



# Sangguniang Panlalawigan

BATAAN CAPITOL, BALANGA CITY



EXCERPT FROM THE MINUTES OF THE 90<sup>TH</sup> REGULAR SESSION  
VIA ZOOM MEETING OF THE SANGGUNIANG PANLALAWIGAN OF BATAAN  
HELD AT THE PROVINCE OF BATAAN ON JULY 05, 2021

SANGGUNIANG PANLALAWIGAN  
CAPITOL BATAAN  
**RELEASED**  
RECORDS DIVISION  
JUL 14 2021

**PRESENT:**

Hon. Ma. Cristina M. Garcia, Vice Governor and Presiding Officer

**FIRST DISTRICT:**

- Hon. Benjamin C. Serrano, Jr., Board Member
- Hon. Jomar L. Gaza J.D., Board Member
- Hon. Reynaldo T. Ibe, Jr., Board Member
- Hon. Godofredo B. Galicia, Jr., M.D., Board Member
- Hon. Maria Khristine G. DelaFuente, Board Member

**SECOND DISTRICT:**

- Hon. Maria Margarita R. Roque, Board Member
- Hon. Manuel N. Beltran, Board Member
- Hon. Edgardo P. Calimbas, Board Member
- Hon. Jose C. Villapando, Sr., Board Member
- Hon. Romano L. Del Rosario, Board Member
- Hon. Doroteo M. Austria, Board Member (FABC President)
- Hon. Noel Joseph L. Valdecañas, Board Member (PCL President)
- Hon. Precious D. Manuel, Board Member (SKF President)
- Hon. Rosita N. Sison, Board Member (IPM Representative)

**ABSENT:**

None

**ORDINANCE NO. 07  
Series of 2021**

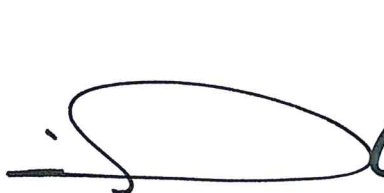


**APPROVING TO SCRAP AND BUILD OF POSITIONS IN THE  
PROVINCIAL LEGAL OFFICE.**

**Sponsored by: Hon. Noel Joseph L. Valdecañas**

WHEREAS, the Sangguniang Panlalawigan is in receipt of a request from the Provincial Governor, Hon. Albert S. Garcia, to scrap and build positions in the Provincial Legal Office;

WHEREAS, attached to said request are copies of the Certificate of Availability of Fund Sources, computation of Annual Budgetary Requirement and the organizational chart which form as an integral part of this Ordinance;

 ALBERT S. GARCIA  
Provincial Governor



**"EXCELLENT PUBLIC SERVICE TOWARDS A BETTER QUALITY OF LIFE FOR ALL"**

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WHEREAS, Article 98(1)(viii) of the IRR of RA 7160 or the Local Government Code of 1991 provides that the Sangguniang Panlalawigan as the legislative body of the province shall.... determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from provincial funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the provincial government;

WHEREAS, Article 98(1)(viii) of the IRR of RA 7160 or the Local Government Code of 1991 provides that the Sangguniang Panlalawigan as the legislative body of the province shall.... determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from provincial funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the provincial government;

WHEREAS, upon review and deliberation, the Sangguniang Panlalawigan finds request in order without prejudice to relevant laws, rules and regulations;

NOW THEREFORE, be it enacted by the Sangguniang Panlalawigan, in a session duly assembled that:

SECTION 1. SCRAP AND BUILD POSITION. The following position(s) is hereby scrapped and created:

**Provincial Legal Office:**

**SCRAP (FROM:)**

Positions	Number	Salary Grade	Item Number
Attorney III	2	SG-21	2, 3

**CREATION (TO:)**

Positions	Number	Salary Grade
Senior Admin. Asst. II (Computer Operator IV)	1	SG-14
Administrative Assistant IV (Bookbinder IV)	1	SG-10
Administrative Assistant I (Bookbinder III)	1	SG-7
Administrative Assistant I (Reproduction Machine Operator III)	1	SG-7

SECTION 2. RATIONALE: The existing organizational structure and staffing pattern have never met the required structure provided by CSC MC 19 s. 1992. No structural units composed of personnel to support and perform other tasks of the office;

SECTION 3. FUNDING. The corresponding salaries and other benefits of the new positions shall be appropriated and incorporated in the Annual or Supplemental Budget of the Provincial Government of Bataan.

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**ALBERT S. GARCIA**  
Provincial Governor

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Section  
Approved

SECTION 4. SEPARABILITY CLAUSE. If any part of this Ordinance is declared not valid, unconstitutional or unlawful, such declaration shall not affect or impair the remaining provisions, sections or parts hereof, which shall remain and continue to be in full force and effect.

SECTION 5. EFFECTIVITY CLAUSE. This Ordinance shall take effect after ten (10) days from the date, copy hereof is posted in a bulletin board at the entrance of the Provincial Capitol Building and in at least two (2) other conspicuous places.

ENACTED and APPROVED this 5<sup>th</sup> day of July, 2021 in the City of Balanga, Province of Bataan.


