



Republic of the Philippines
Province of Surigao del Sur
City of Bislig

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TANGGAPAN NG SANGGUNIANG PANLUNGSOD

December 16, 2025

MR. EDGAR G. PEREZ II, J.D.
Secretary
Tanggapan ng Sangguniang Panlalawigan
Tandag City, Surigao del Sur



Sir:

Respectfully submitting herewith copies of Ordinance No. 2025-19 enacted by the City Council of Bislig City captioned **"AN ORDINANCE CREATING THE CITY AGRICULTURE AND BIOSYSTEMS ENGINEERING OFFICE (CABEO) OF THE CITY OF BISLIG AND ITS RELEVANT POSITION TITLES, DETERMINING ITS POWERS, DUTIES AND FUNCTIONS AND PROVIDING FUNDS THEREOF"**, for its review and approval.

Thank you.

Very truly yours,

ROSENDO R. CAMPOS, M.P.A.
Secretary to the Sanggunian



Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG

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

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

Noted
OK ACA

AN ORDINANCE ENACTED DURING THE 20TH REGULAR SESSION OF THE TENTH SANGGUNIANG PANLUNGSOD OF THE CITY OF BISLIG, HELD ON THE 11TH DAY OF NOVEMBER 2025 AT THE LEGISLATIVE SESSION HALL, BISLIG CITY, SURIGAO DEL SUR.

Present:

HON. CONRAD C. CEJOCO
City Vice Mayor
(Presiding Officer)



Regular Members:

Hon. Alfredo J. Carmelo	- Sangguniang Panlungsod Member
Hon. Bernadeth May R. Almanon-Balondo	-do-
Hon. Jonas A. Cacayan	-do-
Hon. Paul E. Vicencio	-do-
Hon. Victor B. Alvar, Jr.	-do-
Hon. Reynaldo V. Dominguez	-do-
Hon. Romeo F. Cacayan	-do-
Hon. Winston Y. Sia	-do-
Hon. Apolio C. Alvar	-do-

Ex-Officio Members:

Hon. Eladio A. Galano	- President, Liga ng mga Barangay
Hon. Florio S. Josafat, Jr.	- Indigenous Peoples Representative
Hon. Ana Mae M. Agusa	- SK Federation President

On Leave:

Hon. Pedrito R. Sulapas	- Sangguniang Panlungsod Member
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ORDINANCE NO. 2025-19

Authored by:
Hon. Victor B. Alvar, Jr.

Sponsored by:
Hon. Romeo F. Cacayan Hon. Alfredo J. Carmelo
Hon. Jonas A. Cacayan Hon. Florio S. Josafat, Jr.
Hon. Conrad C. Cejoco

"AN ORDINANCE CREATING THE CITY AGRICULTURE AND BIOSYSTEMS ENGINEERING OFFICE (CABEO) OF THE CITY OF BISLIG AND ITS RELEVANT POSITION TITLES, DETERMINING ITS POWERS, DUTIES AND FUNCTIONS AND PROVIDING FUNDS THEREOF"

WHEREAS, section 443 (c) (2) of Republic Act 7160, otherwise known as the Local Government Code of 1991, empowers the Sangguniang Panlungsod to create such other offices as may be necessary to carry out the purposes of the City Government;

SURIGAO DEL
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OSSP-SDS-25-05363



Date: _____
Time: _____

Received by: _____

SP Ordinance No. 2025-19 "An Ordinance creating the City Agriculture and Biosystems Engineering Office (CABEO) of the City of Bislig and its relevant position titles, determining their powers, duties and functions, providing funds thereof"

WHEREAS, section 447(a)(1)(vii and viii) of the same Code likewise authorizes the Sangguniang Panlungsod to determine the positions, powers, duties, and salaries of officials and employees of the City Government;

WHEREAS, section 29 of Republic Act 10601, the Agricultural and Fisheries Mechanization Law, in relation to Republic Act 1091, the Philippine Agricultural and Biosystems Engineering Act of 2016, mandates all Local Government Units to strengthen and establish their Agricultural and Biosystems Engineering Groups;

