




Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
*www.pangasinan.gov.ph*

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARIAT**

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1<sup>st</sup> Endorsement  
June 24, 2019

Respectfully transmitted to the Sangguniang Bayan Secretary of Bayambang, Pangasinan the herein copies of Resolution Nos. ~~337, 338, 339, 340, 341 & 342~~, all Series of 2019, which were approved by the Sangguniang Panlalawigan on June 10, 2019, for your information and guidance.

  
**VERNA T. NAVA-PEREZ**  
*Secretary to the Sanggunian*

*EBR/bdc*



Republic of the Philippines  
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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

# CERTIFICATION

**TO WHOM IT MAY CONCERN:**

*THIS IS TO CERTIFY that at the regular session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on June 10, 2019 at Lingayen, Pangasinan, the following resolution was approved:*

Sponsored by SP Members Angel M. Baniqued, Jr. and Generoso D. Tulagan, Jr.  
and co-sponsored by SP Members Sheila Marie S. Perez-Galicia,  
Jerome Vic O. Espino and Arth Bryan C. Celeste

**RESOLUTION NO. 339-2019**

**DECLARING MUNICIPAL ORDINANCE NO. 04, S-2019 OF THE SANGGUNIANG BAYAN OF BAYAMBANG, PANGASINAN, ENTITLED "AN ORDINANCE CHANGING THE POSITION TITLE AND SALARY GRADE OF ADMINISTRATIVE ASSISTANT V, (STENOGRAPHIC REPORTER III, SG-11) TO SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV, SG-13) PURSUANT TO BUDGET CIRCULAR NO. 2004-3 DATED MARCH 6, 2004 ENTITLED "CONVERSION OF POSITIONS PERFORMING STAFF/NON-TECHNICAL POSITIONS" AS WITHIN THE CONFERRED POWERS OF THE SANGGUNIANG BAYAN TO ENACT**

**WHEREAS**, the Sangguniang Bayan of Bayambang, Pangasinan submitted its Municipal Ordinance No. 04, Series of 2019 to the Sangguniang Panlalawigan for review and evaluation pursuant to Section 56 of R.A. No. 7160, otherwise known as the Local Government Code of 1991;

**WHEREAS**, the Committee on Laws and Ordinances of the Sangguniang Panlalawigan, with the technical assistance of the Local Finance Committee, have conducted initial review and study on said municipal ordinance and found out that the same was enacted pursuant to Sections 76 and 447 (a) (1) (viii) of RA 7160;

**WHEREAS**, the Sangguniang Panlalawigan, after final evaluation, finds the subject municipal ordinance in order;



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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

*Resolution No. 339-2019*

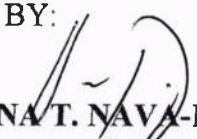
*Page 2*

**WHEREFORE**, in view of the foregoing, on motion of SP Members Angel M. Baniqued, Jr. and Generoso D. Tulagan, Jr. and co-sponsored by SP Members Sheila Marie S. Perez-Galicia, Jerome Vic O. Espino and Arth Bryan C. Celeste, duly seconded, it was –


**RESOLVED**, by the Sangguniang Panlalawigan in session assembled, to declare Municipal Ordinance No. 04, S-2019 of the Sangguniang Bayan of **Bayambang**, Pangasinan, entitled “An Ordinance changing the position title and salary grade of Administrative Assistant V, (Stenographic Reporter III, SG-11) to Senior Administrative Assistant I (Stenographic Reporter IV, SG-13) pursuant to Budget Circular No. 2004-3 dated March 6, 2004 entitled “Conversion of Positions Performing Staff/Non-Technical Positions” as within the conferred powers of the Sangguniang Bayan to enact;

**RESOLVED FURTHER**, that a copy of this resolution be furnished the Office of the Sangguniang Bayan of Bayambang, Pangasinan, for its information and guidance.

