



Republic of the Philippines  
Province of Pangasinan  
**MUNICIPALITY OF CALASIAO**

MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF CALASIAO,  
PANGASINAN HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON AUGUST 15,  
2022

**PRESENT:**

VICE MAYOR KEVIN ROY Q. MACANLALAY	.....Presiding Officer
COUN. NESTOR A. GABRILLO	.....Member
COUN. MANNY V. DATUIN	.....Member
COUN. FELIPE K. DE VERA	.....Majority Floor Leader
COUN. ARDIESON B. SORIANO	.....Member
COUN. HAVERDANI DAS B. MESINA	.....Member
COUN. GERALD C. AFICIAL	.....Speaker Pro-Tempore/Minority Floor Leader
COUN. ELIAS S. VILLANUEVA	.....Member
COUN. MYC D. SISON	.....Member
ABC PRES. CARLITO A. DION	.....Member, Ex-Officio

**ABSENT:**

S. K. FED. PRES. VANESSA S. ZULUETA	.....Member, Ex-Officio
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**ORDINANCE NO. 05, SERIES OF 2022**

*Proponent: Coun. Nestor A. Gabrillo*

**BRIEF EXPLANATION NOTE**

The Office of the Municipal Mayor, had forwarded to the Sangguniang Bayan a letter proposing the Creation of New Permanent Positions: under the Mayor's Office (Tourism Operations Officer I - SG 11), under the Office of the Municipal Accountant (Administrative Officer II- SG 11), citing as reasons the noted increase of the volume of work and the growing number of clientele.

The Members of the Sangguniang Bayan fully agree with the observation as well as the proposal, hence this Ordinance.

**AN ORDINANCE CREATING THE HEREIN NEW PERMANENT POSITIONS IN THE MUNICIPAL GOVERNMENT OF CALASIAO AS FOLLOWS: UNDER THE MAYOR'S OFFICE (TOURISM OPERATIONS OFFICER I - SG 11), UNDER THE OFFICE OF THE MUNICIPAL ACCOUNTANT (ADMINISTRATIVE OFFICER II - SG 11), IN THE MUNICIPALITY OF CALASIAO, PANGASINAN**

Section 1. There shall be created at the herein below indicated Departments and offices the new permanent positions, with its respective Salary Grade/Compensation, qualification, duties and functions as follows:

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- 1. Office/Department** : LGU Calasiao, Pangasinan-  
(Office of the Municipal Mayor)  
**Position** : (Tourism Operations I)  
**Salary Grade** : SG-11 /S-1
- Qualification Standards**  
**Education** : Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields.  
**Experience** : none required  
**Training** : none required  
**Eligibility Requirement** : Career Service (Professional/Second Level Eligibility)

**Duties and Responsibilities**

1. Responsible for preparing, implementing and updating Local Tourism Development Plans;
2. Responsible in enforcing tourism laws, rules, and regulations;
3. Coordinate with the Departments and other agencies relevant in the performance of the function as Tourism Operations Officer I
4. Perform other tasks which may be assigned by the Local Chief Executive.

- 2. Office/Department** : LGU Calasiao, Pangasinan -  
(Office of the Municipal Accountant)  
**Position** : (Administrative Officer II)  
**Salary Grade** : SG-11 /S-1
- Qualification Standards:**  
**Education** : Bachelor's degree relevant to the job  
**Experience** : none required  
**Training** : none required  
**Eligibility Requirement** : Career service (Professional) Second Level Eligibility)

**Duties and Responsibilities**

1. Gather data for depreciable assets then compute for annual depreciation and provide for necessary property ledger card;
2. Journalize barangay transactions and post to ledger cards;
3. Create monthly trial balance for barangays;
4. Journalize general fund transactions and post to ledger cards;
5. Create monthly trial balance for general fund;
6. Create monthly bank reconciliation for barangay;
7. Performs other tasks which may be assigned by the Immediate Supervisor.

Section 2. This Ordinance shall take effect immediately upon approval by the Sangguniang Panlalawigan and publication.

UNANIMOUSLY APPROVED.  
15<sup>th</sup> day of AUGUST 2022

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UNANIMOUSLY APPROVED.

COUN. NESTOR A. GABRILLO

COUN. FELIPE K. DE VERA

COUN. HAVERDAN DAS B. MESINA

COUN. ELIAS B. VILLANUEVA

COUN. MANNY V. DATUIN

COUN. ARDIESON B. SORIANO

COUN. GERALD C. AFICIAL

COUN. MYC D. SISON

COUN. CARLITO A. DION

ATTESTED:

BRYAN B. GALAUNAN  
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT:

HON. KEVIN ROY O. MACANLALAY  
Vice Mayor/Presiding Officer

APPROVED:

HON. MAMILYN A. CARAMAT  
Municipal Mayor