



Sangguniang Panlalawigan

BATAAN CAPITOL, BALANGA CITY



EXCERPT FROM THE MINUTES OF THE 91ST REGULAR SESSION
VIA ZOOM MEETING OF THE SANGGUNIANG PANLALAWIGAN OF BATAAN
HELD AT THE PROVINCE OF BATAAN ON JULY 12, 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. Dela Fuente, 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. 09
Series of 2021**

**APPROVING THE CREATION OF POSITIONS IN THE PROVINCIAL
INFORMATION OFFICE, PROVINCE OF BATAAN.**

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, for the creation of various positions in the Provincial Information Office;

WHEREAS, attached to said request is copy of the Certificate of Availability of Fund Sources and the computation of Annual Budgetary Requirement, approval of the Ad Hoc Committee and the Organizational Chart of the Office which form as an integral part of this Ordinance;

WHEREAS, Art. 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

ALBERT S. GARCIA
Provincial Governor

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

www.facebook.com/1Bataan

www.1Bataan.com www.Bataan.Gov.Ph

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 the same 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. CREATION OF POSITIONS. The following positions is hereby created:

Provincial Information Office:

Positions	Number	Salary Grade
Information Officer II	1	SG-15
Administrative Officer II	1	SG-15
Computer Operator III	1	SG-12

SECTION 2. RATIONALE. The positions requested for creation will be in compliance to Civil Service Commission's MC 19, s. 192 which is the Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in the LGUs, and Section 17 of the Local Government Code of 1991;

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;

SECTION 4. SEPARABILITY CLAUSE. If any part of this Ordinance is declared not valid, unconstitutional or unlawful, such declaration, remaining provisions, sections or parts hereof 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 12th day of July, 2021 in the City of Balanga, Province of Bataan.

APPROVED UNANIMOUSLY.


MA. LILIOSA B. OCONER
Assistant Secretary to the SP


BENJAMIN C. SERRANO, JR.
Board Member


JOMAR L. GAZA J.D.
Board Member


ALBERT S. GARCIA
Provincial Governor

Provincial funds

Pro

[Signature]

[Signature]

[Signature]

[Signature]


[Signature]

[Signature]

[Signature]

[Signature]

- 3 -


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


JOSE C. VILLAPANDO, SR.
Board Member


ROMANO L. DEL ROSARIO
Board Member


DOROTEO M. AUSTRIA
Board Member
(FABC President)


NOEL JOSEPH L. VALDECAÑAS
Board Member
(PCL President)


PRECIOUS D. MANUEL
Board Member
(SKF President)


ROSITA N. SISON
Board Member
(IPM Representative)

ATTESTED:


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

APPROVED:


ALBERT S. GARCIA
Provincial Governor
Date: 7/30/2021









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 Creation of Positions in the **Provincial Information Office** is compliant with the provisions of Sec. 325 of Republic Act. No. 7160 and Local Budget Circular No. 61.

The proposed Creation of Positions are as follows:

Proposed Creation: (two) 2 – Administrative Officer IV (Information Officer II) (SG-15)
(one) 1 – Administrative Officer IV (Administrative Officer II) (SG-15)
(one) 1 – Senior Administrative Assistant II (Computer Operator IV) (SG-14)
(one) 1 – Administrative Assistant VI (Computer Operator III) (SG-12)

Total Amount for the Requested Creation of Positions (per annum) - Php 2,678,064.040

This notwithstanding, that due to our current financial situation, only the following items were prioritized to be funded for this fiscal year:

LFC Approved for Funding: (one) 1 – Administrative Officer IV (Information Officer II) (SG-15)
(one) 1 – Administrative Officer IV (Administrative Officer II) (SG-15)
(one) 1 – Administrative Assistant VI (Computer Operator III) (SG-12)


Total Amount for the Creation of All Positions (per annum) - Php 1,585,811.30

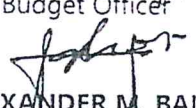
The above-enumerated positions shall be funded in the Supplemental Budget of the Province of Bataan, covering the period of October 1 to December 31, 2021, and years thereafter.

