A. BOLING, SR.
 Member

Froebel A. Ranoy
FROEBEL A. RANOY
 Member

Dahlia M. de Leon
DAHLIA M. DE LEON
 Member

Raul B. Bacay, LBP
RAUL B. BACAY, LBP
 Ex-Officio Member

Loverly V. Bernabe, PPSKP
LOVERLY V. BERNABE, PPSKP
 Ex-Officio Member

APPROVED BY:

Arth Bryan C. Celeste
ARTH BRYAN C. CELESTE
 City Mayor

12/01/21
 Date