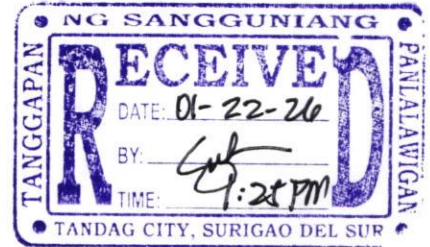




Republic of the Philippines
MUNICIPALITY OF HINATUAN
Surigao del Sur



TANGGAPAN NG KALIHIM NG SANGGUNIANG

1st Indorsement
21st January 2026

Respectfully submitted to the Office of the Sangguniang Panlalawigan, this province the herein S.B. Ordinance No. 048, Series of 2026 in re: **“CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL GENERAL SERVICES OFFICER) - SG 24 UNDER THE MUNICIPAL GENERAL SERVICES 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 Ethics 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

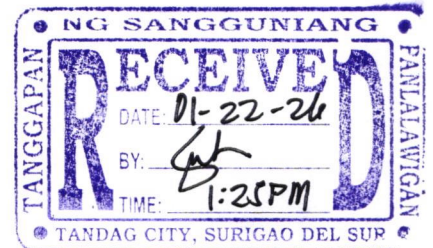
Datu Arnoldo S. Cabilin, Jr.
Indigenous Peoples Mandatory Representative

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

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

ABSENT:

-None



PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan
Tel. No. : 086-2115832
Email: ossp@surigaodelsur.gov.ph
OSSP-26-05475

S.B. ORDINANCE NO. TC-048

Series of 2026

“CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL GENERAL SERVICES OFFICER) - SG 24 UNDER THE MUNICIPAL GENERAL SERVICES OFFICE”

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

Co-Authored by : ALL SANGGUNIANG BAYAN MEMBERS

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 POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL GENERAL SERVICES OFFICER) - SG 24 UNDER THE MUNICIPAL GENERAL SERVICES OFFICE*”.

Section 2. That the position of Municipal Government Department Head I (Municipal General Services Officer) is hereby declared permanent in nature and shall carry the corresponding Salary Grade in accordance with existing laws, rules, and regulations. The incumbent 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 <i>(Parenthetical Title, if applicable)</i>	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Municipal Government Department Head I (Municipal General Services Officer)	24	College degree on public administration, business administration and management from a recognized college or university	None required	3 years' experience in general services, including management of supply, property, solid waste disposal and general sanitation	First Grade or Equivalent/ CS Professional/ Second Level Eligibility	Municipal General Services Office

Section 3. That the position of Municipal Government Department Head I (Municipal General Services Officer) shall perform the following duties and functions, to wit:

POSITION TITLE	DUTIES AND FUNCTIONS
Municipal Government Department Head I (Municipal General Services Officer)	<ul style="list-style-type: none"> Plans, organizes, and supervises the General Services Office (GSO). Manages procurement support, property, and supply systems of the LGU. Ensures proper custody, inventory, and maintenance of LGU properties, equipment, and facilities. Supervises janitorial, utility, security, and motor pool services.

	<ul style="list-style-type: none">• Implements preventive maintenance programs for buildings, vehicles, and equipment.• Ensures compliance with COA, DBM, and procurement laws and regulations.• Prepares annual procurement and property management plans.• Oversees warehousing, issuance, and disposal of supplies and unserviceable property.• Coordinates with BAC, Budget, Accounting, and COA.• Establishes internal controls for property and supply management.• Prepares periodic reports on inventory, utilization, and asset condition.• Supports disaster response and emergency logistics operations.• Develops policies and systems to improve service efficiency.• Supervises GSO personnel and evaluates their performance• Performs other related duties as may be assigned by the Local Chief Executive.
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Section 4. That the position of Municipal Government Department Head I (Municipal General Services Officer) 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.



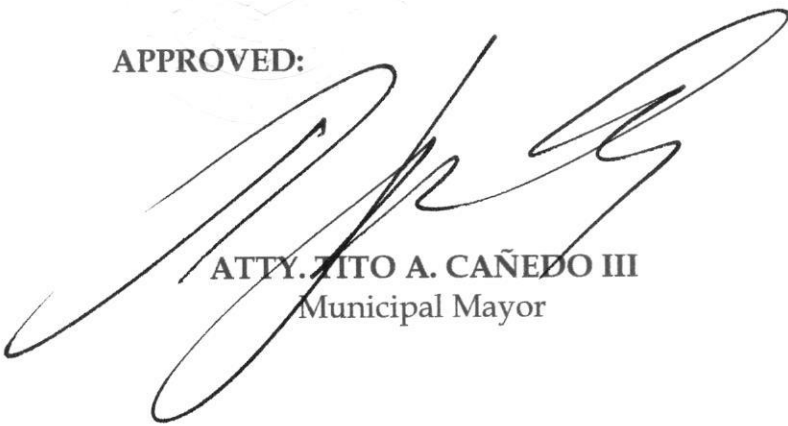
IVY ZEA V. BAGARA, DM
Secretary to the Sanggunian

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



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

APPROVED:



ATTY. TITO A. CAÑEDO III
Municipal Mayor