
PRESENT: Hon. Earl James C. Aquino - City Vice Mayor/Presiding Officer
         Hon. Joseph T. Bacay - Majority Floor Leader
         Hon. Oscar A. Boling - Minority Floor Leader
         Hon. Jan Marianne R. Fontelera - Member
         Hon. Rany S. De Leon - Member
         Hon. Rufina J. Gabriel - Member
         Hon. Orlando R. Go - Member

ABSENT: Hon. Jose Antonio Miguel Y. Perez - O.B. Subic
         Hon. Margielou Orange D. Humilde - O.B. Lingayen
         Hon. Perlito V. Rabago - On Leave
         Hon. Fatima Ann S. Isla - O.B. Subic
         Hon. Salvador Camba, LBP - On Leave

ORDINANCE NO. 2014-03

AN ORDINANCE ESTABLISHING THE CITY HUMAN RESOURCE MANAGEMENT OFFICE AND THE CITY INFORMATION OFFICE IN THE LOCAL GOVERNMENT UNIT OF THE CITY OF ALAMINOS, PANGASINAN

EXPLANATORY NOTE

WHEREAS, the City of Alaminos, Pangasinan is one of the Local Government Unit in Western Pangasinan which is on the verge of rapid development propelled by the continuing implementation of programs and projects in support to sustainable development;

WHEREAS, as the local economy grows it is imperative that the demand for basic services from the local government increases;

WHEREAS, pursuant to Section 76 of Republic Act 7160, this august body is empowered to determine the staffing pattern that is most responsive to the dynamics of a growing local government unit;

NOW THEREFORE, on motion of Councilor Jan Marianne R. Fontelera, co-sponsored by Councilor Joseph T. Bacay, duly seconded by Councilor Rufina J. Gabriel

Be it enacted as it is hereby enacted by the Sangguniag Panlungsod in session duly assembled; that

SECTION I. Title of the Ordinance

This ordinance shall be known as an “Ordinance establishing the City Human Resource Management Office and the City Information Office in the Local Government Unit of the City of Alaminos, Pangasinan;
SECTION II: CHRMO and CIO/FUNCTIONS:

a. There shall be established a City Human Resource Management Office and City Information Office in the Local Government Unit of the City of Alaminos, Pangasinan as an independent department;

b. The City Human Resource Management Office shall have the following functions:

The Human Resource Management Office shall assist the Local Chief Executive in the Human Resource Management programs of the city and shall take all personnel actions in accordance with the constitutional provisions in the civil service, pertinent laws and rules and regulations thereon, including such policies, guidelines and standard as the CSC may establish.

RECRUITMENT/SELECTION
- Publication of vacant position
- Preparation of appointment for employee

EMPLOYEES WELFARE AND BENEFITS
- Preparation of Salary Adjustment/Increment
- Administer leave of absence/terminal leaves
- Preparation of certification of employment, service records and travel order
- Responsible in the computation of employees tardiness and deduction for salaries on leave without pay
- Mental and physical test
- Local Scholarship Program
- Trainings
- Team Building

PERSONNEL RECORDS KEEPING
- Maintain a complete and up to date personnel information system (2017) file
- Provide inputs in the development and implementation of human resource training and development programs
- To furnish personnel services to city employees
- As a member of the Civil Service of Personnel Officer (CPO), actively participate in all program, and activities of the Council
- Liases with the Civil Service Commission or personnel related matter

c. The City Information Office shall have the following functions:
FUNCTIONAL STATEMENT

1. Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the mayor in providing the information and research data required for the delivery of basic services and provision of adequate facilities so that the public becomes aware of said services and may fully avail of the same;

2. Develop plans and strategies for programs and projects related to public information and, implement them upon approval thereof by the mayor;

3. In addition to the foregoing duties and functions, the Public Information Office shall:
   a. Provide relevant, adequate, and timely information to the local government unit and its resident;
   b. Furnish information and data on Alaminos to governmental agencies as may be required by law or ordinance, including those on NGOs;
   c. Maintain effective liaison with various sectors of the community on matters and issues that affect the livelihood and the quality of life of the residents and encourage support for programs of the local and national government;

4. Be in the frontline in providing information during and in the aftermath of manmade and natural calamities and disasters, with special attention to victims thereof, to help minimize injuries and casualties during and after the emergency, and to accelerate relief and rehabilitation;

5. Recommend to the sanggunian and advise the mayor on all matters relative to public information and research data as it relates to the total socio-economic development of Alaminos.

SECTION III: STAFFING PATTERN:

A- City Information Office:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Position Titles</th>
<th>Name of Incumbent</th>
<th>Grade/Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>212</td>
<td>City Government Dept. Head I</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>213</td>
<td>Supervising Administrative Officer (Information Officer IV)</td>
<td>Anacleto Orfinada</td>
<td>22/1</td>
</tr>
<tr>
<td>214</td>
<td>Administrative Officer V (Information Officer III)</td>
<td>Nejemias R. Rachio</td>
<td>18/6</td>
</tr>
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</table>
B - City Human Resource Management Office:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Position Titles</th>
<th>Name of Incumbent</th>
<th>Grade/Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>96</td>
<td>City Government Dept. Head I</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>97</td>
<td>Supervising Administrative Officer (Human Resource Mgmt. Officer IV)</td>
<td>Wilma B. Neri</td>
<td>22/4</td>
</tr>
<tr>
<td>98</td>
<td>Administrative Officer II (Human Resource Mgmt. Officer I)</td>
<td>Cloyd Peter Lalas</td>
<td>11/3</td>
</tr>
<tr>
<td>99</td>
<td>Administrative Assistant III (Computer Operator II)</td>
<td>Mary Jane B. Tugade</td>
<td>9/3</td>
</tr>
</tbody>
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SECTION IV:

Funds for the initial implementation of this ordinance is already duly appropriated in the 2014 City Annual Budget amounting to Seven Million One Hundred Three Thousand and Twenty Three Pesos (Php 7,103,023.00) for the City Information Office and Two Million One Hundred Ninety Two Thousand Two Hundred Fifty Five Pesos (Php 2,192,255.00) for the City Human Resource Management Office.

SECTION V: EFFECTIVITY

This ordinance shall take effect upon approval.

I HEREBY CERTIFY to the correctness of the foregoing ordinance consisting of four (4) pages including this page.

ATTESTED:

GOLDENT F. GIRON
Acting Secretary

EARL JAMES C. Aquino
City Vice Mayor/Presiding Officer

JOSEPH R. Bacay
Minority Floor Leader

OSCAR C. Boling
Minority Floor Leader

RANUS DE LEON
Member

RUFINA J. Gabriel
Member

JAN MARIONNE R. PONTELLERA
Member

ORLANDO R. Go
Member

ARThUR L. Celeste
City Mayor

Date