CERTIFIED BY:

  
**VERNA T. NAVA-PEREZ**  
*Secretary to the Sanggunian*

ATTESTED:

  
**JOSE FERDINAND Z. CALIMLIM, JR.**  
Vice Governor  
*(Presiding Officer)*



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PROVINCE OF PANGASINAN  
MUNICIPALITY OF BAYAMBANG  
OFFICE OF THE SANGGUNIANG BAYAN

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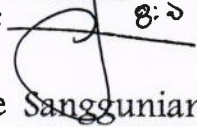


THE LONGEST BARBECUE  
Bayambang, Pangasinan, Philippines  
April 4, 2014

SP SECRETARIAT OFFICE  
LINGAYEN, PANGASINAN


1<sup>ST</sup> INDORSEMENT  
23 April 2019

APR 23 2019

RECEIVED  
BY: 

Respectfully submitted to this Honorable August Body, the Sangguniang Panlalawigan, Province of Pangasinan, Provincial Capitol Compound, Lingayen, Pangasinan, thru Honorable Sanggunian Secretary, Atty. Verna T. Nava-Perez, the hereto attached Municipal Ordinance No. 04, Series of 2019, entitled: "ORDINANCE CHANGING THE POSITION TITLE AND SALARY GRADE OF ADMINISTRATIVE ASSISTANT V (STENOGRAPHIC REPORTER III, SG-11) TO SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV, SG-13) PURSUANT TO BUDGET CIRCULAR NO. 2004-3 DATED MARCH 6, 2004 ENTITLED "CONVERSION OF POSITIONS PERFORMING STAFF/NON-TECHNICAL POSITIONS" for their information and appropriate action.

JOEL V. CAMACHO  
Secretary

 4/20/19



Republic of the Philippines  
PROVINCE OF PANGASINAN  
MUNICIPALITY OF BAYAMBANG  
OFFICE OF THE SANGGUNIANG BAYAN

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RECORD HOLDER  
THE LONGEST BARBECUE  
Bayambang, Pangasinan, Philippines  
April 4, 2014

## CERTIFICATE OF POSTING

**THIS IS TO CERTIFY** that the Municipal Ordinance No. 04, Series of 2019 which was enacted and approved by the Sangguniang Bayan of Bayambang, Pangasinan on March 18, 2019 was posted in the municipal bulletin and in conspicuous places of the municipality in compliance with the provisions of RA 7160, otherwise known as the Local Government Code of 1991.

Certified this 23<sup>rd</sup> day of April 2019, at Bayambang, Pangasinan.

**JOEL V. CAMACHO**  
Secretary to the Sanggunian



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
**MUNICIPALITY OF BAYAMBANG**  
**OFFICE OF THE SANGGUNIANG BAYAN**

~000|000~



THE LONGEST BARBECUE  
 Bayambang, Pangasinan, Philippines  
 April 4, 2014

**MUNICIPAL ORDINANCE NO. 04, SERIES OF 2019**

**ORDINANCE CHANGING THE POSITION TITLE AND SALARY GRADE OF ADMINISTRATIVE ASSISTANT V (STENOGRAPHIC REPORTER III, SG-11) TO SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV, SG-13) PURSUANT TO BUDGET CIRCULAR NO. 2004-3 DATED MARCH 6, 2004 ENTITLED "CONVERSION OF POSITIONS PERFORMING STAFF/NON-TECHNICAL POSITIONS."**

OFFICE OF THE MUNICIPAL VICE MAYOR  
 LINGAYEN, PANGASINAN

*Authored by: SBM Benjamin Francisco S. De Vera*

APR 23 2019

RECEIVED  
 BY: *[Signature]*

**EXPLANATORY NOTE:**

**WHEREAS**, the Sangguniang Bayan of Bayambang, Pangasinan submitted its Municipal Ordinance No. 10, Series of 2018 to the Sangguniang Panlalawigan for review and evaluation pursuant to Section 56 of R.A. No. 7160, otherwise known as the Local Government Code of 1991;

**WHEREAS**, the Committee on Laws and Ordinances of the Sangguniang Panlalawigan, with the technical assistance of the Local Finance Committee, have conducted initial review and study on said municipal ordinance and found out that the same was enacted pursuant to Sections 76 and 447 (a)(1)(viii) of R.A. 7160;

