

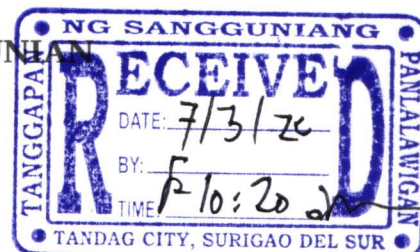
TSP - Tandang



Republic of the Philippines
MUNICIPALITY OF HINATUAN
Surigao del Sur

TANGGAPAN NG KALIHIM NG SANGGUNIANG

1st Indorsement
2nd July 2026



Respectfully submitted to the Office of the Sangguniang Panlalawigan, this province the herein S.B. Ordinance No. TC-056, Series of 2026 in re: **"AMENDING S.B. ORDINANCE NO. TC-038, SERIES OF 2026, BY RECTIFYING THE POSITION TITLE OF DRIVER II - SG 04 TO ADMINISTRATIVE AIDE IV (DRIVER II) - SG 04 UNDER THE OFFICE OF THE SANGGUNIANG BAYAN"**, for the body's review and appropriate action, *with information that the same needs no posting in conspicuous places as required the ordinance having no penal provisions further informing that the ordinance does not require public hearing pursuant to DILG Opinion No. 54, Series of 2007 (copy attached).*


IVY ZEA V. BAGARA, DM
Secretary to the Sanggunian

Republic of the Philippines
OFFICE OF THE SANGGUNIANG BAYAN
Hinatuan, Surigao del Sur

EXCERPTS FROM THE MINUTES OF THE 38th REGULAR SESSION OF THE 12th SANGGUNIANG BAYAN HELD ON MAY 19, 2026, AT THE SANGGUNIANG BAYAN SESSION HALL, HINATUAN, SURIGAO DEL SUR.

PRESENT:

Hon. Joan M. Garay
Municipal Vice Mayor
(Presiding Officer)

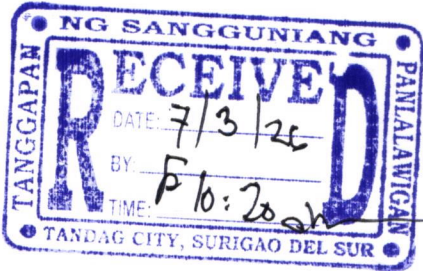
Sangguniang Bayan Members

Hon. Aloha A. Telewik
Hon. Neizyl D. Hermosa
Hon. Edilberto M. Barrios
Hon. Lourdes S. Villaluz
Hon. Danilo A. Cacho
Hon. Monalisa Cañedo-Su
Hon. Noel D. Ortiz
Hon. Raineria M. Nazareno

Ex - Officio Members

Hon. Aistanderjan P. Barrios
President, Pederasyon ng Sangguniang Kabataan

Datu Arnoldo S. Cabilin, Jr.
Indigenous Peoples Mandatory Representative



ABSENT:

Hon. Filmore M. Viola, Jr.
President, Liga ng mga Barangay

S.B. ORDINANCE NO. TC-056
Series of 2026

AMENDING S.B. ORDINANCE NO. TC-038, SERIES OF 2026, BY RECTIFYING THE POSITION TITLE OF DRIVER II - SG 04 TO ADMINISTRATIVE AIDE IV (DRIVER II) - SG 04 UNDER THE OFFICE OF THE SANGGUNIANG BAYAN

Authored by : HON. ALOHA A. TELEWIK
Sponsored by : HON. JOAN M. GARAY
HON. NEIZYL D. HERMOSA
HON. EDILBERTO M. BARRIOS
HON. LOURDES S. VILLALUZ
HON. DANILO A. CACHO
HON. MONALISA CAÑEDO-SU
HON. NOEL D. ORTIZ
HON. RAINERIA M. NAZARENO

BE IT ENACTED by the Sangguniang Bayan of Hinatuan, Surigao del Sur in session assembled:

Section 1. That this ordinance shall be known and cited as an ordinance *“AMENDING S.B. ORDINANCE NO. TC-038, SERIES OF 2026, BY RECTIFYING THE POSITION TITLE OF DRIVER II – SG 04 TO ADMINISTRATIVE AIDE IV (DRIVER II) – SG 04 UNDER THE OFFICE OF THE SANGGUNIANG BAYAN”*.

