



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Municipality of Lingig



OFFICE OF THE SECRETARY TO THE SANGGUNIAN

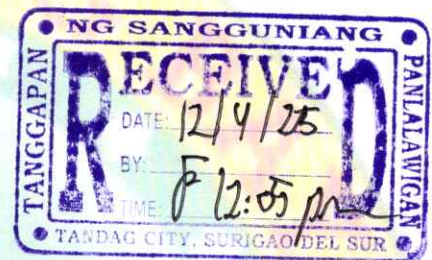
December 3, 2025

The Honorable Members

Sangguniang Panlalawigan
Province of Surigao del Sur
Tandag City

Thru : Hon. Manuel O. Alameda, Sr.
Provincial Vice Governor/Presiding Officer

Honorable Ladies and Gentlemen;




Respectfully submitting Municipal Ordinance No. 2025-45, series of 2025, passed by the 12th Sangguniang Bayan of Lingig. The ordinance entitled:

"AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITION IN THE OFFICE OF THE SECRETARY TO THE SANGGUNIAN – SANGGUNIANG BAYAN OF LINGIG, SURIGAO DEL SUR."

For your appropriate review and action on this matter.

Thank you for your attention.

Very truly yours,


JETHRO P. LINDO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Municipality of Lingig



12TH SANGGUNIANG BAYAN

Refer to: Committee on Good Government, Public Ethics and Accountability

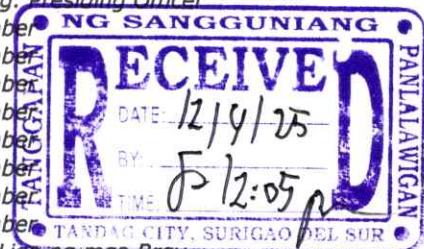
EXCERPT FROM THE MINUTES OF THE 16TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF LINGIG, SURIGAO DEL SUR HELD AT SB SESSION HALL DATED OCTOBER 21, 2025. *noted*

Present:

- Hon. **ARNOLD T. MALAQUE**
- Hon. **RECHI S. GAYLO**
- Hon. **KEONREY A. ORILLO**
- Hon. **ROMIE M. BENTAYAO**
- Hon. **MOMAR A. DELOSO**
- Hon. **BELZAR MAE L. CANOY**
- Hon. **PAUL C. SERENO**
- Hon. **LIBERATO M. ARTIZA**
- Hon. **MARY AILYN CHRITINE M. PALER**
- Hon. **REY ANTHONY F. SALIGUMBA**
- Hon. **REYNALD T. GAY-OD**
- Hon. **SHERICA YVONNE A. EVANGELIO**

Municipal Vice Mayor - Reg. Presiding Officer

- Regular SB Member*
- Regular SB Member*
- Regular SB Member*
- Regular SB Member*
- Regular SB Member*
- Regular SB Member*
- Regular SB Member*
- Regular SB Member*



- Ex-officio Member, Pres., Liga ng mga Brgy.*
- Ex-officio Member, Sectoral Representative, IP*
- Ex-officio Member, Pres., Pederasyon ng mga SK*

Absent:

none

MUNICIPAL ORDINANCE NO. 2025-45

Series of 2025

Sponsored by: Committee on Good Governance, Public Ethics and Accountability

Chairperson: Hon. Belzar Mae L. Canoy; Members: Hon. Romie M. Bentayao, Hon. Rey Anthony F. Saligumba

AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITION IN THE OFFICE OF THE SECRETARY TO THE SANGGUNIAN - SANGGUNIANG BAYAN OF LINGIG, SURIGAO DEL SUR

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, 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, Section 447 (a)(1)(viii) of the same Code empowers the Sangguniang Bayan to determine the positions and salaries, wages, allowances, and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds;

WHEREAS, the Office of the Secretary to the Sanggunian plays a crucial role in ensuring the efficient and effective legislative operations of the Municipality of Lingig;

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WHEREAS, the increasing volume and complexity of legislative work require additional qualified and competent personnel to enhance administrative, research, and technical support services to the Sangguniang Bayan;

