



Republic of the Philippines  
**MUNICIPALITY OF LINGAYEN**  
Province of Pangasinan

**Office of the Sangguniang Bayan**

3-21

11:55

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF LINGAYEN, PANGASINAN HELD AT SESSION HALL ON MARCH 01, 2021.

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 Gabriel Ivan C. Tuazon – SK President

ABSENT: SBM Darwin B. Jimenez – LIGA President

*Authored by:* SBM Jasper S. Pasion

**EXPLANATORY NOTE**

WHEREAS, Section 76 of Republic Act 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 priority needs, service requirements, and financial capabilities subject to the minimum standards and guidelines as prescribed by the Civil Service Commission;

WHEREAS, Section 447 (a) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of the employees of the Municipal Government;

WHEREAS, Section 3 (b) of the same Code provides for the establishment in every Local Government Unit of an accountable, efficient, and dynamic organization structure and operating mechanism that will meet the priority needs and service requirements of its communities;

WHEREAS, in response to the demand for a more efficient, effective and responsive delivery of government services by the people, the Local Government Unit of Lingayen wishes to strengthen its pool of human resources by creating additional plantilla positions to meet their needs and expectations, relayed through a letter received by the Sangguniang Bayan through the Human Resource Management Officer;

WHEREAS, the Committee on Appointments, and Appropriation & Finance, conducted a study on the said proposal and found out that it is meritorious and advantageous for the municipality to create additional plantilla positions;

WHEREFORE, on motion of SBM Jasper S. Pasion, duly seconded by SBM Jay Mark Kevin D. Crisostomo, be it:

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

**ORDINANCE NO. 97, S-2021**

**AN ORDINANCE CREATING SEVERAL PLANTILLA POSITIONS IN THE MUNICIPAL GOVERNMENT OF LINGAYEN AND DEFINING THEIR QUALIFICATIONS, DUTIES AND FUNCTIONS.**

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

**Section 1.** There is hereby created the following positions with their corresponding salary grades and respective offices:

- a) Administrative Assistant I (Computer Operator I) with SG-7 under the Office of the Municipal Social Welfare and Development;
- b) Administrative Officer II (Budget Officer I) with SG-11 under the Office of the Municipal Budget;
- c) Tax Mapper I with SG-11 under the Office of the Municipal Assessor;
- d) Engineer I with SG-12 under the Office of the Municipal Engineer;
- e) Medical Technologist II with SG-15 under the Municipal Health Office (Rural Health Unit I);
- f) Medical Officer IV (Medical Officer V) with SG-23 under the Municipal Health Office (Rural Health Unit I);
- g) MGDH (Municipal Tourism Officer) with SG-24 under the Municipal Tourism Office.

**Section 2. Qualifications, Duties and Functions, and Salary and other benefits.** The new positions shall have the following qualifications, duties and functions, and salary and other benefits:

**1. ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I) UNDER THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE WITH SG-7**

**A) QUALIFICATION STANDARD**

Education: Completed two (2) years in College or High School with relevant vocational trade course

Experience: None required

Training: None required

Eligibility: CSC Sub-Professional/Data Encoder (MC 11, S-1996)/First Level Eligibility

**B) DUTIES AND FUNCTIONS**

1. To record pertinent documents at MSWD and update the same from time to time;
2. To transmit all online reporting and transaction to concerned agencies and check all incoming communications and reports from other agencies;
3. Take charge in the installation of software/system;
4. Undertake formatting or reformatting of computers if required;
5. Perform related and other functions as deemed necessary or as required by his/her immediate supervisor.

**C) SALARY AND OTHER BENEFITS**

The Administrative Assistant I (Computer Operator I) shall receive a monthly compensation of P15,461.00 equivalent to that of Salary Grade 7 or an annual basic salary of P185,532.00 including other remunerations allowed by law.

**2. ADMINISTRATIVE OFFICER II (BUDGET OFFICER I) UNDER THE MUNICIPAL BUDGET OFFICE WITH SG-11**

**A) QUALIFICATION STANDARD**

Education: Bachelor's Degree relevant to the job

Experience: None required

Training: None required

Eligibility: CSC Professional/Second Level Eligibility

**B) DUTIES AND FUNCTIONS**

1. Prepare ALOBS and other pertinent and related documents;
2. Do encoding and filing of previous and present documents;
3. Assist the Municipal Budget Officer review the proposed Municipal and Barangay Budgets;
4. Do related tasks and functions as may be required by his/her immediate supervisor.

**C) SALARY AND OTHER BENEFITS**

The Administrative Officer II (Budget Officer I) shall receive a monthly compensation of P21,489.00 equivalent to that of Salary Grade 11 or an annual basic salary of P257,868.00 including other remunerations allowed by law.

**3. TAX MAPPER I UNDER THE OFFICE OF THE MUNICIPAL ASSESSOR WITH SG-11**

**A) QUALIFICATION STANDARD:**

Education: Bachelor's degree relevant to the job

Experience: None required

Training: None required

Eligibility: CSC Professional/Second Level Eligibility

**B) DUTIES AND FUNCTIONS**

1. Draw and revise tax assessment maps from detailed sketches, drawings, maps, diagrams and deed descriptions;
2. Interpret deed descriptions in terms of tax maps and change assessment records;
3. Assist the Municipal Assessor in updating records on tax mapping for assessment and real property tax collection;
4. Do related works as may be required by his/her immediate supervisor.

