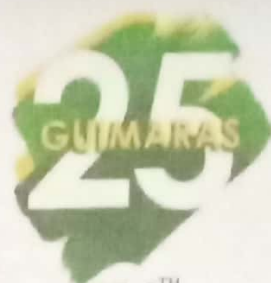




Republic of the Philippines
Province of Guimaras
OFFICE OF THE 9TH SANGGUNIANG PANLALAWIGAN
San Miguel, Jordan, Guimaras 5045



EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE 9TH SANGGUNIANG PANLALAWIGAN, PROVINCE OF GUIMARAS HELD AT THE SP SESSION HALL, 2ND FLOOR, GTIC BUILDING ON NOVEMBER 12, 2019.

PRESENT:

Atty. John Edward G. Gando	-	Vice Governor and Presiding Officer
Hon. Cyril C. Beltran	-	SP Member and Majority Floor Leader
Hon. Aurelio G. Tionado	-	SP Member
Hon. David G. Gano	-	SP Member and Deputy Majority Floor Leader
Hon. Luben G. Vilches	-	SP Member
Hon. Diosdado G. Gonzaga	-	SP Member
Hon. Josefina G. de la Cruz	-	SP Member
Hon. Rex G. Fernandez	-	SP Member
Hon. Raymond H. Gavileño	-	SP Member
Hon. Karren Kaye A. Gadnanan	-	Ex-Officio SP Member (SK Federation President)
Hon. Marilou S. Delumpa	-	Ex-Officio SP Member (LNB Federation President)
Hon. Glicerio G. Edang	-	Ex-Officio SP Member (PCL Federation President)

ORDINANCE NO. 2019-05

AN ORDINANCE INSTITUTIONALISING THE PROVINCIAL ECONOMIC DEVELOPMENT OFFICE (PEDO) OF THE PROVINCE AND PROVIDING FUNDS THEREFOR

ARTICLE 1

TITLE, OBJECTIVE, DEFINITION OF TERMS, OFFICE COMPOSITION

Section 1. TITLE- This Ordinance shall be known as "*AN ORDINANCE INSTITUTIONALISING THE PROVINCIAL ECONOMIC DEVELOPMENT OFFICE (PEDO) OF THE PROVINCE OF GUIMARAS AND PROVIDING FUNDS THEREFOR*"

Section 2. OBJECTIVE: To institutionalise an office as one of the departments of the provincial government responsible in the implementation and promotion of economic thrust of the province and to provide programs, projects and activities which can invite/entice investors to pour out their capital in the province.

Section 3. DEFINITION OF TERMS - As ruled in this Ordinance the following terms shall have the meaning ascribed to them in their section, unless the context of their usage indicates otherwise:

- | | | |
|------------------------|---|---|
| a) Department Head | - | A person who is in charge; or the head of the whole Operation |
| b) Co-terminus status- | | Co-terminus with the Incumbent (CTI) status means the employee shall hold on to the position only dependent with the term of the appointing authority |
| c) Investment | - | Every kind of asset owned or controlled, directly or indirectly By an investor, including enterprise, shares, stock or other forms of equity participation in an enterprise, bonds and other debt of an enterprise, contracts, claims to money and performance, intellectual property rights and any other tangible and intangible assets |

