



Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF MARIHATAG

OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

**PHOTOS TAKEN DURING THE POSTING OF COPIES OF MUNICIPAL
ORDINANCE NO. 10, SERIES OF 2024,
DATED DECEMBER 23, 2024**



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
MUNICIPALITY OF MARIHATAG

TANGGAPANG SANGGUNIANG BAYAN
(Office of the Municipal Council)

EXCERPT FROM THE MINUTES OF THE 110TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF MARIHATAG, PROVINCE OF SURIGAO DEL SUR, HELD ON OCTOBER 16, 2024 AT THE LEGISLATIVE SESSION HALL

PRESENT:

Hon. Jovita S. Umapas
Municipal Vice Mayor
(Presiding Officer)

- | | |
|-------------------------------|--|
| Hon. Epedio L. Lamela, Jr. | Member, Sangguniang Bayan |
| Hon. Olympio F. Gomez, Jr. | Member, Sangguniang Bayan |
| Hon. Adela C. Faxon | Member, Sangguniang Bayan |
| Hon. Ronald L. Magallano | Member, Sangguniang Bayan |
| Hon. Jerry A. Curada | Member, Sangguniang Bayan |
| Hon. Nhon D. Makasarte | Member, Sangguniang Bayan |
| Hon. Eufacio O. Alviso | Member, Sangguniang Bayan |
| Hon. Lamberto C. Navarro, Jr. | Member, Sangguniang Bayan |
| Hon. Jeremie R. Palma | Pambayong Pederasyon ng Sangguniang Kabataan/Ex-Officio Member |
| Hon. Daniejo P. Gomez | Pres./Liga ng mga Lungsod/Ex-Officio Member |
| Hon. Julieta T. Sanchez | Indigenous People's Member Rep./Ex-Officio Member |

ABSENT: NONE

MUNICIPAL ORDINANCE NO. 10
(Series of 2024)

AN ORDINANCE CREATING THE HUMAN RESOURCE AND MANAGEMENT OFFICE (HRMO) AS AN OFFICE OF THE LOCAL GOVERNMENT UNIT OF MARIHATAG, SURIGAO DEL SUR, DEFINING ITS POWERS, DUTIES AND RESPONSIBILITIES AND FOR OTHER PURPOSES AND CREATING CERTAIN POSITIONS AT THE OFFICE OF THE MUNICIPAL ACCOUNTANT AND AT THE OFFICE OF THE MUNICIPAL TREASURER, ALL UNDER THE LOCAL GOVERNMENT OF THE MUNICIPALITY OF MARIHATAG, PROVINCE OF SURIGAO DEL SUR

SPONSORED BY: HON. RONALD L. MAGALLANO, HON. EPEDEO L. LAMELA, JR., HON. EUPRACITO O. ALVISO, HON. LAMBERTO C. NAVARRO, JR. AND JERRY A. CURADA

WHEREAS, the Municipal Mayor in his letter requested for the creation of the Office of the Human Resource and Development to be able create a more effective, compliant and professional local government workforce which in turn leads to better governance and public service delivery;

APPROVED:

JUSTIN MARC L. PEZENO
Municipal Mayor

Posting of Municipal Ordinance NO. 10 Series of 2024 at the Legislative Building



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PROVINCE OF SURIGAO DEL SUR
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ABSENT: NONE

