



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

**Office of the Sangguniang Bayan**

SP SECRETARIAT OFFICE  
 Lingayen, Pangasinan  
**RECEIVED**  
 By: [Signature]  
 Date & Time: NOV 09/ 2022

1:10 PM

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF LINGAYEN, PANGASINAN HELD ON NOVEMBER 07, 2022 AT THE SANGGUNIANG BAYAN SESSION HALL.

**PRESENT:**     **Presiding Officer**  
 VICE-MAYOR MAC DEXTER G. MALICDEM

**Sangguniang Bayan Members (SBMs)**

- SBM Jay Mark Kevin D. Crisostomo
- SBM John Marc M. Lopez
- SBM Ramon Anselmo M. Cuaresma
- SBM Rodolfo Luigi F. Morosi
- SBM Jasper S. Pasion
- SBM Jonathan T. Ramos
- SBM Von Carlo E. Tiangson
- SBM Ricardo R. Ferrer
- SBM Darwin B. Jimenez             -             ABC President
- SBM Gabriel Ivan C. Tuazon       -             SKF President

**ABSENT:**     None

*Author: SBM Jonathan T. Ramos*

**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, Section 6, Article X of the Constitution provides that local government units (LGUs) shall have a just share, as determined by law, in the national taxes which shall be automatically released to them;

WHEREAS, in *Mandanas et al. v. Executive Secretary et al.* (G.R. Nos. 199802 and 208488), the Supreme Court held that all collections of national taxes, except those accruing to special purpose funds and special allotments for the utilization and development of the national wealth, should be included in the computation of the base of the just share of LGUs;

WHEREAS, the substantial increase in the shares of the LGU from the national taxes will empower the LGUs in providing basic services and facilities to their constituents and aid them in the effective discharge of other duties and functions devolved to them under Section 17 of RA 7160;

WHEREAS, in compliance to the implementation of Executive Order No. 138, series 2021 or the *Mandanas Ruling*, the Local Chief Executive has requested this Sanggunian for the creation of several additional plantilla positions in the different offices of the Municipal Government to augment the existing workforce thereby enabling the effective delivery of all basic services and facilities fully devolved to the LGU in accordance with the standards for service delivery prescribed by the National Government;

WHEREAS, through the creation of additional plantilla positions, the municipality will be able to meet the needs and expectations of the people by extending competent, responsive, punctual and honest public service utilizing the right people, skills, competencies and experience;

WHEREAS, after careful consideration and analysis of the proposed creations, the Sangguniang Bayan has ascertained that the additional plantilla positions will be advantageous, useful, and convenient for the Municipal Government of Lingayen;

WHEREFORE, on motion of SBM Jonathan T. Ramos, duly seconded by all members present, be it:

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

**ORDINANCE NO. 001, S-2022**

**AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITIONS IN THE DIFFERENT OFFICES OF 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.** The following positions are hereby created in the different offices in the Municipal Government:

OFFICE	POSITION TITLE	SALARY GRADE/STEP	MONTHLY SALARY
Mayor's Office	Executive Assistant V	24/1	₱79,569.00
	Supervising Labor and Employment Officer	22/1	₱62,967.00
	Cooperative Development Specialist I	11/1	₱22,895.00
	Local Disaster Risk Reduction Management Officer IV	22/1	₱62,967.00
	Local Disaster Risk Reduction Management Assistant	8/1	₱17,098.00
Administrator's Office	Internal Auditor III	18/1	₱40,683.00

<b>M P D O</b>	Statistician I	11/1	₱22,895.00
<b>Public Information and Assistance</b>	Information Officer I	11/1	₱22,895.00
<b>Rural Health Unit I</b>	Nurse I	15/1	₱35,097.00
	Nutrition Officer II	14/1	₱32,321.00
<b>M S W D O</b>	Social Welfare Officer III	18/1	₱40,683.00
	Social Welfare Officer I	11/1	₱22,895.00
<b>Agriculture Office</b>	Veterinarian I	13/1	₱26,818.00
<b>Market &amp; Slaughterhouse Office</b>	Meat Inspector III	11/1	₱22,895.00
<b>M E N R O</b>	Environmental Management Specialist II	15/1	₱31,587.00