APPROVED UNANIMOUSLY.

*Handwritten:* TMTA

  
MA. LILIOSA B. OCONER  
Assistant Secretary to the SP

  
BENJAMIN C. SERRANO, JR.  
Board Member

  
JOMAR L. GAZA J.D.  
Board Member

  
REYNALDO T. IBE, JR.  
Board Member

  
GODOFREDO B. GALICIA, JR., M.D.  
Board Member

  
MARIA KRISTINE G. DELA FUENTE  
Board Member

  
MARIA MARGARITA R. ROQUE  
Board Member

  
MANUEL N. BELTRAN  
Board Member

  
EDGARDO P. CALIMBAS  
Board Member

  
ALBERT S. GARCIA  
Provincial Governor



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JOSE C. VILLAPANDO, SR.  
Board Member

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ROMANO L. DEL ROSARIO  
Board Member

*[Handwritten signature]*  
DOROTEO M. AUSTRIA  
Board Member  
(FABC President)

*[Handwritten signature]*  
NOEL JOSEPH L. VALDECAÑAS  
Board Member  
(PCL President)

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PRECIOUS D. MANUEL  
Board Member  
(SKF President)

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ROSITA N. SISON  
Board Member  
(IPM Representative)

ATTESTED:

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MA. CRISTINA M. GARCIA  
Vice Governor  
(Presiding Officer)

APPROVED:

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ALBERT S. GARCIA  
Provincial Governor  
Date: 7-13-2021

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PROVINCIAL LEGAL OFFICE  
 COMPUTATION OF ANNUAL BUDGETARY REQUIREMENT AT LOCAL BUDGET CIRCULAR NO. 132 (2ND Tranche of SSL 5)  
 FOR SCRAP:

*Rosa*  
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Plantilla Position	SG	Monthly Rate	Salaries and Wages	Personnel Economic Relief Allowance (PERA)	Clothing/Uniform Allowance	Year End Bonus	Cash Gift	Other Bonuses and Allowances	Retirement and Life Insurance Contributions	Pag-IBIG Contributions	PhilHealth Contributions	Employees Compensation Insurance Premiums	Productivity Enhancement Incentive	Total
Attorney III	21	60,901.00	730,812.00	24,000.00	6,000.00	60,901.00	5,000.00	60,901.00	87,697.44	1,200.00	12,789.21	1,200.00	5,000.00	995,500.65
Attorney III	21	60,901.00	730,812.00	24,000.00	6,000.00	60,901.00	5,000.00	60,901.00	87,697.44	1,200.00	12,789.21	1,200.00	5,000.00	995,500.65
<b>Total</b>		<b>121,802.00</b>	<b>1,461,624.00</b>	<b>48,000.00</b>	<b>12,000.00</b>	<b>121,802.00</b>	<b>10,000.00</b>	<b>121,802.00</b>	<b>175,394.88</b>	<b>2,400.00</b>	<b>25,578.42</b>	<b>2,400.00</b>	<b>10,000.00</b>	<b>1,991,001.30</b>

FOR BUILD:

Plantilla Position	SG	Monthly Rate	Salaries and Wages	Personnel Economic Relief Allowance (PERA)	Clothing/Uniform Allowance	Year End Bonus	Cash Gift	Other Bonuses and Allowances	Retirement and Life Insurance Contributions	Pag-IBIG Contributions	PhilHealth Contributions	Employees Compensation Insurance Premiums	Productivity Enhancement Incentive	Total
Senior Administrative Assistant II (Computer Operator IV)	14	30,799.00	369,588.00	24,000.00	6,000.00	30,799.00	5,000.00	30,799.00	44,350.56	1,200.00	6,467.79	1,200.00	5,000.00	524,404.35
Administrative Assistant IV (Bookbinder IV)	10	21,205.00	254,460.00	24,000.00	6,000.00	21,205.00	5,000.00	21,205.00	30,535.20	1,200.00	4,453.05	1,200.00	5,000.00	374,258.25
Administrative Assistant I (Bookbinder III)	7	17,179.00	206,148.00	24,000.00	6,000.00	17,179.00	5,000.00	17,179.00	24,737.76	1,200.00	3,607.59	1,200.00	5,000.00	311,251.35
Administrative Assistant I (Reproduction Machine Operator III)	7	17,179.00	206,148.00	24,000.00	6,000.00	17,179.00	5,000.00	17,179.00	24,737.76	1,200.00	3,607.59	1,200.00	5,000.00	311,251.35
<b>Total</b>		<b>86,362.00</b>	<b>1,036,344.00</b>	<b>96,000.00</b>	<b>24,000.00</b>	<b>86,362.00</b>	<b>20,000.00</b>	<b>86,362.00</b>	<b>124,361.28</b>	<b>4,800.00</b>	<b>18,136.02</b>	<b>4,800.00</b>	<b>20,000.00</b>	<b>1,521,155.30</b>
<b>Net of Scrap and Build</b>			<b>425,280.00</b>	<b>(48,000.00)</b>	<b>(12,000.00)</b>	<b>35,440.00</b>	<b>(10,000.00)</b>	<b>35,440.00</b>	<b>51,033.60</b>	<b>(2,400.00)</b>	<b>7,442.40</b>	<b>(2,400.00)</b>	<b>(10,000.00)</b>	<b>469,836.00</b>