WHEREAS, section 3 of Republic Act 1091, Philippine Agricultural and Biosystems Engineering Act of 2016, mandates all concerned national government agencies, LGUs and SUCs implementing, regulating, funding and undertaking research, development, training and extension, testing, evaluation and inspection as well as technical audit of irrigation, farm mechanization, post-harvest and agro processing facilities, agricultural and biosystems infrastructures, farm-to-market roads, agro-meteorology, forest mechanization development programs, and environmental protection and conservation programs and projects to employ the required number of agricultural and biosystems engineers, and for this purpose, create various levels of agricultural and biosystems engineer positions;

WHEREAS, the Department of Agriculture, Department of Budget and Management, Civil Service Commission, and the Department of Interior and Local Government have issued Joint Memorandum Circular No. 02, series of 2020, stipulating the Implementing Guidelines on the Strengthening and Establishment of the Agricultural and Biosystems Engineering Groups of the Local Government Units (LGUs). This JMC is vital and necessary in the development and modernization of agriculture and fisheries and the implementation of the Food Security Program of the municipality;

NOW, THEREFORE, BE IT ORDAINED, by the Sangguniang Panlungsod of Bislig City in session duly assembled, that:

SECTION 1. Creation of City Agriculture and Biosystems Engineering Office (CABEO) — The City Agriculture and Biosystem Engineering Office (CABEO) is hereby created in the City Government of Bislig. It shall be under the City Agriculture Office and shall have the following minimum sections with the following titles:

1. Programs and Projects Management Division
2. Engineering Plans, Designs, and Specifications Division
3. Standards, Regulations, and Enforcement Division
4. Administrative and Finance Division

SECTION 2. Powers, Duties, and Functions of the CABEO — The CABEO shall be responsible for the planning, coordinating, implementing, monitoring, and regulating of the agricultural, fisheries, and biosystems engineering, mechanization, and infrastructure programs and projects within the municipality.

Specifically, the CABEO shall have the following duties and functions:

1. Provide agricultural and biosystems engineering services, which include site validation, engineering survey, valuation, appraisal, preparation and evaluation of plans, designs, technical specifications, feasibility studies and cost estimates, program of work of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads, farm access roads, and other agricultural, fisheries, and biosystems infrastructure projects.
2. Administer, supervise, and coordinate the construction, operation, maintenance, improvement, and management of irrigation, soil and water conservation and management, small water impounding, small farm reservoirs, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads, farm access roads, and other agricultural, fisheries, and biosystems infrastructure projects.
3. Undertake the registration of agricultural and fishery machinery and facilities and the enforcement of the Philippine Agricultural Engineering Standards, Philippine Agricultural and Biosystems Engineering Standards (PABES), and other agricultural, fishery, and biosystems engineering regulatory activities in coordination and collaboration with the Department of Agriculture (DA) - Regional Field Office-Regional Agricultural Engineering Division (RFO-RAED), concerned national government agencies, and other offices of the LGUs.

In line with this, the CABEO shall:

- a. Assist the Bureau of Agricultural and Fisheries Engineering (BAFE) through the RFO-RAED on the validation and surveillance of applications in the municipality relative to the issuance of Permit to Operate to all agricultural and fishery machinery and equipment manufacturers, fabricators, assemblers, distributors, importers, and exporters (MFADDIEs).
- b. Monitor the municipal-wide compliance on the provision of after-sales service and warranty of concerned agricultural and fisheries machinery assemblers, manufacturers, importers, suppliers, distributors, and dealers in the Municipality in collaboration with BAFE.
- c. Conduct inspection, performance, and acceptance testing and evaluation of agricultural, fisheries, and biosystems machinery and equipment procured by the municipal government in coordination and collaboration with the RFO-RAED and Agricultural Machinery Testing and Evaluation Center (AMTEC).

