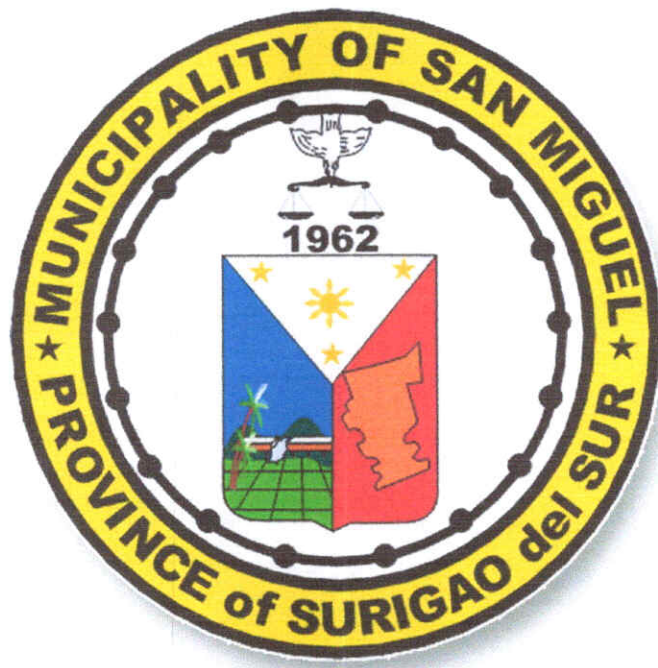




# **MUNICIPAL ORDINANCE**

**No. 71 Series of 2024**

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



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

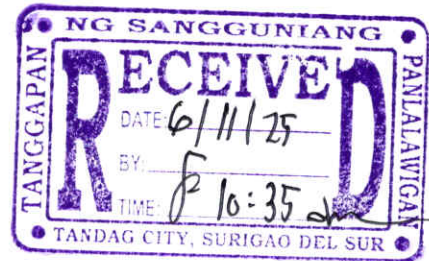


Office of the Secretary to the Sangguniang Bayan

June 10, 2025

The Sangguniang Panlalawigan  
Tandag City

Sir & Madam:



Respectfully submitted again the herein Rectified Municipal Ordinance No. 71, 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  
Unfiled



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

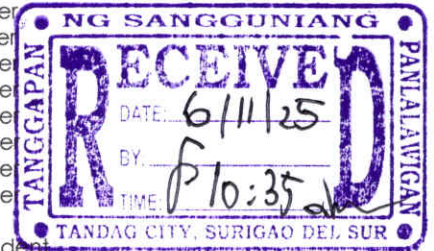


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Office of the Sangguniang Bayan  
(Twenty first Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 32<sup>nd</sup> REGULAR SESSION OF THE SANGGUNIAN BAYAN  
OF SAN MIGUEL, SURIGAO DEL SUR, HELD ON SEPTEMBER 23, 2024 AT THE SESSION HALL.

|          |                                   |   |                                    |
|----------|-----------------------------------|---|------------------------------------|
| Present: | Honorable Reynaldo F. Demoto      | - | -Vice Mayor<br>(Presiding Officer) |
|          | Honorable Charles T. Torrefranca  | - | -SB Member                         |
|          | Honorable Linibeth O. Tabaranza   | - | -SB Member                         |
|          | Honorable Saldy Jandec E. Soriano | - | -SB Member                         |
|          | Honorable Ruth C. Guinsod         | - | -SB Member                         |
|          | Honorable Rebecca R. Gascon       | - | -SB Member                         |
|          | Honorable Alfris 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. 71**  
Series of 2024

**AN ORDINANCE AMENDING ORDINANCE NO. 28, SERIES OF 2020, ENTITLED "AN ORDINANCE CREATING TWO (2) POSITION TITLES FOR THE OFFICE OF THE MUNICIPAL AGRICULTURIST, NAMELY: 1) SENIOR HOME MANAGEMENT SPECIALIST II, SG-18, AND 2) SENIOR AGRICULTURIST II, SG-18, AND APPROPRIATING FUNDS THEREFOR," BY CHANGING THE POSITION TITLE OF SENIOR HOME MANAGEMENT SPECIALIST II (SG-18) TO SENIOR HOME MANAGEMENT SPECIALIST (SG-18) AND SENIOR AGRICULTURIST II (SG-18) TO SENIOR AGRICULTURIST (SG-18).**