**WHEREAS**, the same Committee found that the position title/salary grade of the following positions should be changed/adjusted to conform with the provisions of Budget Circular No. 2004-3 dated March 6, 2004 entitled "Conversion of Positions Performing Staff/Non-Technical Positions", and to which the Sangguniang Bayan of Bayambang of Pangasinan decided to comply with:

FROM	TO
Administrative Assistant V (Stenographic Reporter III)      SG-11	Senior Administrative Assistant I (Stenographic Reporter IV)      SG-13

**NOW THEREFORE**, on motion of SB Member Benjamin Francisco S. De Vera, duly seconded;

*Be it enacted by the Sangguniang Bayan in session assembled that:*

**SECTION 1.** The position title and salary grade of Administrative Assistant V (Stenographic Reporter III, SG-11) shall be changed to Senior Administrative Assistant I (Stenographic Reporter IV, SG-13) Pursuant to Budget Circular No. 2004-3 dated March 6, 2004 entitled "Conversion of Positions Performing Staff/Non-Technical positions.

**SECTION 2.** The qualifications of the new position are as follows:

Item No.	OFFICE OF THE MUNICIPAL VICE MAYOR	Salary/Annum
III-6	SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV) SG/Step :13/1	272,508.00
	Qualification Standards:  : Completion of two years studies in college : 3 years of relevant experience : 16 hours of relevant training : Career Services (Sub-professional) 1st Level Eligibility	

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Republic of the Philippines  
PROVINCE OF PANGASINAN  
MUNICIPALITY OF BAYAMBANG  
OFFICE OF THE SANGGUNIANG BAYAN

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THE LONGEST BARBECUE  
Bayambang, Pangasinan, Philippines  
April 4, 2014

**SECTION 3.** The position shall have the following duties, power and functions:

**OFFICE OF THE MUNICIPAL VICE MAYOR**

**1. Senior Administrative Assistant I (Stenographic Reporter IV) (Item No. III-6)**

1. To keep record of incoming/outgoing dark, files/registers etc. to keep filing up to date to fix appointments, to arrange meetings and collect information desired by the Officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy;
2. To maintain confidentiality and secrecy;
3. To type and take dictation in shorthand and to transcribe it accurately;
4. To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings;
5. To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meetings;
6. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention;
7. To destroy by burning the stenographic/notes of the confidential/secret nature after they have been typed;
8. To keep track of the progress of cases/matters till these are finally disposed of;
9. To keep reference books, rules ordinances, statutes, etc. up to date;
10. To perform such other duties as may be assigned to him from time to time in relation to the functions assigned to the Departments;


**SECTION 4. EFFECTIVITY-** This Ordinance shall take effect upon approval.

**ENACTED** this 18<sup>th</sup> day of March 2019.

*Certified to be duly adopted and approved:*

**JOEL V. CAMACHO**  
Secretary to the Sanggunian

**ATTESTED:**

  
**HON. RAUL R. SABANGAN**  
Municipal Vice-Mayor &  
SB Presiding Officer



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
**MUNICIPALITY OF BAYAMBANG**  
**OFFICE OF THE SANGGUNIANG BAYAN**


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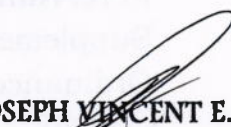


**THE LONGEST BARBECUE**  
 Bayambang, Pangasinan, Philippines  
 April 4, 2014

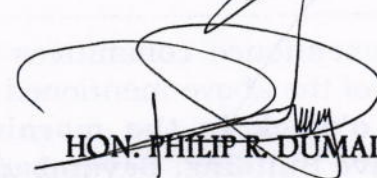
**ORDINANCE CHANGING THE POSITION TITLE AND SALARY GRADE OF ADMINISTRATIVE ASSISTANT V (STENOGRAPHIC REPORTER III, SG-11) TO SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV, SG-13) PURSUANT TO BUDGET CIRCULAR NO. 2004-3 DATED MARCH 6, 2004 ENTITLED "CONVERSION OF POSITIONS PERFORMING STAFF/NON-TECHNICAL POSITIONS"**

