

Republic of the Philippines  
Province of Pangasinan  
MUNICIPALITY OF MANGALDAN

Office of the Sangguniang Bayan

EXCERPT FROM THE JOURNAL OF PROCEEDINGS OF THE REGULAR  
SESSION OF THE SANGGUNANG BAYAN OF MANGALDAN,  
PANGASINAN HELD AT THE SESSION HALL AT M.Y.D.C. ON  
DECEMBER 19, 2022.

Vice Mayor **Dr. Mark Stephen V. Mejia** called the session to order at  
exactly 4:48 P.M..

ROLL CALL

Present:

1. Hon. Mark Stephen V. Mejia ..... Vice Mayor/  
Presiding Officer
2. Hon. Aldrin O. Soriano ..... Councilor /  
Presiding Officer Pro-Tempore
3. Hon. Fernando Juan A. Cabrera ..... Councilor
4. Hon. Joseph Emmanuel B. Cera ..... Councilor
5. Hon. Joselito G. Quinto ..... Councilor
6. Hon. Juvy O. Frialde ..... Councilor
7. Hon. Christopher G. Romero ..... Councilor
8. Hon. Joel C. Meneses ..... Councilor
9. Hon. Lovely Lian C. Maramba ..... Councilor
10. Hon. Rolly G. Abalos ..... Councilor - LIGA Pres.
11. Hon. Michael Ervin C. Lomibao ..... Councilor - SKF Pres.

Absent:

N o n e

MUNICIPAL ORDINANCE NO. 2022 – 13

AN ORDINANCE CREATING ADDITIONAL PLANTILLA  
POSITIONS UNDER DIFFERENT OFFICES IN THE  
MUNICIPALITY OF MANGALDAN, PANGASINAN AND  
APPROPRIATING FUNDS THEREOF.

WHEREAS, Section 76 of RA 7160 otherwise known as the Local  
Government Code of 1991 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 prescribed by the Civil Service Commission;

WHEREAS, Section 447 (A) (1) (VIII) of the same Code likewise  
authorizes the Sangguniang Bayan to determine the positions, powers, duties and  
salaries of officials and employees of the municipality;

WHEREAS, the municipal government of Mangaldan seeks to improve the  
quality of services to its citizens through competent, efficient and well-organized  
personnel capable of performing their functions, duties and responsibilities;

WHEREAS, the Local Finance Committee has certified the availability of funds for the creation of the seven (7) plantilla positions under different offices in the Municipality of Mangaldan, Pangasinan;

BE IT ORDAINED, by the Sangguniang Bayan of Mangaldan, Pangasinan in session duly assembled that:

**Section 1.** The following different plantilla positions under different offices in the Municipality of Mangaldan, Pangasinan are hereby created, to wit:

A. Under the Office of the Municipal Mayor:

POSITION TITLE	SALARY GRADE
SENIOR TOURISM OPERATIONS OFFICER	18
YOUTH DEVELOPMENT OFFICER I	10
LABOR & EMPLOYMENT OFFICER I	11
PROCESS SERVER	5

B. Under the Office of the Municipal Agriculturist:

POSITION TITLE	SALARY GRADE
VETERINARIAN II	16

C. Under the Office of the Sangguniang Bayan Secretariat:

POSITION TITLE	SALARY GRADE
ADMINISTRATIVE AIDE IV (CLERK II)	4
ADMINISTRATIVE AIDE III (UTILITY WORKER II)	3

**Section 2. APPOINTMENT AND QUALIFICATION.** The minimum qualification requirements prescribed in the Qualifications Standards Manual of the Civil Service Commission for the different plantilla positions are as follows:

A. Under the Office of the Municipal Mayor:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
SENIOR TOURISM OPERATIONS OFFICER	Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related tasks	2 years of work experience and involvement in the Tourism Industry either in the private sector or the government	8 hours of relevant training on Tourism or DOT specific and mandatory trainings such as but not limited to the	Career Service (Professional)/ Second Level Eligibility



POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
			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	
YOUTH DEVELOPMENT OFFICER I	Bachelor's degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
LABOR & EMPLOYMENT OFFICER I	Bachelor's degree preferably in any of the following Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
PROCESS SERVER	High School Graduate	None Required	None Required	None Required (MC 11, s. 96, Cat. III)

B. Under the Office of the Municipal Agriculturist:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
VETERINARIAN II	Doctor of Veterinary Medicine	1 year relevant experience	4 hours of relevant training	RA 1080 (Veterinarian)

C. Under the Office of the Sangguniang Bayan Secretariat:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ADMINISTRATIVE AIDE IV (CLERK II)	Completion of two years studies in College	None Required	None Required	CS Sub-Professional (1 <sup>st</sup> Level Eligibility)
ADMINISTRATIVE AIDE III (UTILITY WORKER II)	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96, Cat. III)

**Section 3. TASKS AND FUNCTIONS OF THE NEWLY CREATED POSITIONS:**

A. SENIOR TOURISM OPERATIONS OFFICER, SG-18

1. Responsible in the preparation and implementation of Tourism Development Plans and Projects of the Municipality (40%);
2. Promote and facilitate the development of tourism infrastructure facilities and services which are specifically identified as of key importance to the implementation of Municipal Tourism Plan (15%);
3. Coordinate information gathering/promotional activities for the municipality's tourism industry, through research and linkages to be made available for planning and decision-making purposes (15%);
4. Define strategies for tourism development in order to focus efforts and resources for long-term socio-economic benefit and opportunities (15%);
5. Act as curator and Officer-in-Charge of the Museo de Mangaldan (10%); and
6. Performs other functions as may be assigned (5%).

