



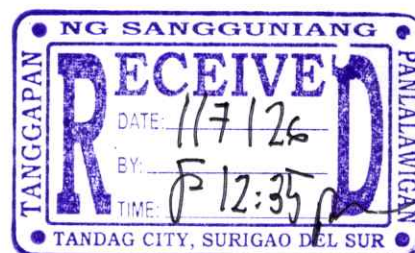
Republic of the Philippines
Province of Surigao del Sur
City of Bislig

Telephone: SPO Secretariat (086) 853-7401, Local 853-7607; 134
Website: www.bislig.gov.ph, Email: spo@bislig.gov.ph

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

January 6, 2026

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



Sir:

Respectfully submitting herewith rectified copies of Ordinance No. 2025-13 enacted by the City Council of Bislig City captioned **"AN ORDINANCE CREATING THE POSITION OF LOCAL REVENUE COLLECTION OFFICER IV, SALARY GRADE 22, UNDER THE OFFICE OF THE CITY TREASURER, AND APPROPRIATING 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

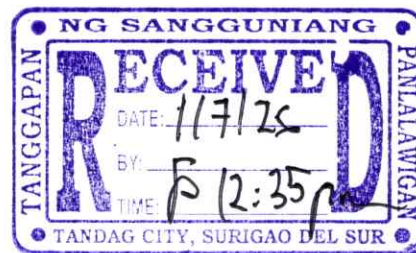
Refer To: Committee on Good Government, Public Office
and Accountability
noted

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

AN ORDINANCE ENACTED DURING THE 13TH REGULAR SESSION OF THE TENTH SANGGUNIANG PANLUNGSOD OF THE CITY OF BISLIG, HELD ON THE 23RD DAY OF SEPTEMBER 2025 AT THE LEGISLATIVE SESSION HALL, BISLIG CITY, SURIGAO DEL SUR.

Present:

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



Regular Members:

Hon. Pedrito R. Sulapas	- Sangguniang Panlungsod Member
Hon. Alfredo J. Carmelo	- do-
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

On Leave:

Hon. Ana Mae M. Agusa	- SK Federation President
-----------------------	---------------------------

ORDINANCE NO. 2025-13

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 POSITION OF LOCAL REVENUE COLLECTION OFFICER IV, SALARY GRADE 22, UNDER THE OFFICE OF THE CITY TREASURER, AND APPROPRIATING FUNDS THEREOF"

WHEREAS, a government's treasury department can be a complex segment of the public sector, dictated not only by the necessity of sound financial planning but also by numerous regulations and a responsibility to the public, government treasurers hold an essential role in the judicious management of municipal funds;



WHEREAS, a treasurer's responsibility covers more than just bookkeeping and fiscal logistics; in their role, treasurers serve as financial stewards of important public funds; city treasurers are primarily responsible for managing the revenue and cash flow of the agency, banking, collection, receipt, reporting, custody, investment, or disbursement of municipal funds;

WHEREAS, under the Republic Act 7160, the Local Government Code of the Philippines, all Treasurer share a common set of responsibilities that form the basis of their role. These include the following:

- **Cash Management** - it oversees the cash flow and maintains adequate liquidity to meet their jurisdiction's financial obligation.
- **Financial Custody** - safeguard stabilization funds, pension reserves, and other important financial assets.
- **Revenue Administration** - facilitates the timely and accurate collection of taxes, fees, and other revenue sources.
- **Emergency Spending** - adheres to protocols during emergencies to balance pressing needs with long-term financial stability.
- **Debt Management** - monitors and manages municipal debt issuance, repayment, and compliance with bond covenants.
- **Financial Reporting** - prepares and distributes comprehensive financial reports to ensure government transparency and accountability.
- **Record Keeping** - maintains custody of crucial financial documents, reports, titles, policies, and other accounting assets.
- **Regulation and Compliance** - ensures financial processing, deductions and compliance with laws and regulations.

All these vital functions are reflected in how the system of organization inside the office is organized, where it is divided into Divisions and Sections of each vital function stated above.

WHEREAS, in the existing System of Organization of the City Treasurer's Office, there was an issue that needed to be addressed because the existing position in the Revenue Collection Administration is headed by a Salary Grade 18 Plantilla position, instead of a Salary Grade 22. It is for this purpose that this ordinance is passed, to establish all-level Division Chief Positions, thereby creating Local Revenue Collection Officer IV, Salary Grade 22, under the Revenue Collection Administration Division;

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

SECTION 1. Title – This ordinance shall be known as ***"An Ordinance Creating the Position of Local Revenue Collection Officer IV, Salary Grade 22, under the Office of the City Treasurer and appropriating funds therefor"***.

SECTION 2. Creation – There shall be created the position of Local Revenue Collection Officer IV, under the office of the City Treasurer of the City of Bislig.

SECTION 3. Appointment, Qualification, and Compensation – No person shall be appointed to the position Local Revenue Collection Officer IV unless he/she has a bachelor's degree relevant to the job, has three (3) years of relevant experience, 16 hours of relevant training, and a Career Service (Professional) Second Level Eligibility. The term of the position for Local Revenue Collection Officer IV shall be permanent and shall receive compensation equivalent to Salary Grade 22.

SECTION 4. Duties and Functions – The duties and functions of Local Revenue Collection Officer IV are as follows:

1. Acts as Division Chief of the City Treasurer Sub-Office, in charge of Business Tax Collection, Regulatory Fees and user charges and City Economic Enterprise Development Office (CEEDO) Collection at the Business One Stop Shop (BOSS) building located at Market Site, Mangagoy, Bislig City.
2. Supervises the work performances of all regular and job order employees assigned at the City Treasurer Sub-Office Business Tax Collection and Regulatory Fees Section, and Job Order Collectors of CEEDO.
3. Acts as Team Leader of the sales audit and monitoring activities of the City Treasurer's Office as provided in the Local Revenue Code of Bislig City.
4. Supervises the cash collection activities, and safeguards the cash, checks, and official receipts used in the office.
5. Acts as Leader of the monitoring team during the actual conduct / inspection of the gasoline pump station as to the accuracy of its fuel dispensing and calibration thereof including testing and sealing of the weight and measures.
6. Acts as Resource Person/Lecturer on FM Radio Stations and other venues within this city of Bislig, and other cities and municipalities initiated by LGU's or private entities concerning local business taxes, Situs of Tax and other user charges fees.

7. Acts as panelist during the critiquing on the formulations of the proposed Local Revenue Code of Bislig city including the review of the Barangay Proposed Revenue Ordinances.
8. Serves official demand letters to contractors for collection of Situs Tax to different cities in the Philippines and collect payment thereof.
9. Monitors the flow of the business tax and other regulatory fees collection to ensure that all taxes and fees are properly issued with official receipts and deposited to the depository banks thereof.
10. Supervises the entire collections of CEEDO and ensures that all cash collections must be remitted on time at the designated depository bank.
11. Checks and monitors the daily remittances of all collectors, including the balances of cash tickets on hand, the safety of the Official Receipts and duplicate and triplicate copies.
12. Recommends to the City Treasurer the collection strategies to ascertain and collect the right amount of Tax and Fees as mandated under the Local Tax Code of Bislig, and the CEEDO Code.
13. Attend committee meetings, upon authority of the City Treasurer and other functions as deemed necessary.

SECTION 5. Appropriation — This ordinance shall have an annual appropriation amounting to **One Million Two Hundred Fifteen Thousand Three Hundred Fifty-Seven Pesos & 96/100 Centavos (Php1,215,357.96)** based on the estimated computation of Personal Services of proposed position title as of September 12, 2025.

SECTION 6. Separability Clause — If any provision of this ordinance is declared invalid or unconstitutional, the remaining provision not affected thereby shall continue in full force and effect.

SECTION 7. Repealing Clause — All other ordinance, rules and executive orders inconsistent with the provision of this ordinance are hereby repealed or modified accordingly.

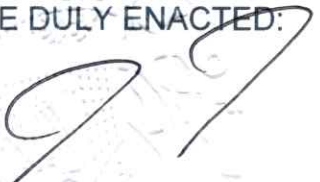
SECTION 8. Effectivity Clause — This ordinance shall take effect upon its approval in accordance with existing laws.

ENACTED this 23rd day of September, 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. GEJOCO
City Vice Mayor
(Presiding Officer)

APPROVED:


FLORENCIO C. GARAY
City Mayor

rc: Cmte. on Administrative and Personnel Services  DRC/LOJH/RRC/TSP Reso No. 466-25/Rectified
TN:2024-09-263



Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
TANDAG CITY

Tanggapan ng Sangguniang Panlalawigan
(Office of the Provincial Council)

TN2025-10-7478
11-25-25

EXCERPT FROM THE MINUTES OF THE 20TH REGULAR SESSION OF THE 21ST 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 NOVEMBER 18, 2025

PRESENT:

Hon. Manuel O. Alameda, Sr. - Vice Governor
(Presiding Officer)

Regular Sangguniang Panlalawigan Members:

District I

Hon. Ruel D. Momo
Hon. Henrich M. Pimentel
Hon. Jose Dumagan, Jr.
Hon. Antonio C. Azarcon
Hon. Valerio I. Montescclaros, Jr.

District II

Hon. Joey S. Pama
Hon. Gines Ricky J. Sayawan, Sr.
Hon. Margarita G. Garay
Hon. Anthony Joseph P. Cañedo
Hon. Raul K. Salazar

Ex – Officio Members:

Hon. John Paul C. Pimentel - President, Philippine Councilors' League, Surigao del Sur Chapter

Hon. Melanie Joy M. Guno - President, Provincial Chapter of the Liga ng mga Barangay sa Pilipinas

ABSENT:

On Sick Leave:

Hon. Jimmy L. Guinsod - Indigenous Peoples Mandatory Representative, Surigao del Sur

Hon. Yuri Art Eufy R. Sanchez - President, Panlalawigang Pederasyon ng mga Sangguniang Kabataan

RESOLUTION NO. 466 – 25
(Series of 2025)

RETURNING ORDINANCE NO. 2025-13 DATED SEPTEMBER 23, 2025 OF THE CITY OF BISLIG, THIS PROVINCE ENTITLED "AN ORDINANCE CREATING THE POSITION OF LOCAL REVENUE COLLECTION OFFICER IV, SALARY GRADE 22, UNDER THE OFFICE OF THE CITY TREASURER, AND APPROPRIATING FUNDS THEREOF", FOR RECTIFICATION



SPONSORS:

HON. HENRICH M. PIMENTEL, HON. GINES RICKY J. SAYAWAN, SR., HON. ANTONIO C. AZARCON, HON. MARGARITA G. GARAY, HON. JOHN PAUL C. PIMENTEL, HON. RUEL D. MOMO, HON. JOSE DUMAGAN, JR., HON. VALERIO T. MONTESCLAROS, JR., HON. JOEY S. PAMA, HON. ANTHONY JOSEPH P. CAÑEDO, HON. RAUL K. SALAZAR, HON. JIMMY I. GUINSOD AND HON. MELANIE JOY M. GUNO

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, Ordinance No. 2025-13 dated September 23, 2025 of the City of Bislig, this Province entitled "An Ordinance Creating the Position of Local Revenue Collection Officer IV, Salary Grade 22, Under the Office of the City Treasurer, and Appropriating Funds Thereof", was submitted to this Body and same was referred to the Committee on Good Government, Public Ethics and Accountability, for appropriate action and was forwarded to the Provincial Human Resource Management Office (PHRMO) for preliminary review;

WHEREAS, Mr. Ace R. Orcullo, MPA, CHRA, Provincial Human Resource Management Officer in his letter dated November 5, 2025, upon perusal of the subject Ordinance, informed the August Body of the following observations and corresponding recommendations, to wit:

1. The creation of the position of Local Revenue Collection Officer IV is within the purview of Section 76 of the Local Government Code.
2. On the creation of the aforementioned position, the following findings and recommendations are noted:

OFFICE	POSITION	FINDINGS	RECOMMENDATION
City Treasurer's Office - Bislig City	Local Revenue Collection Officer IV SG 22	The Qualification Standards (QS) set under Section 3 of the Ordinance did not adhere to the QS set forth for the position by the Civil Service Commission (CSC), particularly on Education and Eligibility. As presented in the Ordinance: Education: Bachelor's Degree Eligibility: A Civil Service Professional Eligibility or PRC Eligibility (MC 11, S. 1996 Cat. I)	The LGU shall adhere to the QS set forth for the position by the CSC. Education: Bachelor's Degree relevant to the job. Experience: 3 years of relevant experience. Training: 16 hours of relevant training. Eligibility: Career Service (Professional) Second Level Eligibility

WHEREAS, after a careful deliberation on the matter, the Committee on Good Government, Public Ethics and Accountability, to which the matter was referred to, during its Committee Meeting on November 11, 2025 recommended to return Ordinance No. 2025 - 13 dated September 23, 2025 of the City of Bislig, this Province for rectification with a suggestion that the same shall adhere to the corresponding observations/findings by the Provincial Human Resource Management Officer, this Province;

WHEREAS, in view of the foregoing and on motion of Hon. Henrich M. Pimentel and duly seconded by Hon. Jose Dumagan, Jr.;

NOW THEREFORE

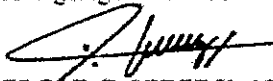
BE IT RESOLVED by the Sangguniang Panlalawigan of Surigao del Sur to return Ordinance No. 2025-13 dated September 23, 2025 of the City of Bislig, this Province entitled "An Ordinance Creating the Position of Local Revenue Collection Officer IV, Salary Grade 22, Under the Office of the City Treasurer, and Appropriating Funds Thereof", for rectification.

RESOLVED FINALLY: To furnish copies of this Resolution to Hon. Florencio C. Garay, City Mayor and to the Sangguniang Panlungsod thru Hon. Atty. Conrad C. Cejoco, City Vice Mayor/Presiding Officer, all of the City of Bislig, this Province, for their information and appropriate action.

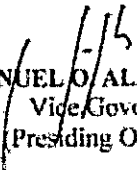
ADOPTED this 18th day of November, 2025 at the City of Tandag, Province of Surigao del Sur by unanimous votes of all Sangguniang Panlalawigan Members present.

X-----X

I HEREBY CERTIFY to the correctness of the foregoing Resolution.


EDGAR G. PEREZ II, J.D.
Secretary to the Sangguniang Panlalawigan
8

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


MANUEL O. ALAMEDA, SR.
Vice Governor
(Presiding Officer)



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

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

AN ORDINANCE ENACTED DURING THE 13TH REGULAR SESSION OF THE TENTH SANGGUNIANG PANLUNGSOD OF THE CITY OF BISLIG, HELD ON THE 23RD DAY OF SEPTEMBER 2025 AT THE LEGISLATIVE SESSION HALL, BISLIG CITY, SURIGAO DEL SUR.

Present:

HON. CONRAD C. CEJOCO

*City Vice Mayor
(Presiding Officer)*

Regular Members:

Hon. Pedrito R. Sulapas	- Sangguniang Panlungsod Member
Hon. Alfredo J. Carmelo	- -do-
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

On Leave:

Hon. Ana Mae M. Agusa	- SK Federation President
-----------------------	---------------------------

ORDINANCE NO. 2025-13

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 POSITION OF LOCAL REVENUE COLLECTION OFFICER IV, SALARY GRADE 22, UNDER THE OFFICE OF THE CITY TREASURER, AND APPROPRIATING FUNDS THEREOF”

WHEREAS, a government's treasury department can be a complex segment of the public sector, dictated not only by the necessity of sound financial planning but also by numerous regulations and a responsibility to the public, government treasurers hold an essential role in the judicious management of municipal funds;

WHEREAS, a treasurer's responsibility covers more than just bookkeeping and fiscal logistics; in their role, treasurers serve as financial stewards of important public funds; city treasurers are primarily responsible for managing the revenue and cash flow of the agency, banking, collection, receipt, reporting, custody, investment, or disbursement of municipal funds;

WHEREAS, under the Republic Act 7160, the Local Government Code of the Philippines, all Treasurer share a common set of responsibilities that form the basis of their role. These include the following:

- **Cash Management** - it oversees the cash flow and maintains adequate liquidity to meet their jurisdiction's financial obligation.
- **Financial Custody** - safeguard stabilization funds, pension reserves, and other important financial assets.
- **Revenue Administration** - facilitates the timely and accurate collection of taxes, fees, and other revenue sources.
- **Emergency Spending** - adheres to protocols during emergencies to balance pressing needs with long-term financial stability.
- **Debt Management** - monitors and manages municipal debt issuance, repayment, and compliance with bond covenants.
- **Financial Reporting** - prepares and distributes comprehensive financial reports to ensure government transparency and accountability.
- **Record Keeping** - maintains custody of crucial financial documents, reports, titles, policies, and other accounting assets.
- **Regulation and Compliance** - ensures financial processing, deductions and compliance with laws and regulations.

All these vital functions are reflected in how the system of organization inside the office is organized, where it is divided into Divisions and Sections of each vital function stated above.

WHEREAS, in the existing System of Organization of the City Treasurer's Office, there was an issue that needed to be addressed because the existing position in the Revenue Collection Administration is headed by a Salary Grade 18 Plantilla position, instead of a Salary Grade 22. It is for this purpose that this ordinance is passed, to establish all-level Division Chief Positions, thereby creating Local Revenue Collection Officer IV, Salary Grade 22, under the Revenue Collection Administration Division;

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

SECTION 1. Title – This ordinance shall be known as "**An Ordinance Creating the Position of Local Revenue Collection Officer IV, Salary Grade 22, under the Office of the City Treasurer and appropriating funds therefor**".

SECTION 2. Creation – There shall be created the position of Local Revenue Collection Officer IV, under the office of the City Treasurer of the City of Bislig.

SECTION 3. Appointment, Qualification, and Compensation – No person shall be appointed to the position Local Revenue Collection Officer IV unless he/she has a bachelor's degree, has three (3) years of relevant experience, 16 hours of relevant training, and a Civil Service Professional Eligibility or PRC Eligibility (MC 11, S. 1996 – Cat. 1). The term of the position for Local Revenue Collection Officer IV shall be permanent and shall receive compensation equivalent to Salary Grade 22.

SECTION 4. Duties and Functions – The duties and functions of Local Revenue Collection Officer IV are as follows:

1. Acts as Division Chief of the City Treasurer Sub-Office, in charge of Business Tax Collection, Regulatory Fees and user charges and City Economic Enterprise Development Office (CEEDO) Collection at the Business One Stop Shop (BOSS) building located at Market Site, Mangagoy, Bislig City.
2. Supervises the work performances of all regular and job order employees assigned at the City Treasurer Sub-Office Business Tax Collection and Regulatory Fees Section, and Job Order Collectors of CEEDO.
3. Acts as Team Leader of the sales audit and monitoring activities of the City Treasurer's Office as provided in the Local Revenue Code of Bislig City.
4. Supervises the cash collection activities, and safeguards the cash, checks, and official receipts used in the office.
5. Acts as Leader of the monitoring team during the actual conduct / inspection of the gasoline pump station as to the accuracy of its fuel dispensing and calibration thereof including testing and sealing of the weight and measures.
6. Acts as Resource Person/Lecturer on FM Radio Stations and other venues within this city of Bislig, and other cities and municipalities initiated by LGU's or private entities concerning local business taxes, Situs of Tax and other user charges fees.

7. Acts as panelist during the critiquing on the formulations of the proposed Local Revenue Code of Bislig city including the review of the Barangay Proposed Revenue Ordinances.
8. Serves official demand letters to contractors for collection of Situs Tax to different cities in the Philippines and collect payment thereof.
9. Monitors the flow of the business tax and other regulatory fees collection to ensure that all taxes and fees are properly issued with official receipts and deposited to the depository banks thereof.
10. Supervises the entire collections of CEEDO and ensures that all cash collections must be remitted on time at the designated depository bank.
11. Checks and monitors the daily remittances of all collectors, including the balances of cash tickets on hand, the safety of the Official Receipts and duplicate and triplicate copies.
12. Recommends to the City Treasurer the collection strategies to ascertain and collect the right amount of Tax and Fees as mandated under the Local Tax Code of Bislig, and the CEEDO Code.
13. Attend committee meetings, upon authority of the City Treasurer and other functions as deemed necessary.

SECTION 5. Appropriation — This ordinance shall have an annual appropriation amounting to **One Million Two Hundred Fifteen Thousand Three Hundred Fifty-Seven Pesos & 96/100 Centavos (Php1,215,357.96)** based on the estimated computation of Personal Services of proposed position title as of September 12, 2025.

SECTION 6. Separability Clause — If any provision of this ordinance is declared invalid or unconstitutional, the remaining provision not affected thereby shall continue in full force and effect.

SECTION 7. Repealing Clause — All other ordinance, rules and executive orders inconsistent with the provision of this ordinance are hereby repealed or modified accordingly.

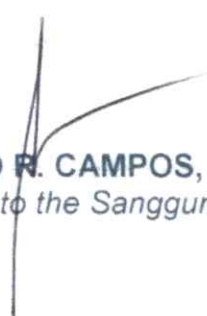
SECTION 8. Effectivity Clause — This ordinance shall take effect upon its approval in accordance with existing laws.

ENACTED this 23rd day of September, 2025.

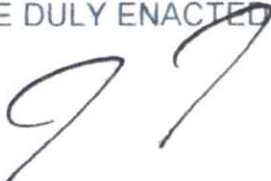
SP Ordinance No. 2025-13 "An Ordinance creating the position of Local Revenue Collection Officer IV, Salary Grade 22, under the Office of the City Treasurer, and appropriating funds thereof"

X-----/

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: Cmte. on Administrative and Personnel Services  RRC
TN: 2024-09-263

Tel. No.: (086) 853-7401
E-mail Address: spoc@bishing.gov.ph

Address: 2nd Floor East Wing, City Hall Building
Nat'l Highway, Bishing City, Surigao del Sur

