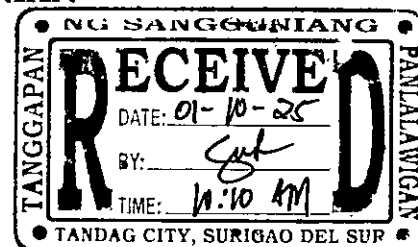




Republic of the Philippines  
**MUNICIPALITY OF HINATUAN**  
Surigao del Sur

**TANGGAPAN NG KALIHIM NG SANGGUNIANG**

1<sup>st</sup> Indorsement  
10<sup>th</sup> January 2025



Respectfully submitted to the Office of the Sangguniang Panlalawigan, this province the herein **S.B. Ordinance No. TC-003**, Series of 2024 in re; "CREATING THE POSITIONS OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT MUNICIPAL ECONOMIC ENTERPRISE DEVELOPMENT AND MANAGEMENT OFFICER I) - SG 22, UNDER THE MUNICIPAL ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE, COMMUNITY AFFAIRS OFFICER III - SG 18, UNDER THE OFFICE OF THE MUNICIPAL MAYOR, DISABILITY AFFAIRS OFFICER I - SG 11, UNDER THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE, AND ADMINISTRATIVE ASSISTANT II (DATA CONTROLLER III) - SG 11, UNDER THE MUNICIPAL BUDGET OFFICE", for the body's review and appropriate action, *with information that the same needs no posting in conspicuous places as required the ordinance having no penal provisions further informing that the ordinance does not require public hearing pursuant to DILG Opinion No. 54, Series of 2007 (copy attached).*

**IVY ZEA VIOLA-BAGARA, DM**  
Secretary to the Sanggunian

Republic of the Philippines  
OFFICE OF THE SANGGUNIANG BAYAN  
Hinatuan, Surigao del Sur

Refer to: Committee on Good Government, Public  
Office and Accountability

Noted

EXCERPTS FROM THE MINUTES OF THE 111<sup>th</sup> REGULAR SESSION OF THE 11<sup>th</sup>  
SANGGUNIANG BAYAN HELD ON NOVEMBER 12, 2024 AT THE  
SANGGUNIANG BAYAN HALL, HINATUAN, SURIGAO, DEL SUR.

PRESENT:

Hon. Nerito P. Malinao  
Municipal Vice Mayor  
(Presiding Chair)

Sangguniang Bayan Members

Hon. Aloha A. Telewik  
Hon. Neizyl D. Hermosa  
Hon. Edilberto M. Barrios  
Hon. Noel D. Ortiz  
Hon. Lourdes S. Villaluz  
Hon. Monalisa Cañedo-Su  
Hon. Danilo A. Cacho

Ex - Officio Members

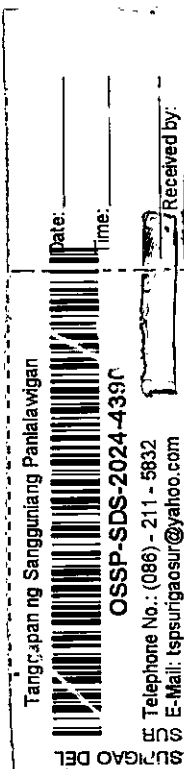
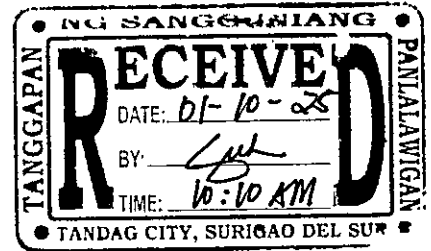
Hon. Aistanderjan P. Barrios  
President, Pederasyon ng Sangguniang Kabataan

Datu Arnoldo S. Cabilin, Jr.  
Indigenous Peoples Representative

ABSENT:

Hon. Joan M. Garay  
(On Vacation Leave)

Hon. Filmore M. Viola, Jr.  
President, Liga ng mga Barangay



**S.B. ORDINANCE NO. TC-003**

Series of 2024

"ORDINANCE CREATING THE POSITIONS OF MUNICIPAL GOVERNMENT  
ASSISTANT DEPARTMENT HEAD I (ASSISTANT MUNICIPAL ECONOMIC  
ENTERPRISE DEVELOPMENT AND MANAGEMENT OFFICER I) - SG 22, UNDER  
THE MUNICIPAL ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE,  
COMMUNITY AFFAIRS OFFICER III - SG 18, UNDER THE OFFICE OF THE  
MUNICIPAL MAYOR, DISABILITY AFFAIRS OFFICER I - SG 11, UNDER THE  
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE, AND  
ADMINISTRATIVE ASSISTANT V (DATA CONTROLLER III) - SG 11, UNDER  
THE MUNICIPAL BUDGET OFFICE"