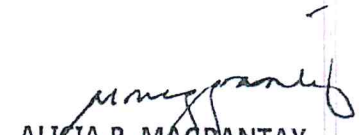
Further, the total appropriation for Personal Services of the Provincial Government of Bataan will not exceed the forty-five percent (45%) of the total annual income from regular sources realized in the next preceding fiscal year.


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 2nd Tranche of SSL 5

Improbable fund

1.1 TMTs

Caboy

Sumner

Q

Sumner

M

Lille

Wilton Balh

h

[Handwritten signature]

[Handwritten signature]

PROVINCIAL INFORMATION OFFICE

COMPUTATION OF ANNUAL BUDGETARY REQUIREMENT AT LOCAL BUDGET CIRCULAR NO. 132 (2ND Tranche of SSL 5)

FOR CREATION:

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
Administrative Officer IV (Information Officer II)	15	33,575.00	402,900.00	24,000.00	6,000.00	33,575.00	5,000.00	33,575.00	48,348.00	1,200.00	7,050.75	1,200.00	5,000.00	567,848.75
Administrative Officer IV (Administrative Officer II)	15	33,575.00	402,900.00	24,000.00	6,000.00	33,575.00	5,000.00	33,575.00	48,348.00	1,200.00	7,050.75	1,200.00	5,000.00	567,848.75
Administrative Assistant VI (Computer Operator III)	12	26,052.00	312,624.00	24,000.00	6,000.00	26,052.00	5,000.00	26,052.00	37,514.38	1,200.00	5,470.92	1,200.00	5,000.00	450,113.80
Total		93,202.00	1,118,424.00	72,000.00	18,000.00	93,202.00	15,000.00	93,202.00	134,210.38	3,600.00	19,572.42	3,600.00	15,000.00	1,585,811.30

Prepared by:

M. Ganzon
MARJORIE ANNE T. GANZON
 Budget Officer II

Noted by:

E. Banzon
EDUARDO D. BANZON
 Provincial Budget Officer I

[Handwritten signatures and initials]

[Handwritten signatures and initials]

[Handwritten signatures]

[Handwritten signature]



Provincial Government of Bataan
AD HOC REQUEST FORM

- Job Order Upgrade
- Contract of Service
- Creation
- Publication
- JO - Replacement
- JO - New
- Consultant

TO: AD HOC SCREENING COMMITTEE

Date: May 31, 2021

This is to request the following positions for the Provincial Information Office
(Name of Office)

POSITIONS	ITEM NUMBER (if applicable)
(2) Information Officer II	
(1) Administrative Officer II	
(1) Computer Operator IV	
(1) Computer Operator II	

Justification for Request:

With the on-going pandemic, we had to channel all our attention, time, efforts and resources in attending/covering/documenting important meetings, events and related activities; to be able to come up with relevant, timely, accurate information to the public in the form of news articles, advisories, press releases, AVPs, printed posters, social media graphics not to mention providing technical assistance to other offices in preparing their own information dissemination materials.

Duties and Responsibilities:

See attachment

Deliverables contributory to MFOs:

Requirement: Organizational Chart of requesting department

ANGELINE O.L. LARA
OIC-PIO

Received by: Verified by:
 (Signature) 5/31/21 HR Personnel / Date LUZ R. ENRIQUEZ OIC - PHRMO
 Reviewed by: (as to appropriations) EDUARDO D. BANZON Provincial Budget Officer

This portion below is to be filled up by Ad Hoc Committee members only:

Reviewed by: Approved Disapproved
 AD HOC COMMITTEE / Date
 Chairman: Engr. Viktor B. Ubaldo
 Members: Ludivina G. Banzon, Atty. Efren C. Lizardo
 Member/ Secretariat: Luz R. Enriquez

