Republic of the Philippines
Province of Surigao del Sur
Municipality of Barobo
-ooOoo-

OFFICE OF THE SANGGUNIAN SECRETARY

March 20, 2025

SANGGUNIANG PANLALAWIGAN
TANGGAPAN
RECEIVED
DATE: 3-21-25
BY:
TIME: 10:45am
TANDAG CITY, SURIGAO DEL SUR

THE SANGGUNIANG PANLALAWIGAN
Thru: ***EDGAR G. PEREZ II, LLB***
Secretary to the Sangguniang Panlalawigan
Capitol Hills, Telaje, Tandag City

Sir;

We are forwarding to your level the copy of **ORDINANCE NO. 03, s. 2025** enacted by the Sangguniang Bayan, for your information, reference and appropriate action.

ORDINANCE NO. 03
Series of 2025

"ORDINANCE CREATING THE POSITIONS OF ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATORS I) – SG 3 AND ADMINISTRATIVE AIDE III (UTILITY WORKER II) – SG 3, UNDER THE OFFICE OF THE SANGGUNIAN SECRETARY, SANGGUNIANG BAYAN, THIS LOCAL GOVERNMENT UNIT"

Kindly acknowledge receipt thereof.

Thank you.

Very truly yours,

3.20.25
MAY FLOR A. CAGOCO
Sanggunian Secretary

Purok-1A, Poblacion, Barobo, Surigao del Sur Area Code: (086) 8500-204 sangguniangbayan.barobo@gmail.com

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

Republic of the Philippines
Province of Surigao del Sur
Municipality of Barobo
-ooOoo-
OFFICE OF THE SANGGUNIANG BAYAN

Purok-1A, Poblacion, Barobo, Surigao del Sur | Area Code: (086) 311-1355 | sangguniangbayan.barobo@gmail.com

TANGGAPAN NG SANGGUNIANG
RECEIVED
DATE: 3-21-25
BY:
TIME: 10:45am
TANDAG CITY, SURIGAO DEL SUR

EXCERPTS FROM THE MINUTES OF THE 8TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BAROBO, SURIGAO DEL SUR, HELD ON FEBRUARY 25, 2025 AT THE SB SESSION HALL

Present: 9

REGULAR SANGGUNIANG BAYAN MEMBERS:

Hon. Narciso A. Moresca	- Sangguniang Bayan Member
Hon. Matias V. Caybot	**- Sangguniang Bayan Member/ *Temporary Presiding Officer***
Hon. Charisse R. Ferrer	- Sangguniang Bayan Member
Hon. Eunizel S. Bacolod	- Sangguniang Bayan Member
Hon. Nancy P. Silva	- Sangguniang Bayan Member
Hon. Elyneth S. Mosquera	- Sangguniang Bayan Member
Hon. Robert Louis D. Avila, III	- Sangguniang Bayan Member

EX-OFFICIO MEMBERS:

Haw. Christopher B. Tobias	- IPMR/Ex-Officio Member
Hon. Ethel M. Rosales	- SK Fed. President/Ex-Officio Member

On Official Business: 2

Hon. Allan C. Bernal	- Vice Mayor/Regular Presiding Officer
Hon. Richard B. Balahay	- Sangguniang Bayan Member

On Special Leave: 1

Hon. Arnel A. Templanza	- ABC President/Ex-Officio Member

Tanggapan ng Sangguniang Panlalawigan
Date:
Time:
Received by:
OSSP-SDS-2025-4552
Telephone No.: (086) - 211 - 5832
E-Mail: tspsurigaosur@yahoo.com
SURIGAO DEL SUR

ORDINANCE NO. 03
Series of 2025

"ORDINANCE CREATING THE POSITIONS OF ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATOR I)- SG 3 AND ADMINISTRATIVE AIDE III (*UTILITY WORKER 2)* – SG 3, UNDER THE OFFICE OF THE SANGGUNIAN SECRETARY, SANGGUNIANG BAYAN, THIS LOCAL GOVERNMENT UNIT"*

Sponsored by : HON. NANCY P. SILVA
Co-Sponsored by: HON. NARCISO A. MORESCA, HON. CHARISSE R. FERRER, HON. EUNIZEL S. BACOLOD, ELYNETH S. MOSQUERA, HON. ROBERT LOUIS D. AVILA, III, HON. ETHEL M. ROSALES, and HAW. CHRISTOPHER B. TOBIAS

