



**MUNICIPAL ORDINANCE**  
**No. 19 Series of 2024**

**MUNICIPALITY OF SAN MIGUEL**  
**SURIGAO DEL SUR**



Republic of the Philippines  
Province of Surigao del Sur  
Municipality of San Miguel



Office of the Secretary to the Sangguniang Bayan

March 27, 2025

The Sangguniang Panlalawigan  
Tandag City

Sir & Madam:



Respectfully submitted again the herein Rectified Municipal Ordinance No. 19, Series of 2024, of this municipality which is self-explanatory for SP's review and approval.

Thank you.

Respectfully yours,

**LALAIN EIZALDE-PRAMBITA**  
Secretary to the Sangguniang Bayan 1



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

Office of the Sangguniang Bayan

(Twenty first Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 8<sup>TH</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SAN MIGUEL, SURIGAO DEL SUR, HELD ON MARCH 04, 2024 AT THE SESSION HALL.

Present:	Honorable Reynaldo F. Demoto	-	Vice Mayor (Presiding Officer)
	Honorable Charles T. Torre Franca	-	-SB Member
	Honorable Linibeth O. Tabaranza	-	-SB Member
	Honorable Salddy Jandec E. Soriano	-	-SB Member
	Honorable Ruth C. Guinsod	-	-SB Member
	Honorable Rebecca R. Gascon	-	-SB Member
	Honorable Alfcris Reztan S. Perez	-	-SB Member
	Honorable Jethro L. Montenegro	-	-SB Member
	Honorable Marven P. Murillo	-	-SB Member
	<u>Ex-Officio Members:</u>		
	Honorable Gladys Mae E. Corilla	-	-ABC President
	Honorable Rico H. Maca	-	-IPM Representative
	Honorable Lejohn H. Elizalde	-	-SKF President
Absent:	None		



**ORDINANCE NO. 19**  
Series of 2024

**AN ORDINANCE CREATING THE POSITION TITLE OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT SECRETARY TO THE SANGGUNIANG BAYAN), SG-22 UNDER THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN AND APPROPRIATING FUNDS THEREFOR.**

Authored by : Honorable Salddy Jandec E. Soriano  
Seconded by : Honorable Alfcris Reztan S. Perez

Explanatory Note

WHEREAS, Section 76 of R.A. No. 7160 provides that "every local government unit shall design and implement its own organizational structure and staffing pattern, taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission".

WHEREAS, the same provision of R.A. No. 7160 grants LGUs the authority to tailor their organizational structures and staffing patterns to suit their specific needs, considering factors such as the services they provide and their financial capabilities. However, they must ensure that their designs comply with the minimum standards and guidelines established by the CSC.

WHEREAS, the same provision of R.A. No. 7160 underscores the principle of decentralization enshrined in the Local Government Code, empowering LGUs to make decisions that are responsive to the needs and aspirations of their constituents while still operating within the framework of national laws and regulations.

WHEREAS, there is a recognized need within the Local Government Unit (LGU) of San Miguel to enhance the organizational structure and optimize efficiency in the Office of the Secretary of the Sangguniang Bayan;

WHEREAS, it has been identified that the establishment of the position title of Municipal Government Assistant Department Head I (Assistant to the Sangguniang Bayan Secretary), Salary Grade 22 (SG 22) under the Office of the Secretary of the Sangguniang Bayan would greatly contribute to the smooth operation and effective management of administrative tasks and functions:

*[Handwritten signatures]*

Tanggapan ng Sangguniang Panlalawigan

SURIGAO DEL SUR

OSSP-SDS-2025-4572

Telephone No.: (086) - 211 - 5832  
E-Mail: tpsurigaosur@yahoo.com

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

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

WHEREAS, the creation of this position is deemed essential to provide necessary support and assistance to the Sangguniang Bayan Secretary in carrying out his/her duties and responsibilities effectively and efficiently;

WHEREAS, this ordinance aims to address the aforementioned needs and concerns by creating the said position title and defining its functions and responsibilities within the LGU of San Miguel;

**NOW, THEREFORE**

Be it ordained by the Sangguniang Bayan in session assembled, that:

**SECTION 1. Title and Creation**

1.1. There shall be created the position title of Municipal Government Assistant Department Head I (Assistant Secretary to the Sangguniang Bayan), Salary Grade 22 (SG 22) under the Office of the Secretary of the Sangguniang Bayan.

