



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Municipality of Lingig



OFFICE OF THE SECRETARY TO THE SANGGUNIAN

September 16, 2025

The Honorable Members
Sangguniang Panlalawigan
Province of Surigao del Sur
Tandag City



Thru : Hon. MANUEL O. ALAMEDA, Sr.
Vice Governor/Presiding Officer

Honorable Ladies and Gentlemen;

Respectfully submitting herewith the following document for your appropriate review action, to wit;

- Municipal Ordinance No. 2025-39, entitled "**AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITIONS IN VARIOUS EXISTING OFFICES IN THE**
- **MUNICIPAL GOVERNMENT OF LINGIG, SURIGAO DEL SUR**".

Thank you.

Very truly yours,


JETHRO P. LINDO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Municipality of Lingig



11TH SANGGUNIANG BAYAN

Refer To: Committee on Good Government, Public Ethics and Accountability
noted

EXCERPT FROM THE MINUTES OF THE 116TH REGULAR SESSION OF THE 11TH SANGGUNIANG BAYAN OF LINGIG, SURIGAO DEL SUR HELD AT THE MUNICIPAL SESSION HALL ON JUNE 17, 2025.

Present:

Hon. EDGAR L. ACDOG
Hon. BELZAR MAE L. CANOY
Hon. MOMAR A. DELOSO
Hon. JOSELITO O. PLAZA
Hon. ISAGANI V. ONSING
Hon. RITO D. ORILLO
Hon. ELESIA T. GAY-OD
Hon. REY ANTHONY F. SALIGUMBA
Hon. REYNALD T. GAY-OD

Municipal Vice Mayor – Reg. Presiding Officer

Regular SB Member

Regular SB Member

Regular SB Member

Regular SB Member

Regular SB Member

Regular SB Member

Ex-officio Member, Pres., Liga ng mga Barangay
Ex-officio Member, Sectoral Representative, IP



Absent:

Hon. MARY AILYN CHRISTINE M. PALER
Hon. ARNOLD T. MALAQUE
Hon. SHERICA YVONNE A. EVANGELIO

Regular SB Member

Regular SB Member

Ex-officio Member, Pres., Pederasyon ng mga SK

MUNICIPAL ORDINANCE NO. 2025-39

Series of 2025

Sponsored by: Hon. ISAGANI V. ONSING, Regular SB Member, Chairman, Committee of the Good Government, Public Ethics and Accountability

**AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITIONS
IN VARIOUS EXISTING OFFICES IN THE MUNICIPAL GOVERNMENT
OF LINGIG, SURIGAO DEL SUR**

WHEREAS, consistent with local autonomy and decentralization as mandated under RA No. 7160, also known as the Local Government Code of 1991, local government units shall endeavor to be self-reliant and shall exercise such powers and discharge such other functions and responsibilities for the provision of basic services and facilities;

WHEREAS, Section 76 of the Local Government Code provides that "every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and

SURIGAO DEL SUR

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Received by:

financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission”;

WHEREAS, Section 447, paragraph (a) of the same Code, provides that the sangguniang bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of this Code, and shall approve ordinances and pass resolutions necessary for an efficient and effective municipal government;

WHEREAS, Section 447 (1) (viii) of the same Code also empowers the Sangguniang Bayan to determine the positions and salaries, wages, allowances and other emoluments and benefits of the officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of program, projects, services, and activities of the municipal government;

WHEREAS, as the municipality's population grows, so does the need to address the efficient and effective governance that is vital to the advancement of the public good;

WHEREFORE, on motion of Hon. Isagani V. Onsing, unanimously seconded by all the Members present;

BE IT ORDAINED in a session assembled;

Section 1. TITLE. This Ordinance shall be known as “**An Ordinance Creating Additional Plantilla Positions in Various Existing Offices in the Municipal Government of Lingig, Surigao del Sur**”.

Section 2. NEW PLANTILLA POSITIONS, QUALIFICATIONS, DUTIES, AND FUNCTIONS. The following positions are hereby created under the different offices of the Municipal Government of Lingig by the process of addition, with their corresponding qualifications, duties, and functions enumerated below;

2. a. Municipal Engineering Office

i. One (1) Engineering Assistant, SG 8, Level 1

• Qualification:

Education: Completion of two years of studies in college

Training: Four (4) hours of relevant training

Experience: 1 year of relevant experience

Eligibility: Career Service (Sub-Professional), First Level

- Duties and Responsibilities:
 - a. Assist in the preparation of Engineering Plans and Designs.
 - b. Support field and site inspections.
 - c. Maintain engineering records and documents.
 - d. Assist in the supervision of infrastructure projects.
 - e. Prepare and compile engineering reports.
 - f. Perform surveying and drafting tasks.
 - g. Coordinate with other government agencies and units.
 - h. Operate engineering equipment and software.
 - i. Perform other related duties as may be assigned.

