Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
BAYAN NG CORTES

Tanggapan ng Sangguniang Bayan
(Office of the Municipal Council)

March 24, 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

TANGGAPAN NG SANGGUNIANG PANLALAWIGAN
RECEIVED
DATE: 3/24/25
BY:
TIME: 2:35
TANDAG CITY, SURIGAO DEL SUR

Sir/Madam:
Greetings!

Respectfully submitting the approved **Municipal Ordinance No. 29 series of 2025 of the Municipality of Cortes, Surigao del Sur entitled "An Ordinance Amending Municipal Ordinance No. 19 series of 2024 dated May 8, 2024 of the Municipality of Cortes, Surigao del Sur entitled "An Ordinance Renaming the Office of the Sangguniang Bayan (OSB), this Municipality to Office of the Secretary to the Sangguniang Bayan (OSSB) and providing for its Revised Organizational Structure and Staffing Pattern" by Incorporating the Necessary Corrections on Section 3 and 4 Thereof"** 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
noted

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 121ST REGULAR SESSION OF THE 18TH SANGGUNIANG BAYAN OF CORTES, SURIGAO DEL SUR HELD AT THE MUNICIPAL SESSION HALL ON FEBRUARY 26, 2025

TANGGAPAN NG SANGGUNIANG PANLALAWIGAN
RECEIVED
DATE: 3/24/25
BY:
TIME: 2:35 PM
TANDAG CITY, SURIGAO DEL SUR

Present:

Hon. Mark T. Bagnol — Sangguniang Bayan Member
~~Temporary Presiding Officer~~

Regular Sangguniang Bayan Members

Hon. Mercedette V. Dumagan	Sangguniang Bayan Member
Hon. Hazel G. Pasok	- do -
~~Hon. Jose Emmanuel M. Bonifacio~~	~~- do -~~
Hon. Lydia I. Gabisay	- do -
Hon. Sedfrey G. Cuartero	- do -

Ex-Officio Member

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

On Official Business:

Hon. Cherry B. Daraman	Municipal Vice Mayor

Absent: *On Sick Leave:*

Hon. Ronald S. Cubero	Sangguniang Bayan Member
Hon. Joven P. Rivera	- do -

MUNICIPAL ORDINANCE NO. 29
(Series of 2025)

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 19 SERIES OF 2024 DATED MAY 8, 2024 OF THE MUNICIPALITY OF CORTES, SURIGAO DEL SUR ENTITLED "AN ORDINANCE RENAMING THE OFFICE OF THE SANGGUNIANG BAYAN (OSB), THIS MUNICIPALITY TO OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN (OSSB) AND PROVIDING FOR ITS REVISED ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN" BY INCORPORATING THE NECESSARY CORRECTIONS ON SECTION 3 AND 4 THEREOF

Introduced by: **LYDIA I. GABISAY**
~~Seconded by: **All Members Present**~~

WHEREAS, this Body passed and approved Municipal Ordinance No. 19 series of 2024 dated May 8, 2024 entitled "An Ordinance Renaming the Office of the Sangguniang Bayan (OSB), this Municipality to Office of the Secretary to the Sangguniang Bayan (OSSB) and providing for its Revised Organizational Structure and Staffing Pattern";

Tanggapan ng Sangguniang Panlalawigan
SURIGAO DEL SUR
OSSP-SDS-2025-4562
Telephone No.: (086) - 211 - 5832
E-Mail: tspsurigaosur@yahoo.com
Date:
Time:
Received by:

WHEREAS, it was submitted to the Tanggapan ng Sangguniang Panlalawigan for review pursuant to Section 468 par (a) No. 1(i), Article III Chapter 3 of Republic Act No. 7160 which provides that, "the Sangguniang Panlalawigan shall review all ordinances approved by the mayors of said component units to determine whether these are within the scope of the prescribed powers of the sanggunian and of the mayor";

WHEREAS, after a careful deliberation on the matter during their review, it was recommended to return Municipal Ordinance No. 19 series of 2024 of this municipality for rectification through TSP Resolution No. 2631-24 series of 2024 dated November 26, 2024.