Authored by : HON. ALOHA A. TELEWIK

**BE IT ENACTED** by the Sangguniang Bayan of Hinatuan, Surigao del Sur in session assembled:

**Section 1. That this ordinance shall be known as an ordinance "CREATING THE POSITIONS OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT MUNICIPAL ECONOMIC ENTERPRISE DEVELOPMENT AND MANAGEMENT OFFICER I) - SG 22, UNDER THE MUNICIPAL ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE, COMMUNITY AFFAIRS OFFICER III - SG 18, UNDER THE OFFICE OF THE MUNICIPAL MAYOR, DISABILITY AFFAIRS OFFICER I - SG 11, UNDER THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE, AND ADMINISTRATIVE ASSISTANT V (DATA CONTROLLER III) - SG 11, UNDER THE MUNICIPAL BUDGET OFFICE".**

**Section 2.** That the positions of Municipal Government Assistant Department Head I (Assistant Municipal Economic Enterprise Development and Management Officer I), Community Affairs Officer III, Disability Affairs Officer I, and Administrative Assistant II (Data Controller III) must meet the minimum requirements set by the Civil Service Commission or as reflected in the Qualification Standards including the following requirements:

Municipal Government Assistant Department Head I (Assistant Municipal Economic Enterprise Development And Management Officer I)

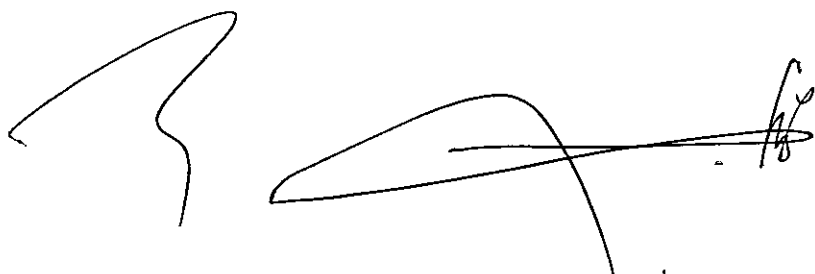
- must hold a Bachelor's degree;
- with 3 years of relevant experience;
- with 16 hours of relevant training; and
- must have a Career Service (Professional) Second Level Eligibility.

Community Affairs Officer III

- must hold a Bachelor's degree;
- with 2 years of relevant experience;
- with 8 hours of relevant training; and
- must have a Career Service (Professional) Second Level Eligibility.

Disability Affairs Officer I

- must hold a Bachelor's degree; and
- must have a Career Service (Professional) Second Level Eligibility.



Administrative Assistant V (Data Controller III)

- must have completed two years in College;
- with two years of relevant experience;
- with 8 hours of relevant trainings; and
- must have a Career Service (Sub-Professional) First Level Eligibility.

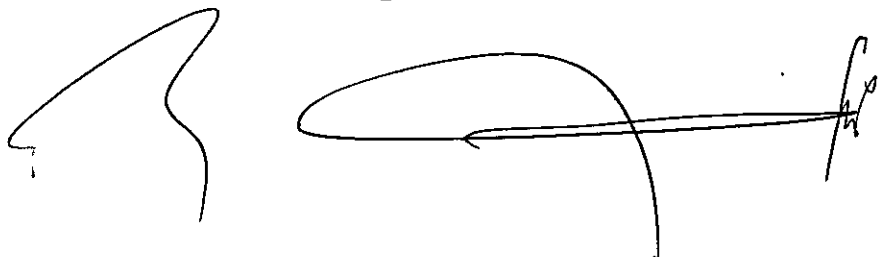
**Section 3.** That the Municipal Government Assistant Department Head I (Assistant Municipal Economic Enterprise Development and Management Officer I), Community Affairs Officer III, Disability Affairs Officer I, and Administrative Assistant II (Data Controller III), shall have the following duties and functions, to wit:

Municipal Government Assistant Department Head I (Assistant Municipal Economic Enterprise Development and Management Officer I)

- Assist in administering, planning, managing, and supervising the operation of the Municipal Economic Enterprise and Development Office;
- Assist in monitoring the daily operations of the MEEDO and in maintaining records of administrative procedures;
- Adjudicate Market Stalls, Bus, HSC, Enchanted River, Memorial park, birthing clinic, and occupants in the event of a conflict of occupancy.
- Coordinates with other offices and departments on the financial, and economic performance and activities

Community Affairs Officer III

- Responsible for the formulation of policies and guidelines and implementation of programs and projects in the field of arts and culture promotion, community development particularly employment promotion, development communication and public affairs.
- It provides technical assistance to the Municipal Mayor in the implementation of those policies and shall develop plans and strategies to implement the said programs.
- It also coordinates, integrates and promotes all programs and services of the national and local government agencies in the locality, NGOs, POs, and private sector;
- Conducts training activities, monitoring and evaluation; provide secretariat services;
- Formulates and implements measures to enhance social, political, economic, moral, spiritual, and physical development of the inhabitants of the municipality;
- Administers public affairs and assistance functions, publish materials and disseminate information beneficial to the general public.



Disability Affairs Officer I

- Develop, promote, and monitor the implementation of policies, plans, programs, and services for developing persons with disabilities in coordination with national and local government agencies;
- Ensure representation of persons with disabilities in the local development council and bodies;
- Build the capacity of non-government organizations and people organizations to participate in the implementation of all disability-related laws and policies;
- Ensure the inclusion of disability concerns in all local government programs and services.

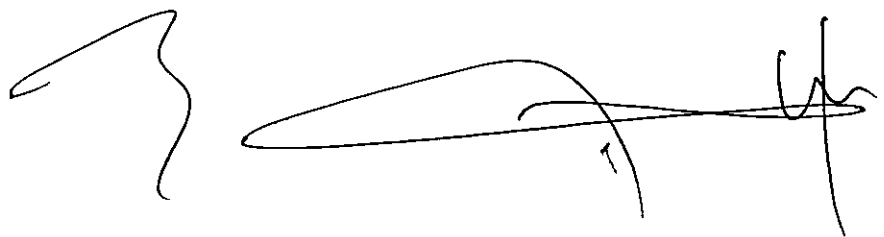
Administrative Assistant V (Data Controller III)

- Reviews data for deficiency or errors;
- Correct incompatibilities and check output,
- Keep information confidential,
- Ensure proper use of software,
- Comply with data integrity and security policies,
- Analyze and organize data into useful output
- Performs other tasks assigned by the Municipal Budget Officer

**Section 4.** That the positions are permanent and shall have the following Salary Grade receiving the corresponding salary pursuant to existing laws, rules and regulations:

<u>Position</u>	<u>Salary Grade</u>
Municipal Government Assistant Department Head I (Assistant Municipal Economic Enterprise Devt. and Mgt. Officer I)	22
Community Affairs Officer III	18
Disability Affairs Officer	11
Administrative Assistant V (Data Controller III)	11

**Section 5.** The position of Municipal Government Assistant Department Head I (Assistant Municipal Economic Enterprise Development and Management Officer I) shall be funded from the Economic Enterprise Fund, while the positions of Community Affairs Officer III, Disability Affairs Officer I, and Administrative Assistant V (Data Controller III) will be supported by the General Fund of the Municipality of Hinatuan.



**Section 6.** That all resolution and ordinances not consistent with the provisions of this ordinance are hereby repealed, modified, and amended accordingly.

**Section 7.** That any part of this ordinance held invalid or declared unconstitutional, other provisions or parts hereof not affected shall continue to be in full force and effect.

**Section 8.** That this ordinance shall take effect immediately upon approval by the Local Chief Executive (Sec. 54, RA 7160) and positing the same.

ENACTED this 12<sup>th</sup> day of November, 2024.

I HEREBY CERTIFY to the correctness of the foregoing.



**MARIEFE M. PEÑAS**

LLSE II

*(Acting Secretary to the Sanggunian)*

**ATTESTED AND CERTIFIED  
TO BE DULY ADOPTED:**



**HON. NERITO P. MALINAO**

Municipal Vice Mayor  
(Presiding Officer)

**APPROVED:**



**ATTY. TITO A. CAÑEDO III**

Municipal Mayor