

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

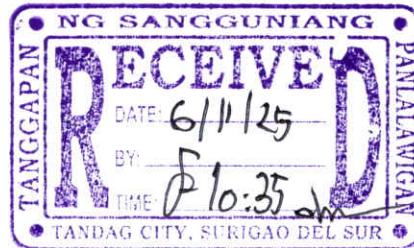


Office of the Secretary to the Sangguniang Bayan

June 10, 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 ELIZALDE-PRAMBITA
Secretary to the Sangguniang Bayan 1

Refer To: Committee on Good Government, Public Office and Accountability
voted



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

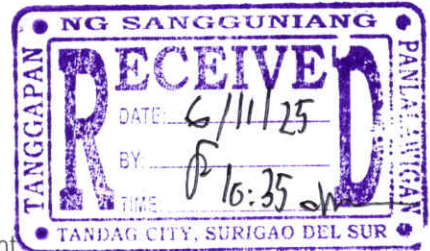


-oOo-

Office of the Sangguniang Bayan
(Twenty first Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 8TH 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;

SURIGAO DEL SUR
Telephone No.: (086) - 2115832
E-Mail: tpsurigaosur@yahoo.com
tpsurigaosur@gmail.com
OSSP-SDS-2025-4719
Received by: _____
Time: _____

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. 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. 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. 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. The quality 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	None required	None required	Career Service Professional/ Second Level Eligibility

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

Enacted: March 04,

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)

x-----X
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. GORILLA
Municipal Mayor

Date: 6-10-25

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 142ND REGULAR SESSION OF THE 20TH SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE LEGISLATIVE BUILDING SESSION HALL, CAPITOL OF THE SOUTH, KAHAYAG, BISLIG CITY, PROVINCE OF SURIGAO DEL SUR ON MAY 27, 2025

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. Valerio T. Montesclaros, Jr.
Hon. Jose Dumagan, Jr.

District II

Hon. Conrad C. Cejoco
Hon. Margarita G. Garay
Hon. Gines Ricky J. Sayawan, Sr.
Hon. Anthony Joseph P. Cañedo
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. John Paul C. Pimentel - President, Philippine Councilors'
League, Surigao del Sur Chapter

ABSENT:

On Vacation Leave:

Hon. Ruel D. Momo - Member, Sangguniang Panlalawigan

On Special Privilege Leave:

Hon. Jimmy I. Guinsod - Indigenous Peoples Mandatory
Representative, Surigao del Sur

Hon. Yuri Art Eufy R. Sanchez - President, Panlalawigang Federasyon
ng mga Sangguniang Kabataan

RESOLUTION NO. 3123 – 25
(Series of 2025)

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. AMADO M. LAYNO, JR., HON. RUEL D. MOMO, HON. ANTHONY JOSEPH P. CAÑEDO, HON. RAUL K. SALAZAR, HON. JIMMY I. GUINSOD AND HON. MELANIE JOY M. GUNO

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, MPA, CHRA, Provincial Human Resource Management Officer, this Province in his letter dated May 14, 2025 upon perusal of the subject Ordinance, informed the August Body of the following observations, viz:

ORDINANCE NO.	FINDING/S	RECOMMENDATION/S
19	<p>It was found out that the Qualification Standards used for the position of MGADH I (Assistant Secretary to the Sangguniang Bayan) – SG 22 cannot be found or do not adhere to the QS Manual provided by the Civil Service Commission or in any other special laws.</p> <p>As presented in the Ordinance:</p> <p>Education: Bachelor’s Degree preferably in law, commerce or public administration from a recognized college or university.</p> <p>Experience: 1 year relevant experience.</p> <p>Training: 4 hours of relevant training.</p> <p>Eligibility: Career Service Professional/Second Level Eligibility</p>	<p>The LGU shall adhere to CSC MC 6, S. 2023 Appendix A-1 and may opt to use the QS for MGDH I (Secretary to the Sanggunian). Hence, the QS for newly-created Department Head and Assistant Department Head positions shall be equivalent or comparable to those prescribed by RA No. 7160 pursuant to Section 34 of 2017 ORAOHRA.</p> <p>Pursuant to CSC MC 6, S. 2023 Appendix A – 1, the QS for MGADH I (Assistant Secretary to the Sangguniang Bayan) – SG 22 shall be presented as:</p> <p>Education: Bachelor’s Degree preferably in law, commerce or public administration from a recognized college or university</p> <p>Experience: None required</p>

		<p>Training: None required</p> <p>Eligibility: Career Service Professional/Second Level Eligibility</p> <p style="text-align: center;">or</p> <p>The LGU shall opt to adopt the QS for MGADH I (Assistant Secretary to the Sangguniang Bayan) as presented in the Ordinance. However, it shall seek the approval of the Civil Service Commission.</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 May 20, 2025 recommended to return Ordinance No. 19 dated March 04, 2024 of the Municipality of San Miguel, this Province for rectification with a suggestion that the same shall adhere to the corresponding observations/findings by the Provincial Human Resource Management Officer, this Province;

WHEREAS, in view of the foregoing and on motion Hon. Antonio C. Azarcon and jointly seconded by Hon. Margarita G. Garay and Hon. Melanie Joy M. Guno;

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, Vice Mayor/Presiding Officer, all of the Municipality of San Miguel, this Province, for their information and appropriate action.

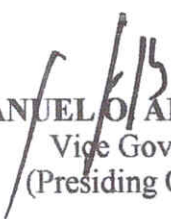
ADOPTED this 27th day of May, 2025 at the City of Bislig, Province of Surigao del Sur by unanimous votes of all the Sangguniang Panlalawigan Members present.

X-----X

I HEREBY CERTIFY to the correctness of the foregoing Resolution.


MARITES COMA - ARREZA
 Acting Secretary to the Sangguniang Panlalawigan

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


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



-oOo-

Office of the Sangguniang Bayan
(Twenty first Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 8TH 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. 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
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;

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 Torretranca, Honorable Tabaranza, Honorable Soriano, Honorable Guinsod, Honorable Gascon, Honorable Perez, Honorable Montenegro, Honorable Murillo, Honorable Corilla, Honorable Maca and Honorable Elizalde.

*Nayes (0)
Abstained (0)*

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