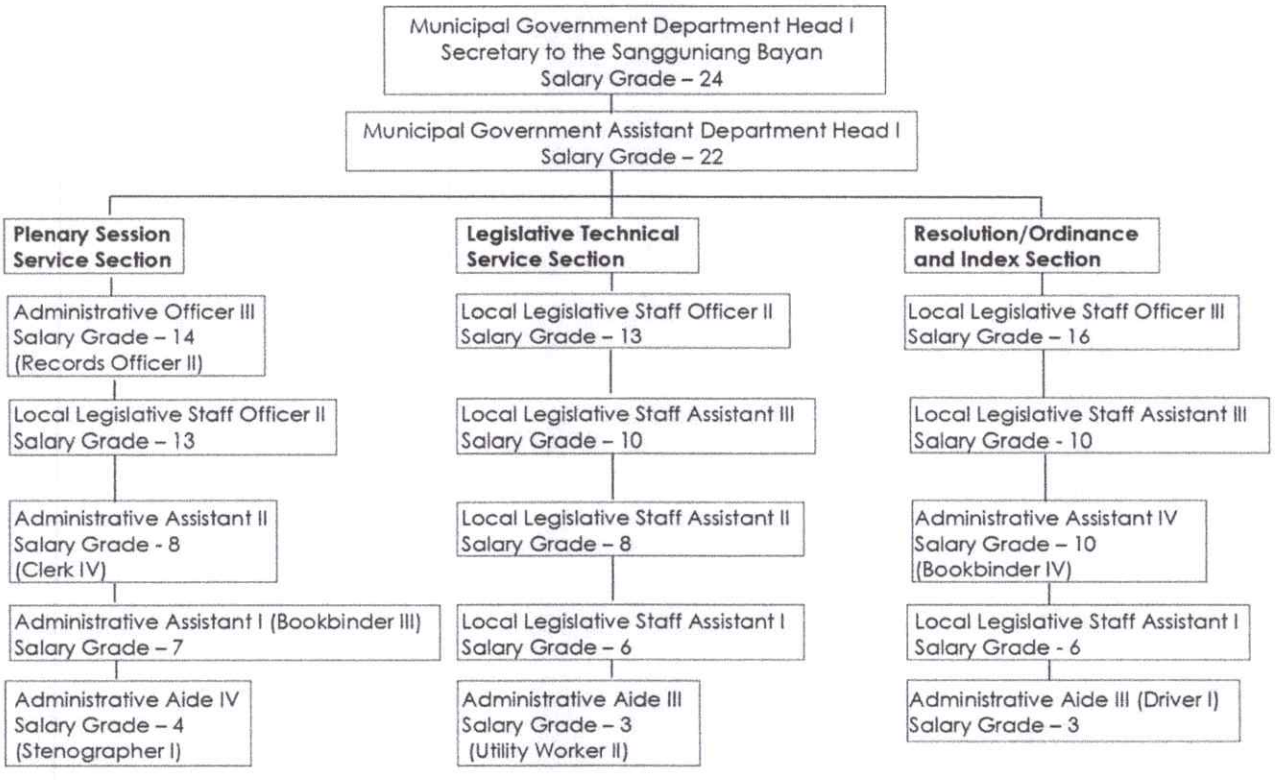
NOW THEREFORE,

BE IT ORDAINED, BY THE SANGGUNIANG BAYAN OF CORTES, SURIGAO DEL SUR IN A SESSION DULY ASSEMBLED THAT:

SECTION 1. TITLE. There is hereby renaming of the Office of the Sangguniang Bayan (OSB), this municipality to Office of the Secretary to the Sangguniang Bayan(OSSB) and providing for its revised Organizational Structure and Staffing Pattern.

SECTION 2. Declaration of Policy. It is hereby declared that the Office of the Sangguniang Bayan (OSB) be renamed as the Office of the Secretary to the Sangguniang Bayan (OSSB) and all its personnel, equipment and function are transferred to the OSSB.

SECTION 3. Organizational Structure and Staffing Pattern. The Office of the Secretary to the Sangguniang Bayan shall have the following Staffing Pattern.



