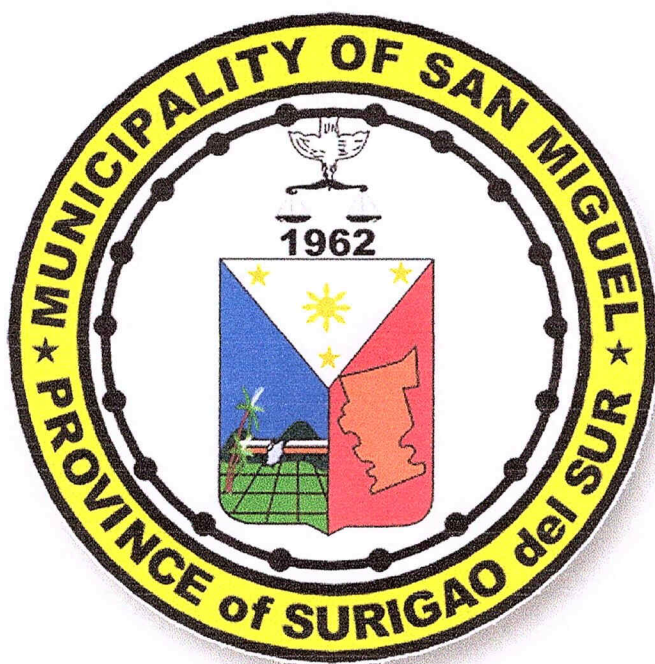




MUNICIPAL ORDINANCE
No. 35 Series of 2026

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. 35, Series of 2026, of this municipality which is self-explanatory for SP's review and approval.

Thank you.

Respectfully yours,

LALAIN ENZALDE-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 Alfcris Reztan S. Perez	-	-SB Member
	Honorable Fidilreto G. Nazi	-	-SB Member
	Honorable Julieto C. Lobaton, 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. 35
Series of 2026

AN ORDINANCE CREATING THE PLANTILLA POSITIONS TITLE OF ADMINISTRATIVE ASSISTANT III (STENOGRAPHER III), SG-9 AND ADMINISTRATIVE AIDE III (UTILITY WORKER II), SG-3 BOTH UNDER THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN AND APPROPRIATING FUNDS THEREFOR.

Authored by	: Honorable Rico H. Maca
Seconded by	: All members present

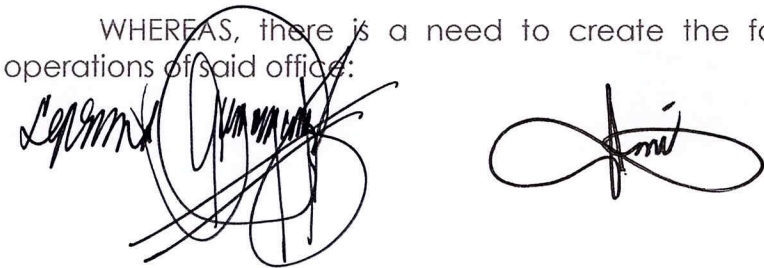
Explanatory Note

WHEREAS, the Local Government Unit of San Miguel is mandated under Republic Act No. 7160, otherwise known as the Local Government Code of 1991, to establish an efficient and effective organizational structure necessary for the delivery of public service;

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 Secretary to the Sangguniang Bayan requires additional personnel support to effectively perform its legislative, administrative, and records management functions;

WHEREAS, there is a need to create the following plantilla positions to strengthen the operations of said office:



- i. Administrative Assistant III (Stenographer III), Salary Grade 9
- ii. Administrative Aide III (Utility Worker II), Salary Grade 3

WHEREAS, the creation of said positions shall be subject to the approval of the Civil Service Commission (CSC) and compliance with existing budgeting, accounting, and auditing rules and regulations;

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 Assistant III (Stenographer III), SG-9 and Administrative Aide III (Utility Worker II), SG-3 under the Office of the Secretary to the Sangguniang Bayan of the Municipal Government of San Miguel, Surigao del Sur.

SECTION 2. Duties and Functions. The Administrative Assistant III (Stenographer III); Administrative Aide III (Utility Worker II); and Legislative Researcher shall perform the following duties and responsibilities, among others:

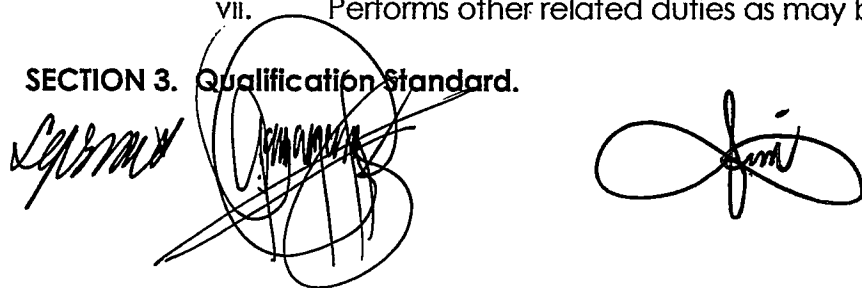
I. One (1) Administrative Assistant III (Stenographer III), Salary Grade 9

- i. Takes stenographic notes during Sangguniang Bayan sessions, committee meetings, and hearings;
- ii. Transcribes notes into accurate minutes, resolutions, and ordinances;
- iii. Assists in the preparation and reproduction of legislative documents;
- iv. Maintains and organizes records of proceedings and transcripts;
- v. Provides clerical and administrative support to the Office;
- vi. Assists in the preparation of agenda and session materials;
- vii. Performs other related functions as may be assigned.

II. One (1) Administrative Aide III (Utility Worker II), Salary Grade 3

- i. Performs cleaning and maintenance of office premises, furniture, and equipment;
- ii. Assists in the arrangement and preparation of session hall and meeting venues;
- iii. Delivers and distributes official documents and correspondence;
- iv. Assists in basic records handling and filing tasks;
- v. Provides support in office errands and logistical activities;
- vi. Ensures cleanliness and orderliness of the workplace;
- vii. Performs other related duties as may be assigned.

SECTION 3. Qualification Standard.



**Administrative Assistant III (Stenographer III), SG-9
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

**Administrative Aide III (Utility Worker II), SG-3
Qualification Standards**

Education : Must be able to read and write
Training : None required
Experience : None required
Eligibility : None required (MC 11, s.96 - Cat. III)

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.

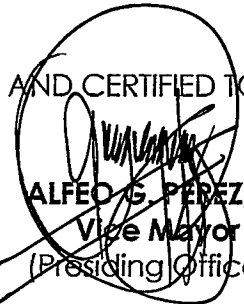
Enacted: April 27, 2026.

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

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:


ALFED G. PEREZ, JR.
Vice Mayor
(Presiding Officer)

APPROVED:


MICHAEL T. CORILLA
Municipal Mayor

Date: 5-6-26