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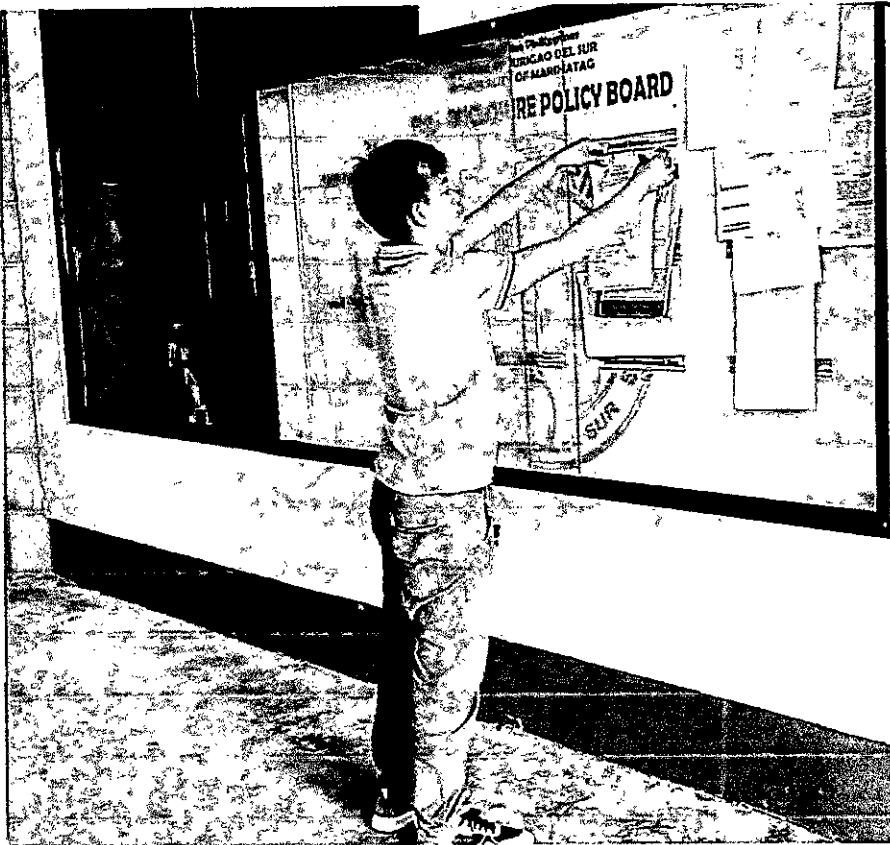
SPONSORED BY: HON. RONALD L. MAGALLANO, HON. EPEDEO L. LAMELA, JR., HON. EUPRACITO O. ALVISO, HON. LAMBERTO C. NAVARRO, JR. AND JERRY A. CURADA

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APPROVED:

JUSTIN MARC L. PEZENO
Municipal Mayor

Posting of Municipal Ordinance NO. 10, Series of 2024 at the Municipal Hall





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PROVINCE OF SURIGAO DEL SUR
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(Presiding Officer)

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Hon. Ronald L. Magallano
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- Pres. Liga ng mga Barangay/Ex-Officio Member
- Indigeneous People's Member Rep./Ex-Officio Member

ABSENT: NONE

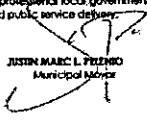
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SPONSORED BY: HON. RONALD L. MAGALLANO, HON. EFRADIO L. LAMELA, JR., HON. EFRACIO O. ALVISO, HON. LAMBERTO C. NAVARRO, JR., AND JERRY A. CURADA

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APPROVED:


JUSTIN MARC L. PAIMALAN
Municipal Mayor

Posting of Municipal Ordinance NO.10, Series of 2024 at the Municipal Gymnasium

PREPARED BY:


APRIL KENT S. PAIMALAN
ADM AIDE III

REVIEWED BY:


MARIA JEANETTE P. CRUZ
Secretary to the Sangguniang Bayan

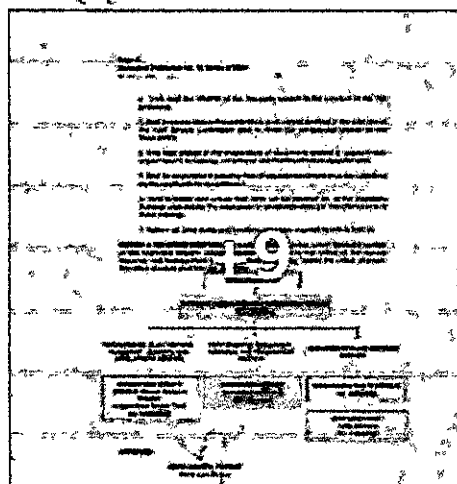
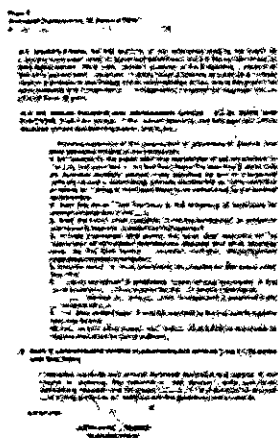
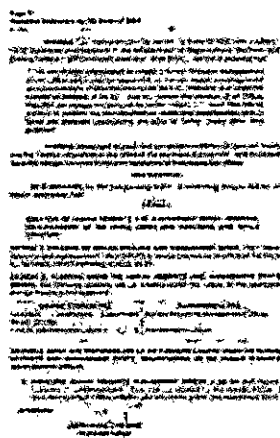
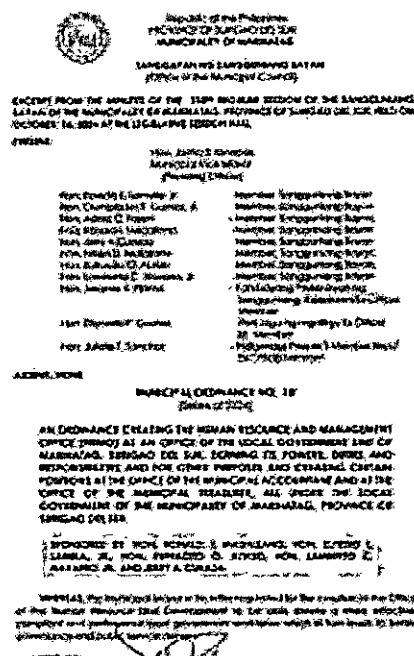
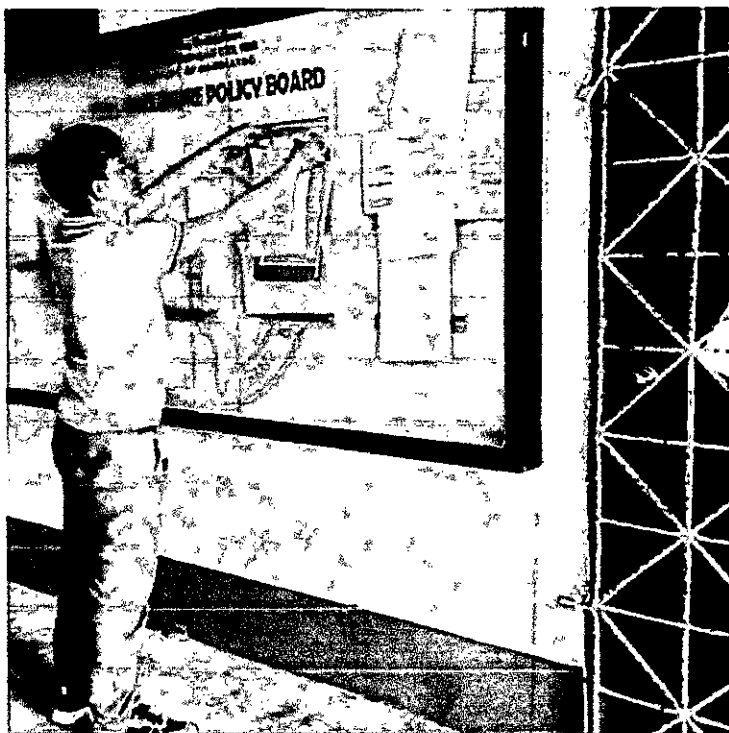
ACCOUNT NAME : MARIHATAG LEGISLATURE SDs



⚙ Marihatag Legislature Sds's Friends

POSTING MUNICIPAL ORDINANCE NO. 10 (Series of 2024) AN ORDINANCE CREATING THE HUMAN RESOURCE AND MANAGEMENT OFFICE (HRMO) AS AN OFFICE OF THE LOCAL GOVERNMENT UNIT OF MARIHATAG, SURIGAO DEL SUR, DEFINING ITS POWER, DUTIES AND RESPONSIBILITIES AND FOR OTHER PURPOSES AND CREATING CERTAIN POSITIONS AT THE OFFICE OF THE MUNICIPAL ACCOUNTANT AND AT THE OFFICE OF THE MUNICIPAL TREASURER, ALL UNDER THE LOCAL GOVERNMENT OF THE MUNICIPALITY OF THE MARIHATAG, PROVINCE OF SURIGAO DEL SUR

#SangguniangBayan #MunicipalOrdinance10



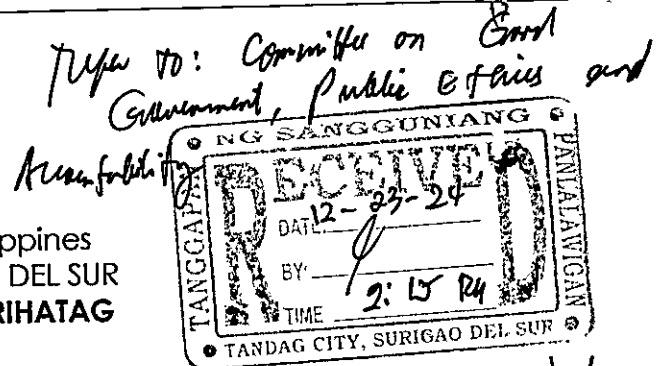
POSTED/PREPARED BY:

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ADM AIDE III



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PROVINCE OF SURIGAO DEL SUR
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TANGGAPAN NG SANGGUNIANG BAYAN
(Office of the Municipal Council)



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Hon. Olympiades F. Gomez, Jr.
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Hon. Ronald I. Magallano
Hon. Jerry A. Curada
Hon. Nilson D. Malazarte
Hon. Eufracito O. Alvizo
Hon. Lamberto C. Navarro, Jr.
Hon. Jeramie R. Palma

