



Republic of the Philippines
MUNICIPALITY OF LINGAYEN
Province of Pangasinan

Office of the Sangguniang Bayan

SP SECRETARIAT OFFICE
LINGAYEN, PANGASINAN

JUN 17 2020

RECEIVED
BY: [Signature]

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF LINGAYEN, PANGASINAN HELD AT THE SESSION HALL ON JUNE 8, 2020.

PRESENT : VICE MAYOR JUDY DL. VARGAS-QUIOCHO – Presiding Officer
SBM Mac Dexter G. Malicdem
SBM Jay Mark Kevin D. Crisostomo
SBM John Silvester A. Tapia
SBM Jonathan Carl R. Arcinue
SBM Ramon Anselmo M. Cuaresma
SBM Randall Q. Bernal
SBM Ricardo R. Ferrer
SBM Darwin B. Jimenez – Liga President
SBM Gabriel Ivan C. Tuazon – SK President

ABSENT : SBM Sheila V. Castañeda

Authored by: SBM JAY MARK KEVIN D. CRISOSTOMO

EXPLANATORY NOTE

WHEREAS, Section 76 of R.A. 7160, otherwise 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 requirement and financial capability, subject to the minimum standard and guidelines by the Civil Service Commission;

WHEREAS, the Local Chief Executive through the Chief Administrative Officer has endorsed to the Sangguniang Bayan the creation of several plantilla positions to be assigned in the different offices as follows:

- a) *General Services Officer (GSO)* with SG-24 under the *General Services Office*;
- b) *Tourism Operations Officer I* with SG-11 under the Office of the Municipal Mayor; and,
- c) *Disability Affairs Officer I* with SG-11 under the Office of the Municipal Social Welfare and Development (MSWDO);

WHEREAS, the appropriation for salaries and other benefits of the above-mentioned plantilla positions were already included in the 2020 Annual Budget of the municipality;

WHEREAS, the creation of those plantilla positions are considered urgent and of utmost necessity in order to enable the concerned offices to effectively and efficiently render public service to the constituency of Lingayen;

WHEREFORE, on motion of SBM Jay Mark Kevin D. Crisostomo duly seconded by SBM Mac Dexter G. Malicdem and SBM John Silvester A. Tapia respectively, be it:

RESOLVED AS IT IS HEREBY RESOLVED, to enact this corresponding ordinance.

ORDINANCE NO. 87, S-2020

AN ORDINANCE CREATING THE POSITIONS OF GENERAL SERVICES OFFICER (GSO) WITH SG-24 UNDER THE GENERAL SERVICES OFFICE; TOURISM OPERATIONS OFFICER I WITH SG-11 UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND DISABILITY AFFAIRS OFFICER I WITH SG-11 UNDER THE OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO) IN THE MUNICIPALITY OF LINGAYEN, PANGASINAN.

Be it enacted by the Sangguniang Bayan of Lingayen, Pangasinan in session duly assembled that:

SECTION 1. It is hereby created the plantilla positions with their respective offices as follows:

- a) General Services Officer (GSO) with SG-24 under the General Services Office;
- b) Tourism Operations Officer I with SG-11 under the Office of the Municipal Mayor; and
- c) Disability Affairs Officer I with SG-11 under the Office of the Municipal Social Welfare and Development Office (MSWDO) in the Municipality of Lingayen, Pangasinan.

SECTION 2. **GENERAL SERVICES OFFICER (GSO) UNDER THE GENERAL SERVICES OFFICE WITH SG-24.**

2.a. QUALIFICATION STANDARD

1. Shall be a graduate of a Bachelor's Degree in Public Administration, Business Administration and Management;
2. Shall be a holder of CSC Professional Eligibility;
3. Shall have acquired experience in general services including management of supplies, solid waste disposal, and general sanitation for at least five (5) years for the provincial and three (3) years for the municipality.

2.a. DUTIES AND RESPONSIBILITIES

1. Take custody of and be accountable for all properties, real or personal, owned by the LGU and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;
2. With the approval of the mayor, as the case maybe, assign building or land space to local officials or other public officials, who by law are entitled to such space;
3. Recommend to the mayor, as the case maybe, the reasonable rental rates for local government properties, whether real or personal, which will be leased to public or private entities by the LGU;

4. Maintain and supervise janitorial security, landscaping and other related services in all public buildings and other real property whether owned or leased by the LGU;
5. Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the LGU;
6. Perform archival and record management with respect to records of offices and department of the LGU;
7. Perform all other functions pertaining to supply and property management heretofore performed by the treasurer; and enforce policies on records creation, maintenance and disposal;
8. Be in the frontline of general services related activities such as all possible imminent destruction or damage to records, supplies, properties and structures and orderly and sanitary clearing up of waste materials or debris particularly during and in the aftermath of man-made and natural calamities and disasters;
9. Recommend to the sanggunian and advise the mayor, as the case maybe, on all matters relative to general services;
10. Exercise such other powers and perform other duties and functions as may be prescribed by law or ordinance;

2.c. SALARY AND OTHER BENEFITS

The General Services Officer (GSO) shall receive a monthly compensation of P76,567.00 equivalent to that of Salary Grade 24 or annual basic salary of P918,804.00 including other remunerations allowed by law.

SECTION 3. TOURISM OPERATIONS OFFICER I UNDER THE OFFICE OF THE MUNICIPAL MAYOR WITH SG-11.

3.a. QUALIFICATION STANDARD

1. Shall be a graduate of Bachelor's Degree in Tourism, Public Administration, Economics, Business, Law, Marketing or other related fields;
2. Shall be a holder of CSC Professional Eligibility;
3. Training is not required
4. Experience is not required

3.b. DUTIES AND RESPONSIBILITIES

1. Assist the Local Chief Executive in formulating policies, plans and projects for the development of tourism as engine of socio-economic and cultural growth;
2. Coordinate with concerned offices in the implementation of tourism policies, plans and projects;
3. Exercise other functions as may be required by his/her immediate supervisor.