SECTION 4. Duties and Responsibilities. The Secretary to the Sangguniang Bayan and the Municipal Government Assistant Department Head I of the Municipality of Cortes, Surigao del Sur shall perform the following;

Municipal Government Department Head I - Secretary to the Sangguniang Bayan - SG 24

1. Exercise general supervision over the staff of the office.
2. Attend sessions/meetings of the Sanggunian and keep a journal of its proceedings.
3. Keep the seal of the LGU and affix the same with his/her signature to all ordinances, resolutions, and other official acts of the sanggunian and present the same to the Presiding Officer for his signature.
4. Forward to the Mayor, as the case may be for approval, copies of ordinances enacted by the Sanggunian and duly certified by the Presiding Officer.
5. Transmit and forward to the Sangguniang Panlalawigan copies of an approved ordinances for review and approval.
6. Furnish upon request to any interested parties certified copies of records of public character in his/her custody, upon payment to the local treasurer of such fees as may be prescribed by an ordinance.
7. Record in a book kept for the purpose, all ordinances and resolutions enacted or adopted by the Sanggunian with the dates of passage and publication.
8. Keep his/her office and all non-confidential records therein open to the public during the usual business hours:
9. Take custody of the local archives and where applicable, the local library and annually account for the same, and
10. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinances relative to his/her position

Municipal Government Assistant Department Head I – SG 22

1. Attend sessions/meetings of the Sangguniang Bayan and other committee meetings in the absence of the Secretary to the Sangguniang Bayan and keep records of the Legislative enactments and actions.
2. Represents the Secretary to the Sangguniang Bayan and act as Officer in Charge for and her absence.
3. Prepares/corrects draft of communications/ resolution ordinances/ reports/ minutes/ transcripts of proceedings and others.
4. Assist the Secretary in the formulation of office policies, rules and regulations.
5. Review OPCR, IPCRs, Ratings/Targets of the office.
6. Provide feedback, clarification and information regarding Sangguniang Bayan decisions and actions on Legislative information and documents, administrative and financial matters.

SECTION 5. Functions and Responsibilities of Sections. The Office of the Secretary to the Sangguniang Bayan have three (3) sections, namely; Plenary Session Service Section, Legislative Technical Service Section and Resolution/Ordinance and Index Section and shall have the following functions and responsibilities;

1. PLENARY SESSION SERVICE SECTION

- prepares and distributes order of business, minutes and journals/ transcript of proceedings, records attendance of SB Members in session;
- provides assistance to researchers on matters related to journals/minutes; prepares indexes of Journals/transcripts;
- issues certifications of amendments approved by the SB during sessions;

- records/take down notes of proceedings of SB sessions and other legislative meetings;
- registers resolutions and ordinances introduced by SB Members;
- distributes copies of resolutions/ordinances for second and third readings; and reproduces copies of legislative matters for use during SB sessions.
- provides assistance in the reproduction of legislative materials;
- coordinates with other divisions on legislative documents and information not available in their respective units;
- maintains, safe keeps, files and retrieves records/documents;
- provides computer services; and maintains cleanliness, hygiene and orderliness inside and outside the legislative building.

2. LEGISLATIVE TECHNICAL SERVICE SECTION

- prepares resolutions, ordinances, invitation letters, communications, endorsements and messages as recommended by the respective committees;
- prepares legal opinions, as requested;
- provides technical/legal references and research materials;
- prepares and distributes committee agenda, reports and minutes of committee meetings, administrative case and public hearings;
- reviews Barangay Resolutions / Ordinances needing SB action and attend to requests for statistical data or list of resolutions/ordinances authored and co-authored by SB Members;
- records and monitors legislative status of referrals to committees and reports;
- prepares Quarterly and Annual Legislative Accomplishment Report (ALAR) of the SB Members and personnel;
- reproduces copies of legislative documents for use during committee meetings and answers queries related to legislative information on referred requests and status of same.
- provides adequate administrative support to the SB and staff;
- makes legislative records and documents available reference and research; for
- performs recording functions and simple supply and property management functions;
- prepares annual budget proposal and requests for allotment;
- prepares and follow-ups PRS and financial claims of SP Members and staff;
- prepares, processes and follow up requests for leave and update leave records;

3. RESOLUTION/ORDINANCE AND INDEX SECTION

- Conducts researches and prepares drafts and finalizes Resolution and Ordinances, and provides technical assistance in the preparation of proposed amendments to same;
- prepares/reviews and finalizes Ordinances on the enacted Annual Budget of the municipality;
- transmits finalized Resolutions and Ordinances for signature/approval of the Presiding Officer/Municipal Mayor;
- prepares General Index of Resolutions and Ordinances;
- records and monitors status of resolutions/ordinances;
- answers queries related to legislative information and documents; and
- Assist in filing records of the office

Administrative Officer III - SG 14 (Records Officer II)