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- Pres., Liga ng mga Brgy. Ex Officio SB Member
- Indigenous People's Member Rep./ Ex-Officio Member

Hon. Dionesio P. Gomez

Hon. Julieta T. Sanchez

ABSENT: NONE

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(Series of 2024)

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SPONSORED BY: HON. RONALD. I. MAGALLANO, HON. ELPEDIO L. LAMELA, JR., HON. EUFRACITO O. ALVIZO, HON. LAMBERTO C. NAVARRO, JR., AND JERRY A. CURADA

WHEREAS, the Municipal Mayor in his letter requested for the creation of the Office of the Human Resource and Development to be able create a more effective, compliant and professional local government workforce which in turn leads to better governance and public service delivery;

APPROVED:

JUSTIN MARC L. PELENIO
Municipal Mayor

Tanggapan ng Sangguniang Panlalawigan

SURIGAO DEL SUR

OSSP-SDS-2024-4351

Telephone No.: (086) - 211 - 5832
E-Mail: tpsurigaosur@yahoo.com

Received by:

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WHEREAS, CSC Memorandum Circular no. 12, Series of 2022, with a subject: "2022 Guidelines and Standards in the establishment of Organizational Structures and Staffing Patterns (OSSPs) in Local Government Units (LGUs)", Section 8, provides that:

"LGUs are strongly encouraged to create a Human Resource Management (HRM) Office which shall be responsible for human resource management and maintenance of effective liaison with the CSC. Provided, that when the number of personal of an LGU does not warrant the creation of an Office, the LGUs are strongly encouraged to create at least a 2nd level HRM Officer position to perform the abovementioned duties and responsibilities and/or funds are available capacitating the LGUs to further create other HRM positions".

WHEREAS, along said request, and per recommendation of concern heads are the creation of positions in the office of the Municipal Accountant and Municipal Treasurer being a necessity in the daily operations of their respective offices;

NOW THEREFORE

BE IT ORDAINED, by the Sangguniang Bayan of Marihatag, Surigao del Sur, in session assembled, that:

ARTICLE I

CREATION OF HUMAN RESOURCE AND MANAGEMENT OFFICE, POSITIONS, QUALIFICATIONS OF THE HRMO, DUTIES AND FUNCTIONS AND OFFICE STRUCTURE

SECTION 1. CREATION OF HUMAN RESOURCE AND MANAGEMENT OFFICE. The Human Resource and Management Office (HRMO) is hereby created as an office of the Local Government Unit of Marihatag, Surigao del Sur.

SECTION 2. POSITIONS UNDER THE HUMAN RESOURCE AND MANAGEMENT OFFICE (HRMO). The following positions will be created under the Office of the Municipal Human Resource Management:

GENERIC POSITION TITLE	PARENTHETICAL TITLE
Municipal Government Department Head I (SG 24)	Human Resources Management Officer
One (1) Administrative Officer II (SG 11)	Administrative Officer I

SECTION 3. DUTIES AND RESPONSIBILITIES OF THE POSITIONS CREATED UNDER THE HUMAN RESOURCE AND MANAGEMENT OFFICE, QUALIFICATIONS OF THE HUMAN RESOURCE MANAGEMENT OFFICER.

A. MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICER – SG 24. The Human Resource and Management Office shall be headed by the Human Resource and Management Officer with the rank and salary grade of a department head.

APPROVED:

JUSTIN MARC L. PELENIO
Municipal Mayor

X-----X

A.1. QUALIFICATIONS. For the purpose of this ordinance and in the event of a vacancy, no person shall be appointed department head of the Human Resource and Management Office unless he/she is a citizen of the Philippines, a resident of the local government concerned, of good moral character, a holder of a college degree preferably in psychology, public administration or law, and a first-grade civil service eligible and human resource management or organization management for at least three (3) years.

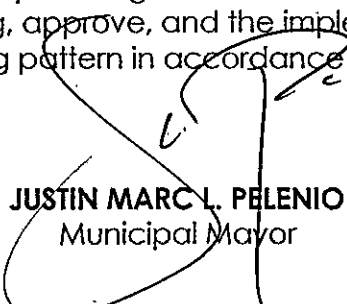
A.3. THE HUMAN RESOURCE AND MANAGEMENT OFFICER – SG 24, DUTIES AND FUNCTIONS. Shall take charge of the Human Resource and Management Office and shall perform the following powers and duties:

1. Provides supervision in the preparation of appointments, payrolls and other personnel records of the municipality.
2. Responsible for the publication and recruitment of vacant positions in the LGU, and assist the Local Chief Executive in the selection of applicants for available positions, except those classified by law or competent authority as policy determining, primarily confidential, or highly technical in nature, according to merit and fitness to be determined by competitive examinations.
3. Assist the Local Chief Executive in the screening of applicants for promotions available in the LGU.
4. Assist the Local Chief Executive in the implementation of personnel policies and programs on personnel management.
5. Provide information and advise the local chief executive in the preparation of circularized memoranda, circulars, and other issuances issued by the Civil Service Commission, and other offices/agencies regarding personnel work/actions.
6. Prepare report of accomplishments as required by the Local Chief Executive.
7. Conduct performance evaluation system among employees of the Local Government Units as required by the Civil Service Commission.
8. Conduct trainings and seminars for the development of personnel in the government service.
9. Does other related work as may be required by the immediate superior from time to time.
10. Exercise such other powers and perform other functions and duties as may be prescribed by law or ordinance

B. ONE (1) ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)- SG 11, ITS DUTIES AND FUNCTIONS.

1. Formulates measures and provide technical assistance and support to the Mayor in providing the information and research data specifically establishing, approve, and the implementation of the organizational structure and staffing pattern in accordance with the guidelines and standards;

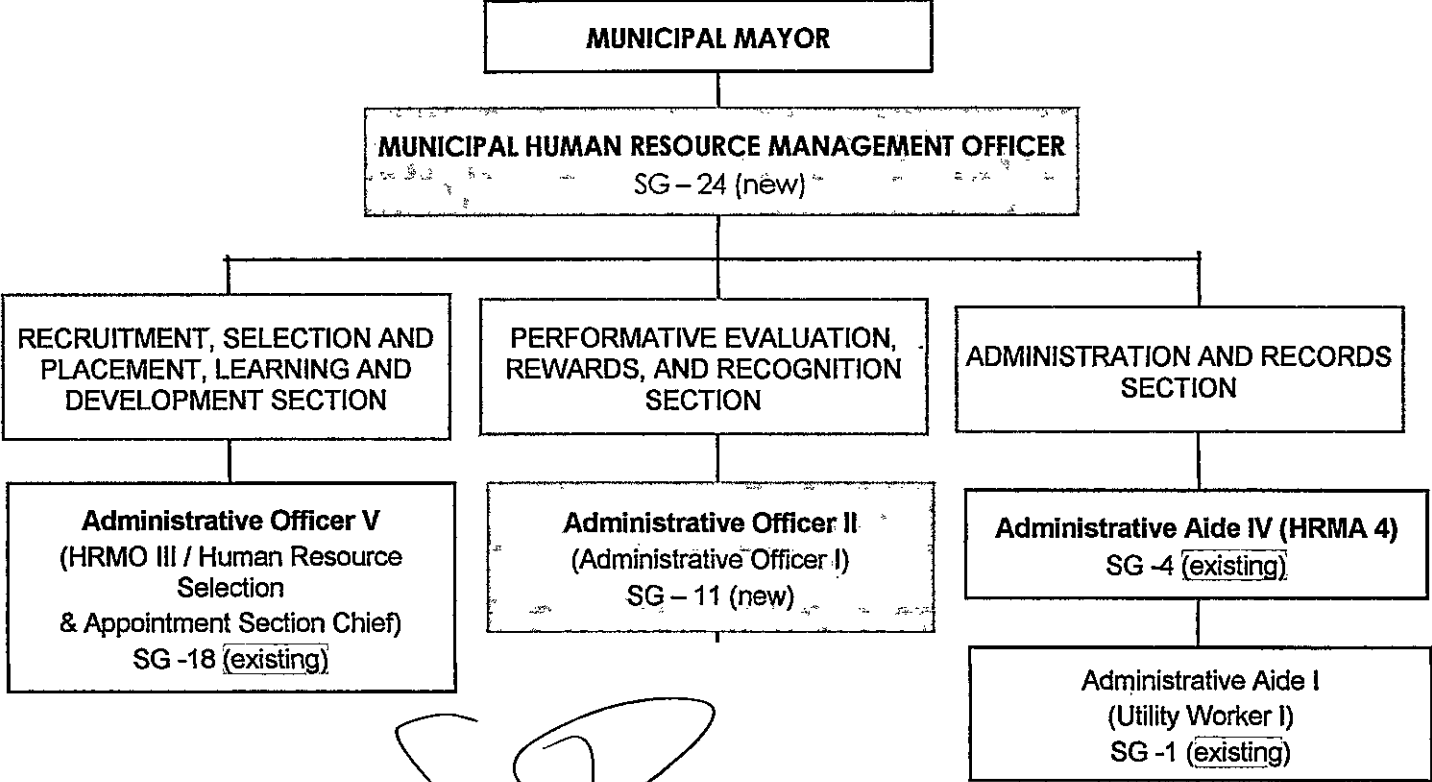
APPROVED:


JUSTIN MARC L. PELEÑO
Municipal Mayor

X-----X

- 2. Shall assist the HRMPSB all the necessary support in the conduct of the PSB screening.
- 3. Shall be responsible in the publication of all vacant positions in the web site of the Civil Service Commission and in three (3) conspicuous places in the Municipality.
- 4. Shall take charge in the preparations of documents related to appointments of permanent, temporary, co-terminus and Plantilla of casual appointments.
- 5. Shall be responsible in ensuring that all required documents must be submitted by the applicants for appointment.
- 6. Shall maintain and ensure that data will be created for all the capability trainings attended by the employees to avoid redundancy in the attendance of these trainings.
- 7. Perform all other duties and functions as maybe required from time to time

SECTION 4. THE OFFICE STRUCTURE. The existing positions under Human Resource Section of the Municipal Mayor's Office is hereby transferred to the Office of the Human Resource and Management (HRMO) marked as "existing" below the Office Structure. The office structure shall then be as follows:



APPROVED:

JUSTIN MARC L. PELENIO
Municipal Mayor

ARTICLE II
CREATION OF POSITION UNDER THE OFFICE OF THE MUNICIPAL ACCOUNTANT,
DUTIES AND RESPONSIBILITIES AND ITS OFFICE STRUCTURE

SECTION 5. CREATION OF POSITIONS IN THE OFFICE OF THE MUNICIPAL ACCOUNTANT.
The following are the positions with corresponding salary grade, are hereby created under the Office of the Municipal Accountant:

GENERIC POSITION TITLE	PARENTHETICAL TITLE
One (1) Administrative Officer IV (SG 15)	Management and Audit Analyst II
One (1) Administrative Assistant IV (SG 10)	Bookbinder IV
One (1) Administrative Assistant I (SG 4)	Bookbinder II

SECTION 6. DUTIES AND FUNCTIONS OF POSITIONS CREATED UNDER THE OFFICE OF THE MUNICIPAL ACCOUNTANT. The duties and functions of the newly created positions under the Office of the Municipal Accountant, are as follows:

6.1. One (1) Administrative Officer IV (Management and Audit Analyst II) – SG 15.

1. Assess and analyze the utilization and performance of government programs and operations to identify areas for improvement.
2. Design and implement action plans and programs to achieve organizational goals. This includes identifying priorities, setting objectives, and recommending strategies for resource allocation and implementation.
3. Identifying inefficiencies and bottlenecks in government processes and procedures, and recommending solutions to streamline operations and reduce costs. This may involve redesigning workflows.
4. Work with government officials, department heads and staff to analyze and resolve management issues in a timely manner.
5. Prepare reports, presentations, and other documentation to communicate findings, recommendations, and progress on action plan.
6. Perform other related tasks as may be required from time to time.

6.2. Administrative Assistant IV (Bookbinder IV) – SG 10.

1. In-charge for the segregation of DVs and RCDs for submission to COA.
2. Submit all segregated vouchers and RCDs to COA on a monthly basis on time as mandated by COA.
3. Record keeping of all the premiums and loan remittances of all employees i.e GSIS, HDMF, PHIC, and other related transactions.
4. Maintain logbook for all transactions such as DVs, PRs, liquidation report, and other related transactions as to the status if returned to concerned office or approved and forwarded to next signatory.
5. Perform other related tasks as may be required from time to time.

