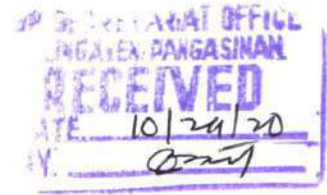




Republic of the Philippines
MUNICIPALITY OF LINGAYEN
Province of Pangasinan
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OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF LINGAYEN, PANGASINAN HELD AT THE SESSION HALL ON OCTOBER 12, 2020.

PRESENT : VICE MAYOR JUDY DL. VARGAS-QUIOCHO - Presiding Officer
SBM Mac Dexter G. Malicdem
SBM Jay Mark Kevin D. Crisostomo
SBM Jonathan Carl R. Arcinue
SBM Ramon Anselmo M. Cuaresma
SBM Sheila V. Castañeda
SBM Randall Q. Bernal
SBM Ricardo R. Ferrer
SBM Jasper S. Pasion
SBM Darwin B. Jimenez – LIGA President
SBM Gabriel Ivan C. Tuazon – SK President

ABSENT : N O N E

Author: SBM JAY MARK KEVIN D. CRISOSTOMO

EXPLANATORY NOTE

WHEREAS, Local Government Units are empowered by RA 7160, otherwise known as the Local Government Code of 1991, to design and implement its own organizational structure and staffing pattern taking into consideration its priority needs, service requirements, and financial capabilities subject to the minimum standards and guidelines as prescribed by the Civil Service Commission;

WHEREAS, the Local Chief Executive has requested the Sangguniang Bayan for the creation of the co-terminus position of Executive Assistant IV, Salary Grade 22, under the Office of the Municipal Mayor to augment its current workforce and to improve quality of service;

WHEREAS, the Sangguniang Bayan is convinced that an Executive Assistant IV is needed and vital in the Mayor's Office to act as point of contact between the Executive and Legislative Departments, other offices and agencies, associations, groups and individuals, to facilitate faster coordination, delegation and accomplishment of work;

WHEREFORE, on motion of SBM Jay Mark Kevin D. Crisostomo, duly seconded by SBMs Mac Dexter G. Malicdem and Ramon Anselmo M. Cuaresma, be it:

RESOLVED AS IT IS HEREBY RESOLVED, to enact the following ordinance:

ORDINANCE NO. 92, S-2020

AN ORDINANCE CREATING THE POSITION OF EXECUTIVE ASSISTANT IV (CO-TERMINUS) WITH SALARY GRADE 22, UNDER THE OFFICE OF THE MUNICIPAL MAYOR, THIS MUNICIPALITY.

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

Section 1. There is hereby created the position of Executive Assistant IV (Co-Terminus) with Salary Grade 22 under the Office of the Municipal Mayor.

Section 2. *QUALIFICATION STANDARD.* The following are the minimum qualification requirement for the position of Executive Assistant IV:

1. Graduate of a Bachelor's Degree relevant to the job;
2. 3 years of relevant experience;
3. 16 hours of relevant training; and
4. Career Service Professional.

Section 3. *DUTIES AND FUNCTIONS.* The Executive Assistant IV (Co-Terminus) shall have the following duties and functions:

1. Manage the day to day operation of the Office of the Municipal Mayor;
2. Perform executive/administrative functions, including public relations on behalf of the Mayor;
3. Prepare and review briefing packages, meetings, minutes, strategic plans, communication and related documents;
4. Maintain office records, files and reports;
5. Prepare and review all documents to be signed by the Municipal Mayor; and
6. Perform other job-related duties as maybe required.

Section 4. *SALARY AND FUNDING.*

The Executive Assistant IV shall receive a monthly compensation of P64,666.00 or an annual basic salary of P775,992.00. It shall be appropriated in the 2021 Annual Budget of the Municipality of Lingayen.

Section 5. *REPEALING CLAUSE.* All ordinances, resolutions, executive orders, memorandum circulars and all other issuances or parts thereof which are inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

Section 6. *SEPARABILITY CLAUSE.* If for any reason or reasons, any part of this Ordinance is declared unconstitutional or invalid, other parts or provisions thereof not affected thereby shall continue to be in full force and effect.

Section 7. *EFFECTIVITY.* This ordinance shall take effect upon the approval of the Sangguniang Panlalawigan and upon compliance of the posting and publication requirements as prescribed under the Local Government Code.

UNANIMOUSLY ENACTED. OCTOBER 12, 2020.

ATTESTED:



GINA A. FLORES
Secretary to the Sanggunian

CERTIFIED CORRECT:



JUDY DL. VARGAS-QUIOCHO
Presiding Officer


MAC DEXTER G. MALICDEM
SBM


JAY MARK KEVIN D. CRISOSTOMO
SBM


JONATHAN CARL R. ARCINUE
SBM


RAMON ANSELMO M. CUARESMA
SBM


SHEILA V. CASTAÑEDA
SBM


RANDALL Q. BERNAL
SBM


RICARDO R. FERRER
SBM


JASPER S. PASION
SBM


DARWIN B. JIMENEZ
LIGA President


GABRIEL IVAN C. TUAZON
SK President

APPROVED:


LEOPOLDO N. BATAOIL
Municipal Mayor



RECEIVED BY:
GLADYS CRUZ
MAYORS OFFICE
10-28-20



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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 November 16, 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 and Jerome Vic O. Espino

RESOLUTION NO. 1041-2020

DECLARING ORDINANCE NO. 92, S-2020 OF THE SANGGUNIANG BAYAN OF LINGAYEN, PANGASINAN, ENTITLED "AN ORDINANCE CREATING THE POSITION OF EXECUTIVE ASSISTANT IV (CO-TERMINUS) WITH SALARY GRADE 22, UNDER THE OFFICE OF THE MUNICIPAL MAYOR, THIS MUNICIPALITY" AS WITHIN THE CONFERRED POWERS OF THE SANGGUNIANG BAYAN TO ENACT

WHEREAS, the Sangguniang Bayan of Lingayen, Pangasinan submitted its Ordinance No. 92, 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 ordinance and found out that the same was enacted pursuant to Sections 76 and 447 (a) (1) (viii) of RA 7160;

WHEREAS, the Sangguniang Panlalawigan, after final evaluation, finds the subject ordinance in order;

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 and Jerome Vic O. Espino, duly seconded, it was –

RESOLVED, by the Sangguniang Panlalawigan in session assembled, to declare Ordinance No. 92, S-2020 of the Sangguniang Bayan of **Lingayen**, Pangasinan, entitled "An Ordinance creating the position of Executive Assistant IV (Co-Terminus) with Salary Grade 22, under the Office of the Municipal Mayor, this municipality" as within the conferred powers of the Sangguniang Bayan to enact;




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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)