B. YOUTH DEVELOPMENT OFFICER I, SG-10

1. Serve as the core of the advocacy on youth participation in nation-building and youth empowerment (40%);
2. Assist in the preparation and finalization of the three (3) year Local Youth Development Plan (LYDP) that is anchored in the Philippine



Youth Development Plan and the development plans of the local government units. The LYDP shall be initially drafted by the SK Pederasyon and shall be finalized by the LYDC. This shall be submitted to the Local Chief Executive for inclusion in the Local Development Plan and subsequently endorsed to the Sangguniang Bayan. These plans shall give priority to the programs, projects, and activities that will promote and ensure the meaningful youth participation in nation-building, sustainable youth development and empowerment, equitable access to quality education, environmental protection, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, capability building, and sports development (25%);

3. Monitor and evaluate the implementation of the Local Youth Development Plan (25%); and
4. Performs other functions as maybe assigned (10%).

**C. LABOR & EMPLOYMENT OFFICER I, SG-11**

1. Assist in the preparation and implementation of public employment programs and projects of the Municipality, i.e. implementation of labor laws, policies, rules, regulations, and standards (60%);
2. Prepares periodic and special reports (30%); and
3. Perform such other functions as maybe assigned (10%).

**D. PROCESS SERVER, SG-5**

1. Delivers communications and notices of meetings, dialogues, etc. (50%);
2. Operates photocopy machine and takes charge for their maintenance (20%);
3. Performs other clerical works, and assists the Secretary during meetings (10%);
4. Helps in the maintenance of orderly office set up (10%); and
5. Performs other functions as maybe assigned (10%).

**E. VETERINARIAN II, SG-16**

1. Maintains animal health by diagnosing and treating diseases and injuries (20%);
2. Determines the nature of disease or injury by examining pets and/or large animals (15%);
3. Restores animal health by treating animals surgically or medically (15%);
4. Prevents rabies, brucellosis, and other disorders by testing animals and providing inoculations (15%);
5. Promotes health of animals by advising animal owners about sanitation measures, feeding, and general care (10%);
6. Documents actions by completing and updating forms, reports, and animal records and reporting diseases to public health officials (10%);
7. Enhances clinic reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments (10%); and

8. Performs other functions as maybe assigned (5%).

**F. ADMINISTRATIVE AIDE IV (Clerk II), SG-4**

1. Types/Encodes and prepares all the reports and files them in order for proper records keeping (50%);
2. Receives and informs all the incoming messages to staff especially to the immediate supervisor for proper action (20%);
3. Assists clients and endorse to concerned officials for proper action (20%); and
4. Performs other functions as maybe assigned (10%).

**G. ADMINISTRATIVE AIDE III (Utility Worker II), SG-3**

1. Sweeps, dumps trash/litters/garbage in the Office of the Sangguniang Bayan (50%);
2. Sees to it that tools/equipments are secured after office hours (25%); and
3. Performs other functions as maybe assigned (25%).


**Section 4. SOURCE OF FUNDS.** The subject positions shall be included in the plantilla of personnel and the corresponding appropriation for salaries and other incidental expenses shall be provided in the budget enacted by the LGU.

**Section 5. SEPARABILITY CLAUSE.** If any provision of this Ordinance be declared unconstitutional, the remaining portion not affected thereby shall remain in full force and effect.

**Section 6. REPEALING CLAUSE.** All local ordinances, rules and regulation or part thereof that are inconsistent with the provision of this ordinance are hereby repealed or modified accordingly.

**Section 7. EFFECTIVITY.** This Ordinance shall take effect upon approval and compliance with the necessary requirements set forth by law.

CERTIFIED CORRECT:

  
**JUAN C. AQUINO**  
SB Secretary

APPROVED UNANIMOUSLY:  
December 19, 2022

  
**ALDRIN O. SORIANO**




  
**ATTY. JOSEPH EMMANUEL B. CERA**

  
**ATTY. FERNANDO JUAN A. CABRERA**

  
**DR. JOSE LITO G. QUINTO**





  
**JUVY O. FRIALDE**  
  
**JOEL C. MENESES**  
  
**ROLLY G. ABALOS**

  
**CHRISTOPHER G. ROMERO**  
  
**LOVELY LIAN C. MARAMBA**  
  
**MICHAEL ERVING C. LOMIBAO**

ATTESTED:

  
**DR. MARK STEPHEN V. MEJIA**  
Municipal Vice Mayor/  
Presiding Officer

APPROVED:

  
**DR. MARK STEPHEN V. MEJIA**  
Acting Municipal Mayor