3.c. SALARY AND OTHER BENEFITS

The Tourism Operations Officer I shall receive a monthly compensation of P20,084.00 equivalent to that of Salary Grade 11 or annual basic salary of P241,008.00 including other remunerations allowed by law.

SECTION 4. DISABILITY AFFAIRS OFFICER I UNDER THE OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT WITH SG-11.

4.a. QUALIFICATION STANDARD

1. Shall be a graduate of a Bachelor's Degree
2. Shall be a holder of CSC Professional Eligibility
3. Experience is not required
4. Training is not required

4.b DUTIES AND RESPONSIBILITIES

1. Manage the operation of Public Disability Affairs Office (PDAO);
2. Develop, promote and monitor the implementation of policies, programs and services for the development of persons with disabilities in coordination with national and local government agencies;
3. Ensure representation of persons with disabilities in the local development councils and other special bodies;
4. Build the capacity of non-government organization and people's organizations to participate in the implementation of all disability related laws and policies;
5. Establish coordination with the province, city or municipality, as the case maybe and ensure the inclusion of disability concerns in all local government programs and services;
6. Develop and submit to the Municipal Mayor an Annual Work and Financial Plan;

4.c. SALARY AND OTHER BENEFITS

The *Disability Affairs Officer I* shall receive a monthly compensation of P20,084.00 equivalent to that of Salary Grade 11 or an annual basic salary of P241,008.00 including other remunerations allowed by law.

SECTION 5. This Ordinance shall take effect immediately upon approval by the Sangguniang Panlalawigan of Pangasinan and after its publication in a newspaper of general circulation.

UNANIMOUSLY ENACTED. JUNE 8, 2020.


ATTESTED:


GINA A. FLORES
OIC - Secretary to the Sanggunian

CERTIFIED CORRECT:


JUDY D.L. VARGAS-QUIOCHO
Presiding Officer


MAC DEXTER G. MALICDEM
SBM


JAY MARK KEVIN D. CRISOSTOMO
SBM


JOHN SILVESTER A. TAPIA
SBM


JONATHAN CARL R. ARCINUE
SBM


RAMON ANSELMO M. CUARESMA
SBM


RANDALL Q. BERNAL
SBM


RICARDO R. FERRER
SBM


DARWIN B. JIMENEZ
Liga President


GABRIEL IVAN C. TUAZON
SK President

APPROVED:


LEOPOLDO N. BATAOIL
Municipal Mayor



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Lingayen

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OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that at the regular session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on July 13, 2020 at Lingayen, Pangasinan, the following resolution was approved:

Sponsored by SP Members Nestor D. Reyes and Von Mark R. Mendoza and co-sponsored by SP Members Sheila Marie S. Perez-Galicia, Jerome Vic O. Espino and Jose G. Peralta, Jr.

RESOLUTION NO. 672-2020

DECLARING ORDINANCE NO. 87, S-2020 OF THE SANGGUNIANG BAYAN OF LINGAYEN, PANGASINAN, ENTITLED "AN ORDINANCE CREATING THE POSITIONS OF GENERAL SERVICES OFFICER (GSO) WITH SG-24 UNDER THE GENERAL SERVICES OFFICE; TOURISM OPERATIONS OFFICER I WITH SG-11 UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND DISABILITY AFFAIRS OFFICER I WITH SG-11 UNDER THE OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO) IN THE MUNICIPALITY OF LINGAYEN, PANGASINAN" AS WITHIN THE CONFERRED POWERS OF THE SANGGUNIANG BAYAN TO ENACT

WHEREAS, the Sangguniang Bayan of Lingayen, Pangasinan submitted its Ordinance No. 87, Series of 2020 to the Sangguniang Panlalawigan for review and evaluation pursuant to Section 56 of R.A. No. 7160, otherwise known as the Local Government Code of 1991;

WHEREAS, the Committee on Laws and Ordinances of the Sangguniang Panlalawigan, with the technical assistance of the Local Finance Committee, have conducted initial review and study on said resolution ordinance and found out that the same was enacted pursuant to Sections 76 and 447 (a) (1) (viii) of RA 7160;

WHEREAS, however, the Sangguniang Bayan shall enact an ordinance creating the General Services Office. The ordinance shall include the duties and responsibilities of the office and its staffing pattern (personnel complement);

WHEREFORE, in view of the foregoing, on motion of SP Members Nestor D. Reyes and Von Mark R. Mendoza and co-sponsored by SP Members Sheila Marie S. Perez-Galicia, Jerome Vic O. Espino and Jose G. Peralta, Jr., duly seconded, it was –



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Resolution No. 672-2020

Page 2

RESOLVED, by the Sangguniang Panlalawigan in session assembled, to declare Ordinance No. 87, S-2020 of the Sangguniang Bayan of Lingayen, Pangasinan, entitled "An Ordinance creating the positions of General Services Officer (GSO) with SG-24 under the General Services Office; Tourism Operations Officer I with SG-11 under the Office of the Municipal Mayor and Disability Affairs Officer I with SG-11 under the Office of the Municipal Social Welfare and Development Office (MSWDO) in the Municipality of Lingayen, Pangasinan" as within the conferred powers of the Sangguniang Bayan to enact;

RESOLVED FURTHER, that a copy of this resolution be furnished the Office of the Sangguniang Bayan of Lingayen, Pangasinan, for its information and guidance.

CERTIFIED BY:


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


MARK RONALD DG. LAMBINO
Vice Governor
(Presiding Officer)