**Section 2.** The qualifications of the new positions are as follows:

- 1. Executive Assistant V (SG-24) ₱79,569.00/monthly**  
 Education: Bachelor's Degree  
 Experience: 4 years of experience  
 Training: 24 hours of training  
 Eligibility: Civil Service Professional – 2<sup>nd</sup> level Eligibility
- 2. Supervising Labor and Employment Officer (SG-22) ₱62,967.00/monthly**  
 Education: Bachelor's Degree preferably in any of the following: Operations Management (OM), Human Resource Management (HRM), Human Resource Development (HRD); and/or allied fields  
 Experience: 3 years supervisory/management experience in program management relative to employment facilitation  
 Training: 16 hours of relevant training  
 Eligibility: Career Service Professional/Second Level Eligibility
- 3. Cooperative Development Specialist I (SG-11) ₱22,895.00/monthly**  
 Education: Bachelor's Degree relevant to the job  
 Experience: None required  
 Training: None required  
 Eligibility: CSC Professional
- 4. Local Disaster Risk Reduction Management Officer IV (SG-22) ₱62,967.00/monthly**  
 Education: Bachelor's Degree relevant to the job  
 Experience: 3 years of relevant experience on DRRM  
 Training: 16 hours of relevant training on DRRM  
 Eligibility: 2<sup>nd</sup> Level Eligibility/CSC Professional
- 5. Local Disaster Risk Reduction Management Assistant (SG-8) ₱17,098.00/monthly**  
 Education: Completion of 2 years in College  
 Experience: 1 year of relevant experience in DRRM  
 Training: 4 hours of relevant training  
 Eligibility: 1<sup>st</sup> Level Eligibility/CSC Sub Professional

- 6. Internal Auditor III (SG-18) ₱40,683.00/monthly**  
Education: Bachelor's degree relevant to the job  
Experience: 2 years related experience  
Training: 8 hours training  
Eligibility: Career Service (Professional/Second Level Eligibility)
  
- 7. Statistician I (SG-11) ₱22,895.00/monthly**  
Education: Bachelor's Degree related to the job  
Experience: None required  
Training: None required  
Eligibility: CSC Professional
  
- 8. Information Officer I (SG-11) ₱22,895.00/monthly**  
Education: Bachelor's Degree  
Experience: None required  
Training: None required  
Eligibility: CSC Professional
  
- 9. Nurse I (SG-15) ₱35,097.00/monthly**  
Education: Bachelor of Science in Nursing  
Experience: None required  
Training: None required  
Eligibility: RA 1080
  
- 10. Nutrition Officer II (SG-14) ₱32,321.00/monthly**  
Education: Bachelor's Degree relevant to the job  
Experience: 1 year of relevant experience  
Training: 4 hours relevant training  
Eligibility: CSC Professional
  
- 11. Social Welfare Officer III (SG-18) ₱40,683.00/monthly**  
Education: Bachelor's Degree relevant to the job  
Experience: 2 years of relevant experience  
Training: 8 hours relevant training  
Eligibility: CSC Professional
  
- 12. Social Welfare Officer I (SG-11) ₱22,895.00/monthly**  
Education: Bachelor's Degree relevant to the job  
Experience: None required  
Training: None required  
Eligibility: CSC Professional
  
- 13. Veterinarian I (SG-13) ₱26,818.00/monthly**  
Education: Doctor of Veterinary Medicine  
Experience: None required  
Training: None required  
Eligibility: RA 1080
  
- 14. Meat Inspector III (SG-11) ₱22,895.00/monthly**  
Education: Completion of 2 years studies in college  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Eligibility: CSC Sub-Professional

