



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Municipality of Lingig



OFFICE OF THE SECRETARY TO THE SANGGUNIANG

June 3, 2026

The Honorable Members
Sangguniang Panlalawigan
Province of Surigao del Sur
Tandag City



Thru : **Hon. Ruel D. Momo**
Acting-Provincial Vice-Governor/Presiding Officer

Honorable Ladies and Gentlemen;

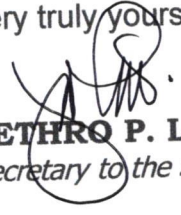
Respectfully submitting Municipal Ordinance No. 2026-52, series of 2026, passed by the 12th Sangguniang Bayan of Lingig. The ordinance entitled:

“AN ORDINANCE CREATING VARIOUS ADDITIONAL PLANTILLA POSITIONS IN THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF LINGIG, SURIGAO DEL SUR”

For your appropriate review and action on this matter.

Thank you for your attention.

Very truly yours,


JETHRO P. LINDO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Municipality of Lingig



12TH SANGGUNIANG BAYAN

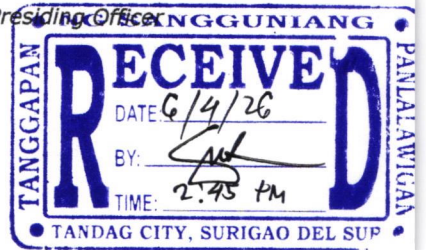
EXCERPT FROM THE MINUTES OF THE 38TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF LINGIG, SURIGAO DEL SUR HELD AT SB SESSION HALL DATED MAY 5, 2026, 9:00 AM.

Present:

Hon. ARNOLD T. MALAQUE
Hon. RECHI S. GAYLO
Hon. KEONREY A. ORILLO
Hon. ROMIE M. BENTAYAO
Hon. MOMAR A. DELOSO
Hon. BELZAR MAE L. CANOY
Hon. PAUL C. SEREÑO
Hon. LIBERATO M. ARTIZA
Hon. MARY AILYN CHRITINE M. PALER
Hon. REYNALD T. GAY-OD
Hon. REY ANTHONY F. SALIGUMBA
HON. SHERICA YVONNE A. EVANGELIO

Municipal Vice Mayor – Reg. Presiding Officer
 Regular SB Member
 Regular SB Member
 Regular SB Member
 Regular SB Member
 Regular SB Member
 Regular SB Member
 Regular SB Member
 Regular SB Member

Ex-officio Member, Sectoral Representative, IP
 Ex-officio Member, Pres., Liga ng mga Brgy.
 Ex-officio Member, Pres., Pederasyon ng mga S



Absent:

None

MUNICIPAL ORDINANCE NO. 2026-52

Series of 2026

Sponsored by: Committee on Good Governance, Public Ethics and Accountability

Chairperson: Hon. Belzar Mae L. Canoy; Members: Hon. Romie M. Bentayao, Hon. Rey Anthony F. Saligumba

Movant: Hon. Belzar Mae L. Canoy Seconder; Unanimous

AN ORDINANCE CREATING VARIOUS ADDITIONAL PLANTILLA POSITIONS IN THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF LINGIG, SURIGAO DEL SUR

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern, taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 447 (a)(1)(viii) of the same Code empowers the Sangguniang Bayan to determine the positions and salaries, wages, allowances, and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds;

WHEREAS, considering the increasing volume of financial transactions, disbursements, obligations, payroll preparations, liquidation reports, and other accounting-related activities of the municipality, there is a pressing need to augment the workforce of the Municipal Accounting Office.

PROVINCE OF SURIGAO DEL SUR
 Office of the Secretary to the Sangguniang P. ng. ...
 Tel. No. : 086-2115832
 Email: ossp@surigaodelsur.gov.ph
OSSP-26-05941



WHEREAS, the increasing number of municipal employees, contractual personnel, and human resource transactions necessitates the creation of an additional plantilla position to strengthen the implementation of human resource management systems and ensure compliance with CSC policies, merit and fitness principles, and government personnel standards.

WHEREAS, the increasing complexity of legislative operations, including the enactment of local measures, conduct of committee hearings, preparation of legislative reports, and maintenance of official records, necessitates the creation of supervisory and highly technical positions to ensure efficient and professional legislative support services;

WHEREAS, the growing workload of the Sanggunian likewise requires additional personnel capable of handling legislative documentation, research, and records management to ensure the timely preparation and processing of legislative measures and official communications; and

WHEREAS, the efficient day-to-day operations of the Office of the Secretary to the Sanggunian require adequate clerical and support personnel to assist in managing voluminous records, communications, and administrative tasks essential to legislative operations.

