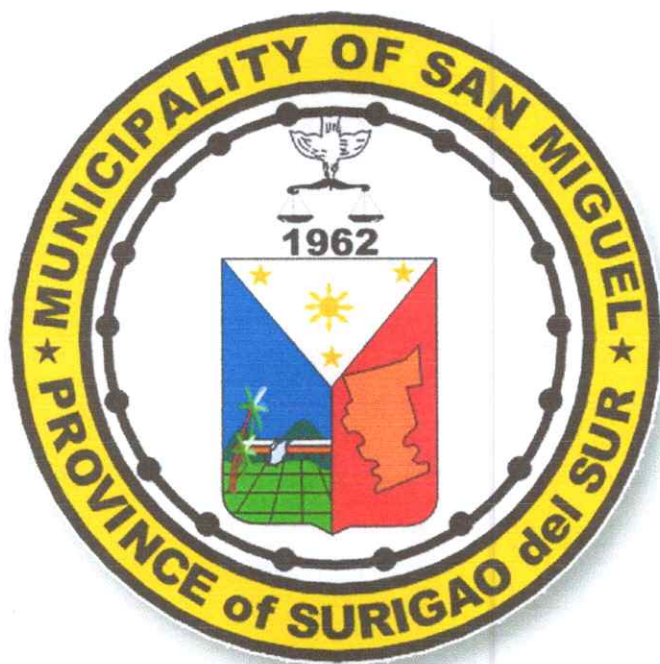




MUNICIPAL ORDINANCE

No. 81 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

January 14, 2025

The Sangguniang Panlalawigan
Tandag City

Sir & Madam:



Respectfully submitted the herein Municipal Ordinance No. 81,
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

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

noted



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



-oOo-

Office of the Sangguniang Bayan

(Twenty Second Sanggunian of the Municipality of San Miguel)

RESOLUTION FROM THE MINUTES OF THE 17TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SAN MIGUEL, SURIGAO DEL SUR, HELD ON DECEMBER 15, 2025 AT THE SESSION HALL.

Province of Surigao del Sur
Office of the Secretary to the Sangguniang Panlalawigan
Tel. No.: 086-2115832
Email: osp@surigaoelSUR.gov.ph

Received by: _____
Date: _____
Time: _____

QR Code

- | | | | |
|----------|--------------------------------------|---|------------------------------------|
| Present: | Honorable Alfeo G. Perez, Jr. | - | -Vice Mayor
(Presiding Officer) |
| | 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 Alfris Reztan S. Perez | - | -SB Member |
| | Honorable Fidirto G. Nazi | - | -SB Member |
| | Honorable Julieto C. Lobaton, Jr. | - | -SB Member |
| | <u>Ex-Officio Members:</u> | | |
| | Honorable Rico H. Maca | - | -IPM Representative |
| | Honorable Lejohn H. Elizalde | - | -SKF President |
| Present: | Honorable Celso B. Bangoy | - | -SB Member |
| | Honorable Gladys Mae E. Corilla | - | -ABC President on leave |

ORDINANCE NO. 81
Series of 2025



AN ORDINANCE AMENDING THE APPROVED MUNICIPAL ORDINANCE NO. 48, SERIES OF 2025, ENTITLED: AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS, NAMELY: ONE (1) PLANNING OFFICER II, SG-15, AND 2) ONE (1) ADMINISTRATIVE AIDE IV (BOOKBINDER II), SG-4, UNDER THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR (MPDC) AND APPROPRIATING FUNDS THEREFOR, AND IT SHALL NOW READ AS: AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS, NAMELY: ONE (1) ADMINISTRATIVE OFFICER IV (PLANNING OFFICER II), SG-15, AND 2) ONE (1) ADMINISTRATIVE AIDE IV (BOOKBINDER II), SG-4, UNDER THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR (MPDC) AND APPROPRIATING FUNDS THEREFOR.

Authored by : Honorable Fidirto G. Nazi
Seconded by : Honorable Rebecca R. Gascon

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 taking into consideration its service requirements and financial capability;

WHEREAS, there is a need to strengthen the Office of the Municipal Planning and Development Coordinator by creating plantilla positions to ensure the efficient and effective delivery of MPDC services in the municipality;

WHEREAS, the creation of the following positions will address the increasing workload, enhance technical capacity, and improve administrative support in the office:

- I. Administrative Officer IV (Planning Officer II), SG - 15;
- II. Administrative Aide IV (Bookbinder II), SG - 4;

WHEREAS, the Local Government Unit has the available financial resources to fund these positions in compliance with existing laws, rules, and regulations;;

NOW THEREFORE

Be it ordained by the Sangguniang Bayan, in session assembled, that:

SECTION 1. CREATION OF POSITIONS. There are hereby created the following Plantilla positions under the Municipal Planning and Development Coordinator:

- I. Administrative Officer IV (Planning Officer II), SG – 15, One (1) position;
- II. Administrative Aide IV (Bookbinder II), SG – 4, One (1) position;

SECTION 2. QUALIFICATION STANDARDS:

POSITION	SALARY GRADE	QUALIFICATION STANDARDS			
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Officer IV (Planning Officer II)	15	Bachelor's Degree relevant to the job.	1 year of relevant experience	4 hours of relevant training.	Career Service (Professional) Second Level Eligibility.
Administrative Aide IV (Bookbinder II)	4	Elementary School Graduate	None required	None required	None required (MC 11, S. 96-Cat. III)

SECTION 3. DUTIES AND RESPONSIBILITIES. The Administrative Officer IV (Planning Officer II) and Administrative Aide IV (Bookbinder II) shall perform the following duties and responsibilities under the supervision of the Municipal Planning and Development Coordinator.

Administrative Officer IV (Planning Officer II), SG-15

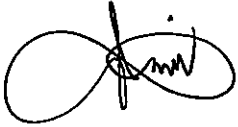
- Assist to formulate plans, policies, programs and supervise operations in carrying out development projects;
- Assist to formulate policies/strategies and outline program pertaining to the preparation of feasibility studies for effective and economical implementation offered;
- Coordinates with other agencies on planning and prepares programs of work of proposed projects;
- Assist to formulate activities plans, policies on planning and programs for the promotion of more employment and manpower development;
- Assist in monitoring and evaluate progress of projects and recommended solutions reprogramming/replanning if necessary; and
- Exercise other function and perform other duties as maybe designated by the MPDC and LCE;

Administrative Aide IV (Bookbinder II), SG-4

- Document binding and preservation of reports, plans and other references materials of the MPDO for proper storage and presentation;
- Reproduction, compilation of records and ensures proper labeling and indexing of MPDO documents for easy retrieval;
- Provides binding and reproduction support during preparation of presentations, municipal planning sessions and public consultations;
- Operates and maintains binding machines, cutting tools, laminators and related equipment;
- Assist in clerical tasks such as photocopying, filing and distribution of MPDO documents; and
- Exercise other function and perform other duties as maybe designated by the MPDC and LCE;

SECTION 4. APPROPRIATION OF FUNDS. The amount necessary to implement this Ordinance shall be charged against the available funds of the Municipal Government of San Miguel, Surigao del Sur, subject to existing budgeting, accounting, and auditing rules and regulations.

SECTION 5. IMPLEMENTATION. The Municipal Mayor, through the Human Resource Management Office, the Municipal Budget Office, and the Municipal Accounting Office, shall cause the implementation of this Ordinance upon its effectivity.



SECTION 6. EFFECTIVITY. That this ordinance shall take effect upon its approval.

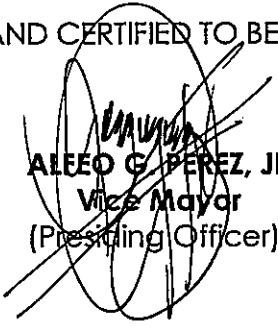
Enacted: December 15, 2025.

As disposed of by the Presiding Officer
Ayes (9) Honorable Yu, Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr., Honorable Perez, Honorable Nazi, Honorable Lobaton, Jr., Honorable Maca and Honorable Elizalde.
Nayes (0)
Abstained (0)

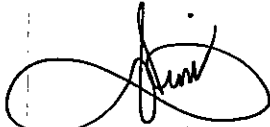
X _____ X
I HEREBY CERTIFY to the correctness of the foregoing ordinance.


MICHAEL S. FEGURO
Local Legislative Staff Officer IV
Acting Secretary

ATTESTED AND CERTIFIED TO BE DULY ENACTED:


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

APPROVED:


MICHAEL T. CORILLA
Municipal Mayor

Date: 01-13-26



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Office of the Sangguniang Bayan

(Twenty Second Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 9TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF
SAN MIGUEL, SURIGAO DEL SUR, HELD ON OCTOBER 06 , 2025 AT THE SESSION HALL.

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

ORDINANCE NO. 48
Series of 2025

AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS, NAMELY: ONE (1) PLANNING OFFICER II, SG-15 AND 2) ONE (1) ADMINISTRATIVE AIDE IV (BOOKBINDER II), SG-4 UNDER THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR (MPDC) AND APPROPRIATING FUNDS THEREFOR.