Section 2. That the position of Driver II – SG 04, under the Office of the Sangguniang Bayan, as cited in S.B. Ordinance No. TC-038, Series of 2026, is hereby rectified to Administrative Aide IV (Driver II) – SG 04.

Section 3. That Section 2 of S.B. Ordinance No. TC-038, Series of 2026, is hereby amended to read as follows:

Position Title (Parenthetical Title, if applicable)	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Administrative Officer V (Administrative Officer III)	18	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Sangguniang Bayan Office
Executive Assistant I (C)	14	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Sangguniang Bayan Office
Private Secretary I	11	Completion of two years studies in college	None required	None required	None Required	Sangguniang Bayan Office
Administrative Officer I (Records Officer I)	10	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Sangguniang Bayan Office
Administrative Assistant III (Stenographic Reporter II)	09	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Cs Sub-Professional/ First Level Eligibility	Sangguniang Bayan Office
Administrative Assistant I (Computer Operator I)	07	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	Data Encoder (MC 11, s. 1996 - Cat. I)/ CS Subprofessional	Sangguniang Bayan Office

<i>Driver II</i> <i>to</i> <i>Administrative Aide IV (Driver II)</i>	04	Elementary School Graduate	None required	None required	Driver's License/ MC 11, S 96 - Cat. II	Sangguniang Bayan Office
Local Legislative Staff Employee II	04	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Sangguniang Bayan Office
Administrative Aide III (Utility Worker II)	03	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Sangguniang Bayan Office
Administrative Aide II (Messenger)	02	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Sangguniang Bayan Office

Section 4. That Section 3 of S.B. Ordinance No. TC-038, Series of 2026, is hereby likewise amended, to read as follows:

POSITION TITLE	DUTIES AND FUNCTIONS
Administrative Officer V (Administrative Officer III)	- Plans, directs, and supervises administrative operations. - Oversees records, procurement, property, and general services - Implements policies on office management and internal controls. - Reviews and approves administrative transactions. - Prepares administrative reports. - Coordinates with national agencies and departments. - Supervises subordinate staff. - Ensures compliance with COA and CSC rules. - Develops administrative systems and procedures. - Performs other related duties as assigned.
Executive Assistant I (C)	- Assists in planning, coordinating, and monitoring executive programs and activities. - Prepares executive reports, briefing notes, and presentations. - Acts as liaison between the executive and department heads. - Tracks implementation of executive directives and policies. - Coordinates meetings, conferences, and official functions. - Reviews and consolidates reports submitted by offices. - Handles confidential and sensitive matters. - Assists in policy formulation and project evaluation. - Maintains executive files and records. - Performs other related duties as assigned.
Private Secretary I	- Manages the official's calendar, appointments, and meetings. - Prepares, encodes, and releases confidential correspondence and memoranda. - Screens visitors, phone calls, and official communications. - Maintains confidential files and records. - Coordinates meetings, travel arrangements, and official engagements. - Takes minutes of meetings and prepares official summaries. - Assists in drafting speeches, reports, and official communications.

