



**MUNICIPAL ORDINANCE**  
**No. 74 Series of 2025**

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



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

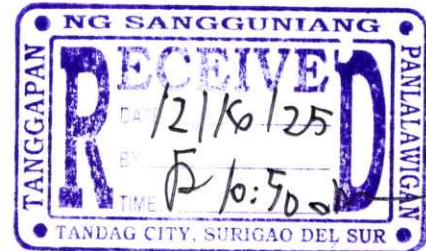


Office of the Secretary to the Sangguniang Bayan

December 16, 2025

The Sangguniang Panlalawigan  
Tandag City

Sir & Madam:



Respectfully submitted the herein Municipal Ordinance No. 74,  
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 15<sup>TH</sup> 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<br>(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. 74**  
Series of 2025



**AN ORDINANCE CREATING THE POSITION TITLE OF ADMINISTRATIVE AIDE II (MESSENGER), SG-2, UNDER  
THE OFFICE OF THE MUNICIPAL INFORMATION OFFICER AND APPROPRIATING FUNDS THEREFOR.**

|               |                                |
|---------------|--------------------------------|
| Authored by : | Honorable Gladys Mae C. Cubero |
| seconded by:  | Honorable Celso B. Bangoy      |

**Explanatory Note**

WHEREAS, the Municipal Government of San Miguel recognizes the need to strengthen its information dissemination, communications management, and public relations functions to ensure transparent and efficient delivery of services;

WHEREAS, the Office of the Municipal Information Officer plays a vital role in managing official communications, supporting public information campaigns, and ensuring timely dissemination of government programs, announcements, and activities;

WHEREAS, there is an increasing volume of official documents, communications, and inter-office correspondences requiring prompt delivery and handling, necessitating additional support personnel for such operational requirements;

WHEREAS, the creation of an Administrative Aide II (Messenger), SG-2, under the Office of the Municipal Information Officer will enhance the office's capacity to manage communication flow, improve operational efficiency, and support the overall information management system of the municipality;

WHEREAS, the Sangguniang Bayan recognizes the importance of providing adequate personnel to ensure effective and efficient public service delivery;

**NOW THEREFORE**

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

SECTION 1. TITLE. This Ordinance shall be known as "An Ordinance Creating the Position of Administrative Aide II (Messenger), SG-2, Under the Office of the Municipal Information Officer, and Appropriating Funds Therefor."

|                                       |                      |
|---------------------------------------|----------------------|
| Tanggapan ng Sangguniang Panlalawigan |                      |
|                                       |                      |
| OSSP-SDS-25-05358                     |                      |
| Telephone No.:                        | (086) - 211 - 5832   |
| E-Mail:                               | tpsurgasur@yahoo.com |

SECTION 2. CREATION OF POSITION. There is hereby created one (1) plantilla position under the Office of the Municipal Information Officer, with the following description:

- o Position Title: Administrative Aide II (Messenger)
- o Item Number: To be assigned by the Human Resource Management Office (HRMO)
- o Salary Grade: SG-2
- o Employment Status: Permanent
- o Office Assignment: Office of the Municipal Information Officer

SECTION 3. DUTIES AND FUNCTIONS. The Administrative Aide II (Messenger) shall perform the following duties and functions:

- a. Deliver and receive official communications, documents, and correspondence to and from various offices, agencies, and stakeholders;
- b. Assist in the dissemination of official information, publications, and communication materials of the municipality;
- c. Perform clerical and support tasks assigned by the Municipal Information Officer;
- d. Maintain an orderly log of incoming and outgoing documents;
- e. Ensure the safe and timely delivery of municipal communications; and
- b. Perform other related tasks as may be assigned from time to time.

SECTION 4. QUALIFICATION STANDARDS.

**Qualification Standards**

- Education : Elementary Graduate
- Training : None required
- Experience : None required
- Eligibility : None required (CSC MC 10, s. 2013 – Cat III)

SECTION 5. APPROPRIATION OF FUNDS. The necessary funds for the salary, benefits, and other compensation of the newly created position shall be sourced from the available funds under the Municipal Government of San Miguel. Subsequent funding requirements shall be included in the Annual Budget.

SECTION 6. 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.

**LALAINÉ ELIZALDE-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