SURIGAO DEL S

Telephone No. : (086) - 2115832  
E-Mail: tpsurigaosur@yahoo.com  
tpsurigaodelsur@gmail.com

OSSP-SDS-2025-4720

|             |   |                                 |
|-------------|---|---------------------------------|
| Authored by | : | Honorable Rico H. Maca          |
| Seconded by | : | Honorable Linibeth O. Tabaranza |

WHEREAS, Ordinance No. 28, Series of 2020, created two (2) position titles under the Office of the Municipal Agriculturist, namely: 1) Senior Home Management Specialist II, Salary Grade 18, and 2) Senior Agriculturist II, Salary Grade 18;

WHEREAS, there is a need to amend the position title "Senior Home Management Specialist II" to "Senior Home Management Specialist" and "Senior Agriculturist II" to "Senior Agriculturist" in order to align it with the current staffing and operational needs of the Office of the Municipal Agriculturist;

WHEREAS, the amendment of this position title will not affect the salary grade or the funds appropriated under Ordinance No. 28, Series of 2020;

WHEREAS, the Sangguniang Bayan of the Municipality of San Miguel finds it necessary and beneficial to amend the said Ordinance to reflect the correct position title for the effective delivery of public service;

**NOW THEREFORE**

Be it ordained by the Sangguniang Bayan of San Miguel, Surigao del Sur, in session assembled, that:

**SECTION 1. AMENDMENT OF POSITION TITLES.**

Ordinance No. 28, Series of 2020, is hereby amended to reflect the changes in the position titles under the Office of the Municipal Agriculturist as follows:

*[Handwritten signatures]*

- I. The position title Senior Home Management Specialist II shall now be changed to Senior Home Management Specialist.
- II. The position title Senior Agriculturist II shall now be changed to Senior Agriculturist.

SECTION 2. DUTIES AND FUNCTIONS OF THE AMENDED POSITIONS.

1. Senior Home Management Specialist (SG-18). The Senior Home Management Specialist shall perform the following duties and functions:

- a. Conduct training and workshops on home management practices, including food preservation, nutrition, household budgeting, and waste management.
- b. Assist in the implementation of community-based programs to improve the quality of life and well-being of residents, particularly in rural areas.
- c. Collaborate with agricultural extension workers to integrate home management practices with livelihood programs.
- d. Prepare reports and maintain records of activities, accomplishments, and beneficiaries of home management initiatives.
- e. Provide technical assistance to barangay officials and community organizations on matters related to home economics.

2. Senior Agriculturist (SG-18). The Senior Agriculturist shall perform the following duties and functions:

- a. Develop and implement agricultural development programs and projects in coordination with the Municipal Agriculturist.
- b. Provide technical advice and assistance to farmers on modern and sustainable farming practices, including crop production, pest management, and soil conservation.
- c. Conduct field visits and monitor the progress of agricultural programs within the municipality.
- d. Facilitate training sessions and seminars on new agricultural technologies and innovations.
- e. Prepare and submit periodic reports on agricultural productivity, challenges, and recommendations to the Municipal Agriculturist.

SECTION 3. QUALIFICATION STANDARDS.

1. The Senior Home Management Specialist must meet the following qualification standards to be eligible for the position:

| Position Title                    | Salary Grade | Qualification Standards                |                              |                                |                                                         |
|-----------------------------------|--------------|----------------------------------------|------------------------------|--------------------------------|---------------------------------------------------------|
|                                   |              | Education                              | Training                     | Experience                     | Eligibility                                             |
| Senior Home Management Specialist | 18           | Bachelor's Degree relevant to the job. | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional)/ Second Level Eligibility |



2. The Senior Agriculturist must meet the following qualification standards to be eligible for the position:

| Position Title       | Salary Grade | Qualification Standards                |                              |                                |                                                         |
|----------------------|--------------|----------------------------------------|------------------------------|--------------------------------|---------------------------------------------------------|
|                      |              | Education                              | Training                     | Experience                     | Eligibility                                             |
| Senior Agriculturist | 18           | Bachelor's Degree relevant to the job. | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional)/ Second Level Eligibility |

SECTION 4. NO CHANGE IN SALARY GRADE. The salary grade for the position of "Senior Home Management Specialist," SG-18, shall remain unchanged.

