



MUNICIPAL ORDINANCE

No. 72 Series of 2025

MUNICIPALITY OF SAN MIGUEL
SURIGAO DEL SUR



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

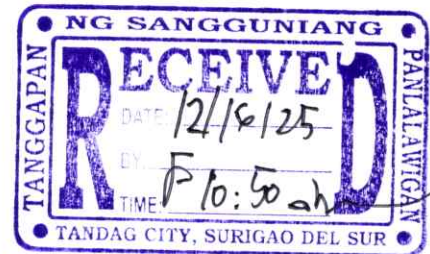


Office of the Secretary to the Sangguniang Bayan

December 16, 2025

The Sangguniang Panlalawigan
Tandag City

Sir & Madam:



Respectfully submitted the herein Municipal Ordinance No. 72,
Series of 2025, of this municipality which is self-explanatory for SP's
review and approval.

Thank you.

Respectfully yours,

LALAIN ELZALDE-PRAMBITA
Secretary to the Sangguniang Bayan 1



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



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Office of the Sangguniang Bayan

(Twenty Second Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 15TH REGULAR SESSION OF THE SANGGUNIAN BAYAN OF
SAN MIGUEL, SURIGAO DEL SUR, HELD ON DECEMBER 01, 2025 AT THE SESSION HALL.

Present:	Honorable Alfeo G. Perez, Jr.	-	-Vice Mayor (Presiding Officer)
	Honorable Celso B. Bangoy	-	-SB Member
	Honorable Milva C. Yu	-	-SB Member
	Honorable Ruth C. Guinsod	-	-SB Member
	Honorable Rebecca R. Gascon	-	-SB Member
	Honorable Dominador M. Empedrad, Jr.	-	-SB Member
	Honorable Alfcris Reztan S. Perez	-	-SB Member
	Honorable Julieta C. Lobaton, Jr.	-	-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:	Honorable Fidilreto G. Nazi	-	-SB Member

ORDINANCE NO. 72
Series of 2025



**AN ORDINANCES CREATING THE POSITION TITLE OF TOURISM OPERATIONS OFFICER II, SG-15, UNDER
THE OFFICE OF THE MUNICIPAL TOURISM OPERATIONS OFFICER, AND APPROPRIATING FUNDS
THEREFOR.**

Authored by :	Honorable Dominador M. Empedrad, Jr.
seconded by:	Honorable Gladys Mae C. Cubero

Explanatory Note

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 subject to civil service laws, rules, and regulations;

WHEREAS, the Municipality of San Miguel recognizes the growing importance of strengthening local tourism development, promotion, and management to support economic growth, cultural preservation, and community participation;

WHEREAS, there is an urgent need to enhance the capacity of the Municipal Tourism Office to effectively plan, promote, implement, and monitor tourism programs, projects, and activities in line with sustainable and inclusive tourism development;

WHEREAS, the creation of the position of Tourism Operations Officer II (SG-15) will provide the necessary technical support and leadership needed for the efficient and effective delivery of tourism-related services in the municipality;

NOW THEREFORE

BE IT ORDAINED by the Sangguniang Bayan of San Miguel, Surigao del Sur, in session assembled, that:

SECTION 1. CREATION OF POSITION. There is hereby created under the Office of the Municipal Tourism Operations Officer one (1) plantilla position of Tourism Operations Officer II, with Salary Grade 15, in accordance with the guidelines of the Civil Service Commission, the Department of Budget and Management (DBM), and other applicable laws and regulations.

[Signature]

[Signature]

Tanggapan ng Sangguniang Panlalawigan		Date: _____
		Time: _____
OSSP-SDS-25-05356		
Telephone No.: (086) - 211 - 5832		
E-Mail: tpsurigaosur@yahoo.com		

SECTION 2. DUTIES AND FUNCTIONS. The Tourism Operations Officer II shall perform the following duties and responsibilities, consistent with CSC and DOT standards:

- I. Assist in the formulation, implementation, and monitoring of tourism plans, programs, and projects of the municipality;
- II. Coordinate with government agencies, private sector partners, and community stakeholders on tourism development initiatives;
- III. Promote local tourism sites, events, cultural heritage, and community-based tourism programs;
- IV. Prepare reports, documentation, and promotional materials related to tourism development;
- V. Provide technical support to the Municipal Tourism Officer in the management of tourism operations, statistics, and accreditation processes;
- VI. Perform other related functions as may be assigned by the Municipal Tourism Operations Officer or the Local Chief Executive.

SECTION 3. QUALIFICATION STANDARDS. The position shall be governed by the prescribed Qualification Standards issued by the CSC and DBM, which generally include:

Qualification Standards

- Education : Bachelor's degree relevant to the job
- Training : 4 hours of relevant training
- Experience : 1 year of relevant experience
- Eligibility : Career Service (Professional)/Second Level Eligibility.

SECTION 4. APPROPRIATION OF FUNDS. The necessary funds for the creation and compensation of the position of Tourism Operations Officer II (SG-15) shall be taken from the available funds of the municipal government or through the annual budget appropriated for the purpose, subject to existing budgetary rules and regulations.

SECTION 5. EFFECTIVITY. This Ordinance shall take effect upon its approval.

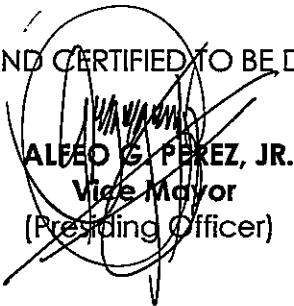
Enacted: December 01, 2025.

As disposed of by the Presiding Officer
Ayes (10) Honorable Bangoy, Honorable Yu, Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr., Honorable Perez, Honorable Lobaton, Jr., Honorable Cubero, Honorable Maca and Honorable Elizalde.
Nayes (0)
Abstained (0)

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


LALAIN EIZALDE-PRAMBITA
Secretary to the Sangguniang Bayan I

ATTESTED AND CERTIFIED TO BE DULY ENACTED:


ALFEO G. PEREZ, JR.
Vice Mayor
(Presiding Officer)

APPROVED:


MICHAEL T. CORILLA
Municipal Mayor

Date: 12-11-25