1. provides assistance to researchers on matters related to journals/minutes; prepares indexes of Journals/transcripts;
2. records/take down notes of proceedings of SB sessions and other legislative meetings;
3. registers resolutions and ordinances introduced by SB Members; and
4. perform other related task as may be assigned from time to time by the immediate supervisor

Local Legislative Staff Officer II - SG 13

1. Assist the Secretary to the Sangguniang Bayan in the preparation of minutes during the regular/special session and committee meeting;
2. Encode minutes, resolution, ordinances, and other official documents;
3. Facilitate signature of minutes, resolutions, ordinances and other documents of concern officials and furnish copies to all concerns;
4. Keep and Take charge records and documents in the office and its filing;
5. Take over all duties and functions in the absence of the Secretary to the Sangguniang Bayan; and
6. perform other related task as may be assigned from time to time by the immediate supervisor

Administrative Assistant II - SG 8 (Clerk IV)

1. Prepares documents needed by the office;
2. Prepares and follow-up financial claims;
3. Records documents received by the office;
4. Maintain, keep safe files and retrieves record/ documents;
5. Provides computer services; and
6. perform other related task as may be assigned from time to time by the immediate supervisor.

Administrative Assistant I - SG 7 (Bookbinder III)

1. Perform the filing and binding of records and documents in the office;
2. Assist the Secretary to the Sangguniang Bayan in the preparation, reproduction and provision of supporting documents needed during session;
3. Perform the encoding and processing of travelling expenses, vouchers and other transaction of the office especially of the Members of the Sangguniang Bayan;
4. Perform liaisoning functions and encoding of reports and other documents of the office transaction; and
5. Perform such other functions that may be assigned from time to time.

Administrative Aide IV – SG 4 (Stenographer I)

1. Transcribe and encode records of its proceedings;
2. Keep records/ journal of its proceedings;
3. Perform such other functions that may be assigned from time to time

Local Legislative Staff Officer II – SG 13

1. prepares resolutions, ordinances, Invitation letters, communications, endorsements and messages as recommended by the respective committees;
2. prepares legal opinions, as requested;

3. provides technical/legal references and research materials;
4. prepares and distributes committee agenda, reports and minutes of committee meetings, administrative case and public hearings; and
5. perform other related task as may be assigned from time to time by the immediate supervisor

Local Legislative Staff Assistant III – SG 10

1. reviews Barangay Resolutions / Ordinances needing SB action and attend to requests for statistical data or list of resolutions/ordinances authored and co-authored by SB Members;
2. records and monitors legislative status of referrals to committees and reports;
3. prepares Quarterly and Annual Legislative Accomplishment Report (ALAR) of the SB Members and personnel;
4. reproduces copies of legislative documents for use during committee meetings and answers queries related to legislative information on referred requests and status of same; and
5. perform other related task as may be assigned from time to time by the immediate supervisor

Local Legislative Staff Assistant II – SG 8

1. provides adequate administrative support to the SB and staff;
2. makes legislative records and documents available reference and research; for
3. performs recording functions and simple supply and property management functions;
4. prepares annual budget proposal and requests for allotment; and
5. perform other related task as may be assigned from time to time by the immediate supervisor

Local Legislative Staff Assistant I – SG 6

1. records and monitors legislative status of referrals to committees and reports;
2. reproduces copies of legislative documents for use during committee meetings and answers queries related to legislative information on referred requests and status of same.
3. prepares and follow-ups PRS and financial claims of SP Members and staff;
4. prepares, processes and follow up requests for leave and update leave records; and
5. perform other related task as may be assigned from time to time by the immediate supervisor

Administrative Aide III – SG 3 (Utility II)

1. Maintain the general cleanliness of the office;
2. Check the conditions of the office facilities from time to time;
3. Served as errand in the office; and
4. perform other related task as may be assigned from time to time by the immediate supervisor.

Local Legislative Staff Officer III – SG 16

1. provides technical/legal references and research materials;

2. Conducts researches and prepares drafts and finalizes Resolution and Ordinances, and provides technical assistance in the preparation of proposed amendments to same;
3. prepares/reviews and finalizes Ordinances on the enacted Annual Budget of the municipality;
4. transmits finalized Resolutions and Ordinances for signature/approval of the Presiding Officer/Municipal Mayor; and
5. perform other related task as may be assigned from time to time by the immediate supervisor.