**SECTION 2. Appropriation of Funds**

2.1. The necessary funds for the creation and implementation of the position title mentioned in Section 1 shall be appropriated from the LGU's budget allocation for personnel services.

**SECTION 3. Duties and Functions**

3.1. The Municipal Government Assistant Department Head I (Assistant Secretary to the Sangguniang Bayan) shall assist the Sangguniang Bayan Secretary in the performance of his/her duties and responsibilities, including but not limited to:

- a) Assisting in the preparation of Sangguniang Bayan session agendas, minutes, and other official documents;
- b) Coordinating with Sangguniang Bayan members, LGU officials, and other stakeholders regarding official matters;
- c) Managing and organizing official records, documents, and correspondences of the Sangguniang Bayan;
- d) Performing administrative tasks and providing support as directed by the Sangguniang Bayan Secretary;
- e) Representing the Sangguniang Bayan Secretary in official functions and meetings as necessary.

**SECTION 4. Qualification Standards**

4.1. To qualify for the position of Municipal Government Assistant Department Head I (Assistant Secretary to the Sangguniang Bayan), an applicant must possess the following qualifications:



Position Title	Salary Grade	Qualification Standards			
		Education	Training	Experience	Eligibility
Municipal Government Assistant Department Head I (Assistant Secretary to the Sangguniang Bayan)	22	Bachelor's degree preferably in law, commerce or public administration from a recognized college or university	4 Hours of relevant training	1 Year relevant experience	Career Service Professional/ Second Level Eligibility

**SECTION 5. Effectivity**

5.1. This ordinance shall take effect immediately upon its approval and posting in conspicuous places within the jurisdiction of the Municipality of San Miguel.

Enacted this 4th day of March, 2024, at the Municipality of San Miguel, Surigao del Sur.

*As disposed of by the Presiding Officer*

*Ayes (11) Honorable Torrefranca, Honorable Tabaranza, Honorable Soriano, Honorable Guinsod, Honorable Gascon, Honorable Perez, Honorable Montenegro, Honorable Murtillo, Honorable Corilla, Honorable Maca and Honorable Elizalde.*

*Nays (0)*

*Abstained (0)*

x-----X

I HEREBY CERTIFY to the correctness of the foregoing ordinance.

  
**LALAIN ELIZALDE-PRAMBITA**  
 Secretary to the Sangguniang Bayan I

ATTESTED AND CERTIFIED TO BE DULY ENACTED:

  
**REYNALDO F. DEMOTO**  
 Vice Mayor  
 (Presiding Officer)

APPROVED:

  
**MICHAEL T. CORILLA**  
 Municipal Mayor

Date: 3-27-25

V-MAYOR

Republika ng Pilipinas  
LALAWIGAN NG SURIGAO DEL SUR  
TANDAG CITY

Tanggapan ng Sangguniang Panlalawigan  
(Office of the Provincial Council)

EXCERPT FROM THE MINUTES OF THE 119<sup>TH</sup> REGULAR SESSION OF THE 20<sup>TH</sup> SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE SANGGUNIANG PANLALAWIGAN SESSION HALL, LEGISLATIVE BUILDING, CAPITOL OF THE SOUTH, KAHAYAG, BISLIG CITY, PROVINCE OF SURIGAO DEL SUR ON NOVEMBER 26, 2024

**PRESENT:**

Hon. Manuel O. Alameda, Sr. - Vice Governor  
(Presiding Officer)

**Regular Sangguniang Panlalawigan Members:**

**District I**

Hon. Amado M. Layno, Jr.  
Hon. Antonio C. Azarcon  
Hon. Jose Dumagan, Jr.

