



Republika ng Pilipinas  
LALAWIGAN NG SURIGAO DEL SUR  
**BAYAN NG CORTES**

Tanggapan ng Sangguniang Bayan  
(Office of the Municipal Council)

September 19, 2025

**The Honorable Chairman and Members**  
Sangguniang Panlalawigan  
Tanggapan ng Sangguniang Panlalawigan  
Capitol Hills, Tandag City, Surigao del Sur

Thru: **Mr. Edgar G. Perez, II, J. D.**  
Secretary to the Sangguniang Panlalawigan  
Office of the Secretary to the Sangguniang Panlalawigan  
Capitol Hills, Tandag City, Surigao del Sur



Sir/Madam:  
Greetings!

Respectfully submitting the approved **Municipal Ordinance No. 01 series of 2025 dated September 16, 2025 "An Ordinance Creating the Positions of Engineer IV, Salary Grade-22, in the Office of the Municipal Engineer, Budget Officer IV, Salary Grade-22, in the Office of the Municipal Budget Officer, and Administrative Officer IV, (Administrative Officer II), Salary Grade-15, in the Office of the Municipal Mayor and defining their, Qualification Standards, Function and Responsibilities and for other purposes"** for your review and appropriate action.

Thank you very much.

Very truly yours,

  
**DANNY B. SILAGAN**

Secretary to the Sangguniang Bayan

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



Republika ng Pilipinas  
**Lalawigan ng Surigao del Sur**  
BAYAN NG CORTES

Tanggapan ng Sangguniang Bayan  
(Office of the Municipal Council)

**EXCERPT FROM THE MINUTES OF THE 9<sup>TH</sup> REGULAR SESSION OF THE 19<sup>TH</sup> SANGGUNIANG  
BAYAN OF CORTES, SURIGAO DEL SUR HELD AT THE MUNICIPAL SESSION HALL ON  
SEPTEMBER 16, 2025**

**Present:**

Hon. Ronald S. Cubero  
Sangguniang Bayan Member  
Temporary Presiding Officer



Regular Sangguniang Bayan Members

Hon. Hazel G. pasok	Sangguniang Bayan Member
Hon. Joven P. Rivera	- do -
Hon. Adrian Y. Pono	- do -
Hon. Sedfrey G. Cuartero	- do -
Hon. Lydia I. Gabisay	- do -
Hon. Manuel D. Bagnol	- do -
Hon. Mercedette V. Dumagan, MPA	- do -

Ex-Officio Members

Hon. Carmelito S. Montenegro	IPM Representative
Hon. Julieta A. Arlegui	ABC President
Hon. Vincent L. Quiño	SK Federation President

Acting Municipal Mayor:

Hon. Cherry B. Daraman	Municipal Vice Mayor
------------------------	----------------------

Absent: None

**MUNICIPAL ORDINANCE NO. 01**  
(Series of 2025)

**AN ORDINANCE CREATING THE POSITIONS OF ENGINEER IV, SALARY GRADE-22, IN THE  
OFFICE OF THE MUNICIPAL ENGINEER, BUDGET OFFICER IV, SALARY GRADE -22, IN THE  
OFFICE OF THE MUNICIPAL BUDGET OFFICER, AND ADMINISTRATIVE OFFICER IV,  
(ADMINISTRATIVE OFFICER II), SALARY GRADE -15, IN THE OFFICE OF THE MUNICIPAL  
MAYOR AND DEFINING THEIR, QUALIFICATION STANDARDS, FUNCTION AND  
RESPONSIBILITIES AND FOR OTHER PURPOSES**

Introduced by: **HON. SEDFREY G. CUARTERO**  
Seconded by : **ALL MEMBERS PRESENT**

1

Tanggapan ng Sangguniang Panlalawigan	
OSSP-SDS-2025-05033	
Telephone No. : (086) - 211 - 5832	Date: _____
E-Mail: <a href="mailto:tspsurigaosur@yahoo.com">tspsurigaosur@yahoo.com</a>	Time: _____
	Received by: _____

**WHEREAS**, the Local Government Code of 1991 (RA 7160), particularly Section 76, authorizes local government units to create positions essential for effective governance;