CONTACT US: —



+63920 9815 602



ospguimaras@gmail.com



ProvinceofGuimaras

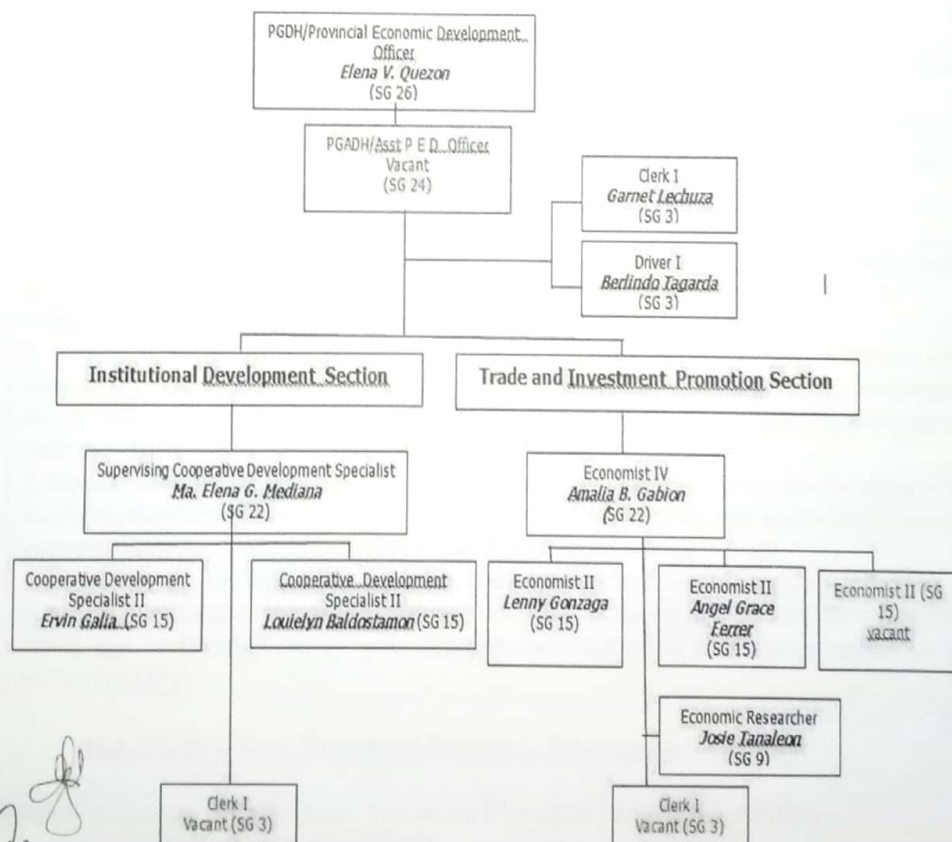
- d) Investor - Natural or juridical persons (citizens and permanent residents) of a Contracting Party and enterprises organized in accordance with the law that seek to make, are making, or have made an investment.
- e) Institutionalising - Establish (something, typically a practice or activity as convention or norm in an organization or culture.
- f) Business sector - Subset of the domestic economy excluding the economic activities of general government, private households and non-profit organizations serving individuals
- g) PEDO - Provincial Economic and Development Office
- h) Provincial Economic and Development Officer- a person duly appointed by the appointing authority to be the head of PEDO

Section 4. OFFICE COMPOSITION: The Office shall be headed by a department head to be appointed by the Governor in a co-terminus status with salary grade 26 and shall have benefits and privileges equal to other department heads. The head of office shall have twelve (12) staff members appointed by the governor on a permanent status.

ARTICLE II

SECTION 1. ORGANIZATIONAL STRUCTURE OF PEDO

PROVINCIAL ECONOMIC DEVELOPMENT OFFICE



Legend:

● unfunded

Provincial Government of Gulmaras

Section 2. DUTIES AND RESPONSIBILITIES

Section 2. DUTIES AND RESPONSIBILITIES

PGDH/ Provincial Economic Development Officer

Position Description	PGDH/Provincial Economic and Development Officer SG 26/1 =P=1,095,924.00
Office/Department	PEDO
CSC Qualification Standards:	
Education	Bachelor's degree
Experience	5 years in position involving management supervision
Training	None required
Eligibility	Career Service Professional (Second Level Eligibility)
Duties and Responsibilities	
Technical Duties and Responsibilities	
40%	<ol style="list-style-type: none"> 1. Formulates, develops economic development plan and strategies and upon approved by the Local Chief Executive, implement the same in coordination with identified key economic player both provincial and municipal; 2. Identifies and promotes improvement to and expansion of existing business and industry; 3. Identifies and promotes new business or industrial opportunities; 4. Initiates and conducts discussion and negotiation with private sector regarding economic development of the Provincial Government of Guimaras. 5. Recommends policies to the sanggunian and the Local Chief Executive as the case may be , for capacity development of cooperatives, people's organization or association and SME's; 6. Implements local economic development and investment promotion programs and project of the Provincial Government of Guimaras; 7. Identifies the needs of the business community and inform the appropriate government office and/or agency of the needs; 8. Participates in regional and national economic planning activities as required; 9. Facilitates partnership between business, government, communities, educational and financial institutions; 10. Provides technical and administrative support to municipal governments in areas of trade and investment, tourism, enterprise development, development of cooperatives, SMEs and other people's organization.
Managerial Job Duties and Responsibilities	
60%	<ol style="list-style-type: none"> 1. Effectively utilizes human and financial resources through the hiring, training, evaluation and discipline of subordinates and structuring of position assignments to meet the organizational needs of the PLGU (30%); 2. Conducts regular performance evaluations of his/her subordinates and discusses with them their strengths and areas for improvement and their various training needs; determines the development path of his/her subordinates through coaching and mentoring and coordinates with the HRMO on matters that need support (15%); 3. Directs section chiefs, subordinates and employees activities to ensure the most efficient and equitable delivery of services; leads in building strong, capable and motivated workforce and imposes authority and control within authorized limits (10%); 4. Recommends for recognition, awards and citations; and assumes responsibility for monitoring retirees in the department and coordinates the same with the HRMO; promotes health and wellness practices in the department/division and supports its various programs and initiatives (5%).

Asst. PGDH/ Asst. Provincial Economic Development Officer

Position Description	Asst. PGDH/ Asst. Provincial Economic Development Officer SG24/1 =P= 850,740.00
Office/Department	PEDO
CSC Qualification Standards:	

<i>Education</i>	Bachelor's degree
<i>Experience</i>	4 years in position involving management/supervision
<i>Training</i>	24 hours of training on management/supervision
<i>Eligibility</i>	Career Service (Professional) 2nd Level Eligibility
Duties and Responsibilities	
15%	1. Compile, analyze, and report data to explain economic phenomena and forecast market trends, applying mathematical models and statistical techniques.
20%	2. Develop economic guidelines and standards and prepare points of view used in forecasting trends and formulating economic policy.
20%	3. Study economic and statistical data in area of specialization, such as finance, labor, or agriculture.
25%	4. Formulate recommendations, policies, or plans to solve economic problems or to interpret markets.
5%	5. Provide advice and consultation on economic relationships to businesses, public and private agencies, and other employers.
10%	7. Train subordinates on principles, and methods of economics.
5%	8. Conducts regular performance evaluation of his/her subordinates and discusses with them their strength and areas various training needs; Determines the development path of his/her subordinates and reflects such in their respective individual development plans; Monitor the progress of his/her subordinates through-coaching and mentoring and coordinates with their HRMO on matters that need support.

Supervising Cooperative Development Specialist

<i>Position Description</i>	Supervising Cooperative Development Specialist SG 22/1 =P= 666,252.00
<i>Office/Department</i>	PEDO
CSC Qualification Standards:	
<i>Education</i>	Bachelor's degree relevant to the job
<i>Experience</i>	3 years of relevant experience
<i>Training</i>	16 hours of relevant training
<i>Eligibility</i>	Career Service Professional (2nd level Eligibility)
Duties and Responsibilities	
30%	1. Under the supervision of the PED Officer, provide assistance in the development and implementation of plans and programs especially on institutional development, strategic planning, diversification and designing of economic and development related programs and projects;
20%	2. Effects central administrative control through the implementation of policies, rules and regulations established by the office;
20%	3. Conducts fieldwork or monitoring on the progress of cooperative in the province;
15%	4. Provide technical support an advice to other stakeholders and/or partner agencies, as appropriate in the following activities; <ul style="list-style-type: none"> • Project development and project appraisal; • Research educational information and training program for cooperative development; • Maintain records and systems in all aspect of the projects but not limited to budget/financial management and expenditures, to ensure compliance to the project term and conditions;
10%	5. Recommends to the PEDO the issuance of instructions and special assignments of subordinates and assist on difficult work aspect of the personnel;
5%	6. Perform other related tasks as may be assigned from time to time by the immediate supervisor or by Provincial Economic Development Officer.
100%	

