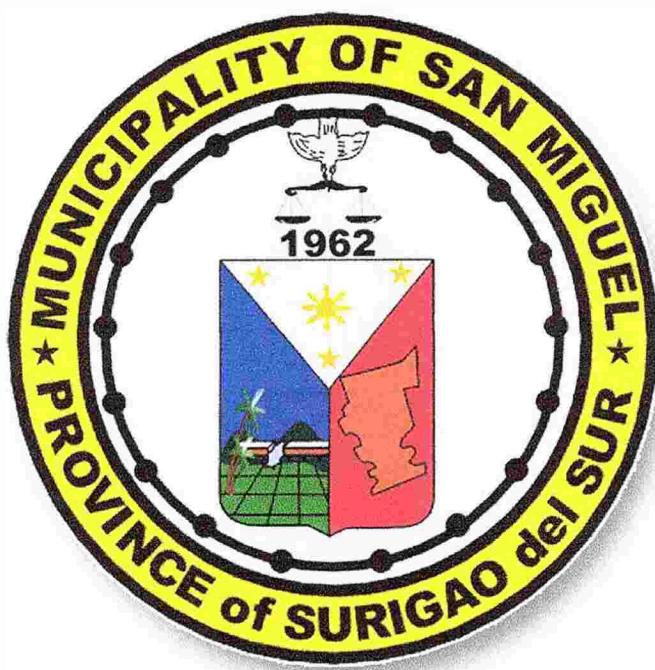




MUNICIPAL ORDINANCE

No. 34 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 11, 2026

The Sangguniang Panlalawigan
Tandag City

Sir & Madam:

Respectfully submitted the herein Municipal Ordinance No. 34, 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



-oOo-

Office of the Sangguniang Bayan

(Twenty Second Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 13TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF
SAN MIGUEL, SURIGAO DEL SUR, HELD ON APRIL 27, 2026 AT THE SESSION HALL.

Present:	Honorable Alfeo G. Perez, Jr.	-	-Vice Mayor (Presiding Officer)
	Honorable Celso B. Bangoy	-	-SB Member
	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 Alferis Reztan S. Perez	-	-SB Member
	Honorable Fidilireto G. Nazi	-	-SB Member
	Honorable Julieto C. Loboton, Jr.	-	-SB Member
	<u>Ex-Officio Members:</u>		
	Honorable Rico H. Maca	-	-IPM Representative
	Honorable Lejohn H. Elizalde	-	-SKF President
Absent:	Honorable Gladys Mae C. Cubero	-	-ABC President

ORDINANCE NO. 34
Series of 2026

**AN ORDINANCE CREATING THE FOLLOWING CO-TERMINUS POSITION TITLES SUCH AS:
ADMINISTRATIVE AIDE IV (DRIVER II), SG-4 AND SECURITY AGENT I, SG-8 UNDER THE
OFFICE OF THE VICE MAYOR AND APPROPRIATING FUNDS THEREOF.**

Authored by	:	Hanarable Celso B. Bangay
Seconded by	:	Hanarable Ruth C. Guinsad

Explanatory Nate

WHEREAS, the Local Gavernment Unit of San Miguel is mandated under Republic Act No. 7160, otherwise known as the Local Government Cade of 1991, to establish an efficient and responsive organizational structure to support governance and legislative functions;

WHEREAS, Sections 76 and 77 of RA 7160 authorize local government units to determine their organizational structure and staffing pattern, subject to the rules and regulations of the Civil Service Commission (CSC);

WHEREAS, the Office of the Municipal Vice Mayor requires adequate administrative, technical, and security support to effectively perform its legislative and administrative functions;

WHEREAS, there is a need to create ca-terminous positions, whase tenure shall be coterminous with the appointing authority, to provide flexible and responsive support services;

NOW THEREFORE

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

SECTION 1. Creation of Position. There are hereby created a plantilla positions of Administrative Aide IV (Driver II), SG-4 and Security Agent I, SG-8 under the Office of the Vice Mayor of the Municipal Government of San Miguel, Surigao del Sur.

SECTION 2. Duties and Functions. The Administrative Aide IV (Driver II) and Security Agent I shall perform the following duties and responsibilities, among others:

I. Administrative Aide IV (Driver II), SG-4

Duties and Functions:

- i. Drives and operates assigned government vehicle for official functions of the Vice Mayor;
- ii. Ensures safe transport of officials, staff, and authorized passengers;
- iii. Conducts daily vehicle inspection (fuel, oil, brakes, tires, lights);
- iv. Performs basic preventive maintenance and coordinates major repairs;
- v. Maintains trip tickets, logbooks, and vehicle records;
- vi. Assists in the delivery and collection of official documents and materials;
- vii. Observes traffic laws and government vehicle use policies

II. Security Agent I, SG-8

Duties and Functions:

- i. Provides security services to the Office of the Vice Mayor and Sangguniang Bayan premises;
- ii. Monitors and controls entry and exit of visitors, staff, and vehicles;
- iii. Ensures the safety of officials, personnel, and properties;
- iv. Conducts routine patrol and surveillance within assigned areas;
- v. Assists in maintaining peace and order during sessions, meetings, and official events;
- vi. Coordinates with PNP, MDRRMO, or other authorities in case of emergencies;
- vii. Prepares incident reports and maintains security logs;
- viii. Performs other related duties as may be assigned.

SECTION 3. Qualification Standard.

**Administrative Aide IV (Driver II), SG-4
Qualification Standards**

Education	:	Elementary School Graduate
Training	:	None required



Experience : None required
Eligibility : Professional Driver's License (MC 11, s. 1996–Cat. IV)

**Security Agent I, SG-8
Qualification Standards**

Education : Completion of two years studies in College
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : Civil Service (Subprofessional) First Level Eligibility

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.

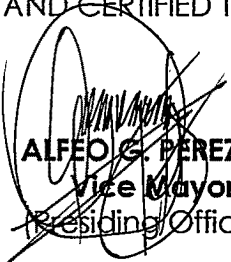
Enacted: April 27, 2026.

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

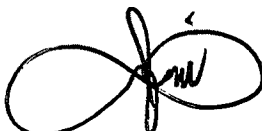
x-----X
I HEREBY CERTIFY to the correctness of the foregoing ordinance.


LALAINÉ ELIZALDE-PRAMBITA
Secretary to the Sangguniang Bayan I

ATTESTED AND CERTIFIED TO BE DULY ENACTED:


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

APPROVED:


MICHAEL T. CORILLA
Municipal Mayor

Date: 5-11-26