WHEREFORE, on motion of Hon. Belzar Mae L. Canoy, unanimously seconded by all the Members present;

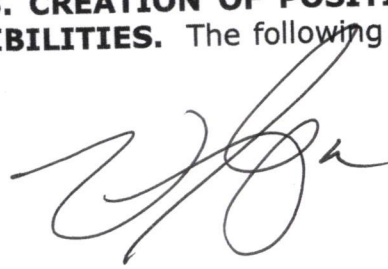
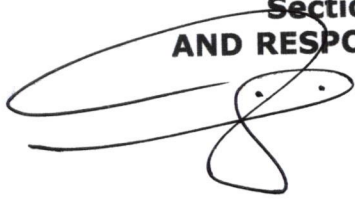
Section 1. TITLE. This Ordinance shall be known as the "*An Ordinance Creating Various Additional Plantilla Positions In The Different Offices Of The Municipal Government Of Lingig, Surigao Del Sur.*"

Section 2. DECLARATION OF POLICY. It is hereby declared the policy of the Municipality of Lingig to strengthen administrative efficiency, accountability, and effective public service delivery through the establishment of necessary plantilla positions in the Executive Department, addressing the growing demands of municipal operations and ensuring the effective performance of governmental functions.

It is also the policy of the Municipal Government of Lingig to strengthen the institutional and administrative capability of the legislative department by ensuring the efficient delivery of legislative support services, records management, documentation, research, administrative coordination, and secretariat functions essential to the effective operation of the Sangguniang Bayan.

Pursuant to the mandate of the Local Government Code of 1991 to provide adequate staffing patterns and organizational support to local legislative bodies, there is a need to create additional plantilla positions in the Office of the Secretary to the Sanggunian to address the increasing volume of legislative work, records management, committee documentation, ordinance and resolution processing, and administrative services of the Sanggunian.

Section 3. CREATION OF POSITIONS, QUALIFICATIONS, DUTIES, AND RESPONSIBILITIES. The following plantilla positions are hereby created



in the different offices of the Municipal Government of Lingig, Surigao del Sur, together with the corresponding qualifications, duties, and responsibilities:

3.1. MUNICIPAL ACCOUNTING OFFICE

I. One (1) Administrative Assistant II (*Accounting Clerk III*), SG-8

- Qualification:
 - a. Education: *Completion of two (2) years of studies in college*
 - b. Experience: *One (1) year of relevant experience*
 - c. Training: *Four (4) hours of relevant training*
 - d. Eligibility: *Career Service (Subprofessional) First Level Eligibility*
- Duties and Responsibilities:
 - a. Assist in the preparation and processing of financial and accounting documents;
 - b. Maintain accounting records, ledgers, and supporting financial documents;
 - c. Prepare vouchers, payrolls, and other accounting reports;
 - d. Assist in the reconciliation of financial transactions and balances;
 - e. Receive, record, and file accounting documents and communications;
 - f. Operate office equipment related to accounting functions;
 - g. Assist in the preparation of reports required by auditing and oversight agencies; and
 - h. Perform other duties as may be assigned by the Municipal Accountant.

3.2. HUMAN RESOURCE MANAGEMENT OFFICE

I. One (1) Administrative Officer II (*Human Resource Management Officer I*), SG 11

- Qualification:
 - a. Education: *Bachelor's Degree*
 - b. Experience: *none required*
 - c. Training: *none required*
 - d. Eligibility: *Career Service (Professional) Second Level Eligibility*
- Duties and Responsibilities:
 - a. Assist in the implementation of human resource management programs and policies;
 - b. Maintain personnel records and employee 201 files;
 - c. Prepare appointment papers and other personnel actions;

- d. Assist in recruitment, selection, placement, promotion, and performance evaluation activities;
- e. Monitor employee attendance, leave credits, and other personnel benefits;
- f. Prepare reports and documents required by the Civil Service Commission and other agencies;
- g. Assist in training and development activities of municipal employees;
- h. Provide technical and administrative assistance in HR-related matters; and
- i. Perform other duties as may be assigned by the Human Resource Management Officer.

II. One (1) Administrative Aide I (Utility Worker I), SG 1

• Qualification:

- a. Education: *Must be able to read and write*
- b. Experience: *none required*
- c. Training: *none required*
- d. Eligibility: *none required*

• Duties and Responsibilities:


- a. Maintain cleanliness and orderliness within the office premises;
- b. Perform basic utility and maintenance services;
- c. Assist in the delivery and retrieval of office documents and supplies;
- d. Help in arranging office equipment, furniture, and meeting venues;
- e. Dispose of garbage and maintain sanitation within assigned areas;
- f. Assist during official activities and programs of the office; and
- g. Perform other related duties as may be assigned by the immediate supervisor.

3.3. OFFICE OF THE SECRETARY TO THE SANGGUNIAN, SANGGUNIANG BAYAN

I. One (1) Local Legislative Staff Officer V, SG 22

• Qualification:

- a. Education: *Bachelor's degree relevant to the job.*
- b. Experience: *Three (3) years of relevant experience.*
- c. Training: *Sixteen (16) hours of relevant training.*
- d. Eligibility: *Career Service (Professional) Second Level Eligibility.*



- Duties and Responsibilities:

- a. Supervise and coordinate legislative support services of the Sanggunian;
- b. Review and monitor the preparation of ordinances, resolutions, minutes, and committee reports;
- c. Provide technical assistance in legislative research and policy formulation;
- d. Ensure proper implementation of records management and archival systems;
- e. Coordinate with local and national agencies on legislative concerns; and
- f. Perform other functions as may be assigned by the Vice Mayor and the Secretary to the Sanggunian.

