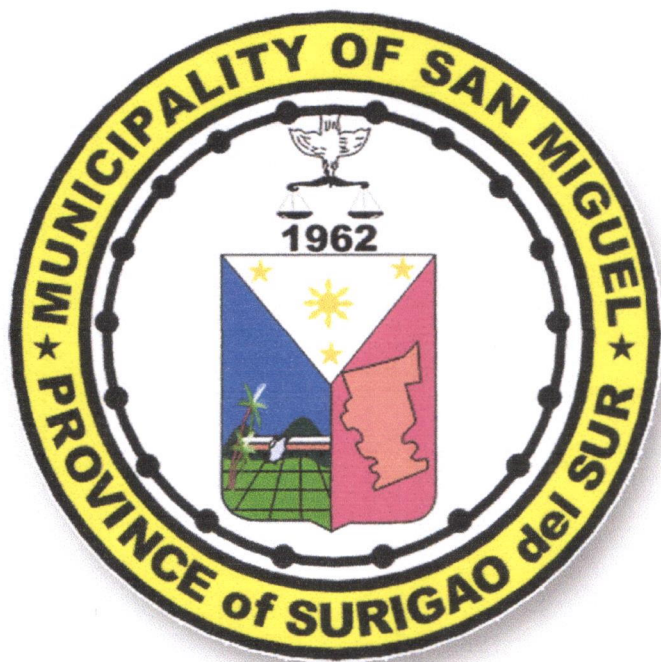




MUNICIPAL ORDINANCE
No. 10 Series of 2026

MUNICIPALITY OF SAN MIGUEL
SURIGAO DEL SUR



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

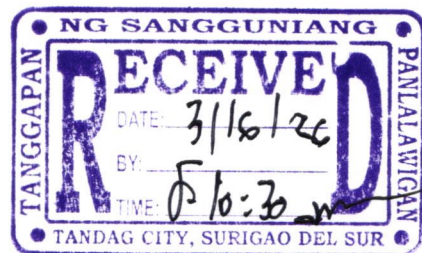


Office of the Secretary to the Sangguniang Bayan

March 10, 2026

The Sangguniang Panlalawigan
Tandag City

Sir & Madam:



Respectfully submitted the herein Municipal Ordinance No. 10, Series of 2026, 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



PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan

Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph

OSSP-26-05651



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



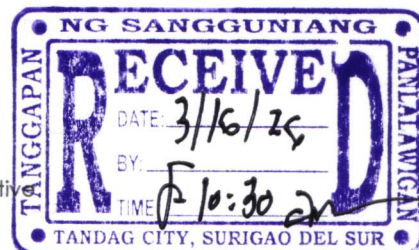
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Office of the Sangguniang Bayan
(Twenty Second Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 6TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF
SAN MIGUEL, SURIGAO DEL SUR, HELD ON FEBRUARY 16, 2026 AT THE SESSION HALL.

Present:	Honorable Celso B. Bangoy	-	-SB Member (Temporary 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 Alfriz Reztan S. Perez	-	-SB Member
	Honorable Fidirto G. Nazi	-	-SB Member
	Honorable Julieta 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 Alfeo G. Perez, Jr.	-	-Vice Mayor, on O.B. in Manila.
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ORDINANCE NO. 10
Series of 2026

AN ORDINANCE ESTABLISHING THE MUNICIPAL COOPERATIVE DEVELOPMENT OFFICE AND CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL COOPERATIVE DEVELOPMENT OFFICER), SALARY GRADE 24, IN THE MUNICIPAL GOVERNMENT OF SAN MIGUEL, SURIGAO DEL SUR; PROVIDING FOR ITS STAFFING PATTERN AND ORGANIZATIONAL STRUCTURE; AND APPROPRIATING FUNDS THEREFOR.

Authored by :	Honorable Rebecca R. Gascon
Seconded by:	All members present

Explanatory Note

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates local government units to promote the general welfare, including the enhancement of economic development and people's participation in governance;

WHEREAS, Article XII, Section 15 of the 1987 Philippine Constitution recognizes cooperatives as instruments of social justice and economic development;

WHEREAS, Republic Act No. 6938, otherwise known as the Cooperative Code of the Philippines, declares it a policy of the State to foster the creation and growth of cooperatives as a means of promoting self-reliance and harnessing people power toward economic development;

WHEREAS, the Municipality of San Miguel, Surigao del Sur recognizes the vital role of cooperatives in livelihood generation, poverty alleviation, entrepreneurship, and inclusive local economic growth;

WHEREAS, there is a need to institutionalize a dedicated office within the municipal government to plan, coordinate, and implement cooperative development programs and to provide technical assistance and support to existing and emerging cooperatives;

WHEREAS, the establishment of a Municipal Cooperative Office and the creation of the position of Municipal Cooperative Officer, as a Department Head with Salary Grade 24, will strengthen local governance, ensure effective coordination with the Cooperative Development Authority and other partner agencies, and promote sustainable cooperative development;

WHEREAS, the creation of the said office and position is authorized under existing laws, rules, and regulations of the Civil Service Commission and the Department of Budget and Management, subject to compliance with applicable budgeting and staffing standards;

WHEREAS, funds for the establishment of the Municipal Cooperative Office and the creation and filling of its plantilla positions are available and/or may be provided for in the Annual Budget of the Municipality of San Miguel, Surigao del Sur;

NOW THEREFORE

Be it ordained by the Sangguniang Bayan of the Municipality of San Miguel, in session assembled, that:

SECTION 1 Establishment of the Municipal Cooperative Office. There is hereby established a Municipal Cooperative Office (MCO) in the Municipal Government of San Miguel, Surigao del Sur, which shall serve as the primary office responsible for cooperative development, promotion, regulation support, and coordination within the municipality.

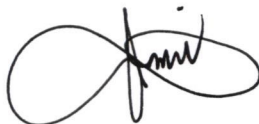
SECTION 2. Creation of the Position of Municipal Government Department Head I (Municipal Cooperative Development Officer). There is hereby created one (1) permanent position of **MUNICIPAL COOPERATIVE DEVELOPMENT OFFICER**, classified as a **Department Head I**, with **Salary Grade 24**, who shall head the Municipal Cooperative Office.

SECTION 3. Powers, Duties, and Functions of the Municipal Cooperative Office. The Municipal Cooperative Office shall have the following powers, duties, and functions:

- a. Formulate, implement, and monitor plans, programs, and projects for cooperative development in the municipality;
- b. Provide technical assistance, capacity-building, and advisory services to cooperatives and cooperative-based organizations;
- c. Coordinate with the Cooperative Development Authority (CDA), national government agencies, non-government organizations, and other stakeholders on cooperative-related initiatives;
- d. Maintain a registry and database of cooperatives operating within the municipality;
- e. Promote cooperative education, training, and advocacy to encourage community participation and entrepreneurship;
- f. Assist cooperatives in accessing financing, markets, and government support programs; and
- g. Perform such other functions as may be necessary to promote cooperative development or as may be assigned by the Municipal Mayor or provided by law.

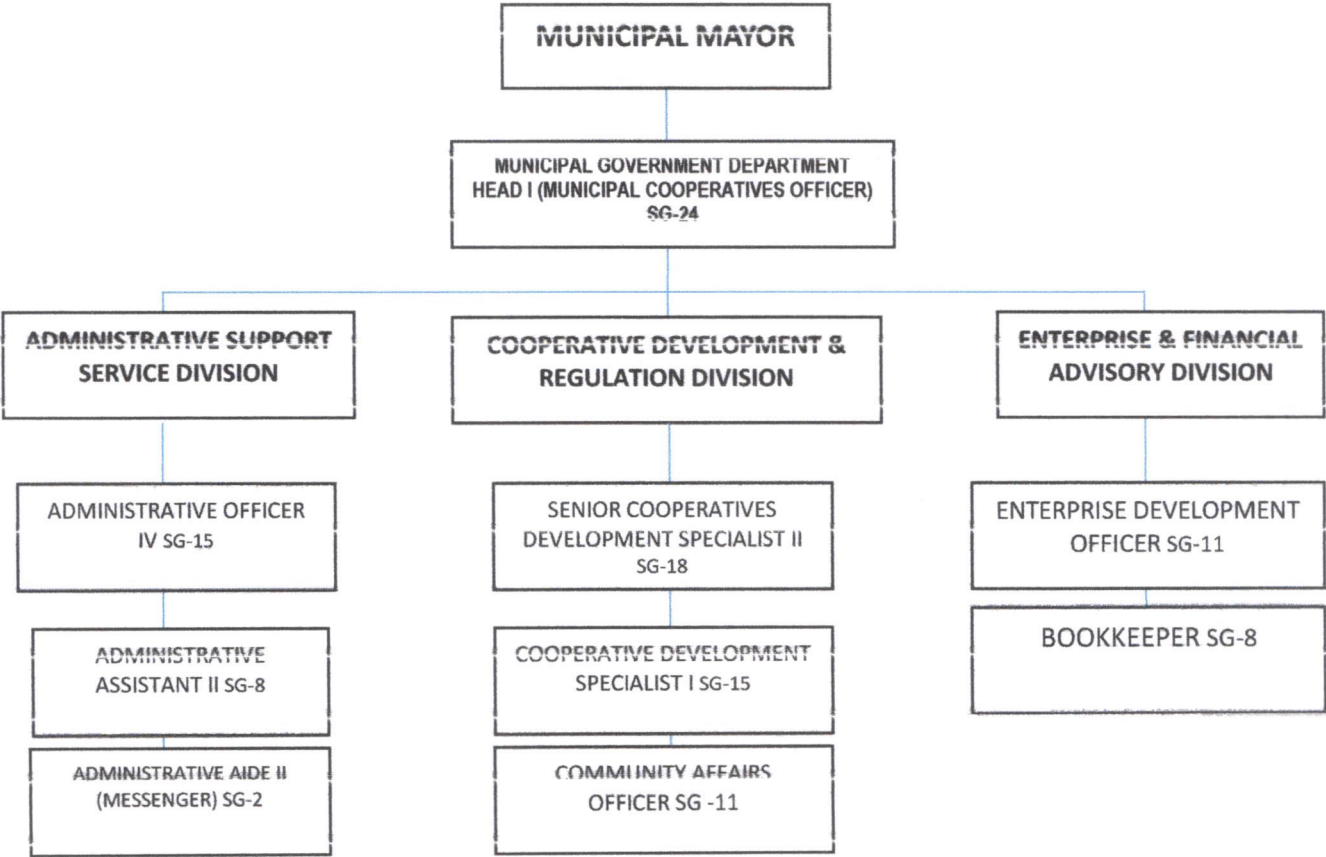
SECTION 4. Duties and Functions of the Municipal Government Department Head I (Municipal Cooperative Development Officer). The Municipal Government Department Head I (Municipal Cooperative Development Officer) shall:

- a. Serve as the head and chief administrator of the Municipal Cooperative Office;
- b. Exercise supervision and control over all personnel and operations of the office;



- c. Recommend policies, programs, and legislative measures to strengthen cooperative development;
- d. Represent the Municipal Government in meetings, conferences, and activities related to cooperative development; and
- e. Perform such other duties as may be assigned by the Municipal Mayor or required by law.

SECTION 5. Staffing Pattern and Organizational Structure. The Municipal Cooperative Office shall have an organizational structure and staffing pattern:



SECTION 6. Qualification Standard. The qualification standards for the position shall be in accordance with the **Civil Service Commission's Qualification Standards**, including but not limited to:

Municipal Government Department Head I (Municipal Cooperative Development Officer)

Qualification Standards:

- Education : Bachelor's Degree preferably in Cooperative, Business Administration with special training in cooperative or any legal course from a recognized college or university.
- Training : None required
- Experience : 3 years of experience cooperatives organization and management.
- Eligibility : Career Service Professional / Second Level Eligibility (or its equivalent).

SECTION 7. Appropriation of Funds. The funds necessary for the implementation of this Ordinance, including salaries and other personnel benefits, 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 8. Effectivity. This Ordinance shall take effect upon its approval.

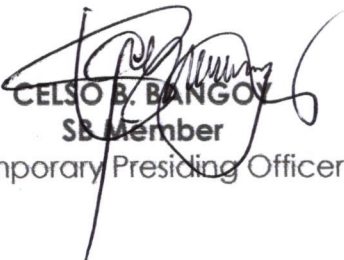
Enacted: February 16, 2026.

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)
Honorable Cubero – out during the voting.

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


LALAINÉ ELIZALDE-PRAMBITA
Secretary to the Sangguniang Bayan I

ATTESTED AND CERTIFIED TO BE DULY ENACTED:


CELSON B. BANGOY
SB Member
(Temporary Presiding Officer)

APPROVED:


MICHAEL V. CORILLA
Municipal Mayor

Date: 03-06-26