



Republic of the Philippines  
MUNICIPALITY OF ASINGAN  
Province of Pangasinan

**OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN**

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EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF ASINGAN, PANGASINAN HELD ON MARCH 13, 2023 AT THE ASINGAN GOVERNMENT CENTER SESSION HALL

**PRESENT:**

- |                                  |   |
|----------------------------------|---|
| 1. Hon. Heidee L. Ganigan-Chua   | Municipal Vice Mayor<br>Presiding Officer |
| 2. Hon. Athena Ira G. Chua       | Sangguniang Bayan Member                  |
| 3. Hon. Marivic S. Robeniol      | Sangguniang Bayan Member                  |
| 4. Hon. Joselito V. Viray        | Sangguniang Bayan Member                  |
| 5. Hon. Mel F. Lopez             | Sangguniang Bayan Member                  |
| 6. Hon. Melchor J. Cardinez, Sr. | Sangguniang Bayan Member                  |
| 7. Hon. Virgilio I. Amistad      | Sangguniang Bayan Member                  |
| 8. Hon. Julio P. Dayag           | Sangguniang Bayan Member                  |
| 9. Hon. Leticia R. Dollente      | Sangguniang Bayan Member/Liga President   |
| 10. Hon. Fiel Xymond R. Cardinez | Sangguniang Bayan Member/PPSK President   |

**ABSENT:**

- |                             |  |
|-----------------------------|--|
| 1. Hon. Johnny Mar A. Carig | Sangguniang Bayan Member<br>(On Leave) |
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**Sponsored by: SB Member Mel F. Lopez**

**EXPLANATORY NOTE**

WHEREAS, under the Rules and Regulations Implementing the Local Government Code of 1991, Rule XVII, Art. 100, Sec. I. vii and Sec. I. viii states that "Subject to the provisions of this Code and applicable laws, determine the powers and duties of officials and employees of the municipality",

"Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the municipal government:

WHEREAS, the Sangguniang Bayan has agreed to create the position of one (1) Planning Officer III (Salary Grade 18) under the Office of the Municipal Planning and Development Coordinator and one (1) Laborer I, Salary Grade 1 under the Office of the Municipal Mayor, since this is necessary for the improvement and efficient work performance of Municipal Employees such as but not limited to the following:

For Planning Officer III (Salary Grade 18)

1. Formulate integrated economic, social, physical and other development plans and policies for consideration of the local government development council;
2. Conduct continuing studies, researches and training programs necessary to evolve the plans and programs for implementation;
3. Integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies;
4. Monitor and evaluate the implementation of the different programs, project and activities in the local government unit concerned in accordance with the approved development plans;

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5. Prepare comprehensive plans and other development planning documents for the consideration of the local development council;
6. Analyze the income and expenditure pattern, formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit concerned as provided under Title Five, Book 11 of this Code;
7. Promote people participation in development planning within the local government unit concerned;
8. Exercise supervision and control over the secretariat of the local development council.

For Laborer I (Salary Grade 1)

1. Maintain cleanliness of assigned area;
2. Ability to follow work instructions and standard procedures;
3. Capacity to follow-up documents and determine that tasks are complete;
4. Perform other functions as may be assigned by the immediate supervisor.

NOW THEREFORE, on motion of SB Member Mel F. Lopez, duly seconded by SB Members Athena Ira G. Chua, Marivic S. Robeniol, Joselito V. Viray, Melchor J. Cardinez, Sr. and Julio P. Dayag, it was,

Be it resolved, as it is hereby resolved by the Sangguniang Bayan to enact the following ordinance:

**ORDINANCE NO. 5  
SERIES 2023**

**AN ORDINANCE CREATING THE POSITION OF ONE (1) PLANNING OFFICER III (SALARY GRADE 18) AND LABORER I (SALARY GRADE 1) OF THE MUNICIPALITY OF ASINGAN, PANGASINAN**

Be it enacted by the Sangguniang Bayan of Asingan, Pangasinan, in session assembled that:

Section 1. Title. This ordinance shall be known as "An Ordinance Creating the Position of one (1) Planning Officer III (Salary Grade 18) and one (1) Laborer I (Salary Grade 1) of the Municipality of Asingan, Pangasinan.

Section 2. Qualifications. As per the Qualification Standards (Revised 1997) of the Civil Service Commission, the following are the qualifications:

Planning Officer III (Salary Grade 18)

- Education – Bachelor's Degree in Engineering relevant to the job
- Experience – None Required
- Training – None Required
- Eligibility – Career Service (Professional)  
Second Level Eligibility

Laborer I (Salary Grade 1)

- Education - Must be able to read and write
- Training – None Required
- Experience – None Required
- Eligibility – None Required

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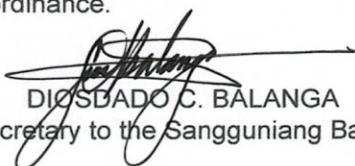
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Section 3. Effectivity. This ordinance will take effect after proper posting and/or publication as required by law.

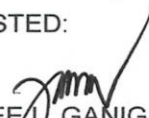
"APPROVED Unanimously".

Date Approved: March 13, 2023.

I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

  
DIOSDADO C. BALANGA  
Secretary to the Sangguniang Bayan


ATTESTED:

  
HEIDEE L. GANIGAN-CHUA  
Municipal Vice Mayor  
Presiding Officer

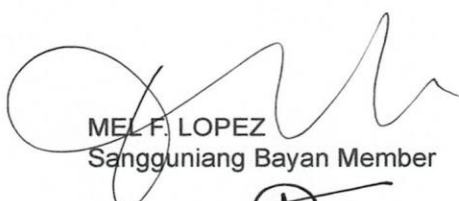
  
ATHENA IRA S. CHUA  
Sangguniang Bayan Member

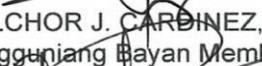
  
MARIVIC S. ROBENIOL, RN  
Sangguniang Bayan Member

JOHNNY MAR A. CARIG  
Sangguniang Bayan Member  
(On Leave)


  
JOSE LITO Y. VIRAY  
Sangguniang Bayan Member

  
LETICIA R. DOLIENTE  
Sangguniang Bayan Member/Liga President

  
MEL F. LOPEZ  
Sangguniang Bayan Member

  
MELCHOR J. CARDINEZ, SR.  
Sangguniang Bayan Member

  
VIRGILIO I. AMISTAD  
Sangguniang Bayan Member

  
JULIO P. DAYAG  
Sangguniang Bayan Member

  
FIEL XYMOND R. CARDINEZ  
Sangguniang Bayan Member/PPSK President

APPROVED:

  
ENGR. CARLOS F. LOPEZ, JR.  
Municipal Mayor