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

NG SANGGUNIANG PANLALAWIGAN
TANGGAPAN
RECEIVED
DATE: 3/24/25
BY:
TIME: 2:35 pm
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. 30 series of 2025 of the Municipality of Cortes, Surigao del Sur entitled "An Ordinance Amending Municipal Ordinance No. 20 series of 2024 dated May 8, 2024 of the Municipality of Cortes, Surigao del Sur entitled "An Ordinance Creating the Office of the Members of the Sangguniang Bayan (OMSB), of the Municipality of Cortes, Surigao del Sur providing for its 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
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DATE: 3/24/25
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TIME: 2:35
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. 30
(Series of 2025)

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 20 SERIES OF 2024 DATED MAY 8, 2024 OF THE MUNICIPALITY OF CORTES, SURIGAO DEL SUR ENTITLED "AN ORDINANCE CREATING THE OFFICE OF THE MEMBERS OF THE SANGGUNIANG BAYAN (OMSB) OF THE MUNICIPALITY OF CORTES, SURIGAO DEL SUR PROVIDING FOR ITS 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. 20 series of 2024 dated May 8, 2024 entitled "An Ordinance Creating the office of the Members of the Sangguniang Bayan (OMSB) of the Municipality of Cortes, Surigao del Sur providing for its Organizational Structure and Staffing Pattern";

Tanggapan ng Sangguniang Panlalawigan
SURIGAO DEL SUR
OSSP-SDS-2025-4563
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. 20 series of 2024 of this municipality for rectification through TSP Resolution No. 2632-24 series of 2024 dated November 26, 2024.

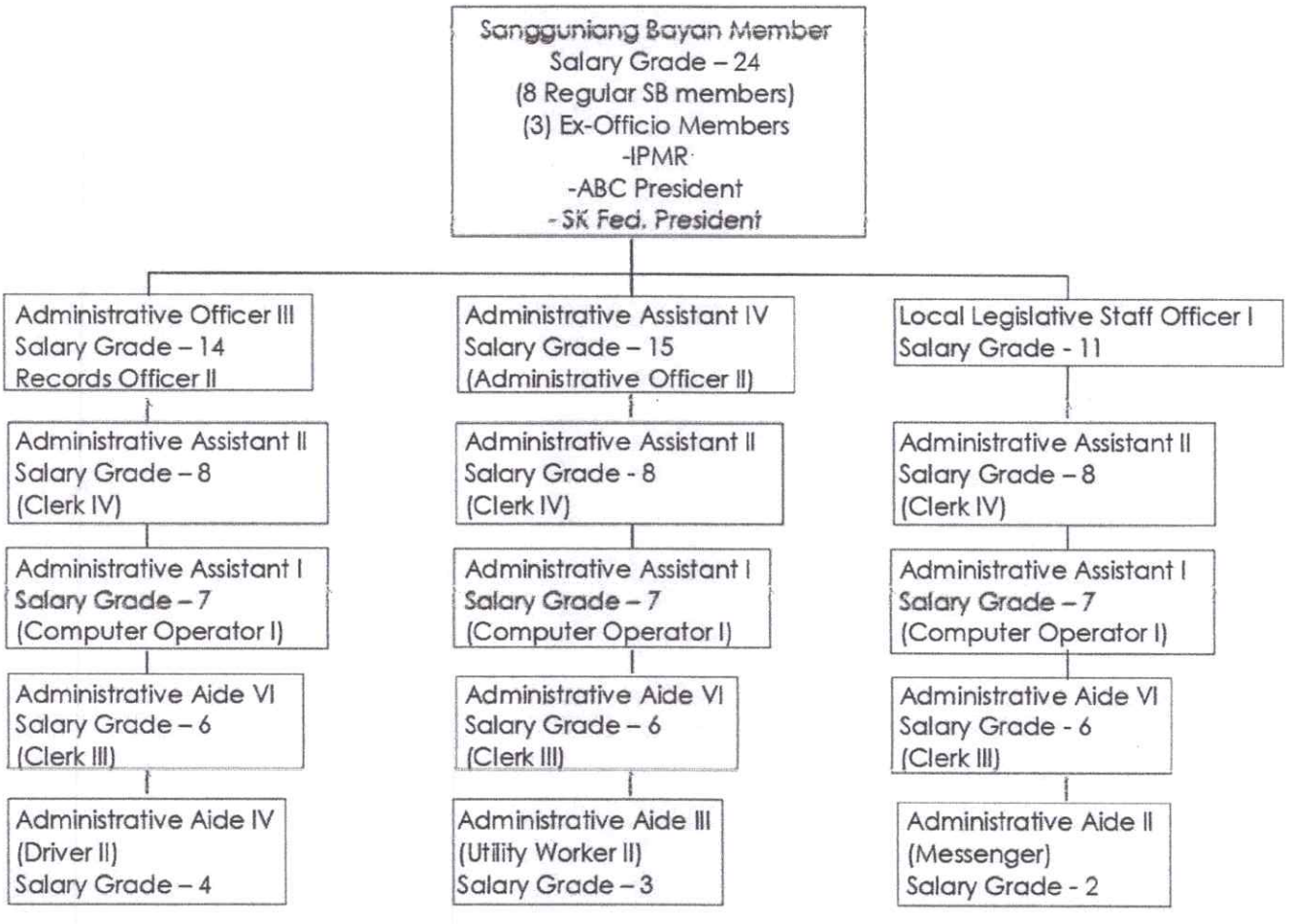
NOW THEREFORE,

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

SECTION 1. Title. There is hereby created the Office of the Sang`guniang Bayan of the Municipality of Cortes, Surigao del Sur and providing for its Organizational Structure and Staffing Pattern.