**WE CONCUR:**  
**SANGGUNIANG BAYAN MEMBERS**

  
**HON. MYLVIN T. JUNIO**

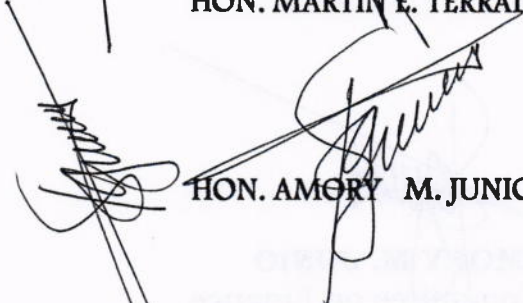
  
**HON. JOSEPH VINCENT E. RAMOS**

  
**HON. JUNIE J. ANGELES**

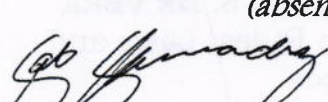
  
**HON. PHILIP R. DUMALANTA**

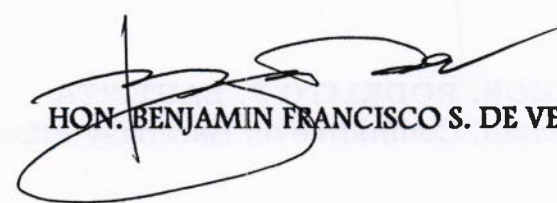
  
**HON. MARTIN E. TERRADO II**

  
**HON. MA. CATALINA E. DE VERA**

  
**HON. AMORY M. JUNIO**

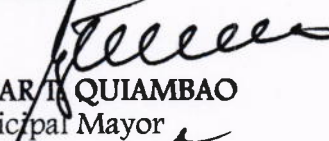
**HON. RODELITO F. BAUTISTA**  
 Pangulo, Liga ng mga Barangay  
*(absent)*

  
**HON. GABRIEL TRISTAN P. FERNANDEZ**  
 President, SK Federation

  
**HON. BENJAMIN FRANCISCO S. DE VERA**



**APPROVED:**

  
**HON. CEZAR QUIAMBAO**  
 Municipal Mayor







Republic of the Philippines  
PROVINCE OF PANGASINAN  
MUNICIPALITY OF BAYAMBANG  
**OFFICE OF THE SANGGUNIANG BAYAN**

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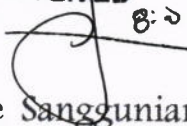


THE LONGEST BARBECUE  
Bayambang, Pangasinan, Philippines  
April 4, 2014


SP SECRETARIAT OFFICE  
LINGAYEN, PANGASINAN

1<sup>ST</sup> INDORSEMENT  
23 April 2019

APR 23 2019

RECEIVED  
BY: 

Respectfully submitted to this Honorable August Body, the Sangguniang Panlalawigan, Province of Pangasinan, Provincial Capitol Compound, Lingayen, Pangasinan, thru Honorable Sanggunian Secretary, Atty. Verna T. Nava-Perez, the hereto attached Municipal Ordinance No. 04, Series of 2019, entitled: **“ORDINANCE CHANGING THE POSITION TITLE AND SALARY GRADE OF ADMINISTRATIVE ASSISTANT V (STENOGRAPHIC REPORTER III, SG-11) TO SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV, SG-13) PURSUANT TO BUDGET CIRCULAR NO. 2004-3 DATED MARCH 6, 2004 ENTITLED “CONVERSION OF POSITIONS PERFORMING STAFF/NON-TECHNICAL POSITIONS”** for their information and appropriate action.

  
JOEL V. CAMACHO  
Secretary



Republic of the Philippines  
PROVINCE OF PANGASINAN  
MUNICIPALITY OF BAYAMBANG  
**OFFICE OF THE SANGGUNIANG BAYAN**  
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## CERTIFICATE OF POSTING

**THIS IS TO CERTIFY** that the Municipal Ordinance No. 04, Series of 2019 which was enacted and approved by the Sangguniang Bayan of Bayambang, Pangasinan on March 18, 2019 was posted in the municipal bulletin and in conspicuous places of the municipality in compliance with the provisions of RA 7160, otherwise known as the Local Government Code of 1991.

