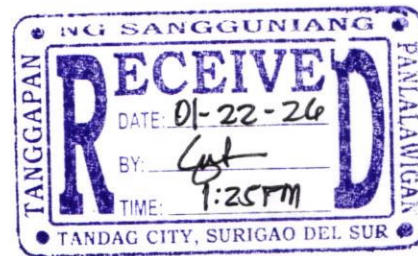


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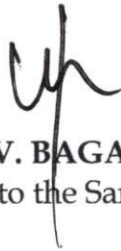
Republic of the Philippines
MUNICIPALITY OF HINATUAN
Surigao del Sur



TANGGAPAN NG KALIHIM NG SANGGUNIAN

1st Indorsement
21st January 2026

Respectfully submitted to the Office of the Sangguniang Panlalawigan, this province the herein S.B. Ordinance No. TC-042, Series of 2026 in re: **“CREATING THE POSITIONS OF ADMINISTRATIVE AIDE IV (CLERK II) - SG 04 AND TWO (2) ADMINISTRATIVE AIDE III (UTILITY WORKER II) - SG 03 UNDER THE MUNICIPAL CIVIL REGISTRAR’S OFFICE”**, for the body’s review and appropriate action, *with information that the same needs no posting in conspicuous places as required the ordinance having no penal provisions further informing that the ordinance does not require public hearing pursuant to DILG Opinion No. 54, Series of 2007 (copy attached).*


IVY ZEA V. BAGARA, DM
Secretary to the Sanggunian

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

Republic of the Philippines
OFFICE OF THE SANGGUNIANG BAYAN
Hinatuan, Surigao del Sur

EXCERPTS FROM THE MINUTES OF THE 23rd REGULAR SESSION OF THE 12th SANGGUNIANG BAYAN HELD ON JANUARY 13, 2026 AT THE SANGGUNIANG BAYAN HALL, HINATUAN, SURIGAO, DEL SUR.

PRESENT:

Hon. Joan M. Garay
Municipal Vice Mayor
(Presiding Officer)

Sangguniang Bayan Members

Hon. Aloha A. Telewik
Hon. Neizyl D. Hermosa
Hon. Edilberto M. Barrios
Hon. Lourdes S. Villaluz
Hon. Danilo A. Cacho
Hon. Monalisa Cañedo-Su
Hon. Noel D. Ortiz
Hon. Raineria M. Nazareno

Ex - Officio Member

Datu Arnoldo S. Cabilin, Jr.
Indigenous Peoples Mandatory Representative

Hon. Aistanderjan P. Barrios
President, Pederasyon ng Sangguniang Kabataan

Hon. Filmore M. Viola, Jr.
President, Liga ng mga Barangay

ABSENT:

-None

S.B. ORDINANCE NO. TC-042

Series of 2026

"CREATING THE POSITIONS OF ADMINISTRATIVE AIDE IV (CLERK II) - SG 04 AND TWO (2) ADMINISTRATIVE AIDE III (UTILITY WORKER II) - SG 03 UNDER THE MUNICIPAL CIVIL REGISTRAR'S OFFICE"

Authored by : **HON. LOURDES S. VILLALUZ**
HON. ALOHA A. TELEWIK

Co-Authored by : **ALL SANGGUNIANG BAYAN MEMBERS**



PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlawaigan
Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph
OSSP-26-05469

[Handwritten signatures]

BE IT ENACTED by the Sangguniang Bayan of Hinatuan, Surigao del Sur in session assembled:

Section 1. That this ordinance shall be known as an ordinance “CREATING THE POSITIONS OF ADMINISTRATIVE AIDE IV (CLERK II) - SG 04 AND TWO (2) ADMINISTRATIVE AIDE III (UTILITY WORKER II) - SG 03 UNDER THE MUNICIPAL CIVIL REGISTRAR’S OFFICE”.

Section 2. That the positions of Administrative Aide IV (Clerk II) and Two (2) Administrative Aide III (Utility Worker II) are hereby declared permanent in nature and shall carry the corresponding Salary Grade in accordance with existing laws, rules, and regulations. The incumbents thereof shall meet the minimum requirements prescribed by the Civil Service Commission, as provided under the Qualification Standards, including but not limited to the following requirements:

Position Title (Parenthetical Title, if applicable)	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Administrative Aide IV (Clerk II)	04	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Municipal Civil Registrar's Office
Administrative Aide III (Utility Worker II)	03	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Municipal Civil Registrar's Office

Section 3. That the positions of Administrative Aide IV (Clerk II) and Two (2) Administrative Aide III (Utility Worker II) shall perform the following duties and functions, to wit:

POSITION TITLE	DUTIES AND FUNCTIONS
Administrative Aide IV (Clerk II)	- Monitoring, encoding, scanning and editing incoming and outgoing documents; - Act as Liaison officer and forward pertinent documents to the concerned offices; - Assist in property and records management of the Department - Attend to assigned administrative duties and responsibilities; - Performs such other functions as may be provided by law or assigned by the Immediate Supervisor

Administrative Aide III (Utility Worker II)	• Assists in maintaining cleanliness and orderliness of the office, • Assists in the delivery of memorandum circulars, • Provides information, assistance, and advice to various constituencies and individuals, • Perform other duties as may be assigned by his immediate supervisor.
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Section 4. That the positions of Administrative Aide IV (Clerk II) and Two (2) Administrative Aide III (Utility Worker II) shall be funded and supported by the General Fund of the Municipality of Hinatuan, subject to the availability of funds and in accordance with existing laws, rules, and regulations.

Section 5. That all resolution and ordinances not consistent with the provisions of this ordinance are hereby repealed, modified, and amended accordingly.

Section 6. That any part of this ordinance held invalid or declared unconstitutional, other provisions or parts hereof not affected shall continue to be in full force and effect.

Section 7. That this ordinance shall take effect immediately upon approval by the Local Chief Executive (Sec. 54, RA 7160) and positing the same.

ENACTED this 13th day of January, 2026.

I HEREBY CERTIFY to the correctness of the foregoing.


IVY ZEA V. BAGARA, DM
Secretary to the Sanggunian

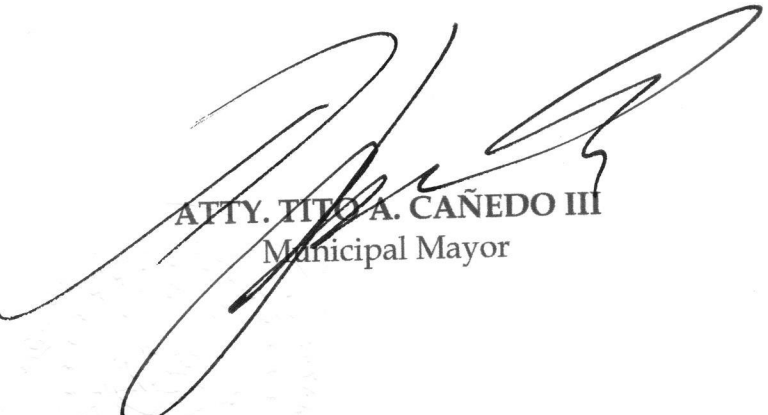
**ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:**


HON. JOAN M. GARAY
Municipal Vice Mayor
(Presiding Officer)

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S.B. Ordinance No. TC-042
Series of 2026

APPROVED:



ATTY. TITO A. CAÑEDO III
Municipal Mayor