2. b. Municipal Health Office

i. One (1) Midwife III, SG 13

- Qualification:

Education: Completion of the Midwifery Course
Training: 8 hours of relevant training
Experience: 2 years of relevant experience
Eligibility: RA 1080
- Duties and Responsibilities:
 - a. Implement various health programs designed by the Department of Health
 - b. Conduct Mother's Class, health education program, and advocacy campaigns for different health programs.
 - c. Give counseling to health clients
 - d. Do home visits for postpartum mothers and newborns and treat defaulters in EPI, FP, NTP, etc.
 - e. Attend to house calls, e.g., confirmation of death.
 - f. Participate in medical/surgical missions.
 - g. Maintain records of all patients seen
 - h. Prepare and update the master list of clients per program implemented.
 - i. Train and supervise BHWs (Barangay Health Workers), BNS (Barangay Nutrition Scholars), and health volunteers assigned to their respective stations.
 - j. Prepare Annual Barangay Health Plan.
 - k. Submit a quarterly inventory of equipment assigned in the BHS (Barangay Health Station)

- l. Prepare and submit a monthly/quarterly accomplishment report of different programs implemented
- m. Re-evaluate health plans monthly/quarterly to check if goals/targets are met.
- n. Coordinate with barangay local officials and other line agencies (Department of Education, Principals, Teachers), NGO's regarding programs and projects for implementation.
- o. Attend and participate in barangay council meetings, e.g., BNC (Barangay Nutrition Council), BCPC (Barangay Council for the Protection of Children).

ii. One (1) Medical Technologist II, SG 15

• Qualification:

Education: Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health

Training: 4 hours of relevant training

Experience: 1 year of relevant experience

Eligibility: RA 1080

• Duties and Responsibilities:

- a. Perform Complex Laboratory Testing and Analysis.
- b. Supervise and monitor laboratory operations.
- c. Implement Laboratory Quality Control Programs.
- d. Maintain laboratory records and reports.
- e. Participate in Disease Surveillance and Public Health Programs.
- f. Train and mentor staff.
- g. Ensure compliance with Laboratory Safety and Biosafety Standards.
- h. Assist in Procurement and Inventory Management.
- i. Attend trainings and Continuing Professional Development.
- j. Perform other related duties as may be assigned.

2. c. Municipal Accounting Office

i. One (1) Administrative Assistant III (Clerk III), SG 6, Level 1

• Qualification:

Education: Completion of two years of studies in college

Training: None required

Experience: None required

Eligibility: Career service (Sub-Professional) Second Level

- **Duties and Responsibilities:**
 - a. Provide general administrative and clerical support.
 - b. Maintain and organize office records.
 - c. Handle incoming and outgoing communications.
 - d. Assist in office inventory and supply management.
 - e. Provide frontline services to clients.
 - f. Assist in the preparation of reports and documents.
 - g. Encode data and maintain databases.
 - h. Schedule and coordinate meetings and office activities.
 - i. Support compliance with administrative policies.
 - j. Perform other related duties as may be assigned.

2. d. Municipal Treasurer's Office

i. One (1) Revenue Collection Clerk III, SG 9, Level 1

- **Qualification:**

Education: Completion of two years of studies in college
Training: Four (4) hours of relevant training
Experience: One (1) year of relevant experience
Eligibility: Career Service (Sub-Professional), First Level
- **Duties and Responsibilities:**
 - a. Process and collect government revenues.
 - b. Review and verify collection documents.
 - c. Maintain and update collection records.
 - d. Prepare reports and summaries.
 - e. Assist in the preparation of Notices and Billing Statements.
 - f. Handle client inquiries and provide frontline services.
 - g. Safekeeping and handling of collection receipts and forms.
 - h. Coordinate with other departments for revenue collection.
 - i. Ensure compliance with Government Accounting and Auditing Rules.
 - j. Perform other related duties as may be assigned.

SECTION 3. FUNDING SUPPORT. The newly created positions under Section 2 are made an integral part of the Plantilla of Personnel of the Municipal Government and shall be automatically funded from the personal services component of the budget of the municipality starting the budget year 2026.

SECTION 4. REPEALING CLAUSE. All Ordinances, rules, and regulations, or part or parts thereof, which are inconsistent with any provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

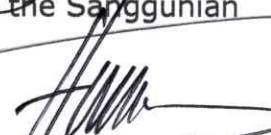
SECTION 5. SEPARABILITY CLAUSE. If, for any reason or reasons, any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 6. EFFECTIVITY. This Ordinance shall take effect after ten (10) days from the date of posting following Section 59 of RA 7160.

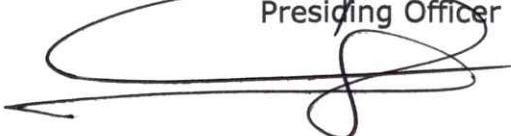
ENACTED: This 17th day of June 2025 at the Municipal Session Hall, Lingig, Surigao del Sur.

I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE COPY OF THE ORDINANCE DULY ENACTED BY THE SANGGUNIAN.


JETHRO P. LINDO
Secretary to the Sanggunian


Hon. EDGAR L. ACDOG
Municipal Vice Mayor
Presiding Officer

APPROVED:


Hon. ELMER P. EVANGELIO
Municipal Mayor

Date of Approval: 9-16-2025