SECTION 5. APPROPRIATION OF FUNDS. Funds previously appropriated for the position of "Senior Home Management Specialist II and Senior Agriculturist II " under Ordinance No. 28, Series of 2020, shall be utilized for the amended position title "Senior Home Management Specialist and Senior Agriculturist."

SECTION 6. SEPARABILITY CLAUSE. If, for any reason, any section or provision of this Ordinance is declared invalid or unconstitutional, the remaining sections or provisions shall remain in full force and effect.

SECTION 7. REPEALING CLAUSE. All ordinances, resolutions, or parts thereof inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 8. EFFECTIVITY. This ordinance shall take effect immediately upon approval.

Enacted this 23<sup>rd</sup> day of September, 2024, by the Sangguniang Bayan of San Miguel.

*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.*

*Nayes (0)*

*Abstained (0)*

x-----x

I HEREBY CERTIFY to the correctness of the foregoing ordinance.

  
**MICHAEL S. FEGURO**  
Local Legislative Staff Officer IV  
Acting-Secretary to the Sangguniang Bayan

ATTESTED AND CERTIFIED TO BE DULY ENACTED:

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

APPROVED:

  
**MICHAEL T. CORILLA**  
Municipal Mayor

Date: 06-10-24

**Republika ng Pilipinas**  
**LALAWIGAN NG SURIGAO DEL SUR**  
**TANDAGCITY**

**Tanggapan ng Sangguniang Panlalawigan**  
**(Office of the Provincial Council)**

**EXCERPT FROM THE MINUTES OF THE 85<sup>TH</sup> REGULAR SESSION OF THE 19<sup>TH</sup> SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE SANGGUNIANG PANLALAWIGAN SESSION HALL, LEGISLATIVE BUILDING, CAPITOL HILLS, TELAJE, TANDAG CITY, PROVINCE OF SURIGAO DEL SUR ON MAY 4, 2021**

**PRESENT:**

|                             |                                                                     |
|-----------------------------|---------------------------------------------------------------------|
| Hon. Manuel O. Alameda, Sr. | - Member, Sangguniang Panlalawigan<br>(Temporary Presiding Officer) |
|-----------------------------|---------------------------------------------------------------------|

**Regular Sangguniang Panlalawigan Members:**

**District I**

Hon. Ruel D. Momo  
Hon. Henrich M. Pimentel  
Hon. Valerio T. Montesclaros, Jr.

**District II**

Hon. Conrad C. Cejoco  
Hon. Margarita G. Garay  
Hon. Gines Ricky J. Sayawan, Sr.  
Hon. Raul E. Millan  
Hon. Raineria M. Nazareno

**Ex – Officio Members:**

|                                   |                                                                             |
|-----------------------------------|-----------------------------------------------------------------------------|
| Hon. Maria Lourdes Kharin C. Momo | - President, Provincial Chapter of the<br>Liga ng mga Barangay sa Pilipinas |
| Hon. Jimmy I. Guinsod             | - Indigenous Peoples Mandatory<br>Representative, Surigao del Sur           |
| Hon. Charles P. Arreza            | - President, Panlalawigang Pederasyon<br>ng mga Sangguniang Kabataan        |
| Hon. John Paul C. Pimentel        | - President, Philippine Councilors'<br>League, Surigao del Sur Chapter      |

**On Virtual Attendance:**

|                         |                                    |
|-------------------------|------------------------------------|
| Hon. Librado C. Navarro | - Vice Governor                    |
| Hon. Glenn P. Plaza     | - Member, Sangguniang Panlalawigan |

**ABSENT:**

None

**RESOLUTION NO. 1467-21**  
**(Series of 2021)**

**RETURNING ORDINANCE NO. 28 DATED JUNE 23, 2020 OF THE MUNICIPALITY OF SAN MIGUEL, THIS PROVINCE ENTITLED “AN ORDINANCE CREATING TWO (2) POSITION TITLES FOR THE OFFICE OF THE MUNICIPAL AGRICULTURIST, NAMELY: 1) SENIOR HOME MANAGEMENT SPECIALIST II, SG-18, 2) SENIOR AGRICULTURIST II, SG-18; AND APPROPRIATING FUNDS THEREFOR”, FOR RECTIFICATION**