II. Two (2) Local Legislative Staff Officer I, SG 11

- Qualification:

- a. Education: *Bachelor's degree relevant to the job.*
- b. Experience: *None required.*
- c. Training: *None required.*
- d. Eligibility: *Career Service (Professional) Second Level Eligibility.*

- Duties and Responsibilities:

- a. Assist in the preparation and processing of ordinances, resolutions, and other legislative documents;
- b. Conduct legislative research and data gathering;
- c. Prepare minutes of sessions and committee meetings;
- d. Maintain legislative files, indexes, and records; and
- e. Perform related administrative and clerical functions.

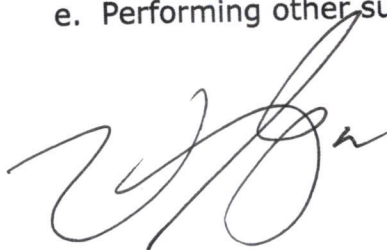
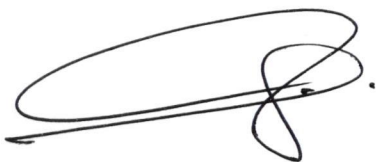
III. Two (2) Local Legislative Staff Employee II, SG 4

- Qualification:

- a. Education: *Elementary School Graduate.*
- b. Experience: *None required.*
- c. Training: *None required.*
- d. Eligibility: *None required (MC II, s. 96 – Cat. III).*

- Duties and Responsibilities:

- a. Filing and recording of legislative documents;
- b. Receiving and releasing communications;
- c. Assisting in the reproduction and distribution of session materials;
- d. Maintaining office cleanliness and organization of records; and
- e. Performing other support functions as may be assigned.



Section 4. APPROPRIATION. The amount necessary for the implementation of this Ordinance shall be charged against available funds of the Municipal Government of Lingig, subject to existing accounting, budgeting, and auditing laws, rules, and regulations.

Section 5. SEPARABILITY CLAUSE. If 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 6. REPEALING CLAUSE. All ordinances, resolutions, executive orders, rules, and regulations inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

Section 7. EFFECTIVITY. This Ordinance shall take effect after ten (10) days from the date of posting, following Section 59 of RA 7160.

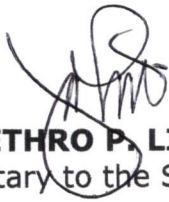
ENACTED: This 5th day of May 2026 at the SB Session Hall, Legislative Building, Lingig, Surigao del Sur, with all eight (8) SB members present on votation, voting on the affirmative.

CERTIFIED BY:



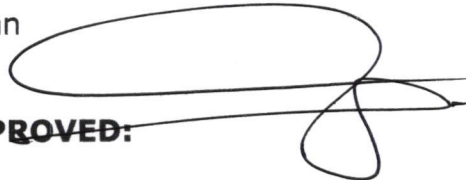
ARNOLD T. MALAQUE, REE
Municipal Vice Mayor
Presiding Officer

ATTESTED BY:



JETHRO P. LINDO
Secretary to the Sanggunian

APPROVED:



ELMER P. EVANGELIO
Municipal Mayor

Date of Approval: 06-03-2024



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Municipality of Lingig



OFFICE OF THE SECRETARY TO THE SANGGUNIAN BAYAN

**CERTIFICATION
(Notice of Posting)**

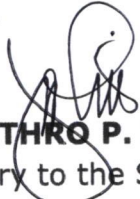
This is to certify that copies of Municipal Ordinance No. 2026-52, series of 2026 of the Municipality of Lingig, Surigao del Sur, entitled, "**AN ORDINANCE CREATING VARIOUS ADDITIONAL PLANTILLA POSITIONS IN THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF LINGIG, SURIGAO DEL SUR**", have been posted pursuant to Section 59 of RA 7160.

Date Enacted: May 5, 2026
Date Approved: June 3, 2026
Date Posted: June 3, 2026
Places Posted: 1. Municipal Hall-Lingig, SDS
2. Bulletin Board, Legislative Building, Lingig, SDS
3. Waiting Shed near Public Market, Lingig, SDS

It is further certified that, to the best of the knowledge and reasonable determination of the undersigned, no newspaper with local circulation is available within the Municipality of Lingig.

Finally certified that no public hearing was conducted, as the subject ordinance does not fall under the category of those requiring a mandatory public hearing pursuant to Section 11, paragraphs (b) and (c), and Sections 20, 33, 186, and 187 of the local Government Code, in relation to Provincial Ordinance No. 45-20, dated July 28, 2020.

In the Municipality of Lingig, Surigao del Sur, June 3, 2026.


JETHRO P. LINDO
Secretary to the Sanggunian