WHEREAS, the Municipal Vice Mayor, head of the Sangguniang Bayan, has sent a letter-request to the honorable legislative body for the creation of two (2) positions in the Sangguniang Bayan, preferably under the Sanggunian Secretary which positions are specified and described hereunder:

1. Administrative Aide III *(Audio-Visual Equipment Operator 1)*- SG 3
2. Administrative Aide III (*Utility Worker 1)* – SG 3

WHEREAS, the scrapping of the position of Local Legislative Staff Officer I, with Salary Grade 11, under Item Number Five (5) of the Plantilla of Personnel under the Office of the Sanggunian Secretary subject of Ordinance No. 18, S. of 2024 was intentionally made for the purpose of creating two positions which are deemed vital in the operation of the Sangguniang Bayan, more specifically in the Office of the Sanggunian Secretary which has the direct oversight and management of all career service personnel to attain efficient operation of the office, thus, the Personnel Services appropriation for the scrapped position shall be the budget for the subject created positions.

NOW THEREFORE:

BE IT ORDAINED, by the Sangguniang Bayan of Barobo, Surigao del Sur, duly assembled in session, **THAT:**

Section I. CREATION OF POSITIONS. There is hereby created the hereunder described positions under the Office of the Sanggunian Secretary, viz:

1. Administrative Aide III (Audio-Visual Equipment Operator 1) - SG 3
2. Administrative Aide III (Utility Worker 1) – SG 3

Section 2. QUALIFICATIONS, AND DUTIES AND FUNCTIONS. The duties and functions of the created positions are as follows:

Position Title	Salary Grade	Qualification		Duties and Functions
1. **Administrative Aide III** (*Audio-Visual Equipment Operator 1)*	3	Education:	High School Graduate or Completion of relevant vocational/trade school	- Operates and maintains the audio and visual equipment in the Sanggunian offices, particularly during session or any legislative activities, inclusive of those conducted outside the session hall/office i.e., public hearing;
		Eligibility:	None Required (MC 11, s. 96 Cat. III)	
		Training:	None Required	
		Experience:	None Required	

				- Takes charge on the maintenance of the units and takes custody of same especially when brought outside of the office premises. - Does other support services when needed by the Vice Mayor and the head concerned.
2. **Administrative Aide III** (*Utility Worker II*)	3	Education:	High School Graduate or Completion of relevant vocational/trade school	- Maintains sanitation and orderliness in the new and old session halls; - Extends support services to the Sanggunian Secretary, and to the Vice Mayor and Legislators when requested/directed.
		Eligibility:	None Required (MC 11, s. 96 Cat. III)	
		Training:	None Required	
		Experience:	None Required	

Section 3. PERSONNEL SERVICES APPROPROPRIATION FOR THE CREATED POSITIONS:

1. Administrative Aide III
   (*Audio-Visual Equipment Operator I*), SG 3 – Php271,749.52

2. Administrative Aide III
   (*Utility Worker II*), SG 3 – Php271,749.52

T o t a l - Php 543,499.04

Section 4. SOURCE OF FUNDS. That the source of funds for the created positions are as follows:

- Appropriation for the scrapped position-Local Legislative Staff Officer 1 (LLSO-I) subject of Municipal Ordinance No. 18, S. 2024 - **P462,263.00**

* PS Savings under the Legislative Office - **81,236.04**

T o t a l - **P543,499.04**

Section 5. FUNDING REQUIREMENTS. Appropriation for Personal Services created under this Ordinance shall be an annual regular PS appropriation and the difference of the amount provided for in Section 4 hereof shall also be regularly allocated in the ensuing year and thenceforth.

Section 6. EFFECTIVITY. This Ordinance shall take effect immediately upon approval.

ENACTED: February 25, 2025

FINALLY VOTED: March 4, 2025

I HEREBY CERTIFY the correctness of the foregoing Ordinance No. 03, Series of 2025.

ANIEROSE E. MARISCAL
Acting Sanggunian Secretary

ATTESTED AND CERTIFIED
TO HAVE BEEN DULY ADOPTED:

MATIAS V. CAYBOT
Sangguniang Bayan Member/
Temporary Presiding Officer

APPROVED:

JOEY S. PAMA
Municipal Mayor

MAR 12 2025