- d. Provide technical assistance to the Municipal Building Official in the evaluation and processing of application permits and certificates of occupancy of agricultural, fishery, and biosystems buildings and structures to ensure the enforcement of PABES and RA No. 10915.
 - e. Coordinate with the Bureau of Fisheries and Aquatic Resources (BFAR) on the registration of fish hatchery, fish breeding facilities, private fishponds and post-harvest facilities for fishing communities in the municipality pursuant to Section 28 and 33 of RA No. 85501.
4. Establish, maintain, and regularly update the municipal database on irrigation, post-harvest, agricultural machinery, and other infrastructure.
 5. Coordinate with concerned national government agencies regarding the implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm-to-market roads, and agricultural, fisheries, and biosystems infrastructure within the municipality.
 6. Be on the frontline of the delivery of basic agricultural and biosystems engineering services.
 7. Oversee, coordinate, or provide training; conduct social preparation, institutional development and extension activities to farmers and fisherfolk to sustain the operation and utilization of irrigation, post-harvest facilities, and agricultural, fishery, and biosystems machinery projects. In line with this, the CABEO shall coordinate and collaborate with state and local colleges and universities, TESDA, and other concerned government agencies for the competency assessment and certification of agricultural and biosystems engineering technicians and operators, including the establishment and operation of accredited Technical-Vocational Education Training (TVET) and assessment centers, learning sites and farm schools, farm tourism sites for agricultural and biosystems engineering within the municipality.
 8. Conduct pilot testing and commercialization of mature agricultural and fisheries engineering technologies.
 9. Provide assistance in the organization and operation of the Agricultural and Fishery Mechanization Committee (AFMeC) of the Municipal Agricultural and Fishery Council (MAFC) and serve as vice chairperson and secretariat of said committee, as well as in providing technical assistance and support to the municipal chapter of the Philippine Society of Agricultural and Biosystems Engineer (PSABE) and ABEs in the local implementation of agricultural and fisheries mechanization and infrastructure projects.
 10. Responsible in the planning, design, institutional development, and management of communal irrigation system devolved or to be devolved to the Municipal Government pursuant to Section 33 of RA No. 8435 (AFMA).

11. Formulate Municipal Agricultural and Fisheries Mechanization Plan for approval by the Sangguniang Panlungsod pursuant to Section 33 of RA No. 10601.
12. Formulate Municipal Agricultural and Biosystems Engineering Master Plan, Program for approval by the Sanggunian Panlungsod pursuant to Joint DA-DILG MC No. 11, series of 2004 in relation to RA No. 10915. The master plan and program which supports and complements to the Comprehensive Land Use Plans, Local Development Plans, Local Food Security and Agri-Fisheries Modernization Plans shall have the following sub-components: (1) agricultural, fishery, and biosystems mechanization; (2) soil and water conservation and irrigation; (3) farm-to-market road or farm access road development; (4) post-harvest, agro-processing and agro-industrial development; (5) agricultural and biological waste utilization and management; and (6) farm electrification and bio- and renewable-energy development.
13. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance. This also includes functions and responsibilities on agricultural and biosystems engineering under RA No. 10915, such as, but not limited to animal and livestock production engineering, aquaculture engineering, agricultural and biological waste management, and farm electrification and bio- and renewable-energy development as part of the agricultural and fisheries modernization, environmental protection, and food security program of the LGU.

SECTION 3. Duties and Functions of Programs and Projects Management Division — The Programs and Projects Management Division shall:

1. Formulates City Agricultural and Fisheries Mechanization Plan and Program, and City Agricultural and Biosystems Engineering Master Plan and Program.
2. Supervises or administer the construction, operation, maintenance, improvement and management of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads/farm access roads, and other agricultural, fisheries and biosystems infrastructure projects of the municipal government.
3. Undertake the management, operation and maintenance of communal irrigation systems, and projects.
4. Establish, maintain, and regularly update the city database on irrigation, post-harvest, agricultural machinery and agricultural, fishery, and biosystems infrastructure projects at all local levels.