**15. Environmental Management Specialist II (SG-15) ₱31,587.00/monthly**

Education: Bachelor's Degree relevant to the job  
Experience: 1-year relevant experience  
Training: 4 hours relevant training  
Eligibility: CSC Professional

**Section 3.** The new positions shall have the following duties and responsibilities:

**1. Executive Assistant V (SG-24) ₱79,569.00/monthly**

- a. Act as all-around gate keeper and strategically manage the LCE's time with respect to priorities, goals and objectives;
- b. Prepare, draft, proofread, and execute accurate correspondence using excellent communication skills;
- c. Prioritize and manage multiple projects and follow through issues; and
- d. Coordinate travel arrangements for management, conferences, etc.

**2. Supervising Labor and Employment Officer (SG-22) ₱62,967.00/monthly**

- a. Develop action plans, proposals, and other documents needed in the implementation of programs and services;
- b. Identify training needs and arrange staff training as needed (i.e. in house or block release) training staff or delegating to appropriate unit/staff;
- c. Responsible for informal stages of staff discipline, including coaching and counselling;
- d. Maintain a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from clients;
- e. Conduct reviews of daily procedures being implemented in order to update and trim down unnecessary processes and carry out remedial action; and
- f. Maintain effective communication with the Local Chief Executive to appraise and provide recommendations for policy directions.

**3. Cooperative Development Specialist I (SG-11) ₱22,895.00/monthly**

- a. Assist in the preparation of program designs, organization registration of cooperatives to enhance cooperative development;
- b. Develop plans and strategies to implement the integration of cooperative principles and methods in programs and projects of the municipality;
- c. Provide technical assistance and entrepreneurial expertise to cooperatives and livelihood associations to enhance their viability as an economic enterprise and social organization;
- d. Assist cooperatives and livelihood associations in establishing linkages with government agencies and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities;
- e. Be in the frontline of cooperatives and livelihood associations organization, rehabilitation or viability-enhancement, particularly during and in the aftermath of man-made and natural calamities and disasters to aid in their survival and if necessary, subsequent rehabilitation;

- f. Conduct market research on viable products for production and marketing and provide this information to the barangays;
- g. Establish working relationships with local entrepreneurs, business community, industries and line agencies of government for support, coordination, technical input, and new information;
- h. Develop aggressive marketing strategies to help entrepreneurs and livelihood groups sell their products and services;
- i. Promote the welfare of cooperatives and livelihood associations by providing them the necessary support against the vagaries/exploitations of the economic situations; and
- j. Act as conduit to government banking institutions relative to livelihood assistance/loans intended for identified beneficiaries.

**4. Local Disaster Risk Reduction Management Officer IV (SG-22)  
₱62,967.00/monthly**

- a. Oversee and manage the operation of Municipal Disaster Risk Reduction Office;
- b. Ensure effective and efficient implementation of civil protection program through an integrated, multi-sectoral and community-based approach and strategies for the protection and preservation of life, property, and environment;
- c. Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121;
- d. Formulate and implement a comprehensive and integrated Local DRRM plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC);
- e. Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
- f. Take all necessary steps on continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area;
- g. Conduct research and development initiatives on DRRM;
- h. Consolidate local disaster risk information which includes natural hazards, vulnerabilities and climate change risks and maintain local risk maps; and
- i. Perform other related functions as required by the immediate supervisor.

**5. Local Disaster Risk Reduction Management Assistant (SG-8)  
₱17,098.00/monthly**

- a. Operate a multi-hazard early warning system linked to disaster risk reduction to provide accurate and timely advice to national or local emergency response organization to general public;
- b. Coordinate to mass media, particularly radio, landline, communication and technologies for communication within rural communities;
- c. Conduct continuous disaster monitoring;
- d. Respond to and manage the adverse effects of emergencies and carry activities in the affected areas; and
- e. Perform other related functions as required by the immediate superior.