WHEREAS, the creation of the plantilla position of Local Legislative Staff Officer IV, with Salary Grade 19, is deemed necessary to support the Secretariat's mandate under the Local Government Code of 1991 and other relevant laws and issuances;

WHEREAS, the proposed position will strengthen the capability of the SB Secretariat in the delivery of quality public service and legislative assistance to the members of the Sangguniang Bayan, stakeholders, and the general public;

WHEREFORE, on motion of Hon. Belzar Mae L. Canoy, unanimously seconded by all the Members present;

BE IT ORDAINED in a session assembled;

Section 1. TITLE. This Ordinance shall be known as "**An Ordinance Creating Additional Plantilla Position in the Office of the Secretary to the Sanggunian - Sangguniang Bayan of Lingig, Surigao del Sur**".

Section 2. NEW PLANTILLA POSITIONS, QUALIFICATIONS, DUTIES, AND FUNCTIONS. The following positions are hereby created under the Office of the Secretary to the Sanggunian-Sangguniang Bayan of Lingig, with their corresponding qualifications, duties, and functions enumerated below;

One (1) Local Legislative Staff Officer IV, SG 19

• **Qualification:**

Education: *Bachelor's Degree relevant to the job.*

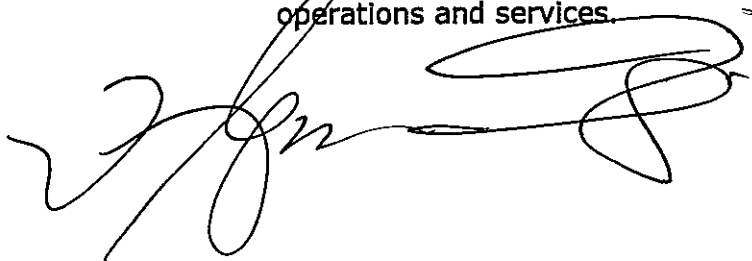
Experience: *Two (2) Years of relevant experience.*

Training: *Eight (8) Hours of relevant training.*

Eligibility: *Career Service Professional/Second Level Eligibility.*

• **Duties and Responsibilities:**

- a. Provide technical and administrative support to the Sangguniang Bayan in legislative processes.
- b. Assist in the preparation, drafting, and editing of bills, resolutions, and other legislative documents.
- c. Conduct legal and general research relevant to legislative matters
- d. Ensure accuracy and compliance in the preparation of legislative documents.
- e. Support the office in maintaining efficient legislative operations and services.



- f. Collaborate with other government offices or departments as necessary.
- g. May supervise and coordinate the work of lower-ranking legislative staff.
- h. Perform other duties as assigned related to legislative management and public service.

SECTION 3. FUNDING SUPPORT. The salary, wage, and benefits of the newly created position shall be charged against the funds of the Municipal Government of Lingig, subject to the Personal Services limitation as provided for under Section 325 (a) of the Local Government Code of 1991, and shall be incorporated in the annual budget of the municipality.

SECTION 4. REPEALING CLAUSE. All Ordinances, rules, and regulations, or parts thereof, which are inconsistent with any provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

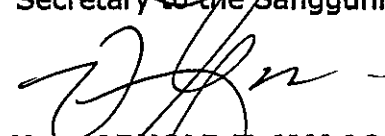
SECTION 5. SEPARABILITY CLAUSE. If, for any reason or reasons, any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 6. EFFECTIVITY. This Ordinance shall take effect after ten (10) days from the date of posting, following Section 59 of RA 7160.

ENACTED: This 21st day of October 2025 at the Sangguniang Bayan Session Hall, Lingig, Surigao del Sur.

I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE COPY OF THE ORDINANCE DULY ENACTED BY THE SANGGUNIAN.


JETHRO P. LINDO
Secretary to the Sanggunian


Hon. ARNOLD T. MALAQUE
Municipal Vice Mayor
Presiding Officer

APPROVED:


Hon. ELMER P. EVANGELIO
Municipal Mayor

Date of Approval: 12-01-2025