5. Coordinate with the concerned national government agencies regarding the implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm-to-market roads and agricultural, fisheries and biosystems infrastructure within the city.
6. Oversee, coordinate, or provide training and extension activities to farmers and fisherfolk, particularly in the installation, operation, and maintenance of their irrigation, postharvest facilities, and agricultural, fishery and biosystems machinery projects in coordination with the agriculture and fisheries extension worker, including the establishment and operation of accredited Technical-Vocational Education Training (TVET) and assessment centers, learning sites and farm schools, and farm tourism sites for agricultural and biosystems engineering within the city.
7. Undertake and/or coordinate the pilot testing and commercialization of mature agricultural, fisheries, and biosystems engineering technologies, and;
8. Assist in the organization and operation of the Agricultural and Fishery Mechanization Committee (AFMeC) of the City Agricultural and Fishery Council (CAFC), as well as in providing technical assistance and support to the city chapter of the Philippine Society of Agricultural and Biosystems Engineer (PSABE) and ABEs in the local implementation of agricultural and fisheries mechanization and infrastructure projects.

SECTION 4. Duties and Functions of the Engineering Plans, Designs, and Specifications Division — The Engineering Planning, Design and Specification Division shall:

1. Provide agricultural and biosystems engineering services which include site validation, engineering survey, valuation/appraisal, preparation and evaluation of plans, designs, technical specifications, feasibility studies and cost estimates/program of work of irrigation, soil and water conservation and management, small water impounding, small farm reservoirs, farm machinery, slaughterhouses, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads/farm access roads, and other agricultural, fisheries, and biosystems infrastructure projects.
2. Prepare detailed engineering designs (DED) and program of works of communal irrigation systems, projects in coordination with National Irrigation Administration (NIA).
3. Conduct damage assessment, prepare recommendations, and estimate for funding the repair/rehabilitation of calamity-damaged agricultural and fishery machinery and equipment, and infrastructure; and
4. Provide technical assistance to pre-qualification of bidders and analysis of Bids and Awards Committee for agricultural and biosystems engineering projects.

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SECTION 5. Duties and Functions of the Standards, Regulations, and Enforcement Division — The Standards, Regulations, and Enforcement Division shall facilitate and monitor the registration of agricultural and fishery machinery and facilities within the municipality and the enforcement of the Philippine Agricultural Engineering Standards, Philippine Agricultural and Biosystems Engineering Standards (PAES/PABES), and other agricultural, fishery, and biosystems engineering regulatory activities in coordination and collaboration with the DA Regional Field Office-Regional Agricultural Engineering Division (RFO-RAED), concerned national government agencies and other offices of the LGUs. In line with this, the ABE department shall:

1. Assist the BAFE through the RFO-RAED on the validation and surveillance of applications relative to the issuance of Permit to Operate to small and medium sized agricultural and fishery machinery and equipment manufacturers, fabricators, assemblers, distributors, dealers, importers and exporters (MFADDIESs) within the city.
2. Monitor the city-wide compliance and assist in the enforcement of the provision of after-sales service and warranty of concerned agricultural and fisheries machinery assemblers, manufacturers, importers, suppliers, distributors and dealers in the City in collaboration with BAFE.
3. Conduct inspection, performance testing and evaluation of agricultural, fisheries and biosystems machinery and equipment procured by the City Government in coordination and collaboration with the RFO-RAED and AMTEC.
4. Assist the City Building Officials in the evaluation and processing of application permits and certificate of occupancy of agricultural, fishery, and biosystems buildings and structures to ensure the enforcement of PABES and RA No. 10915; and
5. Coordinate with the BFAR on the registration of fish hatchery, fish breeding facilities, private fishponds, and post-harvest facilities for fishing communities in the city.

SECTION 6. Duties and Functions of the Administrative and Finance Division — The Administrative and Finance Division shall provide human resource management, general services and procurement, budget, accounting and records services for the CABEO.

SECTION 7. Creation of Agricultural and Biosystems Engineer Plantilla Positions — Pursuant to Section 13 of Civil Service Memorandum Circular No. 13, series of 1992 "Guidelines and Standards in the Establishment of Organizational Structure and Staffing Pattern in the Local Government Units", the City Agriculture Biosystem Engineering Office shall have the minimum plantilla positions to be created:

Position Title	SG	Education	Experience	Training	Eligibility
City Government Department Head I, (City Agricultural and Biosystems Engineer)	25	Bachelor's Degree in Agricultural Engineering and Agricultural Biosystems Engineering	Three (3) years in position involving management and supervision,	None required	RA 10915 (ABE)

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Position Title	SG	Education	Experience	Training	Eligibility
			One (1) year of which is relevant to agricultural and biosystems engineering		
Assistant City Government Department (Assistant Agricultural Biosystems Engineer)	23	Bachelor's Degree in Agricultural Engineering or Agricultural Biosystems Engineering	Three (3) years in position involving management and supervision, One (1) year of which is relevant to agricultural engineering/agricultural and biosystems engineering	None required	RA 10915 (ABE)
Programs and Projects Management Division (PPMD):					
Engineer III	19	Bachelor's Degree in Agricultural Engineering and Biosystems Engineering	Two (2) years of relevant experience in agricultural engineering or agricultural and biosystems engineering	Eight (8) hours of relevant training	RA 10915 (ABE)
Engineer II	16	Bachelor's Degree in Agricultural Engineering and Biosystems Engineering	One (1) year of relevant experience in agricultural engineering or agricultural and biosystems engineering	Four (4) hours of relevant training	RA 10915 (ABE)
Engineer I	12	Bachelor's Degree in Agricultural Engineering and Biosystems Engineering	None required	None required	RA 10915 (ABE)
Engineering Plans, Designs, and Specifications Division (EPDSD):					
Engineer III	19	Bachelor's Degree in Agricultural Engineering and Biosystems Engineering	Two (2) years of relevant experience in agricultural engineering or agricultural and biosystems engineering	Eight (8) hours of relevant training	RA 10915 (ABE)
Engineer II	16	Bachelor's Degree in Agricultural Engineering and Biosystems Engineering	One (1) year of relevant experience in agricultural engineering or agricultural and biosystems engineering	Four (4) hours of relevant training	RA 10915 (ABE)

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Engineer I	12	Bachelor's Degree in Agricultural Engineering and Biosystems Engineering	None required	None required	RA 10915 (ABE)
Standard Regulations and Enforcement Division (SRED)					
Engineer III	19	Bachelor's Degree in Agricultural Engineering and Biosystems Engineering	Two (2) years of relevant experience in agricultural engineering or agricultural and biosystems engineering	Eight (8) hours of relevant training	RA 10915 (ABE)
Engineer II	16	Bachelor's Degree in Agricultural Engineering and Biosystems Engineering	One (1) year of relevant experience in agricultural engineering or agricultural and biosystems engineering	Four (4) hours of relevant training	RA 10915 (ABE)
Engineer I	12	Bachelor's Degree in Agricultural Engineering and Biosystems Engineering	None required	None required	RA 10915 (ABE)
Administrative and Finance Division:					
Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional, Second Level Eligibility
Administrative Officer III (Supply Officer II)	15	Bachelor's Degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Professional, Second Level
Administrative Officer III (Records Officer II)	14	Bachelor's Degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Professional, Second Level

SECTION 8. Duties and Responsibilities of Positions — The duties and responsibilities of positions of the City Agricultural and Biosystems Engineering Office are as follows:

POSITION		Duties and Responsibilities
1	City Government Department Head, (City Agricultural and Biosystems Engineer)	✓ As head, oversee the day-to-day operations of the office. ✓ Provides overall leadership in the planning and implementation of the programs and projects of the CABEO.

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		✓ Represents the office in conferences, meetings and external functions. ✓ Ensures a conducive environment for effective working relationship between the office and coordinating and collaborating agencies. ✓ Reports plans, programs, activities and accomplishments to the City Agriculture Department Head, and ✓ Performs such other functions mandate and other circumstances may warrant.
2	Assistant City Government Department Head, (Assistant City Agricultural and Biosystems Engineer)	✓ Assist the City Agricultural and Biosystems Engineer in managing the day-to-day affairs of the office. ✓ Establishes the strategic framework as basis for setting divisions' operational targets. ✓ Spearheads the review of agricultural and fishery engineering proposals, designs, guidelines for approval of the City Agricultural and Biosystems Engineer. ✓ Performs such other functions as the City Agricultural and Biosystems Engineer may assign from time to time.
3	Engineer III, (Chief, Program and Project Management Section)	✓ As head of the Section, spearheads and supervises the planning, coordination, implementation and monitoring of all programs, projects and activities of the Section. ✓ Oversee the formulation of City Agricultural and Fisheries Mechanization Plan; and Municipal Agricultural and Biosystems Engineering Master Plan/Program. ✓ Supervise, coordinate and monitor the construction, operation, maintenance, improvement and management of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads, farm access roads and other agricultural, fisheries and biosystems infrastructure projects of the City Government.

	POSITION	Duties and Responsibilities
4	Engineer III, (Chief, Program and Project Management Section)	✓ Supervise, coordinate and monitor the construction, operation, maintenance, improvement and management of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads/farm access roads and other agricultural, fisheries and biosystems infrastructure projects of the City Government. ✓ Coordinate with the concerned national government agencies regarding the implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm-to-market roads and agricultural, fisheries and biosystems infrastructure. ✓ Oversee, coordinate or city-wide training and extension activities to farmers and fisherfolk particularly in the installation, operation and maintenance of their irrigation, postharvest facilities, agricultural, fishery and biosystems machinery projects in coordination with the agriculture and fisheries extension workers including the establishment and operation of accredited Technical-Vocational Education Training (TVET) and assessment centers, learning sites, farm schools, farm tourism sites for agricultural and biosystems engineering within the city. ✓ Supervise or coordinate the city-wide pilot testing and commercialization of matured agricultural, fisheries and biosystems engineering technologies; and

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	POSITION	Duties and Responsibilities
		✓ Facilitate and coordinate the organization and operation of the Agricultural and Fishery Mechanization Committee (AFMeC) of the City Agricultural and Fishery Council (CAFC), as well as in providing technical assistance and support to the Provincial chapter of the Philippine Society of Agricultural and Biosystems Engineers (PSABE) and ABEs in the local implementation of agricultural and fisheries mechanization and infrastructure projects.
5	Engineer III, (Chief, Engineering Plans, Designs and Specifications Section	✓ As head of the Section, spearheads supervise and participate in the planning, coordination, implementation, and monitoring of all programs, projects and activities of the Division. ✓ Reviews and recommend engineering plans, designs, technical specifications, program of works, feasibility studies and cost estimates, and damage assessment of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads, farm access roads and other agricultural, fisheries and biosystems infrastructure.
6	Engineer III, (Chief, Standards, Regulation and Enforcement Section)	✓ As head of the Section, spearheads and supervises the planning, coordination, implementation and monitoring of all programs, projects and activities of the Section. ✓ Plan and supervise the enforcement of the PABES and other agricultural, fishery and biosystems engineering regulatory activities in coordination and collaboration with RFO-RAED, concerned national government agencies and other offices of the LGUs.

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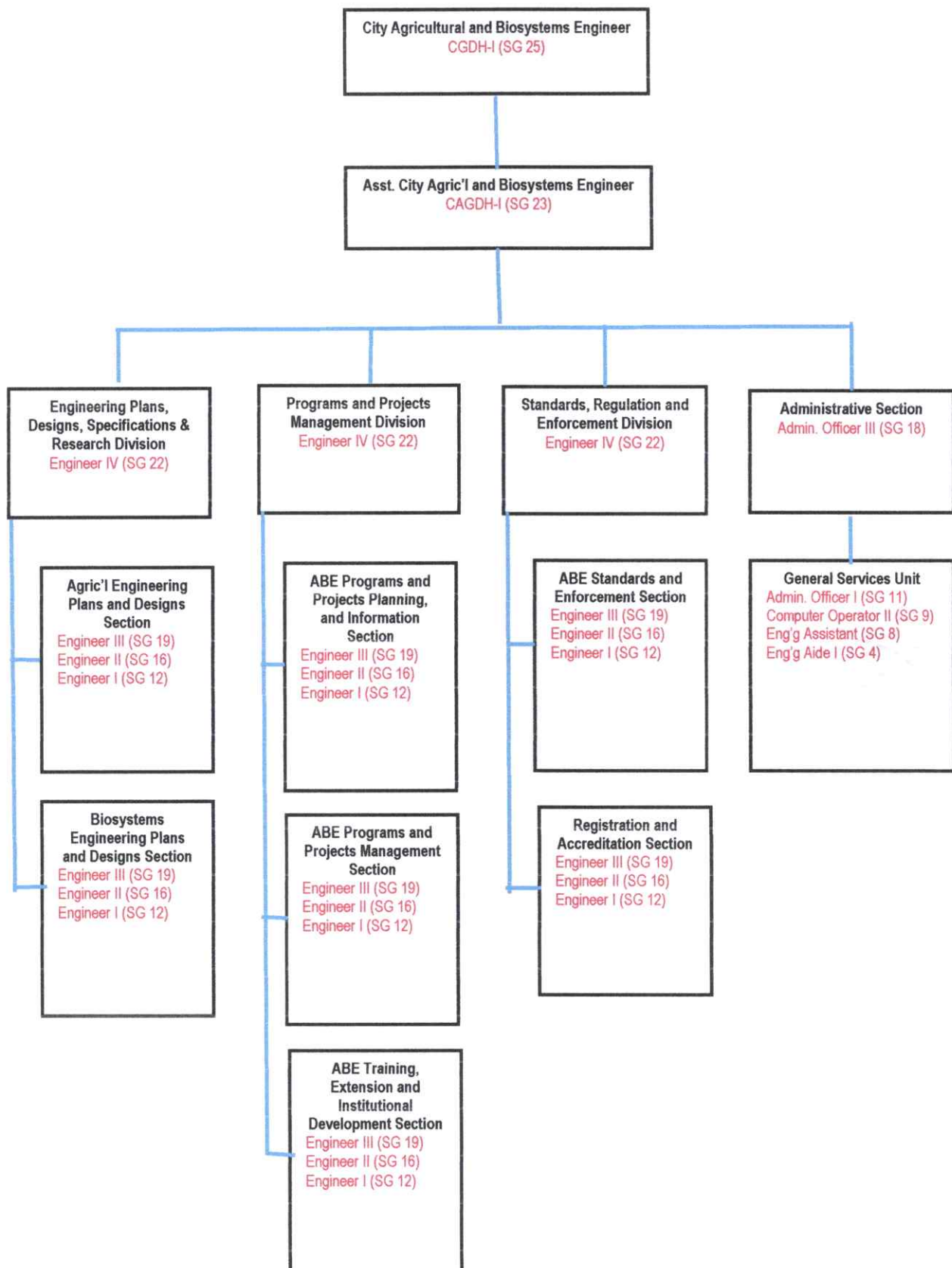
	POSITION	Duties and Responsibilities
		✓ Assist BAFE through the RFO-RAED on the validation of applications at the provincial level relative to the issuance of Permit to Operate to small and medium sized agricultural and fishery machinery and equipment MFADDIEs. Supervise or conduct monitoring on the city-wide compliance on the provision of after-sales service and warranty of concerned agricultural and fisheries machinery assemblers, manufacturers, importers, suppliers, distributors and dealers in the province in collaboration with BAFE through RAED. ✓ Supervise or conduct inspection, performance and acceptance testing and evaluation of agricultural, fisheries and biosystems machinery and equipment procured by the City Government in coordination and collaboration with the RFO-RAED, AMTEC or BAFE; ✓ Assist the City Local Building Official in the evaluation and processing of application permits and certificate of occupancy of agricultural, fishery and biosystems buildings and structures to ensure the enforcement of PABES and RA No. 10915; and ✓ Coordinate with BFAR on the city-wide registration of fish hatcheries, fish breeding facilities, private fishponds and post-harvest facilities for fishing communities.
7	Engineer II	✓ Assists their respective Section Chief in the planning and implementation of all programs and projects of the Section.
8	Engineer I	✓ Under immediate supervision of Engineer II, assists in the planning and implementation of All programs and projects of their respective Section.

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POSITION		Duties and Responsibilities
9	Administrative Officer V (Administrative Officer III)	✓ As head of the Section, provides overall administrative functions of the administrative and finance operation of the office; and ✓ Spearheads supervises the planning, coordination, implementation, and monitoring of all programs, projects and activities of the Section.
10	Administrative Officer III (Record Officer II)	✓ Administers, conducts, implements specific activities on personnel administration, such as recruitment, manpower development, performance management, personnel benefits and other related administrative and human resource functions. ✓ Develops, conceptualizes, formulates policy guidelines, operating procedures and studies pertinent to responsibility area. ✓ Receives, reads, classifies and distributes all incoming and outgoing correspondence. ✓ Checks and classifies signed correspondence before they are released for mailing. ✓ Assists in establishing and maintaining an active continuing program for the management, preservation and disposition of records. ✓ Authenticates copies of documents in the possession of the unit; and ✓ Performs other duties as maybe assigned.
11	Administrative Officer III (Supply Officer II)	✓ Conducts, coordinates the office property supply and management activities such as procurement, issuance, inventory, etc. ✓ Take charge of the issuance, recording and monitoring of the office supplies and equipment. ✓ Formulates suitable policy guidelines and operating systems to ensure sound property and supply management. ✓ Ensures the adequate and timely provision of supplies, materials and equipment needed for the conduct of office activities. ✓ Regularly conducts an inventory of office properties and supplies and submits a report thereon.

ANNEX A. RECOMMENDED ORGANIZATIONAL STRUCTURE AND STAFFING OF CABEO



SECTION 9. Appointment and Qualifications — The positions in the City Agriculture and Biosystem Engineering Office shall be appointed by the City Mayor in accordance with the Civil Service laws and rules and that the appointee shall have met the qualification standards set by the Civil Service Commission pursuant to DA-DBM-CSC and DILG Joint Memorandum Circular No. 02, series 2020 and other CSC issuances.

SECTION 10. Initial Manpower Complement —

1. The existing Agricultural Engineering Unit (if there is) of the Office of the City Agriculturist and its Agricultural and Biosystems Engineers shall be transferred to, and form part of the initial manpower complements to the City Agricultural and Biosystems Engineering Office.

2. The City Mayor may reassign registered and licensed agricultural and biosystems engineers presently employed at other Offices of the City Government to augment the initial manpower complement of the City Agricultural and Biosystems Engineer following the CSC rules and regulations on re-assignment of personnel.

3. The existing City Assistant Agriculturist who is a registered and licensed agricultural and biosystem engineer shall be designated by the City Mayor as City Agricultural and Biosystems Engineer, following the CSC rules on designation of personnel.

4. The Human Resource Management Officer shall immediately prepare the necessary documents for the re-allocation or reclassification of Agriculturist, Agricultural Technologist positions of the said Agricultural Engineers into various levels of Agricultural Engineer position in accordance with DBM Budget Circular No. 03, series of 2003, 2002 which will form part in the Plantilla positions of the office.

SECTION 11. Appropriation — The Funding necessary for the implementation of this Ordinance shall be included by the City Budget Officer in the proposed Annual Appropriation of the City Government.

The vacant positions of the City Government may be abolished, such that the Personnel Services (PS) requirement for said abolition may be utilized for the creation of Engineer positions in the City Agricultural and Biosystems Engineering units to be created, subject to the PS limitation of said LGUs.

The LGU may also opt to appropriate funds of the created position in a progressive manner which shall start from the highest position up to the lowest position, until all position titles of the created office is hereby funded.

SECTION 12. Effectivity — This ordinance shall take effect upon its approval.

SP Ordinance No. 2025-19 "An Ordinance creating the City Agriculture and Biosystems Engineering Office (CABEO) of the City of Bislig and its relevant position titles, determining their powers, duties and functions, providing funds thereof"

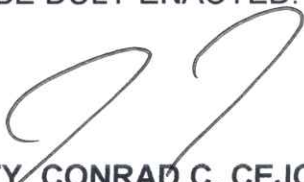
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ENACTED this 11th day of November, 2025.

I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

ROSENDO R. CAMPOS, MPA
Secretary to the Sanggunian

ATTESTED AND CERTIFIED
TO BE DULY ENACTED:


ATTY. CONRAD C. CEJOCO
City Vice Mayor
(Presiding Officer)

APPROVED:


FLORENCIO C. GARAY
City Mayor

rc:SPM VBA, Jr. /DRA/RRC
TN:2025-10-054

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E-mail Address: spo@bislig.gov.ph

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Nat'l. Highway, Bislig City, Surigao del Sur