**6. Internal Auditor III (SG-18) ₱40,683.00/monthly**

- a. Advise the Local Chief Executive on all matters relating to management control and operation audits;
- b. Conduct management and operations audits of Department/Agency/GOCC/GFI functions, programs, projects, activities with outputs, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations;
- c. Review and appraise systems and procedures, organizational structures, asset management practices, financial and management records, reports and performance standards of the department proper, bureaus, and regional offices;
- d. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; and
- e. Perform such other related duties and responsibilities as may be assigned by the Local Chief Administrative.

**7. Statistician I (SG-11) ₱22,895.00/monthly**

- a. Facilitate collection, analysis, and interpretation of planning data;
- b. Identification of development trends and relationships of planning data;
- c. Formulate, develop programs, and design processes for planning data collection, analysis, and interpretation; and
- d. Conduct statistical and related research pertinent to planning and development.

**8. Information Officer I (SG-11) ₱22,895.00/monthly**

- a. Assist in providing relevant, adequate, and timely information to the LGU and its residents;
- b. Assist in furnishing information and data on LGUs, NGAs, NGOs as may be required by law or ordinance;
- c. Maintain effective liaison with various sectors of the community on matters and issues that affect the livelihood and quality of life;
- d. Be in the frontline in providing information during and in the aftermath of man-made and natural calamities and disasters; and
- e. Perform other duties and functions as may be prescribed by law or ordinance.

**9. Nurse I (SG-15) ₱35,097.00/monthly**

- a. Assist in the planning/evaluating of health programs for the community;
- b. Assist in the implementation of the nursing aspect of the community health programs; and
- c. Perform any related tasks as required by the superior.

**10. Nutrition Officer II (SG-14) ₱32,321.00/monthly**

- a. Coordinate and assist in the implementation and monitoring of the nutrition program in the municipality;
- b. Prepare necessary documents needed for meetings, assessments, and presentation of nutrition concerns;

- c. Coordinate the convergence of nutrition services or other related intervention of inter agencies such as the Municipal Agriculture Office, Municipal Health Office, MSWDO, DECS, and others;
- d. Conduct periodic field visits to barangays to assess the implantation of nutrition plans and provide technical assistance;
- e. Assist in the supervision of Barangay Nutrition Coordinator/Scholar and act as resource person in barangay level planning and formulation;
- f. Assist in training and supervising the BNCs in the implementation of Barangay Nutrition Program;
- g. Prepare and submit semestral accomplishment report of the Nutrition Council;
- h. Keep minutes of the meetings and records of all nutrition related programs, projects and activities; and
- i. Undertake other nutrition related activities as deemed necessary by her direct supervisor.

**11. Social Welfare Officer III (SG-18) ₱40,683.00/monthly**

- a. Responsible in monitoring efficient delivery of casework, group work, and community related services to facilitate case management of clients;
- b. Handles limited caseload;
- c. Networking, collaborating, and coordinating with GOs, CSOs, and other partner organizations/agencies to sustain the quality of services to the clientele;
- d. Makes representation of the social services during planning of MSWDO activities and for the allocation of program funds necessary in implementing programs and services;
- e. Conduct regular supervisory case review/conference with the social workers for better understanding and interpretation of their functions and programs;
- f. Supervise the preparation of statistical and narrative reports pertaining to the social services accomplishment and activities;
- g. Evaluate and recommend the efficiency rating of social workers to the MSWD Officer;
- h. Act as Center Manager and supervise its entire operation;
- i. Develop policies and guidelines for program implementation; and
- j. Perform other related tasks as may be assigned.

**12. Social Welfare Officer I (SG-11) ₱22,895.00/monthly**

- a. Conduct interviews, case management/case conference and home visits to clients;
- b. Prepare and submit case studies/assessment and other related reports;
- c. Coordinate/networks with other NGAs, LGUs, GOs, CSOs and POs;
- d. Conduct meetings with 4Ps, indigents, and attend meetings and conferences; and
- e. Perform other related tasks.