Prepared by:

*[Signature]*  
 MARJORIE ANNE T. GANZON  
 Budget Officer II

Noted by:

*[Signature]*  
 EDUARDO D. BANZON  
 Provincial Budget Officer

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PROVINCIAL LEGAL OFFICE  
ORGANIZATIONAL CHART

**ALBERT S. GARCIA**  
PROVINCIAL GOVERNOR

**(OCCUPIED)**  
PROVINCIAL LEGAL OFFICER (SG-26)

**(VACANT)**  
ATTORNEY III (SG-21)

**(VACANT)**  
ATTORNEY III (SG-21)

**SUPERVISING ADMIN. ASST. II**  
(COMP. OPERATOR IV) (SG-14)

**ADMINISTRATIVE ASST. IV**  
(BOOKBINDER IV) (SG-10)

**ADMINISTRATIVE ASST. I**  
(BOOKBINDER III) (SG-7)

**ADMINISTRATIVE ASST. I**  
(RIMO III) (SG-7)

**(OCCUPIED)**  
DRIVER I (SG-3)

LEGEND:  
BLUE - EXISTING (OCCUPIED)  
WHITE - EXISTING (VACANT)  
RED - FOR CREATION

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Republic of the Philippines  
Province of Bataan  
**LOCAL FINANCE COMMITTEE**

**CERTIFICATE OF AVAILABILITY OF FUND SOURCES**

This is to certify that upon the review of the Local Finance Committee, the proposed Positions for Scrap and Build in the **Provincial Legal Office** is compliant with the provisions of Sec. 325 of Republic Act. No. 7160 and Local Budget Circular No. 61.

The proposed Scrap and Build of Positions are as follows:

Total Available Appropriation for Abolition of two (2) Attorney III Positions – Php 1,991,001.30

**For Creation:** one (1) – Senior Administrative Assistant II (Computer Operator IV) (SG-14)  
one (1) – Administrative Assistant IV (Bookbinder IV) (SG-10)  
one (1) – Administrative Assistant I (Reproduction Machine Operator III) (SG-7)  
one (1) – Administrative Assistant I (Bookbinder III) (SG-7)


Total Amount for the Creation of Positions (per annum) – Php 1,521,165.30

Further, the total appropriation for Personal Services of the Provincial Government of Bataan will not exceed the forty-five percent (45%) of the total annual income from regular sources realized in the next preceding fiscal year.

The above-enumerated positions shall be funded in the Supplemental Budget of the Province of Bataan, covering the period of October 1 to December 31, 2021, and years thereafter.


Issued this 7th day of June, 2021 at the The Bunker, Provincial Capitol, Balanga City, Bataan

**Local Finance Committee:**

  
**EDUARDO D. BANZON**  
Provincial Budget Officer

  
**Engr. ALEXANDER M. BALUYOT**  
Provincial Planning and Development Coordinator

  
**ALICIA R. MAGPANTAY**  
Acting Provincial Treasurer

  
**LEONORA O. SIASAT**  
OIC-Provincial Accountant

Noted by:

  
**ALBERT S. GARCIA**  
Provincial Governor

Encl: Computation of Annual Budget Requirement at 2<sup>nd</sup> Tranche of SSL 5



Provincial Government of Bataan  
AD HOC REQUEST FORM



- Job Order
- Contract of Service
- Creation (SCRAP & BUILD)
- Publication
- JO - Replacement
- JO - New
- Date: \_\_\_\_\_

TO: ADHOC SCREENING COMMITTEE

This is to request the following positions for the PROVINCIAL LEGAL OFFICE  
(Name of Office)

From POSITION	ITEM NUMBER (If applicable)	SALARY GRADE	To POSITION	ITEM NUMBER (If applicable)	SALARY GRADE
Attorney III	2	21	Computer Operator IV		14
Attorney III	3	21	Bookbinder IV		10
			Reproduction Machine Operator III		7
			Bookbinder III		7

Justification for Request:

- To support the increasing workload of the PLO
- The PLO is probably the only office without sufficient regular employees
- To further improve legal services

Duties and Responsibilities:

See previous communications related hereto.

Deliverables contributory to MFOs:

Requirement: Organizational Chart of the requesting department

**ATTY. EFREN C. LIZARDO**  
(Signature over printed Name of Department Head)

Received by:  (Signature) HR Personnel / Date	Verified by:  <b>LUZ R. ENRIQUEZ</b> DIC - PHRMO	Reviewed by: (as to appropriations)  <b>EDUARDO D. BANZON</b> Provincial Budget Officer
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This portion below is to be filled up by Ad Hoc Committee members only:

Reviewed by:  AD HOC COMMITTEE / Date	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Chairman: Engr. Vic B. Ubaldo Members: Ludivina G. Banzon, Atty. Efren C. Lizardo, Atty. Mark M. Soriquez, Mr. Carlos Pizarro, Jr. Member / Secretariat: Luz R. Enriquez	