SECTION 2. The Office of the Sangguniang Bayan shall be a separate unit to meet the needs of the demands of a very functional and responsive government institution. This is also to ensure continuity of service of regular staff employees of the Sangguniang Bayan.

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



SECTION 4. DUTIES AND RESPONSIBILITIES. The Sangguniang Bayan and their support staffs shall perform the following:

Sangguniang Bayan Members:

1. Approve ordinances and pass resolutions necessary for an efficient and effective municipal government.
2. Generate and maximize the use of resources and revenues for the development of plans, program objectives and priorities of the municipality as provided for under Section 18 of RA 7160 otherwise known as the Local Government Code of 1991 with particular attention to agro-industrial development and countryside growth and progress, and relative thereto,
3. Subject to the provisions of Book II of RA 7160, grant franchise, enact ordinances levying taxes, fees and charges upon such conditions and for such purposes intended to promote the general welfare of the inhabitants of the municipality, and pursuant to this legislative authority.
4. Regulate activities relative to the use of land, buildings and structures within the municipality within the municipality in order to promote the general welfare and for said purpose.
5. Approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities as provided for under Section 17 of the Code, and in addition to said services and facilities.
6. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Administrative Officer III – SG 14 (Records Officer II)

1. Records and monitors legislative status of referrals to committee and reports including status of resolution and ordinances.
2. Perform recordings functions.
3. Records/take down notes/minutes of proceedings of session, and other legislative meetings.
4. Maintain, safe keeps files and retrieves records/documents; and
5. Perform other related functions as may be assigned from time to time of the immediate supervisor.

Administrative Officer IV – SG 15 (Administrative Officer II)

1. Provides adequate administrative support to the Sangguniang Bayan and staff.
2. Prepares quarterly and annual legislative accomplishment reports of the Sangguniang Bayan and personnel.
3. Review OPCR, IPCR, Ratings and Target of the Office.
4. Take note and reminds Sangguniang Bayan members of their schedule of activities.
5. Prepares legal opinions as requested; and
6. Perform other related functions as may be assigned from time to time of the immediate supervisor.

Local Legislative Staff Officer I – SG 11

1. Assist the Sangguniang Bayan in the preparation of draft of resolution and ordinances.
2. Provides technical/legal references and research materials.
3. Prepares annual budget proposal and requests for allotment.
4. Answer queries relative to information and documents; and
5. Perform other related functions as may be assigned from time to time of the immediate supervisor.

Administrative Assistant II – SG 8 (Clerk IV)

1. Conducts or provide assistance to researchers on matter related to legislative measures.
2. Assist Sangguniang Bayan members in the preparation of committee reports.
3. Coordinates with other offices in legislative documents and information not available in the Sangguniang Bayan Office.
4. Prepares and follow ups PRS and financial claims of Sangguniang Bayan members and staff, including request for leave and update leave records; and
5. Perform other related functions as may be assigned from time to time of the immediate supervisor.

Administrative Assistant I – SG 7 (Computer Operator I)

1. Encode communications and other documents of the office;
2. Provide computer services;
3. Maintain and keep files safe; and
4. perform other related task as may be assigned from time to time by the immediate supervisor.

Administrative Aide VI – SG 6 (Clerk III)

1. Transact TEV of the Sangguniang Bayan Members and perform liaisoning transactions.
2. Delivers inter-office correspondence, documents, supplies and materials, collect supplies and materials and sends mails/ correspondence to the Post Office;
3. Follow-up/Liaisons OSSB/SB financial claims; and
4. Performs other related tasks as may be assigned from time to time by the intermediate supervisor.

Administrative Aide IV – SG 4 (Driver II)

1. Drive/operate the vehicle for Sangguniang Bayan members 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. performs other related task as may be assigned from time to time by the immediate supervisor.

Administrative Aide III SG – 3 (Utility Worker II)

1. maintains the general cleanliness of the Office and its surrounding; and
2. Performs other related task as may be assigned from time to time by the immediate supervisor.

Administrative Aide II SG – 2 (Messenger)

1. follow-up/Liaisons OSSB/SB financial claims;
2. delivers inter-office correspondence, documents, supplies and materials, collect supplies and materials and sends mails/ correspondence to the Post Office
3. performs other related task as may be assigned from time to time by the immediate supervisor.

SECTION 5. 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.

SECTION 6. 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 7. 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 8. 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. 30 of this municipality** dated February 26, 2025, viz;

1. **Municipal Ordinance No. 30 series of 2025 entitled "An Ordinance Amending Municipal Ordinance No. 20 series of 2024 dated May 8, 2024 of the Municipality of Cortes, Surigao del Sur entitled "An Ordinance Creating the Office of the Members of the Sangguniang Bayan(OMSB), of the Municipality of Cortes, Surigao del Sur providing for its 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