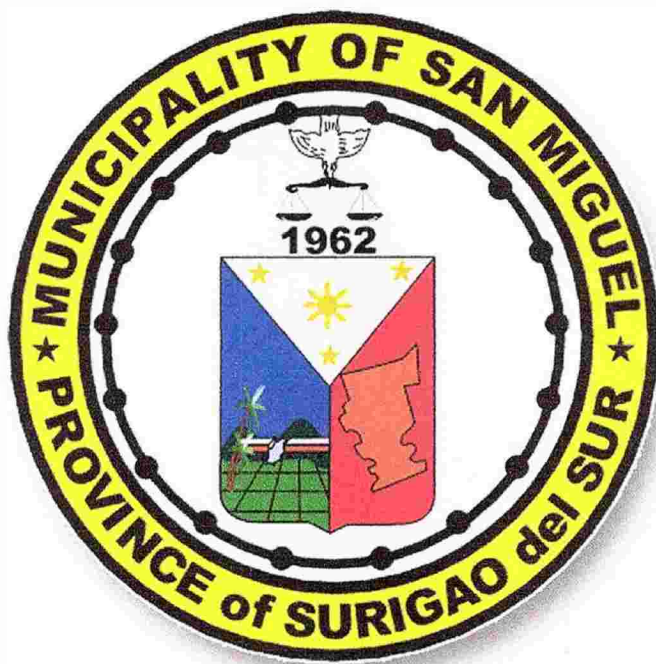




# **MUNICIPAL ORDINANCE**

**No. 36 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. 36, 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 Bayan 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 13<sup>TH</sup> 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<br>(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 Alfris 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. 36**

Series of 2026

**AN ORDINANCE CREATING THE PLANTILLA POSITIONS OF ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II), SALARY GRADE 9, UNDER THE OFFICE OF THE SANGGUNIANG BAYAN, AND APPROPRIATING FUNDS THEREFOR**

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|             |   |                                      |
|-------------|---|--------------------------------------|
| Authored by | : | Honorable Rebecca R. Gascon          |
| Secanded by | : | Honorable Dominador M. Empedrad, Jr. |

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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 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 Sangguniang Bayan requires additional personnel to strengthen its administrative, technical, and legislative support services;

WHEREAS, there is a need to create the following plantilla positions:

Administrative Assistant III (Computer Operator II), Salary Grade 9;

to improve records management, digital operations, and legislative support;

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 is hereby created a plantilla position of Administrative Assistant III (Computer Operator II), Salary Grade 9, under the Sanggunian Bayan Office of the Municipal Government of San Miguel, Surigaa del Sur.

**SECTION 2. Duties and Functions.** The Administrative Assistant III (Computer Operator II) shall perform the following duties and responsibilities, among others:

**One (1) Administrative Assistant III (Computer Operator II), Salary Grade 9;**

**Duties and Functions:**

- i. Operates computers and related equipment for the preparation, encoding, and processing of ordinances, resolutions, minutes, and official communications;
- ii. Assists in the layout, formatting, and reproduction of legislative documents;
- iii. Maintains and updates electronic databases and records management systems of the Sangguniang Bayan;
- iv. Ensures proper filing, backup, and safekeeping of digital and printed records;
- v. Assists in the preparation of agenda, session materials, and reports;
- vi. Provides technical support during sessions and meetings (e.g., presentations, document access);
- vii. Troubleshoots minor technical issues and coordinates with IT personnel when necessary;
- viii. Performs other related administrative and technical tasks as may be assigned;

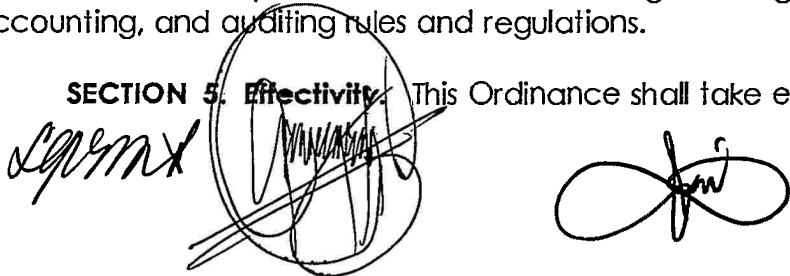
**SECTION 3. Qualification Standard.**

**Administrative Assistant III (Computer Operator II), Salary Grade 9  
Qualification Standards**

|             |   |                                                                                                               |
|-------------|---|---------------------------------------------------------------------------------------------------------------|
| Education   | : | Completion of two years studies in College or High School High Graduate with relevant vocational trade course |
| Training    | : | 4 hours of relevant training                                                                                  |
| Experience  | : | 1 year of relevant experience                                                                                 |
| Eligibility | : | Data Encoder (MC 11 s, 1996 – Cat I)/CS Subprofessional                                                       |

**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, Surigaa del Sur, subject to existing budgeting, accounting, and auditing rules and regulations.

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

The bottom of the page features several handwritten signatures and stamps. On the left, there is a large, stylized signature that appears to be 'L. M. M.' followed by a circular stamp containing more illegible text. To the right of this is another signature, and further right is a large, loopy signature. The text 'SECTION 5. Effectivity' is partially obscured by these signatures.

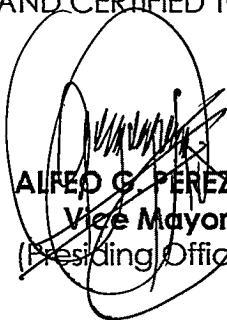
Enacted: April 27, 2026.

*As disposed of by the Presiding Officer*  
Ayes (9) Honorable Bangoy, Honorable Gulnsod, 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

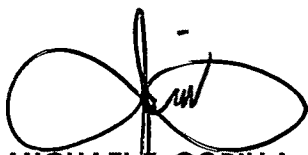
X-----X  
I HEREBY CERTIFY to the correctness of the foregoing ordinance.

  
**LALAIN ELIZALDE-IPRAMBITA**  
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: 5-11-26