Cooperative Development Specialist II

<i>Position Description</i>	Cooperative Development Specialist II SG 15/2 =P=315,276.00
<i>Office/Department</i>	PEDO
CSC Qualification Standards:	
<i>Education</i>	Bachelor's degree relevant to the job
<i>Experience</i>	1 year of relevant experience
<i>Training</i>	4 hours of relevant training
<i>Eligibility</i>	Career Service Professional (Second Level Eligibility)
	<i>Duties and Responsibilities</i>
40%	1. Under the supervision of the PED Officer, provide assistance in the development and implementation of plans and programs especially on institutional development, strategic planning, diversification and designing of economic and development related programs and project;
30%	2. Conduct data profiling and analysis of cooperative related information and develop necessary tools essentials for planning, implementation, monitoring and evaluation of cooperative programs and services;
20%	3. Provide technical support to cooperatives and other related agencies in the submission of mandatory reportorial requirements to regulating agency;
10%	4. Perform other related task as may be assigned from time to time by the immediate supervisor or by Province Economic Development Officer.
100%	

Cooperative Development Specialist II

<i>Position Description</i>	Cooperative Development Specialist II SG 15/1 =P=311,412.00
<i>Office/Department</i>	PEDO
CSC Qualification Standards:	
<i>Education</i>	Bachelor's degree relevant to the job
<i>Experience</i>	1 year of relevant experience
<i>Training</i>	4 hours of relevant training
<i>Eligibility</i>	Career Service Professional (Second Level Eligibility)
	<i>Duties and Responsibilities</i>
40%	1. Under the supervision of the PED Officer, provide assistance in the development and implementation of plans and programs especially on institutional development, strategic planning, diversification and designing of economic and development related programs and project;
30%	2ggfd 2. Conduct data profiling and analysis of cooperative related information and develop necessary tools essentials for planning, implementation, monitoring and evaluation of cooperative programs and services;
20%	3. Provide technical support to cooperatives and other related agencies in the submission of mandatory reportorial requirements to regulating agency;
10%	4. Perform other related task as may be assigned from time to time by the immediate supervisor or by Province Economic Development Officer.
100%	

Economist IV

Position Description	Economist IV SG 22/4 =P= 699,420.00
Office/Department	PEDO
CSC Qualification Standards:	
Education	Bachelor's degree relevant to job
Experience	3 years relevant experience
Training	16 hours relevant training
Eligibility	Career Service Professional (2 nd Level Eligibility)
Duties and Responsibilities	
45%	<ul style="list-style-type: none"> 1. Perform a variety of economic analysis, research evaluations concerned with the major sector of the provinces economy projects economic trends to incorporate in to short range and long range planning efforts; 2. Analyze income trends, gather information, opinions, and management reviews on the economy of the province and correlate research data and making interferences, conclusions and recommendations. 3. Collaborate with economic sector stakeholders in the conduct of various economic related activities and provide feedback to superior, local officials for consideration in the short term and long term planning efforts towards the achievement of the defined Local Economic Development goals and objectives; 4. Conceptualize, prepare formulate programs, project and activity proposal and or business plans related to trade investment and employment promotion for funding; 5. Plan, coordinate and manage implementation of programs, projects and activities under the trade, investment and employment promotion section; 6. Provide technical support in the formulation of local policies supportive of establishing an investment-friendly climate in the province; 7. Organize, coordinate and collaborate with partner, stakeholder on trade and promotion related events and activities. 8. Provide technical assistance and services and basic information about business potentials of the LGU including LGU services and investment clients and prospective investor; 9. Facilitate the establishment of local economic data base containing relevant facts and figures of the Locality, prepare periodic reports and documentation as required or maybe required by the immediate superior and; 10. Perform such other duties and functions may be prescribed from time to time.
20%	2. Direct subordinates and staff activities to ensure the most efficient and equitable delivery of services; Leads in building strong , capable and motivates workforce and imposes authority and control within authorized limits.
25%	3. Recommends for recognition, awards and citations; and assumes responsibility for monitoring retirees in the department and coordinates the same with the human resource office; promotes health and wellness practices in the department/division and support its various programs and initiatives.

