



**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:**

- |  |                                 |
|--|---------------------------------|
| <b>Vice Mayor Jose Antonio Miguel Y. Perez</b> | - <b>Presiding Officer</b>      |
| 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. 2021-32**

**AN ORDINANCE CREATING SIX (6) POSITIONS UNDER THE LEGISLATIVE DEPARTMENT 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 effectively prepare for the full devolution of certain functions of the Executive Branch to Local Government Units pursuant to Executive Order No. 138 issued on 01 June 2021, there is a need to create new plantilla positions under the Legislative Department of the Local Government Unit of the City of Alaminos, Pangasinan;

**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,

*(Handwritten signatures and initials)*



(Cont. Ord. No. 2021-32, enacted on 9<sup>th</sup> day of November, 2021)

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**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 CREATING SIX (6) POSITIONS UNDER THE LEGISLATIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT OF ALAMINOS CITY, PANGASINAN.”

**SECTION II. CREATION.** — The following positions are hereby created:

**A. CITY VICE MAYOR’S OFFICE**

1. **Executive Assistant III (coterminous) – SG 20**
2. **Executive Assistant II (coterminous) – SG 17**

**B. SANGGUNIANG PANLUNGSOD SECRETARIAT**

1. **Local Legislative Staff Officer I – SG 11**
2. **Bookbinder IV – SG 10**
3. **Reproduction Machine Operator III – SG 7**
4. **Watchman II – SG 4**

*[Handwritten signature]*

**SECTION III. QUALIFICATION STANDARDS. —**

1. **Executive Assistant III (coterminous) – SG 20**
  - a. **Education:** Bachelor’s degree
  - b. **Experience:** Two (2) years
  - c. **Training:** Eight (8) hours
  - d. **Eligibility:** Career Service (Professional) 2nd level eligibility
2. **Executive Assistant II (coterminous) – SG 17**
  - a. **Education:** Bachelor’s degree
  - b. **Experience:** 1 year
  - c. **Training:** 4 hours
  - d. **Eligibility:** Career Service (Professional) 2nd level eligibility
3. **Local Legislative Staff Officer I – SG 11**
  - a. **Education:** Bachelor’s degree relevant to the job
  - b. **Experience:** None required
  - c. **Training:** None required
  - d. **Eligibility:** Career Service (Professional) 2nd level eligibility
  - e. **Residency:** Bonafide resident of the City of Alaminos, Pangasinan
4. **Bookbinder IV – SG 10**
  - a. **Education:** Elementary school graduate
  - b. **Experience:** Two (2) years of relevant experience
  - c. **Training:** Eight (8) hours of relevant training
  - d. **Eligibility:** None required (MC 11, s. 96 – Cat III)
  - e. **Residency:** Bonafide resident of the City of Alaminos, Pangasinan

*[Multiple handwritten signatures and initials at the bottom of the page]*





(Cont. Ord. No. 2021-32, enacted on 9<sup>th</sup> day of November, 2021)

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**5. Reproduction Machine Operator III (A) – SG 7**

- a. **Education:** Elementary school graduate
- b. **Experience:** None required
- c. **Training:** None required
- d. **Eligibility:** None required (MC 11, s. 96 – Cat III)
- e. **Residency:** Bonafide resident of the City of Alaminos, Pangasinan

**6. Watchman II – SG 4**

- a. **Education:** Elementary school graduate
- b. **Experience:** None required
- c. **Training:** None required
- d. **Eligibility:** None required (MC 11, s. 96 – Cat III)
- e. **Residency:** Bonafide resident of the City of Alaminos, Pangasinan

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

**1. Executive Assistant III (coterminous)**

- Assist, analyze, evaluate and supply answers and solutions to legal and jurisdictional queries of the City Vice Mayor;
- Assist the City Vice Mayor during preliminary conference of administrative cases by reviewing submitted verified complaints and verified answers and recommending proper action for conflict resolution;
- Prepare contracts, agreements, and other legal documents needed by the City Vice Mayor in carrying out duties and functions as the signing authority on fiscal matters and as appointing authority of the Legislative Department on human resource matters;
- Prepare draft of opinion, memoranda, advice, general agreements and contracts on matters and queries referred for action relative to the duties and functions of the City Vice Mayor; and
- Perform other related functions.

**2. Executive Assistant II (coterminous)**

- Provide assistance to the City Vice Mayor to facilitate duties and functions as the Presiding Officer of the Sanggunian by conducting an in-depth study and analysis of new proposed measures
- Conduct research on matters related to the functions of the Presiding Officer, including gathering, reviewing, analysis and interpretation of data, references, research materials relevant for effective legislative action; and
- Perform other related functions.

**3. Local Legislative Staff Officer I**

- Assist in the preparation of legislative documents for submission to the Sangguniang Panlalawigan;
- Assist in filing, recording, maintaining and arranging all legislative documents and reports (e.g. resolutions, ordinances, committee reports, journals, minutes and others)



(Cont. Ord. No. 2021-32, enacted on 9<sup>th</sup> day of November, 2021)

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- Assist in posting of all legislative measures as instructed; and
- Perform such other duties and functions that may be assigned from time to time.

**4. Bookbinder IV**

- Take charge of bookbinding of approved ordinances, resolutions, journals, minutes and other legislative documents;
- Repair worn-out and torn records; and
- In coordination with the Records Unit, monitor the condition of Legislative documents and recommend proper action relative to bookbinding or preservation needs.
- Perform such other duties and functions the may be assigned from time to time.

**5. Reproduction Machine Operator III**

- Operate the reproduction machine and fulfill reproduction/ photocopying tasks assigned or requested;
- Ensure that reproduction machine is in good working condition, report machine malfunctions to direct supervisor and coordinate repair/ maintenance, as necessary;
- Maintain log of photocopying jobs/requests, note photocopying errors and submit periodic reports on usage of reproduction machines;
- Perform such other duties and functions that may be assigned from time to time.

**6. Watchman II**

- Act as a receptionist and in-charge of the Public Assistance Desk;
- Assist in ensuring the safety and security of facility and equipment; and
- Perform other related duties as required, such as reporting safety hazards and other anomalies to direct supervisor.

**SECTION V. SOURCE OF FUNDS.** — Funding requirements under this Ordinance will be duly appropriated in the Supplemental Budget No. 05 of the City of Alaminos, Pangasinan for FY 2021.

**SECTION VI. EFFECTIVITY.** — This ordinance shall take effect upon approval and compliance with statutory requirements.

APPROVED.....





(Cont. Ord. No. 2021-32, enacted on 9<sup>th</sup> day of November, 2021)

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I **HEREBY CERTIFY** to the correctness of the foregoing ordinance consisting of five (5) 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