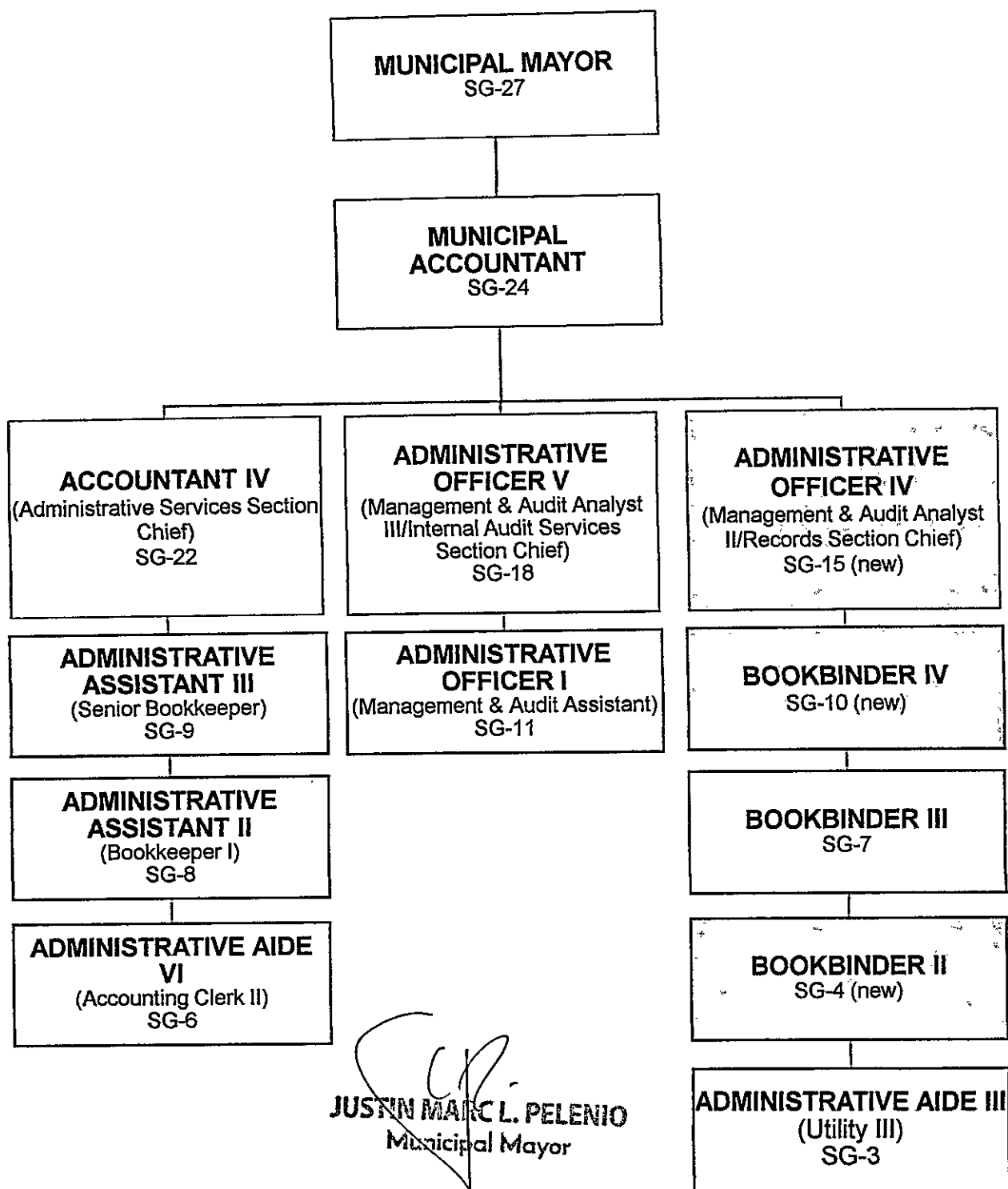
APPROVED:

JUSTIN MARC L. PELENIO
Municipal Mayor

6.3. Administrative Assistant I (Bookbinder II) – SG 4

1. In-charge for the segregation of DVs, RCDs, Liquidation report, Payroll, and other documents of Barangay and SK for submission to COA.
2. Record keeping of Barangay Employees' Annual Income Tax Returns, VAT and OPT, and all other remittances of Barangay.
3. Filing of all Barangay communications to bookkeeper and municipal accountant.
4. Perform other related tasks as may be required from time to time.

SECTION 7. The office structure of the **OFFICE OF THE MUNICIPAL ACCOUNTANT**, incorporating the newly created positions in this ordinance, shall now be as follows:



ARTICLE III
CREATION OF POSITION UNDER
THE OFFICE OF THE MUNICIPAL TREASURER,
DUTIES AND RESPONSIBILITIES AND ITS ORGANIZATIONAL STRUCTURE

SECTION 8. CREATION OF POSITIONS IN THE OFFICE OF THE MUNICIPAL TREASURER. A. The following are the positions with corresponding salary grade, created under the Office of the Municipal Accountant:

GENERIC POSITION TITLE	PARENTHETICAL TITLE
One (1) Administrative Aide I (SG 1)	Utility Worker I

SECTION 9. DUTIES AND FUNCTIONS. The duties and functions the newly created position, are as follows.

10. 1. One (1) Administrative Aide I (Utility Worker I) -SG 1.

1. Drive the MTO vehicle.
2. Assist in the delivery of Tax Bills.
3. Assist in the conduct of actual inspection and inventory of supplies, materials, and equipment.
4. Perform other duties as may assigned by the Municipal Treasurer.