	• Ensures proper document routing and follow-up of actions. • Maintains discretion and confidentiality at all times. • Performs other duties as directed by the official.
Administrative Officer I (Records Officer I)	• Establishes and maintains a records classification and filing system. • Receives, records, and routes incoming and outgoing documents. • Ensures proper storage, retrieval, and disposal of records. • Implements data privacy and records retention policies. • Assists in audits, FOI requests, and legal document retrieval. • Digitizes records and maintains electronic archives. • Prepares inventories of records. • Trains staff on records management procedures. • Secures vital and confidential records. • Performs other related duties as assigned.
Administrative Assistant III (Stenographic Reporter II)	• Takes verbatim stenographic notes during sessions, hearings, and meetings. • Transcribes notes into official minutes and records. • Prepares resolutions, ordinances, and committee reports. • Maintains and organizes legislative and administrative records • Assists in document reproduction and distribution. • Ensures accuracy and confidentiality of official proceedings • Assists in legislative and committee support functions. • Files and retrieves transcripts and records. • Coordinates with clerks and secretariat staff. • Performs other related duties as assigned
Administrative Assistant I (Computer Operator I)	• Encodes and processes documents, forms, and reports. • Operates computer equipment, printers, and scanners. • Maintains electronic files and data records. • Assists in preparing payrolls, lists, and reports. • Performs basic troubleshooting of computer issues. • Assists in data backup and file security. • Supports online and digital office transactions. • Ensures accuracy and confidentiality of encoded data. • Assists in digitization of records. • Performs other related duties as assigned
Driver II to Administrative Aide IV (Driver II)	• Provides regular driving services to the staff / Department Head, • Monitors proper entries to Trip Tickets and daily gasoline consumption of the assigned vehicle like Name and signature of passengers, time, date, and destination and Beginning and ending odometer reading, • Monitors status of assigned vehicle and suggests program of repair and maintenance of the assigned vehicle to the immediate supervisor i.e. Schedule of kilometer check-up, Schedule of insurance, Renewal, and Registrations, • Brings vehicle to GSIS and LTO for insurance and registrations whenever necessary and Regular cleaning and body wash of assigned vehicle • Does other related works as may be required by the immediate supervisor.
Local Legislative Staff Employee II	• Assists in preparation of ordinances, resolutions, and legislative documents. • Provides committee and session secretariat support • Maintains legislative files and records. • Assists in research and data gathering for legislation. • Coordinates with LGU offices and the public. • Prepares attendance sheets, minutes, and reports. • Handles document reproduction and distribution. • Supports public hearings and consultations. • Ensures proper filing and safekeeping of legislative records



	• Performs other related duties as assigned
Administrative Aide III (Utility Worker II)	• Maintains cleanliness and sanitation of offices, hallways, restrooms, and common areas. • Provides utility and janitorial services to ensure a safe and healthy work environment. • Assists in setting up venues for meetings, sessions, and official functions. • Performs minor repairs and reports maintenance needs to proper authorities. • Handles the movement, delivery, and safekeeping of office equipment, supplies, and furniture. • Assists in waste management and compliance with environmental and safety standards. • Provides messenger and support services within the LGU premises. • Ensures security of offices by monitoring access and reporting unusual incidents. • Supports disaster preparedness and emergency response activities. • Performs other related duties as may be assigned
Administrative Aide II (Messenger)	• Delivers and retrieves official documents. • Maintains a log of dispatched documents. • Assists in filing and routing of correspondence. • Supports office operations. • Safeguards confidential documents. • Assists in office errands. • Supports administrative staff. • Ensures timely document delivery. • Performs clerical support when needed. • Performs other related duties as assigned

Section 5. That the foregoing provisions shall form an integral part of S.B. Ordinance No. TC-038, Series of 2026.

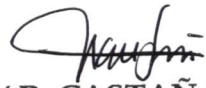
Section 6. That all resolutions and ordinances not consistent with the provisions of this ordinance are hereby repealed, modified, and amended accordingly.

Section 7. That any part of this ordinance held invalid or declared unconstitutional, other provisions or parts hereof not affected shall continue to be in full force and effect.

Section 8. That this ordinance shall take effect immediately upon approval by the Local Chief Executive (Sec. 54, RA 7160) and positing the same.

ENACTED this 19th day of May 2026.

I HEREBY CERTIFY to the correctness of the foregoing.

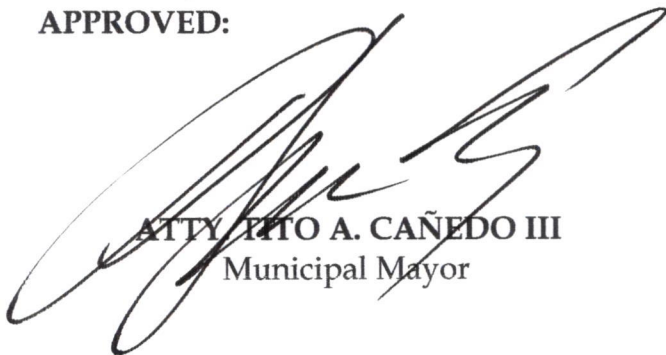

IVY R. CASTAÑAS, LPT
Admin. Officer II (Admin. Officer I)
(Acting Secretary to the Sanggunian)

**ATTESTED AND CERTIFIED
TO BE DULY ENACTED:**



JOAN M. GARAY
Municipal Vice Mayor
(*Presiding Officer*)

APPROVED:



ATTY. TITO A. CAÑEDO III
Municipal Mayor