Local Legislative Staff Assistant III – SG 10

1. prepares General Index of Resolutions and Ordinances;
2. records and monitors status of resolutions/ordinances;
3. answers queries related to legislative information and documents;
4. Assist in filing records of the office; and
5. perform other related task as may be assigned from time to time by the immediate supervisor

Administrative Assistant IV – SG 10 (Bookbinder IV)

1. Perform the filing and binding of records and documents in the office;
2. Assist the Secretary to the Sangguniang Bayan in the preparation, reproduction and provision of supporting documents needed during session;
3. Perform the encoding and processing of travelling expenses, vouchers and other transaction of the office especially of the Members of the Sangguniang Bayan;
4. Perform liaisoning functions and encoding of reports and other documents of the office transaction; and
5. Perform such other functions that may be assigned from time to time.

Local Legislative Staff Assistant I – SG 6

1. Records documents received by the office
2. Reproduces copies of legislative documents
3. Encode communication needed for the office
4. Answers queries relative to the office; and
5. perform other related task as may be assigned from time to time by the immediate supervisor

Administrative Aide III (Driver I) – SG 3

1. Drive/operate the vehicle for the Municipal Vice Mayor and employees on official travel;
2. Check the condition of the vehicle every now and then and report any needed repair;
3. Maintain the cleanliness of the vehicle;
4. Perform minor repair of service vehicle; and
5. perform other related task as may be assigned from time to time by the immediate supervisor.

SECTION 6. QUALIFICATIONS. The qualifications of the positions in the Office of the Secretary to the Sangguniang Bayan shall adhere to the minimum requirements of the positions provided in R.A. 7160 otherwise known as the Local Government Code of 1991 and

to 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.

For the position of Municipal Government Assistant Department Head I (MGADH I), the Qualification Standard shall adhere to Annex D – 2 of CSC MC No. 6, series of 2023 dated May 19, 2023.

SECTION 7. Transitory Provisions. The transfer of powers and functions of the Office of the Secretary to the Sangguniang Bayan (OSSB) under the Office of the Sangguniang Bayan (OSB) shall include all applicable funds, personnel, records, property and equipment, as may be necessary. There shall be no mandatory separation of any employee as a result of the creation of the Office of the Secretary to the Sangguniang Bayan. All employees serving in the Office of the Sangguniang Bayan shall continue to serve until transferred, promoted or until such time that there are changes in position title.

SECTION 8. Separability Clause. Any part or provision of this Ordinance found to be unconstitutional or ultra vires shall not affect the others which shall continue to be in full force and effect.

SECTION 9. Repealing Clause. All ordinances, administrative circular, Executive Orders or parts thereof shall be found to be inconsistent with the provisions of this Ordinance are hereby repealed and amended accordingly.

SECTION 10. Effectivity. This Ordinance shall take effect upon its approval.

ENACTED by the 18th Sangguniang Bayan of Cortes, Surigao del Sur on its 121st Regular Session on February 26, 2025 at Cortes, Surigao del Sur.

ATTESTED:

DANNY B. SILAGAN
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT
TO BE DULY ADOPTED:

MARK T. BAGNOL
Sangguniang Bayan Member
Temporary Presiding Officer

APPROVED:

JOSIE M. BONIFACIO, M.D.
Municipal Mayor
3-21-2025

Republic of the Philippines
Province of Surigao del Sur
Municipality of Cortes

Office of the Sangguniang Bayan
(Office of the Municipal Council)

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **Municipal Ordinance No. 29 of this municipality** dated February 26, 2025, viz;

1. **Municipal Ordinance No. 29 series of 2025 entitled "An Ordinance Amending Municipal Ordinance No. 19 series of 2024 dated May 8, 2024 of the Municipality of Cortes, Surigao del Sur entitled "An Ordinance Renaming the Office of the Sangguniang Bayan(OSB), this Municipality to Office of the Secretary to the Sangguniang Bayan (OSSB) and providing for its Revised Organizational Structure and Staffing Pattern" by Incorporating the Necessary Corrections on Section 3 and 4 Thereof"**

was posted in the bulletin board at the entrance of the Municipal Hall and in 2 other conspicuous places of this municipality.

This **Certification** is issued in compliance with Section 59 of the Local Government Code of 1991 otherwise known as RA 7160.

Done this 21st day of March, 2025 at Cortes, Surigao del Sur.

DANNY B. SILAGAN
Secretary to the Sangguniang Bayan