



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

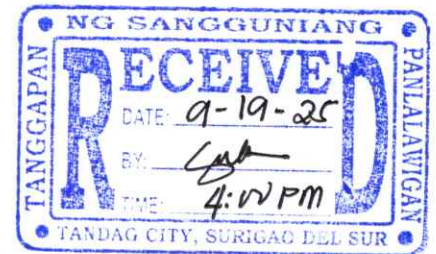
Tanggapan ng Sangguniang Bayan  
(Office of the Municipal Council)

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. 02 series of 2025 dated September 16, 2025 "An Ordinance Creating the Position of Aquaculturist II, Salary Grade-15, in the Office of the Municipal Agriculturist, Cortes, Surigao del Sur and defining the, 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. 02**  
(Series of 2025)

**AN ORDINANCE CREATING THE POSITION OF AQUACULTURIST II, SALARY GRADE-15, IN THE OFFICE OF THE MUNICIPAL AGRICULTURIST, CORTES, SURIGAO DEL SUR AND DEFINING THE, QUALIFICATION STANDARDS, FUNCTION AND RESPONSIBILITIES AND FOR OTHER PURPOSES**

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

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

Tanggapan ng Sangguniang Panlalawigan

SURIGAO DEL SUR

Barcode: O SSP-SDS-2025-05034

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E-Mail: tspsurigaosur@yahoo.com

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Received by: \_\_\_\_\_

**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 position of Aquaculturist II, Salary Grade-15, in the Office of the Municipal Agriculturist, Cortes, Surigao del Sur is 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.

POSITION TITLE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Aquaculturist II	Bachelor's Degree Relevant to the Job	1 year of Relevant experience	4 hours of Relevant training	CS (Professional) Second Level Eligibility

**SECTION 3. DUTIES AND FUNCTIONS:**

**1. AQUACULTURIST II (SG-15)**

Office: Municipal Agriculturist Office  
Duties and Functions:

- Perform inspectional work in compiling and calculating production and cost of production records, for aquaculture development;
- Responsible for weighing, grading, sampling, and testing fish and other fishery/aquatic products;
- Carries out field duties relating to development and classification of aquaculture site, lease management and project development;
- Promotes improved aquaculture methods through practical demonstration;
- Performs administrative duties related to programs of limited complexity where technical knowledge of a particular aquacultural area is needed;

- Collects lease and permit fees and carries out preliminary investigation on lease management related to aquaculture;
- Maybe required to supervise seasonal staff; and
- Perform any other work as may be required by the immediate supervisor.

**SECTION 4.** The position herein created is 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.

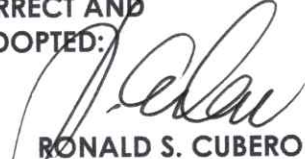
**SECTION 6.** This Ordinance shall take effect upon its approval.

**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