ORDINANCE NO. 2017-09

ORDINANCE UPGRADING THE POSITION OF ASSESSMENT CLERK III TO SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV) IN THE OFFICE OF THE CITY ASSESSOR, ALAMINOS CITY, PANGASINAN

WHEREAS, it is hereby declared the policy of the State under Article 3 of the Local Government Code of 1991 that the territorial and political subdivision of the State shall enjoy genuine and meaningful local autonomy to enable them to attain their fullest development. Towards this end, the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization, whereby Local Government Units (LGU) shall be given more powers, authority, responsibilities and resources;

WHEREAS, Article 63, Rule XXII of 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 consistent with the principles on simplicity, efficiency, economy, effectiveness, dynamism and public accountability, subject to the minimum standards and guidelines as prescribed by the Civil Service Commission;

WHEREAS, in response to the increasing work loads and the rapid development of information technology, there is an urgent need to upgrade the position of Assessment Clerk III to Senior Administrative Assistant II (Computer Operater IV) in the Office of the City Assessor, Alaminos City, Pangasinan;

NOW, THEREFORE, upon due deliberation of the merits surrounding the issue and on motion of Councilor Cirilo B. Radoc, duly seconded by Councilor Rany S. de Leon, Councilor Alfred Felix E. de Castro, Councilor Froebel A. Ranoy, Councilor Rufina J. Gabriel and Liga ng mga Barangay President Raul B. Bacay, it was

BE IT ORDAINED BY THE SANGGUNIANG PANLUNSOD IN THE SESSION ASSEMBLED, that:

SECTION I - TITLE: This ordinance shall be known as: "ORDINANCE UPGRADING THE POSITION OF ASSESSMENT CLERK III TO SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV) IN THE OFFICE OF THE CITY ASSESSOR, ALAMINOS CITY, PANGASINAN";
SENIOR ADMINISTRATIVE ASSISTANT II (Computer Operator IV) Salary
Grade 14/1

Education: Completion of 2 years studies in college or high school
Graduate with relevant vocational/course;

Experience: Three (3) years relevant experience;

Training: Sixteen (16) Hours of relevant training

Eligibility: CS Sub-professional/Data Encoder

SECTION III- DUTIES, AND FUNCTIONS OF THE POSITIONS

1. Encodes real property declaration in the record of assessment filed in computer
before releasing, seeing to it that they are recorded, updated and compiled
accordingly in accordance with the Assessment Regulations and Guidelines;

2. Sees to it that all encoded real property declarations are approved in the system;

3. Prepares forms, documents and transmittal for office use;

4. Prepares monthly and quarterly reports;

5. Performs all other functions that may be assigned from time to time.

SECTION IV - SOURCE OF FUNDS - Funding requirements under this ordinance will
be duly appropriated in the Appropriation Ordinance No. 01, series of 2017
(Supplemental Budget No. 01) of the City of Alaminos, Pangasinan in the amount of Fifty
Five Thousand Three Hundred Fifty Pesos (Php 55, 350.00).

SECTION V - EFFECTIVITY - This ordinance shall take effect upon approval and
compliance with the statutory requirements.

APPROVED..........

I HEREBY CERTIFY to the correctness of the foregoing ordinance consisting of
two (2) pages including this page.

LUZ B. VALE
Secretary

ATTESTED:

JOSE ANTONIO MIGUEL Y. PEREZ
City Vice Mayor/Presiding Officer

APOLONIA S. RACAY
Presiding Officer Pro-Tempore

MARGIELOU ORANGE/A. MILDE-VERZOSA, DPA
Minority Floor Leader

CAROLYN D. SISON
Member

PERLIO V. RABAGO
Member

ALFREDO FELIX E. DE CASTRO
Member

CIRILO B. RADCOC
Member

FLORECE A. RANAY
Member

RANY S. DE LEON
Ex-Officio Member

APPROVED BY:

ARTHUR L. CELESTE
Ct. Mayor

Date