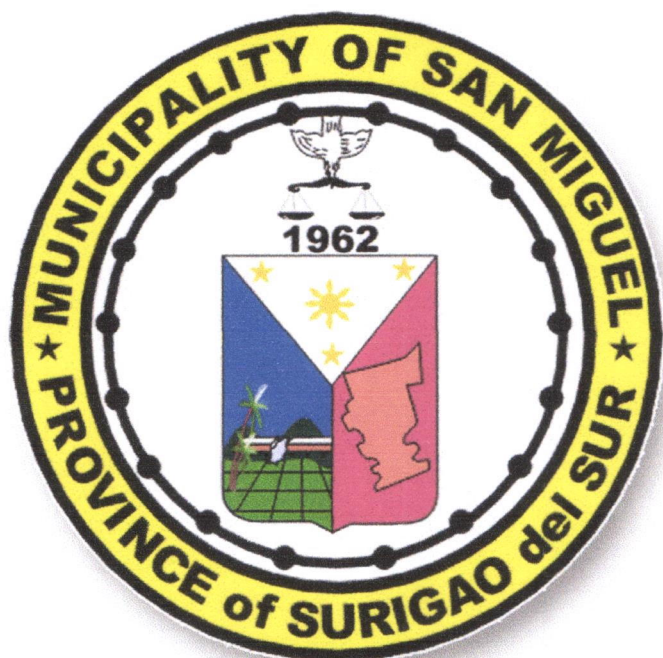




MUNICIPAL ORDINANCE

No. 13 Series of 2026

MUNICIPALITY OF SAN MIGUEL
SURIGAO DEL SUR



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

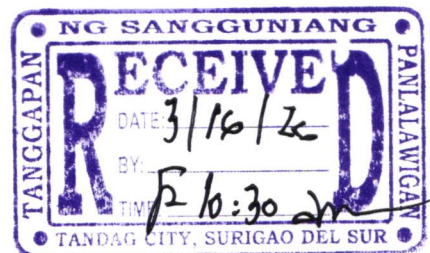


Office of the Secretary to the Sangguniang Bayan

March 10, 2026

The Sangguniang Panlalawigan
Tandag City

Sir & Madam:



Respectfully submitted the herein Municipal Ordinance No. 13, Series of 2026, of this municipality which is self-explanatory for SP's review and approval.

Thank you.

Respectfully yours,

LALAIN ELIZALDE-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-26-05654



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

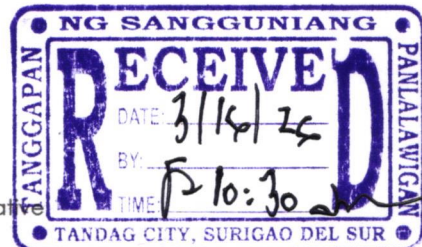


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Office of the Sangguniang Bayan
(Twenty Second Sanggunian of the Municipality of San Miguel)

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 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 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.



ORDINANCE NO. 13
Series of 2026

**AN ORDINANCE CREATING THE POSITION OF LICENSING OFFICER III, SALARY GRADE 18, UNDER THE
OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPAL GOVERNMENT OF SAN MIGUEL, SURIGAO DEL SUR;
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 and ensure efficient and responsive delivery of basic services to the public;

WHEREAS, the regulation, licensing, and monitoring of business establishments are essential functions of the Municipal Government to ensure compliance with laws, ordinances, and standards on public safety, sanitation, environmental protection, and revenue generation;

WHEREAS, the increasing number of business establishments and economic activities in the Municipality of San Miguel, Surigao del Sur requires strengthened institutional capacity to efficiently process business permits and licenses and to improve ease of doing business;

WHEREAS, the creation of the position of Licensing Officer III under the Office of the Municipal Mayor will enhance policy supervision, coordination, and effective management of licensing and regulatory functions, particularly in support of the Business Permits and Licensing System (BPLS);

WHEREAS, the position of Licensing Officer III (Salary Grade 18) is authorized under existing government position classification and qualification standards, subject to the rules and regulations of the Civil Service Commission and the Department of Budget and Management;

WHEREAS, funds for the creation and filling of the said position 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. Creation of Positions. There is hereby created one (1) permanent position of LICENSING OFFICER III, with Salary Grade 18, under the Office of the Municipal Mayor of the Municipal Government of San Miguel, Surigao del Sur.

SECTION 2. Duties and Functions. The Licensing Officer III shall perform, but not be limited to, the following duties and functions:

- a. Oversee and coordinate the implementation of policies, systems, and procedures related to business permits and licensing;
- b. Assist the Municipal Mayor in supervising offices and units involved in licensing and regulatory functions, including the Business Permits and Licensing System (BPLS);
- c. Ensure compliance of business establishments with municipal ordinances, rules, and regulations;
- d. Recommend policy reforms and process improvements to enhance efficiency, transparency, and ease of doing business;
- e. Coordinate with concerned national government agencies and local offices on licensing and regulatory requirements; and
- f. Perform such other related duties as may be assigned by the Municipal Mayor or higher authorities.

SECTION 3. 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:

Licensing Officer III

Qualification Standards:

Education	:	Bachelor's Degree relevant to public administration, business administration, management, or other related fields.
Training	:	None required
Experience	:	None required
Eligibility	:	Career Service Professional / Second Level Eligibility (or its equivalent)

SECTION 4. 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 5. Effectivity. This Ordinance shall take effect upon its approval.

Enacted: February 16, 2026.

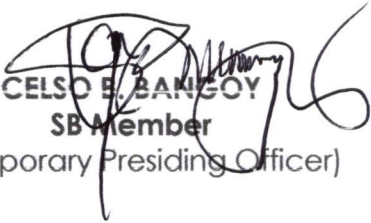
As disposed of by the Presiding Officer
Ayes (9) Honorable Yu, Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr. Honorable Perez, Honorable Nazi, Honorable Lobaton, Jr., Honorable Maca and Honorable Elizalde.
Nayes (0)
Abstained (0)
Honorable Cubero – out during the voting.

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:


CELSE E. BANGOY
SB Member
(Temporary Presiding Officer)

APPROVED:


MICHAEL V. CORILLA
Municipal Mayor
Date: 03-06-26