**District II**

Hon. Conrad C. Cejoco  
Hon. Margarita G. Garay  
Hon. Gines Ricky J. Sayawan, Sr.  
Hon. Raul K. Salazar

**Ex – Officio Member:**

Hon. Melanie Joy M. Guno - President, Provincial Chapter  
of the Liga ng mga Barangay  
sa Pilipinas

**ON OFFICIAL BUSINESS:**

Hon. Anthony Joseph P. Cañedo - Member, Sangguniang Panlalawigan  
Hon. Jimmy I. Guinsod - Indigenous Peoples Mandatory  
Representative, Surigao del Sur  
Hon. Yuri Art Eufy R. Sanchez - President, Panlalawigang Pederasyon  
ng mga Sangguniang Kabataan

**ABSENT:**

**On Special Privilege Leave:**

Hon. Ruel D. Momo - Member, Sangguniang Panlalawigan  
Hon. Valerio T. Montesclaros, Jr. - do -

**On Sick Leave:**

Hon. John Paul C. Pimentel - President, Philippine Councilors'  
League, Surigao del Sur Chapter

**RESOLUTION NO. 2633-24**

(Series of 2024)

RETURNING ORDINANCE NO. 19 DATED MARCH 04, 2024 OF THE MUNICIPALITY OF SAN MIGUEL, THIS PROVINCE ENTITLED "AN ORDINANCE CREATING THE POSITION TITLE OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT SECRETARY TO THE SANGGUNIANG BAYAN), SG – 22, UNDER THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN AND APPROPRIATING FUNDS THEREFOR", FOR RECTIFICATION

**SPONSORS:**

**HON. ANTONIO C. AZARCON, HON. GINES RICKY J. SAYAWAN, SR., HON. MARGARITA G. GARAY, HON. JOHN PAUL C. PIMENTEL, HON. AMADO M. LAYNO, JR., HON. RUEL D. MOMO, HON. CONRAD C. CEJOCO, HON. JOSE DUMAGAN, JR., HON. RAUL K. SALAZAR, HON. JIMMY I. GUINSOD, HON. MELEANIE JOY M. GUNO HON. VALERIO T. MONTESCLAROS, JR. AND HON. YURI ART EUFY R. SANCHEZ**

**WHEREAS**, Chapter 3, Article III, Section 468 Par. (a) No. 1 ( i ) of the Local Government Code of 1991 provides that, “the sangguniang panlalawigan shall review all ordinances approved by the sanggunians of component cities and municipalities and executive orders issued 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**, Ordinance No. 19 dated March 04, 2024 of the Municipality of San Miguel, this Province entitled “An Ordinance Creating the Position Title of Municipal Government Assistant Department Head I (Assistant Secretary to the Sangguniang Bayan), SG - 22, Under the Office of the Secretary to the Sangguniang Bayan and Appropriating Funds Therefor”, was submitted to this Body for review and same was referred to the Committee on Good Government, Public Ethics and Accountability, for appropriate action and was indorsed to the Provincial Human Resource Management Office, for technical review;

**WHEREAS**, Mr. Ace R. Orcullo, Provincial Human Resource Management Officer, this Province in his letter dated November 12, 2024 upon perusal of the subject Ordinance, informed the August Body of the following observations, viz:

ITEM	FINDING/S	RECOMMENDATION/S
19	<p>The created position of Municipal Government Assistant Department Head I (Assistant to the Sangguniang Bayan Secretary) SG – 22 is erroneously presented in Ordinance No. 19 under Sections 1, 2 and 3.</p> <p>The Qualification Standards for the position of MGADH I (Assistant Secretary to the Sangguniang Bayan) does not adhere to the QS set forth by the CSC or any other laws.</p>	<p>The Local Government Unit of San Miguel shall rectify the position title to Municipal Government Assistant Department Head I (Assistant Secretary the Sangguniang Bayan) SG - 22.</p> <p>The LGU shall rectify the Qualification Standards of the position of MGADH I (Assistant Secretary to the Sangguniang Bayan) by adhering to the Qualification Standards that is equivalent or comparable to those prescribed by R.A. No. 7160.</p> <p style="text-align: center;">Or</p> <p>The LGU shall provide a copy of the Ordinance to be submitted to CSC for the approval of its QS.</p>

**WHEREAS**, after a careful deliberation on the matter, the Committee on Good Government, Public Ethics and Accountability, to which the matter was referred to, during its Committee Meeting on November 19, 2024 recommended to return Ordinance No. 19 dated May 8, 2024 of the Municipality of San Miguel, this Province, for rectification with a suggestion that the same shall adhere to the corresponding observation/findings by the Provincial Human Resource Management Officer, this Province;

**WHEREAS**, in view of the foregoing and on motion of Hon. Gines Ricky J. Sayawan, Sr. and duly seconded by Hon. Margarita G. Garay.;

**NOW THEREFORE**

**BE IT RESOLVED** by the Sangguniang Panlalawigan of Surigao del Sur to return Ordinance No. 19 dated March 04, 2024 of the Municipality of San Miguel, this Province entitled “An Ordinance Creating the Position Title of Municipal Government Assistant Department Head I (Assistant Secretary to the Sangguniang Bayan), SG - 22, Under the Office of the Secretary to the Sangguniang Bayan and Appropriating Funds Therefor”, for rectification.

**RESOLVED FINALLY:** To furnish copies of this Resolution to Hon. Michael T. Corilla, Municipal Mayor and to the Sangguniang Bayan thru Hon. Reynaldo F. Demoto, Municipal Vice Mayor/Presiding Officer, all of the Municipality of San Miguel, this Province, for their information and appropriate action.

**ADOPTED** this 26<sup>th</sup> day of November, 2024 at the City of Bislig, Province of Surigao del Sur by unanimous votes of all Sangguniang Panlalawigan Members present.

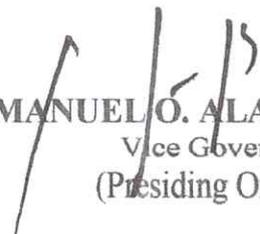
X ----- X

**I HEREBY CERTIFY** to the correctness of the foregoing Resolution.



**EDGAR G. PEREZ II, J.D.**  
Secretary to the Sangguniang Panlalawigan

**ATTESTED AND CERTIFIED  
TO BE DULY ADOPTED:**



**MANUEL O. ALAMEDA, SR.**  
Vice Governor  
(Presiding Officer)



Republic of the Philippines  
 Province of Surigao del Sur  
 Municipality of San Miguel



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Office of the Sangguniang Bayan

**(Twenty first Sanggunian of the Municipality of San Miguel)**

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	Honorable Charles T. Torrefranca	-	-SB Member
	Honorable Linibeth O. Tabaranza	-	-SB Member
	Honorable Salddy Jandec E. Soriano	-	-SB Member
	Honorable Ruth C. Guinsod	-	-SB Member
	Honorable Rebecca R. Gascon	-	-SB Member
	Honorable Alfcris Reztan S. Perez	-	-SB Member
	Honorable Jethro L. Montenegro	-	-SB Member
	Honorable Marven P. Murillo	-	-SB Member
	<u>Ex-Officio Members:</u>		
	Honorable Gladys Mae E. Corilla	-	-ABC President
	Honorable Rico H. Maca	-	-IPM Representative
	Honorable Lejohn H. Elizalde	-	-SKF President
Absent:	None		