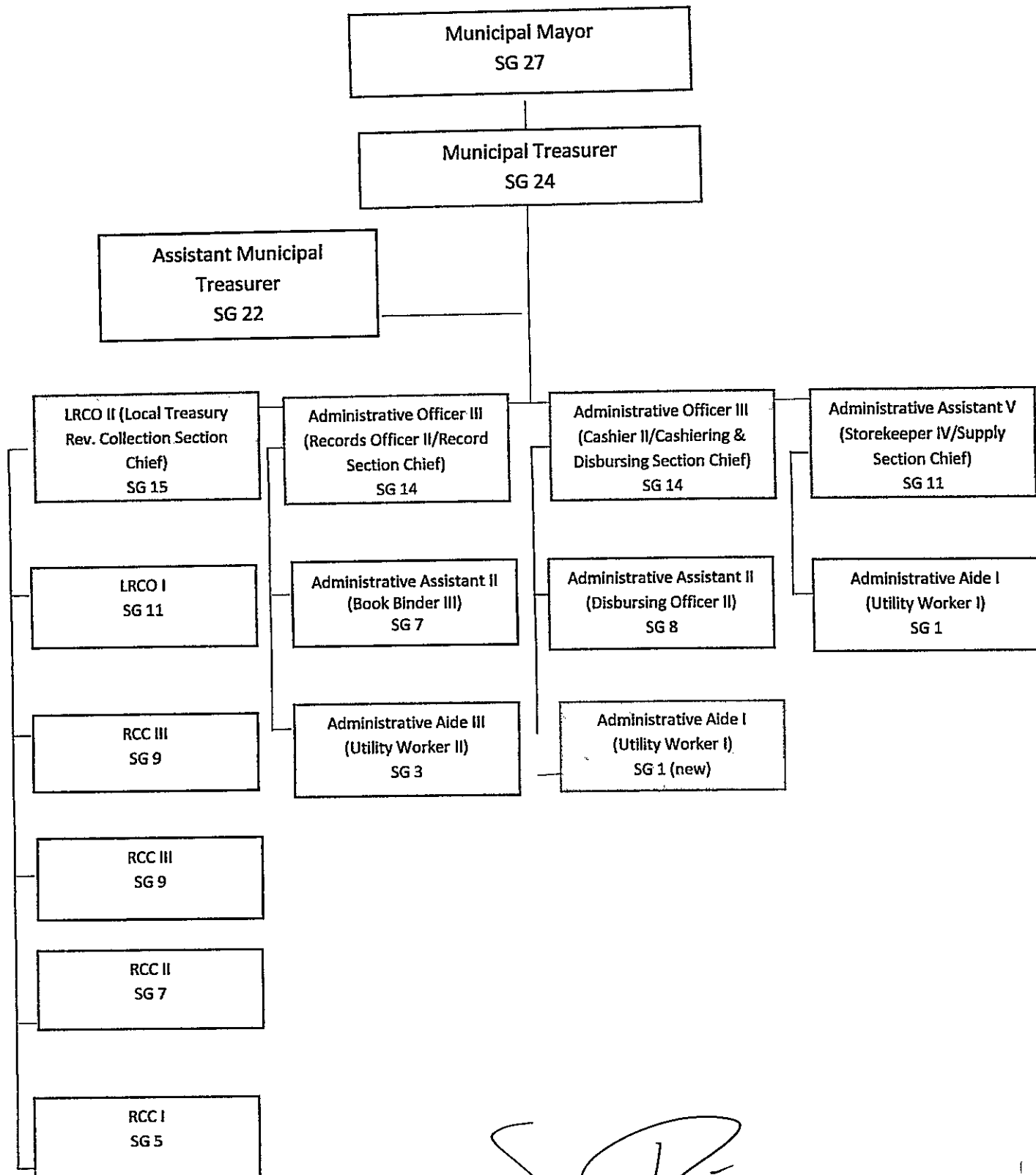
APPROVED:



JUSTIN MARC L. PELENIO
Municipal Mayor

X-----X

SECTION 10. The Office structure of the Municipal Treasurer's Office as presented below shall reflect the existing and the newly created positions.



APPROVED:

JUSTIN MARC L. PELENIO
Municipal Mayor

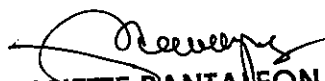
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SECTION 11. SEPARABILITY CLAUSE. The provisions of any ordinance, local executive order, or issuances which are inconsistent herewith are hereby repealed or amended accordingly.

SECTION 12. EFFECTIVITY. This ordinance shall take effect upon its approval.


GOVITA S. UMAPAS
Municipal Vice Mayor
(Presiding Officer)

ATTESTED:


MARIA JEANETTE PANTALEON-CRUZ
Secretary to the Sangguniang Bayan

APPROVED by this Honor, the Municipal Mayor on this 23rd day of December
2024.


JUSTIC MARC L. PELENIO
Municipal Mayor