Certified this 23<sup>rd</sup> day of April 2019, at Bayambang, Pangasinan.

**JOEL V. CAMACHO**  
Secretary to the Sanggunian



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
**MUNICIPALITY OF BAYAMBANG**  
**OFFICE OF THE SANGGUNIANG BAYAN**

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**MUNICIPAL ORDINANCE NO. 04, SERIES OF 2019**

**ORDINANCE CHANGING THE POSITION TITLE AND SALARY GRADE OF ADMINISTRATIVE ASSISTANT V (STENOGRAPHIC REPORTER III, SG-11) TO SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV, SG-13) PURSUANT TO BUDGET CIRCULAR NO. 2004-3 DATED MARCH 6, 2004 ENTITLED "CONVERSION OF POSITIONS PERFORMING STAFF/NON-TECHNICAL POSITIONS."**

*Authored by: SBM Benjamin Francisco S. De Vera*

**APR 23 2019**

**RECEIVED**  
 BY: *[Signature]*

**EXPLANATORY NOTE:**

**WHEREAS**, the Sangguniang Bayan of Bayambang, Pangasinan submitted its Municipal Ordinance No. 10, Series of 2018 to the Sangguniang Panlalawigan for review and evaluation pursuant to Section 56 of R.A. No. 7160, otherwise known as the Local Government Code of 1991;

**WHEREAS**, the Committee on Laws and Ordinances of the Sangguniang Panlalawigan, with the technical assistance of the Local Finance Committee, have conducted initial review and study on said municipal ordinance and found out that the same was enacted pursuant to Sections 76 and 447 (a)(1)(viii) of R.A. 7160;

**WHEREAS**, the same Committee found that the position title/salary grade of the following positions should be changed/adjusted to conform with the provisions of Budget Circular No. 2004-3 dated March 6, 2004 entitled "Conversion of Positions Performing Staff/Non-Technical Positions", and to which the Sangguniang Bayan of Bayambang of Pangasinan decided to comply with:

FROM	TO
Administrative Assistant V (Stenographic Reporter III)      SG-11	Senior Administrative Assistant I (Stenographic Reporter IV)      SG-13

**NOW THEREFORE**, on motion of SB Member Benjamin Francisco S. De Vera, duly seconded;

*Be it enacted by the Sangguniang Bayan in session assembled that:*

**SECTION 1.** The position title and salary grade of Administrative Assistant V (Stenographic Reporter III, SG-11) shall be changed to Senior Administrative Assistant I (Stenographic Reporter IV, SG-13) Pursuant to Budget Circular No. 2004-3 dated March 6, 2004 entitled "Conversion of Positions Performing Staff/Non-Technical positions."

**SECTION 2.** The qualifications of the new position are as follows:

Item No.	OFFICE OF THE MUNICIPAL VICE MAYOR	Salary/Annum
III-6	SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV)    SG/Step :13/1	272,508.00
	Qualification Standards:  : Completion of two years studies in college : 3 years of relevant experience : 16 hours of relevant training : Career Services (Sub-professional) 1st Level Eligibility	

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Republic of the Philippines  
PROVINCE OF PANGASINAN  
MUNICIPALITY OF BAYAMBANG  
**OFFICE OF THE SANGGUNIANG BAYAN**

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THE LONGEST BARBECUE  
Bayambang, Pangasinan, Philippines  
April 4, 2014

**SECTION 3.** The position shall have the following duties, power and functions:

**OFFICE OF THE MUNICIPAL VICE MAYOR**

**1. Senior Administrative Assistant I (Stenographic Reporter IV) (Item No. III-6)**

1. To keep record of incoming/outgoing dark, files/registers etc. to keep filing up to date to fix appointments, to arrange meetings and collect information desired by the Officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy;
2. To maintain confidentiality and secrecy;
3. To type and take dictation in shorthand and to transcribe it accurately;
4. To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings;
5. To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meetings;
6. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention;
7. To destroy by burning the stenographic/notes of the confidential/secret nature after they have been typed;
8. To keep track of the progress of cases/matters till these are finally disposed of;
9. To keep reference books, rules ordinances, statutes, etc. up to date;
10. To perform such other duties as may be assigned to him from time to time in relation to the functions assigned to the Departments;