**C) SALARY AND OTHER BENEFITS**

The Tax Mapper I under the Office of the Municipal Assessor shall receive a monthly compensation of P21,489.00 equivalent to that of Salary Grade 11 or an annual basic salary of P257,868.00 including other remunerations allowed by law.

**4. ENGINEER I UNDER THE MUNICIPAL ENGINEERING OFFICE WITH SG-12**

**A. QUALIFICATION STANDARD**

Education: Bachelor's Degree in Engineering relevant to the job

Experience: None required

Training: None required

Eligibility: RA 1080

**B. DUTIES AND FUNCTIONS**

1. Provide technical and engineering services to the LGU concerned, including investigation and survey, engineering designs, feasibility studies and project management;
2. Assist the Municipal Engineer in monitoring infrastructure, public works and other engineering matters;
3. Exercise and perform such other related duties and functions as may be prescribed by his superior, law or ordinance.

**C. SALARY AND OTHER BENEFITS**

The Engineer I under the Office of the Municipal Engineer shall receive a monthly compensation of P23,447.00 equivalent to that of Salary Grade 11 or an annual basic salary of P281,364.00 including other remunerations allowed by law.

**5. MEDICAL TECHNOLOGIST II UNDER THE MUNICIPAL HEALTH OFFICE (RURAL HEALTH UNIT I) WITH SG-15**

**A. QUALIFICATION STANDARD**

Education: Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health

Experience: 1-year relevant experience

Training: 4 hours of relevant training

Eligibility: RA 1080

**B. DUTIES AND FUNCTIONS**

1. To manage and supervise Laboratory of Medical Technologist under the Municipal Health Office;
2. Conduct laboratory tests and examination on blood, body fluids like urine, sperm, saliva, etc.;
3. Analyze different kinds of tests in different sections:
  - COVID-19 Swab and Rapid Test
  - Drug Test
  - Complete Blood Count
  - Blood Typing
  - Red blood cells counting
  - Blood chemistry
  - Urinalysis
  - Fecalalysis
  - Sputum Analysis
  - Pap smearing
4. Accomplish and submit reports of activities as may be required by her immediate supervisor;
5. Exercise other related function as may be required by his/her immediate supervisor.

**C. SALARY AND OTHER BENEFITS**

The Medical Technologist II under the Municipal Health Office shall receive a monthly compensation of P33,575.00 equivalent to that of Salary Grade 15 or an annual basic salary of P402,900.00 including other remunerations allowed by law.

**6. MEDICAL OFFICER IV (MEDICAL OFFICER V) UNDER THE MUNICIPAL HEALTH OFFICE WITH SG-23**

**A. QUALIFICATION STANDARD**

Education: Doctor of Medicine

Bachelor of Science in Public Health

Experience: 1-year relevant experience

Training: 4 hours relevant training

as he /she may deem necessary for the preservation of public health within the coverage of RHU III;

7. Direct the Sanitary Inspectors to inspect all business establishments selling food items or providing accommodations

**7. MGDH (MUNICIPAL TOURISM OFFICER) UNDER THE MUNICIPAL TOURISM OFFICE WITH SG-24**

**A. QUALIFICATION STANDARD**

Education: Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields

Experience: 4 years of work experience and involvement in the tourism industry either in the private sector or the government

Training: DOT specific and mandatory trainings such as but not limited to the following:

- Tourism Awareness and Capability Building Seminar for LGUs
- *Seminar on Disaster Risk Reduction and Management*
- Basic Tourism Statistics Training (BTST)
- Local Tourism Guidebook Orientation; and
- *Seminar on Gender and Development Orientation*

Eligibility: CS Professional/Second Level Eligibility

**B. DUTIES AND FUNCTIONS**

1. *Prepare, implement, coordinate, monitor and update local tourism development plans;*
2. Ensure the proper enforcement of tourism standards, laws, rules and regulations;
3. Submit regular reports on the status of tourism plans and programs, tourist's arrival and employment;
4. Coordinate with the Department of Tourism and its attached agencies and corporations with regards to the development and promotion of tourism within the locality;
5. Do related tasks and functions as may be required by his/her immediate supervisor.

**C. SALARY AND OTHER BENEFITS**

The MGDH (Municipal Tourism Officer) under the Municipal Tourism Office shall receive a monthly compensation of P78,068.00 equivalent to that of Salary Grade 24 or an annual basic salary of P922,884.00 including other remunerations allowed by law.

**Section 3. Appropriation.** The appropriation for salaries and other benefits of the new positions are incorporated in the Calendar Year 2021 Annual Budget of the municipality.

**Section 4. 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 5. 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 6. 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 of 1991.


UNANIMOUSLY ENACTED. MARCH 1, 2021.

ATTESTED:

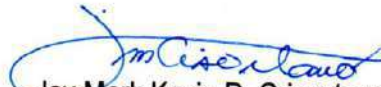
  
**GINA A. FLORES**  
*Secretary to the Sanggunian*

CERTIFIED CORRECT:

  
**JUDY DL. VARGAS-QUIOCHO**  
*Presiding Officer*



Mac Dexter G. Malicdem  
SB Member



Jay Mark Kevin D. Crisostomo  
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SB Member



Jasper S. Pasion  
SB Member



Gabriel Ivan O. Tuazon  
SB Member - SK President

APPROVED:



**LEOPOLDO N. BATAON**  
*Municipal Mayor*