**SPONSORS:**

**HON. GLENN P. PLAZA, HON. MANUEL O. ALAMEDA, SR., HON. HENRICH M. PIMENTEL, HON. JOHN PAUL C. PIMENTEL, HON. LIBRADO C. NAVARRO, HON. MARGARITA G. GARAY, HON. CONRAD C. CEJOCO, HON. RAINERIA M. NAZARENO, HON. RAUL E. MILLAN, HON. GINES RICKY J. SAYAWAN, SR., HON. VALERIO T. MONTESCLAROS, JR. AND HON. CHARLES P. ARREZA**

**WHEREAS**, Section 468, Par. (a) No. 1 ( i ), Article III, Chapter 3 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**, the Sangguniang Bayan of San Miguel, this Province enacted Ordinance No. 28 dated June 23, 2020 entitled "Ordinance No. 28 dated June 23, 2020 of the Municipality of San Miguel, this Province entitled 'An Ordinance Creating Two (2) Position Titles for the Office of the Municipal Agriculturist, Namely: 1) Senior Home Management Specialist II, SG-18, 2) Senior Agriculturist II, SG-18; and Appropriating Funds Therefor", and same was submitted to this Body for review and referred to the Committees on Good Government, Public Ethics and Accountability for appropriate action and was indorsed to the Provincial Resource and Management Office and Provincial Finance Committee, for technical review;

**WHEREAS**, the Sangguniang Panlalawigan Committee on Good Government, Public Ethics and Accountability, to which the matter was referred to, during its meeting, recommended to return Ordinance No. 28 to the Municipality of San Miguel, this Province with the information that the position titles of Senior Home Management Specialist II, SG-18 and Senior Agriculturist II, SG-18 are inconsistent with the "Index of Occupational Services, Occupational Groups, Classes and Salary Grades, CY 2018 Edition" hence, the same should be rectified to Senior Home Management Specialist (SG-18) and Senior Agriculturist (SG-18), respectively;

**WHEREAS**, in view of the foregoing and on motion of Hon. Conrad C. Cejoco and duly seconded by Hon. Henrich M. Pimentel;

**NOW THEREFORE**

**BE IT RESOLVED** by the Sangguniang Panlalawigan of Surigao del Sur to return Ordinance No. 28 dated June 23, 2020 of the Municipality of San Miguel, this Province entitled 'An Ordinance Creating Two (2) Position Titles for the Office of the Municipal Agriculturist, Namely: 1) Senior Home Management Specialist II, SG-18, 2) Senior Agriculturist II, SG-18; and Appropriating Funds Therefor", for rectification.

**RESOLVED FURTHER:** That the LGU must adhere to the Qualification Standards set for the said positions under the 1997 Qualification Standards Manual of the Civil Service Commission.

**RESOLVED FINALLY:** To furnish copies of this Resolution to Hon. Hazel H. Elizalde, Municipal Mayor, Hon. Rolmar F. Basalan, Municipal Vice Mayor/Presiding Officer, all of the Municipality of San Miguel, this Province, for their information and guidance.

**ADOPTED** this 4<sup>th</sup> day of May, 2021 at the City of Tandag, 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.

  
**MONALISA CANEDO-SU**  
Secretary to the Sangguniang Panlalawigan  
6

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

  
**MANUEL O. ALAMEDA, SR.**  
Member, Sangguniang Panlalawigan  
(Temporary Presiding Officer)



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

Office of the Sangguniang Bayan

**(Twentieth Sanggunian of the Municipality of San Miguel)**

EXCERPTS FROM THE MINUTES OF THE 16TH REGULAR SESSION OF THE SANGGUNIAN BAYAN OF SAN MIGUEL, SURIGAO DEL SUR, HELD ON JUNE 23, 2020 AT THE SESSION HALL.

