158

Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Tandag City

Office of the Provincial Governor

NG SANGGUNIANG PANLALAWIGAN
TANGGAPAN
RECEIVED
DATE: 10/12/26
BY:
TIME: 2:10 p
TANDAG CITY, SURIGAO DEL SUR

October 9, 2026

HONORABLE MEMBERS OF THE 21st SANGGUNIANG PANLALAWIGAN
This Province

THRU: **HON. MANUEL O. ALAMEDA, SR.**
Provincial Vice-Governor

RELEASED
PGO-SURIGAO DEL SUR
SIGNATURE OVER PRINTED NAME
CONTROL NO: DATE: 10-9-26 TIME: 2:10 PM

Honorable Gentlemen and Ladies:

This is to request for the creation of additional plantilla positions in the Provincial Veterinary Office to address the increasing manpower requirements arising from the expansion and diversification of its veterinary, laboratory, animal health, and administrative services.

The proposed ***Laboratory Aide II (SG 4)***shall be created under the Laboratory and Research Development Division to provide essential technical support in the preparation, handling, processing, and maintenance of laboratory materials and specimens, thereby enhancing the efficiency and timeliness of veterinary laboratory operations.

Meanwhile, the proposed ***Administrative Assistant III (Computer Operator II) (SG 9)***shall be created under the Supply and Records Section of the Management and Operations Division to strengthen the Office's administrative and information-management capabilities by providing dedicated support in data processing, records management, report preparation, encoding, and other computer-based administrative functions.

The additional positions are therefore necessary to ensure adequate staffing, efficient service delivery, operational continuity, and responsive delivery of veterinary services to the constituents of the province, consistent with the expanding functions and workload of the Provincial Veterinary Office.

Along this line, the undersigned Provincial Governor most respectfully requests for the enactment of the appropriate legislation creating the subject positions.

Office	Position/s Requested for Creation	SG	Quantity	Cost of Hire
Provincial Veterinary Office	Administrative Assistant III (Computer Operator II)	9	441,962.00	441,962.00
	Laboratory Aide II	4	331,677.09	331,677.09
			Total	**773, 639.95**

PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan
Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph

The following Qualification Standards will be used for the subject positions:

Position	SG/ JG	Level	Sector	Education	Experience	Training	Eligibility
Administrative Assistant III (Computer Operator II)	9	1	National, GFI, Local	Completion of two years studies in College or High School Graduate with relevant vocational trade course	1 year Relevant Experience	4 hours of relevant training	Data Encoder (MC11, s. 1996 - Cat. I)/ CS Subprofessional
Laboratory Aide II	4	1	National, GFI, IUG, Local	Elementary School Graduate	None required	None required	None required (MC11,s. 1996 - Cat. III)

DUTIES AND RESPONSIBILITIES:

1. Laboratory Aide II — Salary Grade 4

- Assists in the collection, preparation, labeling, handling, and processing of veterinary laboratory specimens.
- Prepares laboratory materials, equipment, reagents, and supplies needed for routine laboratory procedures.
- Assists veterinary laboratory personnel in conducting basic laboratory examinations and related activities.
- Maintains cleanliness, sanitation, and proper organization of the laboratory and work areas.
- Ensures proper handling, storage, and disposal of specimens, materials, and laboratory waste in accordance with established protocols.
- Maintains basic laboratory records, inventory of supplies, and other pertinent documentation.
- Performs other related duties as may be assigned.

2. Administrative Assistant III (Computer Operator II) — Salary Grade 9

- Performs computer-based administrative and clerical functions, including data encoding, processing, consolidation, and retrieval.
- Prepares, formats, and processes reports, communications, databases, and other official documents of the Office.
- Maintains and updates electronic and physical records, files, databases, and information systems.
- Assists in the preparation, consolidation, and submission of periodic reports and other administrative requirements.
- Provides technical support in the digital processing, organization, and management of office information and records.
- Assists in monitoring office transactions, correspondence, and other administrative activities requiring computer applications.
- Performs other related duties as may be assigned.

Trusting that this will merit your preferential attention and favorable action.

Respectfully yours,

JOHNNY T. PIMENTEL
Provincial Governor