**WHEREAS**, the Municipality of Cortes aims to strengthen its organizational structure and improve public service delivery by creating vital technical and administrative positions;

**WHEREAS**, upon the recommendation of the Municipal Mayor and the Human Resource Management Office, the following positions are hereby proposed;

**NOW THEREFORE,**

**BE IT ORDAINED**, BY THE 19<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF CORTES, SURIGAO DEL SUR IN SESSION ASSEMBLED THAT:

**SECTION 1.** The positions of Engineer IV, Salary Grade-22, in the Office of the Municipal Engineer, Budget Officer IV, Salary Grade-22, in the Office of the Municipal Budget Officer, and Administrative Officer IV, (Administrative Officer II), Salary Grade-15, in the office of the Municipal Mayor, Cortes, Surigao del Sur are hereby created:

**SECTION 2. QUALIFICATIONS.** The qualification, of the created positions is in conformity with the qualification standards set by the Civil Service Commission and its index of occupational services, position titles, and salary grade in the Local Government by the Department of Budget and Management.

<b>POSITION TITLE</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>
Engineer IV	Bachelor's Degree Relevant to the Job	3 years of Relevant experience	16 hours of Relevant training	RA 1080
Budget Officer IV	Bachelor's Degree Relevant to the Job	3 years of Relevant experience	16 hours of Relevant training	Career Service (Prof.) Second level eligibility
Administrative Officer IV (Administrative Officer II)	Bachelor's Degree Relevant to the Job	1 year of Relevant experience	4 hours of Relevant training	Career Service (Prof.) Second level eligibility



**SECTION 3. DUTIES AND FUNCTIONS:**

**1. ENGINEER IV (SG-22)**

Office: Municipal Engineer's Office  
Duties and Functions:

- Supervises engineering personnel in the implementation of public infrastructure projects;
- Prepares technical plans, designs, and cost estimates;
- Review and evaluates project proposals and compliance with safety and regulatory standards;
- Coordinates with national agencies regarding DPWH-funded projects;
- Provides advice to the Municipal Mayor on engineering concerns.

## **2. BUDGET OFFICER IV (SG-22):**

Office: Municipal Budget Office

Duties and Functions:

- Supervises budget planning and preparation activities of all municipal departments;
- Ensure that budget allocations are in line with development goals;
- Monitors budget utilization and prepares financial reports;
- Coordinates with the DBM, COA, and other oversight agencies;
- Provides technical assistance during the preparation of the Annual Investment Program (AIP)

## **3. ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II) (SG-15)**

Office: Office of the Municipal Mayor

Duties and Functions:

- Assists in the management of records, communication, and schedules in the Mayor's Office;
- Prepares reports, correspondences, and minutes of the meeting;
- Coordinates with department heads on administrative concerns;
- Performs clerical and logistics support during executive functions and public engagements

**SECTION 4.** The positions herein created are subject to the minimum standards, guidelines, rules and regulations and to the pertinent laws of the Department of Budget and Management and the Civil Service Commission.

**SECTION 5.** All Ordinances, Resolutions, Local Executive Orders, Memorandum Circulars, Issuances, Rules and Administrative Regulations or parts thereof which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.

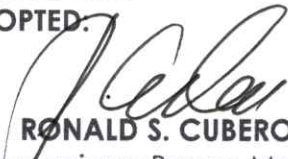
**SECTION 6.** This Ordinance shall take effect upon its approval.

**SO ORDAINED/ENACTED** this 16<sup>th</sup> day of September, 2025 on its 9<sup>th</sup> Regular Session of the 19<sup>th</sup> Sangguniang Bayan of the Municipality of Cortes, Surigao del Sur.

**ATTESTED:**

  
**DANNY B. SILAGAN**  
Secretary to the Sangguniang Bayan

**CERTIFIED CORRECT AND  
TO BE DULY ADOPTED.**

  
**RONALD S. CUBERO**  
Sangguniang Bayan Member  
Temporary Presiding Officer

**APPROVED:**

  
**CHERRY B. DARAMAN**  
Municipal Vice Mayor  
Acting Municipal Mayor  
9-17-25