Economist II

Position Description	Economist II SG 15/5 =P= 327,132.00
Office/Department	PEDO
CSC Qualification Standards:	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience

Training	4 hours of relevant training
Eligibility	Career Service Professional (Second Level Eligibility)
Duties and Responsibilities	
25%	1. Performs a variety of economic analysis, research evaluations concerned with the major sector of the province's economy projects economic trends to incorporate into short range and long range planning efforts analyze income trends, gather information, opinion, organizational and management views on the economy of the province.
20%	2. Plans direct economic research projects with in define norms in furthermore of the goals, objectives and policies;
20%	3. Performs difficult task in correlating research data and in making inferences, conclusions and recommendation;
25%	4. Plans design and executes research project within closely defined objective as specified in specific economic goals and objectives, brings, collates, compares and analyze economic value to the province, makes periodic reports summarizing provincial economic trends
10%	5. Does other related duty as may be assigned from time to time.
100%	

Economist II

Position Description	Economist II SG 15/1 =P= 311,412.00
Office/Department	PEDO
CSC Qualification Standards:	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service Professional (Second Level Eligibility)
Duties and Responsibilities	
25%	1. Performs a variety of economic analysis, research evaluations concerned with the major sector of the province's economy projects economic trends to incorporate into short range and long range planning efforts analyze income trends, gather information, opinion, organizational and management views on the economy of the province.
20%	2. Plans direct economic research projects with in define norms in furthermore of the goals, objectives and policies;
20%	3. Performs difficult task in correlating research data and in making inferences, conclusions and recommendation;
25%	4. Plans design and executes research project within closely defined objective as specified in specific economic goals and objectives, brings, collates, compares and analyze economic value to the province, makes periodic reports summarizing provincial economic trends
10%	5. Does other related duty as may be assigned from time to time.
100%	

Economic Researcher

Position Description	Economic Researcher SG 9/1 =P=183,348.00
Office/Department	PEDO
CSC Qualification Standards:	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service Professional (Second Level Eligibility)
Duties and Responsibilities	
35%	1. Assist in planning, designing and implementation of research projects as specified in the economic goals, objectives and policies;

25%	2. Conduct research on economic issues and analyze research findings and evaluations concerned with the major sector of the province economy;
20%	3. Make feasibility studies on economic-related projects, and prepare periodic reports on the provincial economic trends;
10%	4. Perform task in correlating research data and in making inferences, conclusions and recommendations;
10%	5. Perform other related tasks as may be assigned from time to time by the immediate supervisor or by Provincial Economic Development Officer.
100%	

Clerk I

<i>Position Description</i>	Clerk I SG 3/2 =P= 128,136.00
<i>Office/Department</i>	PEDO
CSC Qualification Standards:	
<i>Education</i>	Completion of two years studies in college
<i>Experience</i>	None required
<i>Training</i>	None required
<i>Eligibility</i>	Career Service Sub-Professional (First Level Eligibility)
Duties and Responsibilities	
35%	1.Prepare correspondences, reports and other materials, operates office equipment, processes various basic documents such as incoming and outgoing documents , financial transactions; ensuring and examine that all necessary forms and documents are complete and accurate;
30%	2.Assits and communicate appropriately with clients, employees and other individuals, answer basic question ,disseminate or explain information, answers telephone inquires, locate records, fill-out forms, file, sort documents ,works in pay computation ,process other financial transactions , records office activities and other clerical related task;
25%	3.Use computer and basic software applications to accurately enter data, search database, create documents and send emails as requested by the supervisor;
10%	4.Performs other relevant duties as required.
100%	