**ORDINANCE NO. 19**  
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Authored by : Honorable Salddy Jandec E. Soriano  
 Seconded by : Honorable Alfcris Reztan S. Perez

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Explanatory Note

WHEREAS, Section 76 of R.A. No. 7160 provides that "every local government unit shall design and implement its own organizational structure and staffing pattern, taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission";

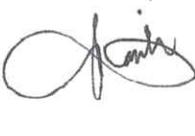
WHEREAS, the same provision of R.A. No. 7160 grants LGUs the authority to tailor their organizational structures and staffing patterns to suit their specific needs, considering factors such as the services they provide and their financial capabilities. However, they must ensure that their designs comply with the minimum standards and guidelines established by the CSC;

WHEREAS, there is a recognized need within the Local Government Unit (LGU) of San Miguel to enhance the organizational structure and optimize efficiency in the Office of the Secretary of the Sangguniang Bayan;

WHEREAS, it has been identified that the establishment of the position title of Municipal Government Assistant Department Head I (Assistant to the Sangguniang Bayan Secretary), Salary Grade 22 (SG 22), under the Office of the Secretary of the Sangguniang Bayan would greatly contribute to the smooth operation and effective management of administrative tasks and functions;

WHEREAS, the creation of this position is deemed essential to provide necessary support and assistance to the Sangguniang Bayan Secretary in carrying out his/her duties and responsibilities effectively and efficiently;





NOW THEREFORE

Be it ordained by the Sangguniang Bayan in session assembled, that:

**Section 1. Title and Creation.** The position title of Municipal Government Assistant Department Head I (Assistant to the Sangguniang Bayan Secretary), Salary Grade 22, under the Office of the Secretary to the Sangguniang Bayan is hereby created.

**Section 2. Duties and Functions:**

2.1. The Municipal Government Assistant Department Head I (Assistant to the Sangguniang Bayan Secretary) shall assist the Sangguniang Bayan Secretary in the performance of his/her duties and responsibilities, including but not limited to:

- a) Assisting in the preparation of Sangguniang Bayan session agendas, minutes, and other official documents;
- b) Coordinating with Sangguniang Bayan members, LGU officials, and other stakeholders regarding official matters;
- c) Managing and organizing official records, documents, and correspondences of the Sangguniang Bayan;
- d) Performing administrative tasks and providing support as directed by the Sangguniang Bayan Secretary;
- e) Representing the Sangguniang Bayan Secretary in official functions and meetings as necessary.

**Section 3. Qualification Standards:**

3.1. To qualify for the position of Municipal Government Assistant Department Head I (Assistant to the Sangguniang Bayan Secretary), an applicant must possess the following qualifications:

- a) A bachelor's degree relevant to the position;
- b) Preferably with at least two (2) years of relevant experience in administrative work or related fields;
- c) Good moral character and work ethic;
- d) Proficiency in written and oral communication;
- e) Computer literacy and proficiency in office software applications.

**Section 4. Appropriation.** The funding for Personal Services (PS) of said position is hereby appropriated.

**Section 5. Effectivity.** This ordinance shall take effect immediately upon its approval.

Enacted: March 04, 2024.



As disposed of by the Presiding Officer

Ayes (11) Honorable Torrefranca, Honorable Tabaranza, Honorable Soriano, Honorable Guinsod, Honorable Gascon, Honorable Perez, Honorable Montenegro, Honorable Murillo, Honorable Corilla, Honorable Maca and Honorable Elizalde.

Nays (0)

Abstained (0)

I HEREBY CERTIFY to the correctness of the foregoing ordinance.

  
**LALAINÉ ELIZALDE-PRAMBITA**  
Secretary to the Sangguniang Bayan I

ATTESTED AND CERTIFIED TO BE DULY ENACTED:

  
**REYNALDO F. DEMOTO**  
Vice Mayor  
(Presiding Officer)

APPROVED:

  
**MICHAEL T. CORILLA**  
Municipal Mayor

Date: 10-17-24