



*Office of the Sangguniang Panlalawigan*

EXCERPT FROM THE MINUTES OF THE 97<sup>th</sup> REGULAR SESSION OF THE 11<sup>th</sup> SANGGUNIANG PANLALAWIGAN OF ISABELA HELD AT PROVINCIAL CAPITOL, ILAGAN CITY, ISABELA ON AUGUST 06, 2024.

PRESENT:

FAUSTINO G. DY III	Vice Governor and Presiding Officer
DELFINITO EMMANUEL L. ALBANO	Member (1st District) & Floor Leader
EMMANUEL JOSELITO B. AÑES	Member (1st District)
ED CHRISTIAN S. GO	Member (2nd District)
EDGAR R. CAPUCHINO	Member (2nd District)
MARY GRACE D. ARREOLA	Member (3rd District)
RAMON JUAN N. REYES, JR.	Member (3rd District)
CLIFFORD R. RASPADO	Member (4th District)
VICTOR G. DY	Member (4th District)
MANUEL FAUSTINO U. DY	Member (5th District)
EDWARD S. ISIDRO	Member (5th District)
MARCO PAOLO A. MERIS	Member (6th District)
AMADOR A. GAFFUD, JR.	Member (6th District)
ANTONIO S. HUI	Member, PCL Federation President
MARIA KATRINA JESSICA G. DY	Member, LnB Federation President
CATHERINE JOY L. LEGASPI	Member, SK Federation President

**ORDINANCE NO. 2024-29-02**  
**SERIES OF 2024**

**AN ORDINANCE CHANGING THE NOMENCLATURE AND RETITLING OF POSITION FROM ADMINISTRATIVE AIDE IV (DRIVER II) INTO ADMINISTRATIVE AIDE IV (BOOKBINDER II) IN THE PERSONNEL SERVICE ITEMIZATION AND PLANTILLA OF PERSONNEL IN THE PROVINCIAL GOVERNMENT OF ISABELA**

**Sponsor: HON. MANUEL FAUSTINO U. DY**

Chairperson, Committee on Appointments & Personnel Management

**Co-Sponsor: HON. EDWARD S. ISIDRO**

Chairperson, Committee on Finance & Appropriations

**WHEREAS**, Section 325 (f) of the Local Government Code provides that the use of the provincial, city, and municipal funds shall be subject to the limitation that, *“No change in designation or nomenclature of positions resulting in a promotion or demotion in rank or increase or decrease in compensation shall be allowed, except when the position is actually vacant, and the filing of such positions shall be strictly made in accordance with the Civil Service law, rules and regulations;*

**WHEREAS**, presented for consideration of this August Body is the request of the Local Chief Executive to change the nomenclature and title of position of Administrative Aide IV (Driver II) Position into Administrative Aide IV (Bookbinder II) Position in the Personnel Services Itemization and Plantilla of Personnel (PSIPoP) of the Provincial Government of Isabela, in compliance with the 2018 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA) issued by the Civil Service Commission;

**Nagkaisa para sa Isabela**



**AN ORDINANCE CHANGING THE NOMENCLATURE AND RETITLING OF POSITION OF SEVERAL ITEMS IN THE PERSONNEL SERVICE ITEMIZATION AND PLANTILLA OF PERSONNEL IN THE PROVINCIAL GOVERNMENT OF ISABELA**

**WHEREFORE**, the passage of this Ordinance is earnestly sought.

**AN ORDINANCE CHANGING THE NOMENCLATURE AND RETITLING OF POSITION FROM DRIVER II INTO ADMINISTRATIVE AIDE IV (BOOKBINDER II) IN THE PERSONNEL SERVICE ITEMIZATION AND PLANTILLA OF PERSONNEL IN THE PROVINCIAL GOVERNMENT OF ISABELA**

**Section 1. Administrative Positions.** The nomenclature and position titles of the following items in the PSIPoP of the Provincial Government of Isabela is hereby changed to conform to the guidelines of the CSC as follows:

Old Item No.	New Item No.	From Position Title	To Position Title
Provincial Governor's Office			
11.58	11.58	ADMINISTRATIVE AIDE IV (Driver II)	ADMINISTRATIVE AIDE IV (Bookbinder II)

**Section 2. Qualification Standards.** The following are the Quality Standards for the abovementioned positions, to wit:

Position Title	Qualification Standards			
	Education	Experience	Training	Eligibility
Administrative Aide IV (Bookbinder II)	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-CAT-III)

**Section 3. Enforcement.** The Provincial Human Resource and Management Office is directed to coordinate with concerned agencies and departments for the implementation of this Ordinance, to reflect the above changes in the PSIPoP of the Provincial Government of Isabela.

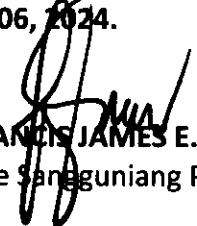
**Section 4. Separability Clause.** If any provision of this Ordinance is declared unconstitutional, the same shall not affect the validity and effectivity of the other provisions hereof.

**Section 5. Repealing Clause.** All Ordinances, Resolutions, and any other local orders and issuances contrary to or inconsistent with this Ordinance are hereby repealed or modified accordingly.


**Section 6. Effectivity.** This Ordinance shall take effect immediately upon its approval.

**AN ORDINANCE CHANGING THE NOMENCLATURE AND RETITLING OF POSITION OF SEVERAL ITEMS IN THE PERSONNEL SERVICE ITEMIZATION AND PLANTILLA OF PERSONNEL IN THE PROVINCIAL GOVERNMENT OF ISABELA**

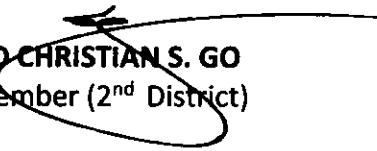
I hereby certify that the foregoing ordinance was duly enacted by the Sangguniang Panlalawigan of Isabela during its 97<sup>th</sup> Regular Session on August 06, 2024.

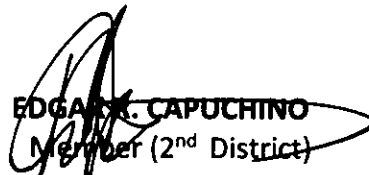
  
**ATTY. FRANCIS JAMES E. MEER**  
Secretary to the Sangguniang Panlalawigan


**ATTESTED:**


  
**DELFINO EMMANUEL L. ALBANO**  
Member (1<sup>st</sup> District)


  
**EMMANUEL JOSELITO B. ANES**  
Member (1<sup>st</sup> District)

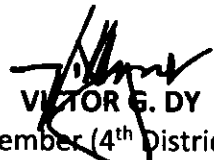
  
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**FAUSTINO G. DY III**  
Vice Governor

**APPROVED:**



**RODOLFO T. ALBANO III**  
Governor