Authored by : Honorable Rebecca R. Gascon
Seconded by : Honorable Ruth C. Guinsod

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 taking into consideration its service requirements and financial capability;

WHEREAS, there is a need to strengthen the Office of the Municipal Planning and Development Coordinator by creating plantilla positions to ensure the efficient and effective delivery of MPDC services in the municipality;

WHEREAS, the creation of the following positions will address the increasing workload, enhance technical capacity, and improve administrative support in the office:

- I. Planning Officer III, Salary Grade 15;
- II. Administrative Aide IV (Bookbinder II), Salary Grade 4;

WHEREAS, the Local Government Unit has the available financial resources to fund these positions in compliance with existing laws, rules, and regulations;;

NOW THEREFORE

Be it ordained by the Sangguniang Bayan, in session assembled, that:

SECTION 1. CREATION OF POSITIONS. There is hereby created the following Plantilla positions under the Municipal Planning and Development Coordinator:

- I. Planning Officer III, Salary Grade 15 – One (1) position;
- II. Administrative Aide IV (Bookbinder II), Salary Grade 4 – One (1) position;

SECTION 2. APPROPRIATION OF FUNDS. – The amount necessary to implement this Ordinance shall be charged against the available funds of the Municipal Government of San Miguel, Surigao del Sur, subject to existing budgeting, accounting, and auditing rules and regulations.

SECTION 3. IMPLEMENTATION. – The Municipal Mayor, through the Human Resource Management Office, the Municipal Budget Office, and the Municipal Accounting Office, shall cause the implementation of this Ordinance upon its effectivity.

SECTION 4. QUALIFICATION STANDARDS:

POSITION	SALARY GRADE	QUALIFICATION STANDARDS			
		EDUCATION	EXPERIE NCE	TRAINING	ELIGIBILITY
Planning Officer II	15	Bachelor's Degree relevant to the job.	1 year of relevant experience	4 hours of relevant training.	Career Service (Professional) Second Level Eligibility.
Administrative Aide IV (Bookbinder II)	4	Elementary School Graduate	None required	None required	None required (MC 11, S. 96- Cat. III)

SECTION 2. DUTIES AND RESPONSIBILITIES. The Planning Officer II and Administrative Aide IV (Bookbinder II) shall perform the following duties and responsibilities under the supervision of the Municipal Planning and Development Coordinator.

Planning Officer II, SG-15

- Assist to formulate plans, policies, programs and supervise operations in carrying out development projects;
- Assist to formulate policies/strategies and outline program pertaining to the preparation of feasibility studies for effective and economical implementation offered;
- Coordinates with other agencies on planning and prepares programs of work of proposed projects;
- Assist to formulate activities plans, policies on planning and programs for the promotion of more employment and manpower development;
- Assist in monitoring and evaluate progress of projects and recommended solutions reprogramming/replanning if necessary; and
- Exercise other function and perform other duties as maybe designated by the MPDC and LCE;

Administrative Aide IV (Bookbinder II), SG-4

- Document binding and preservation of reports, plans and other references materials of the MPDO for proper storage and presentation;
- Reproduction, compilation of records and ensures proper labeling and indexing of MPDO documents for easy retrieval;
- Provides binding and reproduction support during preparation of presentations, municipal planning sessions and public consultations;



- Operates and maintains binding machines, cutting tools, laminators and related equipment;
- Assist in clerical tasks such as photocopying, filing and distribution of MPDO documents; and
- Exercise other function and perform other duties as maybe designated by the MPDC and LCE;

SECTION 5. EFFECTIVITY. That this ordinance shall take effect upon its approval.

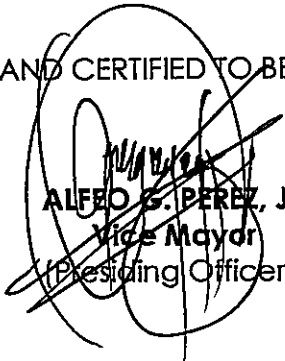
Enacted: October 06 , 2025.

As disposed of by the Presiding Officer
Ayes (9) Honorable Bangoy, Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr., Honorable Nazi, Honorable Lobaton, Jr.,
Honorable Cubero, Honorable Maca and Honorable Elizalde.
Noyes (0)
Abstained (0)

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


LALAIN ELIZALDE-PRAMBITA
Secretary to the Sangguniang Bayan I

ATTESTED AND CERTIFIED TO BE DULY ENACTED:


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

APPROVED:


MICHAEL T. CORILLA
Municipal Mayor

Date: 10-20-25

Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
TANDAGCITY

Tanggapan ng Sangguniang Panlalawigan
(Office of the Provincial Council)

EXCERPT FROM THE MINUTES OF THE 22ND 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 DECEMBER 2, 2025

PRESENT:

Hon. Manuel O. Alameda, Sr.	- Vice Governor (Presiding Officer)
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Regular Sangguniang Panlalawigan Members:

District I	District II
Hon. Ruel D. Momo	Hon. Joey S. Pama
Hon. Henrich M. Pimentel	Hon. Gines Ricky J. Sayawan, Sr.
Hon. Jose Dumagan, Jr.	Hon. Margarita G. Garay
Hon. Antonio C. Azarcon	Hon. Anthony Joseph P. Cañedo
Hon. Valerio T. Montesclaros, Jr.	Hon. Raul K. Salazar

Ex – Officio Members:

Hon. Melanie Joy M. Guno	- President, Provincial Chapter of the Liga ng mga Barangay sa Pilipinas
Hon. Jimmy I. Guinsod	- Indigenous Peoples Mandatory Representative, Surigao del Sur
Hon. Yuri Art Eufy R. Sanchez	- President, Panlalawigang Pederasyon ng mga Sangguniang Kabataan

ON OFFICIAL BUSINESS:

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

None

RESOLUTION NO. 527-25
(Series of 2025)

RETURNING ORDINANCE NO. 48 DATED OCTOBER 06, 2025 OF THE MUNICIPALITY OF SAN MIGUEL, THIS PROVINCE ENTITLED "AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS, NAMELY: ONE (1) PLANNING OFFICER II, SG-15 AND 2) ONE (1) ADMINISTRATIVE AIDE IV (BOOKBINDER II), SG-4 UNDER THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR (MPDC) AND APPROPRIATING FUNDS THEREFOR", FOR RECTIFICATION

SPONSORS:

HON. HENRICH M. PIMENTEL, HON. GINES RICKY J. SAYAWAN, SR., HON. ANTONIO C. AZARCON, HON. MARGARITA G. GARAY, 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. YURI ART EUFY R. SANCHEZ

WHEREAS, Chapter 3, Article III, Section 468 Par. (a) No. 1 (i) 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. 48 dated October 06, 2025 of the Municipality of San Miguel, this Province entitled “An Ordinance Creating the Following Plantilla Positions, Namely: One (1) Planning Officer II, SG-15 and 2) One (1) Administrative Aide IV (Bookbinder II), SG-4 Under the Municipal Planning and Development Coordinator (MPDC) and Appropriating Funds Therefor”, was submitted to this Body for review and same was referred to the Committee on Good Government, Public Ethics and Accountability, for appropriate action and was indorsed to the Provincial Human Resource Management Office (PHRMO) and to the Provincial Finance Committee (PFC), all of this Province, for technical review;

WHEREAS, the Provincial Finance Committee (PFC) in its letter dated November 10, 2025 informed the Body that the above-mentioned Ordinance is within the scope of the prescribed powers of the Sanggunian Bayan concerned pursuant to Section 447 of R.A. 7160 (Local Government Code of 1991) and that the said LGU has still an allowable Personal Services Cost of Php 17,222,538.73;

WHEREAS, however, Mr. Ace R. Orcullo, MPA, CHRA, Provincial Human Resource Management Officer, this Province in his letter dated November 12, 2025 upon perusal of the subject Ordinance, informed the August Body of the following observations, viz:

SECTION	FINDING/S	RECOMMENDATION/S
Section 2	The created position of Planning Officer II lacks appropriate generic administrative title. As presented in the Ordinance: Planning Officer II	The LGU shall adhere to CSC MC 12, s. 2022 Annex B-1 for the complete nomenclature of the position. It shall be presented as: Administrative Officer IV (Planning Officer II), SG-15.

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 25, 2025 recommended to return Ordinance No. 48 dated October 06, 2025 of the Municipality of San Miguel, this Province for rectification with a suggestion that the same shall adhere to the corresponding observation/finding by the Provincial Human Resource Management Officer, this Province;

WHEREAS, in view of the foregoing and on motion of Hon. Henrich M. Pimentel and jointly seconded by Hon. Valerio T. Montesclaros, Jr., Hon. Joey S. Pama and Hon. Jimmy I. Guinsod;

NOW THEREFORE

BE IT RESOLVED by the Sangguniang Panlalawigan of Surigao del Sur to return Ordinance No. 48 dated October 06, 2025 of the Municipality of San Miguel, this Province entitled "An Ordinance Creating the Following Plantilla Positions, Namely: One (1) Planning Officer II, SG-15 and 2) One (1) Administrative Aide IV (Bookbinder II), SG-4 Under the Municipal Planning and Development Coordinator (MPDC) and Appropriating Funds Therefor", for rectification.

RESOLVED FINALLY: To furnish copies of this Resolution to Hon. Michael T. Corilla, Municipal Mayor and to the Sangguniang Bayan thru Hon. Alfeo G. Perez, Jr., Municipal Vice Mayor/Presiding Officer, all of the Municipality of San Miguel, this Province, for their information and appropriate action.

ADOPTED this 2nd day of December, 2025 at the City of Tandag, Province of Surigao del Sur by unanimous votes of all the 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

&

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

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