**SECTION 4. EFFECTIVITY-** This Ordinance shall take effect upon approval.

**ENACTED** this 18<sup>th</sup> day of March 2019.

*Certified to be duly adopted and approved:*

**JOEL V. CAMACHO**  
Secretary to the Sanggunian

**ATTESTED:**

  
**HON. RAUL R. SABANGAN**  
Municipal Vice-Mayor &  
SB Presiding Officer




Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
**MUNICIPALITY OF BAYAMBANG**  
**OFFICE OF THE SANGGUNIANG BAYAN**

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ORDINANCE CHANGING THE POSITION TITLE AND SALARY GRADE OF ADMINISTRATIVE ASSISTANT V (STENOGRAPHIC REPORTER III, SG-11) TO SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV, SG-13) PURSUANT TO BUDGET CIRCULAR NO. 2004-3 DATED MARCH 6, 2004 ENTITLED "CONVERSION OF POSITIONS PERFORMING STAFF/NON-TECHNICAL POSITIONS"

**WE CONCUR:**  
**SANGGUNIANG BAYAN MEMBERS**

  
**HON. MYLVIN T. JUNIO**

  
**HON. JOSEPH VINCENT E. RAMOS**

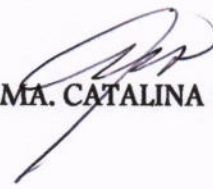
  
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**HON. PHILIP R. DUMALANTA**

  
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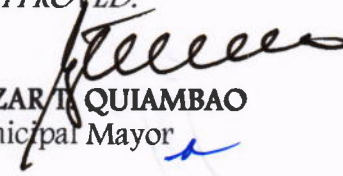
  
**HON. RODELITO F. BAUTISTA**  
 Pangulo, Liga ng mga Barangay  
*(absent)*

  
**HON. GABRIEL TRISTAN P. FERNANDEZ**  
 President, SK Federation

  
**HON. BENJAMIN FRANCISCO S. DE VERA**



APPROVED:

  
**HON. CEZAR T. QUIAMBAO**  
 Municipal Mayor



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
**MUNICIPALITY OF BAYAMBANG**  
**OFFICE OF THE SANGGUNIANG BAYAN**

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**MUNICIPAL ORDINANCE NO. 04, SERIES OF 2019**

**ORDINANCE CHANGING THE POSITION TITLE AND SALARY GRADE OF ADMINISTRATIVE ASSISTANT V (STENOGRAPHIC REPORTER III, SG-11) TO SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV, SG-13) PURSUANT TO BUDGET CIRCULAR NO. 2004-3 DATED MARCH 6, 2004 ENTITLED "CONVERSION OF POSITIONS PERFORMING STAFF/NON-TECHNICAL POSITIONS.**

*Authored by: SBM Benjamin Francisco S. De Vera*

**EXPLANATORY NOTE:**

**WHEREAS**, the Sangguniang Bayan of Bayambang, Pangasinan submitted its Municipal Ordinance No. 10, Series of 2018 to the Sangguniang Panlalawigan for review and evaluation pursuant to Section 56 of R.A. No. 7160, otherwise known as the Local Government Code of 1991;

**WHEREAS**, the Committee on Laws and Ordinances of the Sangguniang Panlalawigan, with the technical assistance of the Local Finance Committee, have conducted initial review and study on said municipal ordinance and found out that the same was enacted pursuant to Sections 76 and 447 (a)(1)(viii) of R.A. 7160;

**WHEREAS**, the same Committee found that the position title/salary grade of the following positions should be changed/adjusted to conform with the provisions of Budget Circular No. 2004-3 dated March 6, 2004 entitled "Conversion of Positions Performing Staff/Non-Technical Positions", and to which the Sangguniang Bayan of Bayambang of Pangasinan decided to comply with:

FROM	TO
Administrative Assistant V (Stenographic Reporter III)      SG-11	Senior Administrative Assistant I (Stenographic Reporter IV)      SG-13

**NOW THEREFORE**, on motion of SB Member Benjamin Francisco S. De Vera, duly seconded;

*Be it enacted by the Sangguniang Bayan in session assembled that:*

**SECTION 1.** The position title and salary grade of Administrative Assistant V (Stenographic Reporter III, SG-11) shall be changed to Senior Administrative Assistant I (Stenographic Reporter IV, SG-13) Pursuant to Budget Circular No. 2004-3 dated March 6, 2004 entitled "Conversion of Positions Performing Staff/Non-Technical positions.

**SECTION 2.** The qualifications of the new position are as follows:

Item No.	OFFICE OF THE MUNICIPAL VICE MAYOR	Salary/Annum
III-6	SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV) SG/Step :13/1	272,508.00
	Qualification Standards:  : Completion of two years studies in college : 3 years of relevant experience : 16 hours of relevant training : Career Services (Sub-professional) 1st Level Eligibility	



Republic of the Philippines  
PROVINCE OF PANGASINAN  
MUNICIPALITY OF BAYAMBANG  
**OFFICE OF THE SANGGUNIANG BAYAN**

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THE LONGEST BARBECUE  
Bayambang, Pangasinan, Philippines  
April 4, 2014

**SECTION 3.** The position shall have the following duties, power and functions:

**OFFICE OF THE MUNICIPAL VICE MAYOR**

**1. Senior Administrative Assistant I (Stenographic Reporter IV) (Item No. III-6)**

1. To keep record of incoming/outgoing dark, files/registers etc. to keep filing up to date to fix appointments, to arrange meetings and collect information desired by the Officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesies;
2. To maintain confidentiality and secrecy;
3. To type and take dictation in shorthand and to transcribe it accurately;
4. To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings;
5. To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meetings;
6. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention;
7. To destroy by burning the stenographic/notes of the confidential/secret nature after they have been typed;
8. To keep track of the progress of cases/matters till these are finally disposed of;
9. To keep reference books, rules ordinances, statutes, etc. up to date;
10. To perform such other duties as may be assigned to him from time to time in relation to the functions assigned to the Departments;


**SECTION 4. EFFECTIVITY-** This Ordinance shall take effect upon approval.

**ENACTED** this 18<sup>th</sup> day of March 2019.

*Certified to be duly adopted and approved:*

**JOEL V. CAMACHO**  
Secretary to the Sanggunian

**ATTESTED:**

  
**HON. RAUL R. SABANGAN**  
Municipal Vice-Mayor &  
SB Presiding Officer



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
**MUNICIPALITY OF BAYAMBANG**  
**OFFICE OF THE SANGGUNIANG BAYAN**

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**THE LONGEST BARBECUE**  
 Bayambang, Pangasinan, Philippines  
 April 4, 2014

ORDINANCE CHANGING THE POSITION TITLE AND SALARY GRADE OF ADMINISTRATIVE ASSISTANT V (STENOGRAPHIC REPORTER III, SG-11) TO SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER IV, SG-13) PURSUANT TO BUDGET CIRCULAR NO. 2004-3 DATED MARCH 6, 2004 ENTITLED "CONVERSION OF POSITIONS PERFORMING STAFF/NON-TECHNICAL POSITIONS"

**WE CONCUR:**  
**SANGGUNIANG BAYAN MEMBERS**

HON. MYLVIN T. JUNIO

HON. JOSEPH VINCENT E. RAMOS

HON. JUNIE J. ANGELES

HON. PHILIP R. DUMALANTA

HON. MARTIN E. TERRADO II

HON. MA. CATALINA E. DE VERA

HON. AMORY M. JUNIO

HON. RODELITO F. BAUTISTA  
 Pangulo, Liga ng mga Barangay  
*(absent)*

HON. GABRIEL TRISTAN P. FERNANDEZ  
 President, SK Federation

HON. BENJAMIN FRANCISCO S. DE VERA



APPROVED:

HON. CEZAR T. QUIAMBAO  
 Municipal Mayor