Driver I

<i>Position Description</i>	Driver I SG 3/5 =P=131,112.00
<i>Office/Department</i>	PEDO
CSC Qualification Standards:	
<i>Education</i>	Elementary School Graduate
<i>Experience</i>	None required
<i>Training</i>	None required
<i>Eligibility</i>	Driver License (MC 11, s. 96 - CAT.II)
Duties and Responsibilities	
100%	1. Drives official vehicles carrying passengers out or on official business around the province under direct request from a known and responsible provincial officials, making sure that the vehicle if fully greased, lubricated, watered and in sound mechanical condition before usage; check brakes and tires to be certain that these are in good working orders; complies with provincial and national rules and regulations on gas tickets driving with authorizations and with trip tickets and such orders aimed at conserving fuel and minimizing all but the most necessary official travel, keeps exterior and interior of motor vehicle clean and presentable; files our appropriate mileage, time and passenger log; reports any defect or suspected malfunction respectively on equipment pool log book and submit papers or reports as required.

Section 3. FUNCTIONAL STATEMENT:

1. Development and management of economic related information database for decision of policy makers, investors, entrepreneurs and LGUs;
2. Coordination and collaboration with other national government agencies and civil society organizations in the provision of technical support;
3. Coordination and integration of all economic development plans, programs, projects and activities in the Province;
4. Establishment of supportive and efficient business support facilities and services for a competitive investment climate in the Province;
5. Business and investment promotion within the country and to allied countries of the ASEAN Economic Community (AEC).

Section 4. FUNDING

The Provincial Economic and Development Office shall have a regular budget from the Annual Executive Budget that will cover the Personal Services (PS), Maintenance and Other Operating Expenditures (MOOE), Capital Outlay and Special Purpose Project (SPP).

ARTICLE III REPEALING, SEPARABILITY, EFFECTIVITY

Section 1. REPEALING CLAUSE - Any ordinance, rules and regulations contrary to or inconsistent with this ordinance is hereby repealed or modified accordingly.

Section 2. SEPARABILITY CLAUSE- If any provision of this ordinance is declared unconstitutional or illegal, the same shall not affect the validity and effectivity of the other provisions hereof.


Section 3. EFFECTIVITY CLAUSE - This ordinance shall take effect immediately upon approval


ENACTED this 5th day of November 2019.

I hereby certify to the correctness of the foregoing ordinance which was duly enacted by the 9th Sangguniang Panlalawigan of the Province of Guimaras during its regular session on November 5, 2019.


LORENA MINIERVA-ITUCAS
Secretary to the Sangguniang Panlalawigan

We Concur:


CYRIL C. BELTRAN
SP Member



DAVID G. GANO
SP Member

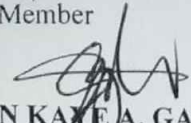

DIOSDADO G. GONZAGA
SP Member

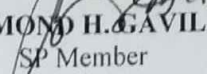

AURELIO G. TIONADO
SP Member



LUBEN G. VILCHES
SP Member

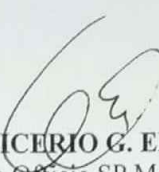

JOSEFINA G. DE LA CRUZ
SP Member


REX G. FERNANDEZ
 SP Member

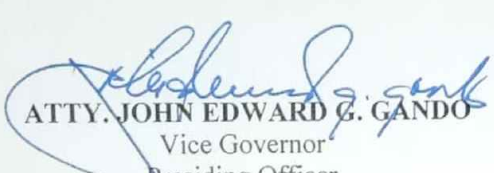

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 SP Member


MARILOU S. DELUMPA
 Ex-Officio SP Member
 (LNB Federation President)


GLICERIO G. EDANG
 Ex-Officio SP Member
 (PCL Federation President)

Attested:


ATTY. JOHN EDWARD G. GANDO
 Vice Governor
 Presiding Officer

Approved:


SAMUEL T. GUMARIN, MD, MPH
 Governor