**13. Veterinarian I (SG-13) ₱26,818.00/monthly**

- a. Prevention and control of livestock diseases;
- b. Diagnosis and treatment of animal diseases;
- c. Animal vaccinations and deworming;
- d. Assist in monitoring of the Municipal Slaughterhouse;
- e. Issuance of Veterinary Health Certificate and disease surveillance in the municipality;
- f. Extension Services and monitoring of the livestock dispersal; and
- g. Perform other duties that may be assigned by immediate superior.

**14. Meat Inspector III (SG-11) ₱22,895.00/monthly**

- a. Supervision of ante-mortem and post-mortem examination on swine and cattle;
- b. Do related works as may be required by immediate supervisor; and
- c. Supervise all Meat Inspectors assigned at Slaughterhouse and Public Market.

**15. Environmental Management Specialist II (SG-15) ₱31,587.00/monthly**

- a. Oversee waste disposal and pollution control programs;
- b. Identify and solve environmental violations;
- c. Provide guidance and direction to Management for ensuring environmental compliance;
- d. Generate environmental reports as requested by regulatory agencies;
- e. Develop and enforce environmental guidelines and practices;
- f. Identify and solve environmental violations; and
- g. Submit clear and concise written reports based on field inspections.

**Section 4.** The corresponding salaries and other benefits of the created positions were appropriated in the Annual Budget for Calendar Year 2022 of the municipality.

**Section 5.** This ordinance shall take effect upon the approval of the Sangguniang Panlalawigan and upon compliance of the posting and publication requirements prescribed under the Local Government Code of 1991.


UNANIMOUSLY ENACTED. November 07, 2022.

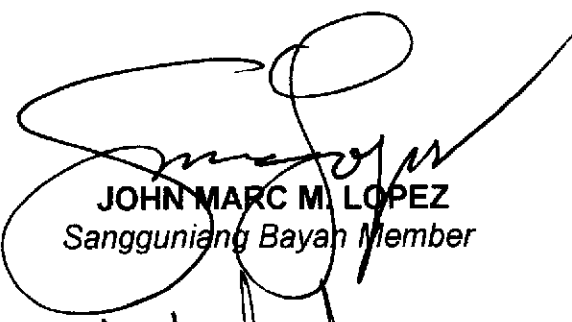
ATTESTED:

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

**CERTIFIED CORRECT:**

  
**MAC DEXTER G. MALICDEM**  
*Municipal Vice Mayor*  
Presiding Officer


  
**JAY MARK KEVIN D. CRISOSTOMO**  
Sangguniang Bayan Member

  
**JOHN MARC M. LOPEZ**  
Sangguniang Bayan Member

  
**RAMON ANSELMO M. CUARESMA**  
Sangguniang Bayan Member


  
**RODULFO LUIGI F. MOROSI**  
Sangguniang Bayan Member


  
**JASPER S. PASION**  
Sangguniang Bayan Member

  
**JONATHAN T. RAMOS**  
Sangguniang Bayan Member

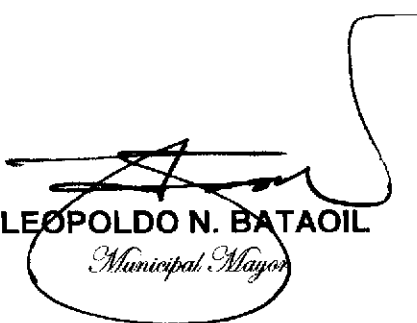
  
**VON CARLO E. TIANGSON**  
Sangguniang Bayan Member

  
**RICARDO R. FERRER**  
Sangguniang Bayan Member

  
**DARWIN B. JIMENEZ**  
Sangguniang Bayan Member  
Association of Barangay Captains (ABC)  
President

  
**GABRIEL IVAN C. TUAZON**  
Sangguniang Bayan Member  
Sangguniang Kabataan Federation (SKF)  
President

**APPROVED:**

  
**LEOPOLDO N. BATAOIL**  
*Municipal Mayor*

Received by  
Mrs. E. Pina  
11/10/2023