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten mark

Handwritten signature

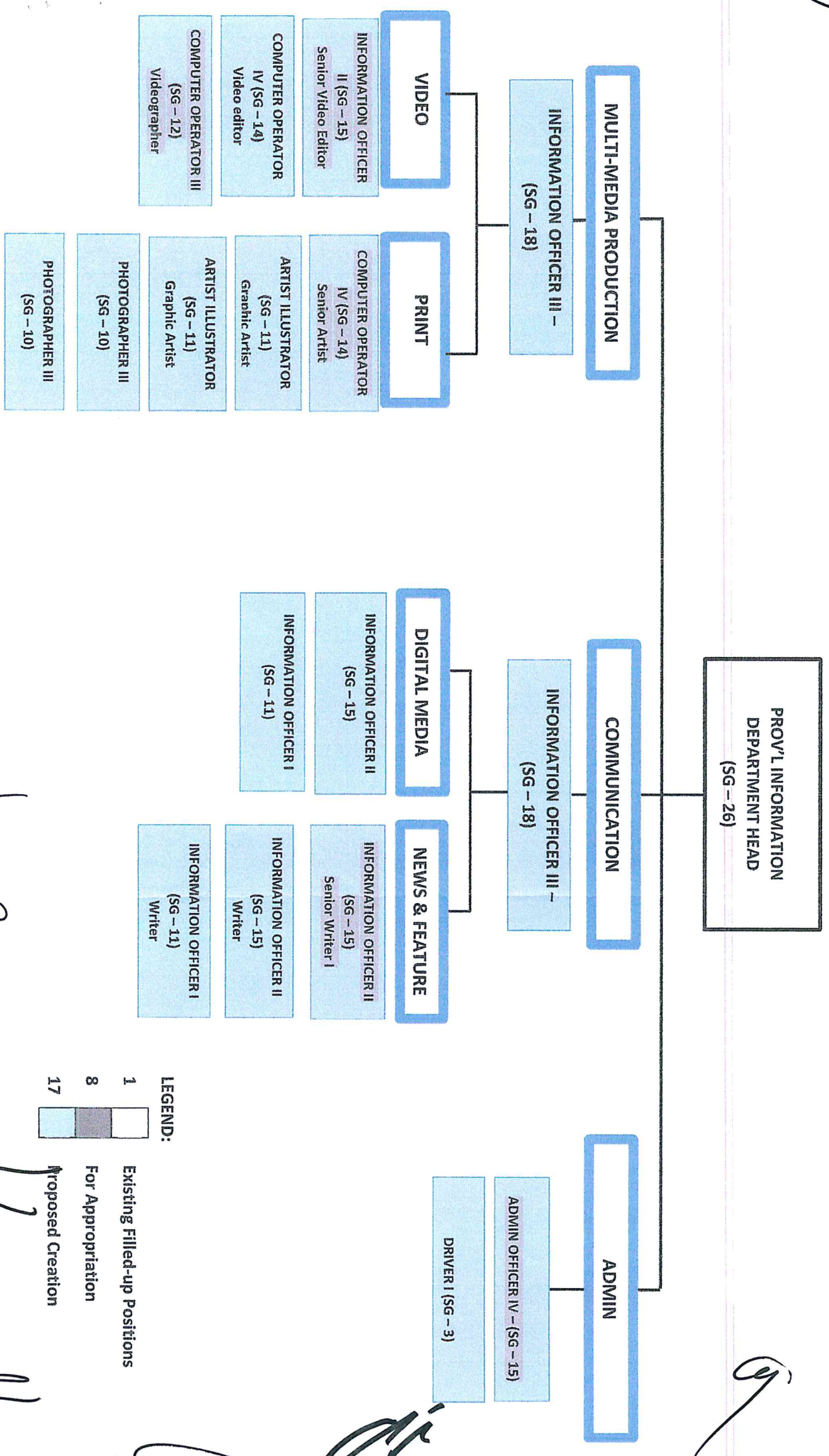
Handwritten signature

ORGANIZATIONAL CHART
PROVINCIAL INFORMATION OFFICE

Handwritten mark

Handwritten note: gpa was fixed w w no

Handwritten signature



LEGEND:
1 Existing Filled-up Positions
8 For Appropriation
17 Proposed Creation

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature