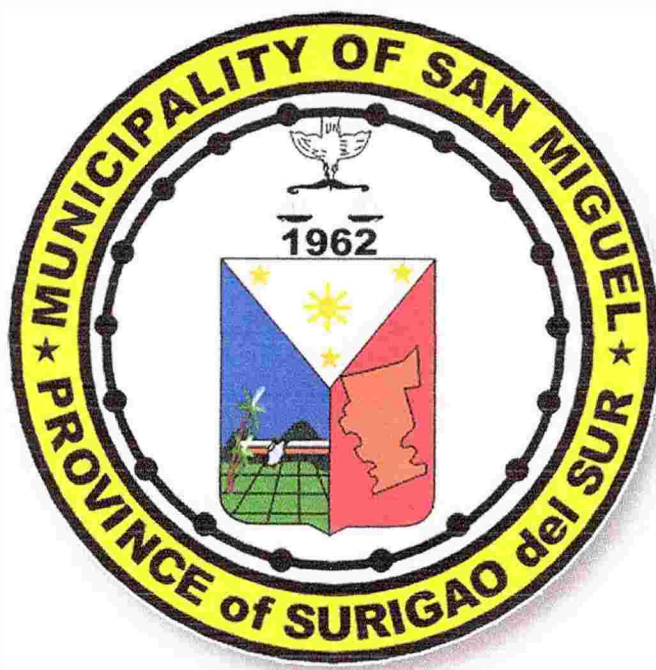




MUNICIPAL ORDINANCE

No. 26 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

May 07, 2026

The Sangguniang Panlalawigan
Tandag City

Sir & Madam:

Respectfully submitted the herein Municipal Ordinance No. 26, Series of 2026, of this municipality which is self-explanatory for SP's review and approval.

Thank you.

Respectfully yours,

LALAINÉ ELIZALDE-PRAMBITA
Secretary to the Sangguniang Boyan 1



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

EXCERPTS FROM THE MINUTES OF THE 12TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF
SAN MIGUEL, SURIGAO DEL SUR, HELD ON APRIL 20, 2026 AT THE SESSION HALL.

Present:	Honorable Dominador M. Empedrad, Jr.	-	-SB Member
		-	(Temporary Presiding Officer)
	Honorable Celso B. Bangoy	-	-SB Member
	Honorable Milva C. Yu	-	-SB Member
	Honorable Rebecca R. Gascon	-	-SB Member
	Honorable Fidirito G. Nazi	-	-SB Member
	Honorable Julieta C. Lobaton, Jr.	-	-SB Member
<u>Ex-Officio Members:</u>			
	Honorable Rico H. Maco	-	-IPM Representative
Absent:	Honorable Alfeo G. Perez, Jr.	-	-Vice Mayor, on O.B. in China.
	Honorable Ruth C. Guinsod	-	-SB Member
	Honorable Alfris Reztan S. Perez	-	-SB Member
	Honorable Gladys Mae C. Cubero	-	-ABC President
	Honorable Lejohn H. Elizalde	-	-SKF President

ORDINANCE NO. 26
Series of 2026

AN ORDINANCE AMENDING SECTION 5 OF ORDINANCE NO. 55, SERIES OF 2025, ENTITLED: AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE III (UTILITY WORKER II), SG-3, TO BE ASSIGNED TO THE POPCOM OFFICE UNDER THE OFFICE OF THE MUNICIPAL MAYOR, AND APPROPRIATING FUNDS THEREFOR” BY CORRECTING THE ELIGIBILITY REQUIREMENT FOR THE POSITION OF ADMINISTRATIVE AIDE III (UTILITY WORKER II), SALARY GRADE 3, ASSIGNED TO THE POPCOM OFFICE UNDER THE OFFICE OF THE MUNICIPAL MAYOR, MUNICIPALITY OF SAN MIGUEL, SURIGAO DEL SUR.

Authored by : Honorable Celso B. Bangoy
Seconded by : Honorable Ruth C. Guinsod

Explanatory Note

WHEREAS, the Sangguniang Bayan of San Miguel enacted Ordinance No. 55, Series of 2025, creating the position of Administrative Aide III (Utility Worker II), Salary Grade 3, to be assigned to the POPCOM Office under the Office of the Municipal Mayor;

WHEREAS, it was subsequently noted that the eligibility requirement for the said position, as provided under Section 5 of the same Ordinance, was incompletely presented as “Eligibility: None required”;

WHEREAS, in order to fully and properly reflect the applicable Civil Service Commission qualification category, the eligibility requirement should indicate the proper classification, specifically “None Required (MC 11, s. 1996–Cat. III)”;

WHEREAS, there is a need to correct the said entry in Section 5 of Ordinance No. 55, Series of 2025 to ensure consistency with existing civil service policies and standards and to avoid confusion in the implementation of the Ordinance;

NOW THEREFORE

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

SECTION 1. Amendments. Section 5 (Qualification Standards) of Ordinance No. 55, Series of 2025 is hereby amended, particularly item (iv) on eligibility for the position of Administrative Aide III (Utility Worker II), Salary Grade 3, to read as follows:

"iv. Eligibility: None Required (MC 11, s. 1996– Cat. III)"

SECTION 2. All other provisions of Ordinance No. 55, Series of 2025 not affected by this amendatory ordinance shall remain valid and in full force and effect.

SECTION 3. Separability Clause. If, for any reason, any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 4. Repealing Clause. All ordinances, rules and regulations, or parts thereof inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 5. Effectivity. This Ordinance shall take effect immediately upon approval.

Enacted: April 20, 2026.

As disposed of by the Presiding Officer
Ayes (6) Honorable Bangoy, Honorable Yu, Honorable Gascon, Honorable Nazi, Honorable Lobaton and Honorable Maca.
Nayes (0)
Abstained (0)

x-----X

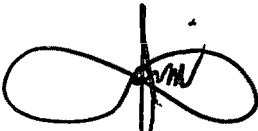
I HEREBY CERTIFY to the correctness of the foregoing ordinance.


LALAINÉ ELIZALDE-PRAMBITA
Secretary to the Sangguniang Bayan I

ATTESTED AND CERTIFIED TO BE DULY ENACTED:


DOMINADOR M. EMPEDRAD, JR.
SB Member
(Temporary Presiding Officer)

APPROVED:


MICHAEL T. CORILLA
Municipal Mayor

Date: 5-6-26

RETURNING ORDINANCE NO. 55 DATED OCTOBER 20, 2025 OF THE MUNICIPALITY OF SAN MIGUEL, THIS PROVINCE ENTITLED “AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE III (UTILITY WORKER II), SG-3, TO BE ASSIGNED TO THE POPCOM OFFICE UNDER THE OFFICE OF THE MUNICIPAL MAYOR, AND APPROPRIATING FUNDS THEREFOR”, FOR RECTIFICATION

SPONSORS:

HON. HENRICH M. PIMENTEL, HON. GINES RICKY J. SAYAWAN, SR., HON. MARGARITA G. GARAY, HON. JOHN PAUL C. PIMENTEL, HON. ANTONIO C. AZARCON, HON. RUEL D. MOMO, 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, HON. MELANIE JOY M. GUNO 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. 55 dated October 20, 2025 of the Municipality of San Miguel, this Province entitled “An Ordinance Creating the Position of Administrative Aide III (Utility Worker II), SG-3, to be Assigned to the POPCOM Office Under the Office of the Municipal Mayor, 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 28, 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 December 15, 2025 upon perusal of the subject Ordinance, informed the August Body of the following observations, viz:

SECTIONS	FINDING/S	RECOMMENDATION/S
Section 5 Qualification Standards	The eligibility requirement for the created position of Administrative Aide III (Utility Worker II) – SG 3 was incompletely presented in Section 5 of the same Ordinance. As presented in the Ordinance: Eligibility: None Required	The LGU shall adhere to the Qualification Standards (QS) Manual prescribed by the CSC. It shall be presented as: Eligibility: None Required (MC 11, s. 1996 –Cat. III)

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 January 13, 2026 recommended to return Ordinance No. 55 dated October 20, 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 unanimously seconded by all Sangguniang Panlalawigan Members present;

NOW THEREFORE

BE IT RESOLVED by the Sangguniang Panlalawigan of Surigao del Sur to return Ordinance No. 55 dated October 20, 2025 of the Municipality of San Miguel, this Province entitled "An Ordinance Creating the Position of Administrative Aide III (Utility Worker II), SG-3, to be Assigned to the POPCOM Office Under the Office of the Municipal Mayor, 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.

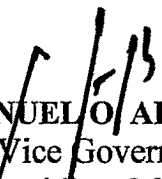
ADOPTED this 20th day of January, 2026 at the City of Tandag, Province of Surigao del Sur by unanimous votes of all the Sangguniang Panlalawigan Members present.

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)



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Office of the Sangguniang Bayan

(Twenty Second Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 11TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SAN MIGUEL, SURIGAO DEL SUR, HELD ON OCTOBER 20, 2025 AT THE SESSION HALL.

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 Alfcris Reztan S. Perez	-	-SB Member
	Honorable Julieto C. Lobaton, Jr.	-	-SB Member
	<u>Ex-Officio Members:</u>		
	Honorable Gladys Mae E. Corilla	-	-ABC President
	Honorable Lejohn H. Elizalde	-	-SKF President
Absent:	Honorable Celso B. Bangoy	-	-SB Member
	Honorable Fidireto G. Nazi	-	-SB Member
	Honorable Rico H. Maca	-	-IPM Representative, on official business.

ORDINANCE NO. 55

Series of 2025

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE III (UTILITY WORKER II), SG-3, TO BE ASSIGNED TO THE POPCOM OFFICE UNDER THE OFFICE OF THE MUNICIPAL MAYOR, AND APPROPRIATING FUNDS THEREFOR.

Authored by : Honorable Celso B. Bangoy
Seconded by : Honorable Ruth C. Guinsod

Explanatory Note

WHEREAS, Section 18 of the Local Government Code of 1991 mandates that local government units shall exercise powers necessary, appropriate, or incidental for the efficient and effective governance and delivery of basic services and facilities;

WHEREAS, the Municipal Government of San Miguel recognizes the need to provide adequate manpower support to offices to ensure efficient and effective delivery of frontline services to the public;

WHEREAS, the Population Office (POPCOM), being one of the frontline service units under the Office of the Municipal Mayor, requires additional personnel to support its day-to-day operations, community outreach activities, and the implementation of population-related programs, projects, and activities;

WHEREAS, the creation of the position of Administrative Aide III (Utility Worker II), SG-3 will significantly enhance the operational capability of the POPCOM Office by ensuring the availability of utility, messengerial, and logistical support services needed for the effective performance of its mandated functions;

WHEREAS, the Municipal Government of San Miguel has sufficient authority to create plantilla positions subject to the availability of funds and compliance with Civil Service Commission, Department of Budget and Management (DBM), and other applicable rules and regulations;

WHEREAS, the proposed position has been reviewed and recommended for creation by the Human Resource Management Office (HRMO) and is deemed essential for improved service delivery and office efficiency;

NOW THEREFORE

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

SECTION 1. TITLE. This Ordinance shall be known as the "Ordinance Creating the Position of Administrative Aide III (Utility Worker II), SG-3, for the POPCOM Office."

SECTION 2. DECLARATION OF POLICY. It is the policy of the Municipal Government of San Miguel to strengthen the operational efficiency of local offices by providing adequate support personnel to ensure effective and timely delivery of frontline services. In order to enhance the efficiency of the Population Office (POPCOM) in carrying out its programs and services, there is a need to create an additional plantilla position under the Office of the Municipal Mayor.

SECTION 3. CREATION OF POSITION. There is hereby created one (1) plantilla position in the Municipal Government of San Miguel, as follows:

Position Title	Administrative Aide III (Utility Worker II)
Office Assignment	Population Office (POPCOM), Office of the Municipal Mayor
Salary Grade	SG-3
Status of Employment	Permanent

SECTION 4. DUTIES AND FUNCTIONS. The Administrative Aide III (Utility Worker II) shall perform the following duties and functions:

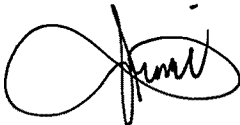
- a. Maintain cleanliness, orderliness, and sanitation of the POPCOM office and assigned work areas;
- b. Assist in the preparation, transport, arrangement, and set-up of office materials, supplies, and equipment;
- c. Perform messenger, delivery, and logistical support functions as may be required;
- d. Provide support services during POPCOM activities, meetings, orientations, and community-based programs;
- e. Ensure proper waste management, including segregation and disposal;
- f. Perform other related tasks as may be assigned from time to time by the Population Program Officer and the Municipal Mayor.

SECTION 5. QUALIFICATION STANDARDS. The qualification standards for the position shall be in accordance with the latest Civil Service Commission guidelines:

i. Education:	Must be able to read and write
ii. Training:	None required
iii. Experience:	None required
iv. Eligibility:	None required

SECTION 6. APPROPRIATION OF FUNDS. The amount necessary to cover the salary, benefits, and other related compensation for the said position shall be charged to the Personnel Services (PS) of the Office of the Municipal Mayor, subject to the availability of funds and in compliance with existing budgeting, accounting, and auditing rules and regulations.

SECTION 7. IMPLEMENTING AGENCIES. The Human Resource Management Office (HRMO), in coordination with the Office of the Municipal Mayor, shall facilitate the inclusion of the newly created position in the Personnel Services plantilla and ensure compliance with Civil Service and DBM rules.



SECTION 8. EFFECTIVITY. This Ordinance shall take effect upon approval and after compliance with the posting and publication requirements as mandated under the Local Government Code of 1991.

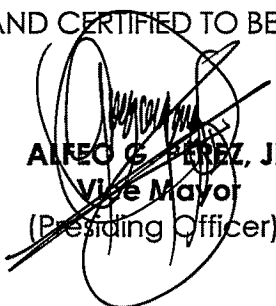
Enacted: October 20, 2025.

As disposed of by the Presiding Officer
Ayes (8) Honorable Yu, Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr., Honorable Perez, Honorable Lobaton, Jr., Honorable
Cubero and Honorable Elizalde.
Nayes (0)
Abstained (0)

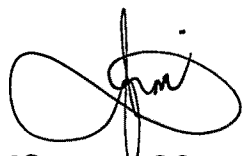
I HEREBY CERTIFY to the correctness of the foregoing ordinance.


LALAINÉ ELIZALDE-P RAMBITA
Secretary to the Sangguniang Bayan I

ATTESTED AND CERTIFIED TO BE DULY ENACTED:


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

APPROVED:


MICHAEL T. CORILLA
Municipal Mayor

Date: Nov. 06, 2025