|          |                                      |   |                                             |
|----------|--------------------------------------|---|---------------------------------------------|
| Present: | Honorable Teofilo C. Galila          | - | -SB Member<br>(Temporary Presiding Officer) |
|          | Honorable Dominador M. Empedrad, Jr. | - | -SB Member                                  |
|          | Honorable Michael T. Corilla         | - | -SB Member                                  |
|          | Honorable Milva C. Yu                | - | -SB Member                                  |
|          | Honorable Alfcris Reztan S. Perez    | - | -SB Member                                  |
|          | Honorable Reynaldo F. Demoto         | - | -SB Member                                  |
|          | Honorable Rina B. Buniel             | - | -SB Member                                  |
|          | Honorable Omar C. Oribe              | - | -SB Member                                  |
|          | <u>Ex-Officio Members:</u>           |   |                                             |
|          | Honorable Charles S. Elizalde        | - | -ABC President                              |
|          | Honorable Rico H. Maca               | - | -IPM Representative                         |
|          | Honorable Riena T. Arreza            | - | -SKF President                              |
| Absent:  | Honorable Rolmar F. Basalan          | - | -Vice Mayor                                 |

**ORDINANCE NO. 28**

Series of 2020

**AN ORDINANCE CREATING TWO (2) POSITION TITLES FOR THE OFFICE OF THE MUNICIPAL AGRICULTURIST, NAMELY: 1) SENIOR HOME MANAGEMENT SPECIALIST II, SG-18, 2) SENIOR AGRICULTURIST II, SG-18, BUT SUBJECT TO THE AVAILABILITY OF FUNDS.**

|             |   |                              |
|-------------|---|------------------------------|
| Authored by | : | Honorable Rico H. Maca       |
| Seconded by | : | Honorable Reynaldo F. Demoto |

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

Section 1. There is hereby created two (2) position titles for the office of the Municipal Agriculturist, namely: 1) Senior Home Management Specialist II, SG-18, 2) Senior Agriculturist II, SG-18 but subject to the availability funds.

Section 2. The functions, duties and responsibilities of these two functions are enumerated hereunder:

**Senior Home Management Specialist II, (SG-18)**

- 50% - 1. Extension Support Services:
- Facilitation on registration of Rural Based Organization (RBOs) to the Regional and National Offices
  - Facilitation on reorganizing/revitalizing the City 4-H Club Federation.
  - Conduct Farm Youth Development Program (FYDF) Coordinators meeting.
  - Facilitate 4-H Club Federation meeting.
  - Acts as Secretariat in the conduct of Farm Youth Development Program (FYDO) Municipal Coordinators meeting.
  - Serve as Resource person in the conduct of skills development trainings.
  - Facilitation on the conduct of trainings, meetings, etc.
  - Conduct Rural Based Organizations' (RBOs) Municipal forum.
- 35% - 2. Monitoring/Reporting Services:
- Monitoring/Inspect 4-H Club projects
  - Prepare submit reports
- 15% - 3. Other Support Services:
- Acts as Communication/Message etc. received related to Farm Home Resource Management (FHRM)

*Supremis*

*[Signature]*

*[Signature]*

**Senior Agriculturist II, (SG-18)**

- 30% - Strategic Function:
1. Planning, Monitoring Evaluation:
    - a. Formulation commodity profile on various crops;
    - b. Prepare project proposal/training proposal of various crops and other concern;
    - c. Prepare communication and related documents;
    - d. Generate updated listing and Municipal profile of corn and rice farmers;
- 20% - 2. Corn legumes Production supports services:
  - a. Verify/Validate areas planted/harvested with corn in the municipalities;
  - b. Prepare Pinoy Corn Report and submit to Department of Agriculture, Regional Office XIII;
  - c. Facilitate/attend technical briefings/training/conference/congress on corn and legumes;
- 20% - 3. Vegetables Production Support Services:
  - a. Monitor vegetable production area in the municipalities
  - b. Facilitate conduct of vegetable demo farm
- 20% - 4. Promotion of hunger Mitigation Program:
  - a. Monitor implementation of Hunger Mitigation program in the municipality.
- 10% - 5. Soil Analysis Services:
- 100% - a. Provide Technical assistance of soil analysis;

Section 3. The appropriation for Personal Services depends upon the availability of funds.

Section 4. That this ordinance shall take effect upon the availability of funds.

Enacted: June 23, 2020.

As disposed of by the Presiding Officer

Ayes (10) Honorable Empedrad, Jr., Honorable Corilla, Honorable Yu, Honorable Perez, Honorable Demoto, Honorable Buniel, Honorable Oribe, Honorable elizalde, Honorable Maca and Honorable Arreza.

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

  
**TEOFILO C. GALILA**  
SB Member  
(Temporary Presiding Officer)

APPROVED:

  
**HAZEL H. ELIZALDE**  
Municipal Mayor