



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Tandag City

Provincial Human Resource Management Office

July 14, 2026



HONORABLE MEMBERS OF THE 21st SANGGUNIANG PANLALAWIGAN
This Province

THRU: HON. HENRICH M. PIMENTEL

Chairperson

Committee on Good Governance, Public Ethics and Accountability

Your Honors:

Respectfully forwarded the attached draft of the Ordinances for the creation of the offices of the Provincial Cooperative Development, Provincial Youth Development and Persons With Disability Affairs in the Province of Surigao del Sur as requested in the Committee Meeting held on July 7, 2026 at the Legislative Session Hall, Legislative Building, Capitol Hills, Tandag City, for your consideration and appropriate action.

Respectfully yours,

ACE R. ORCULLO, MPA, CHRA

Provincial Human Resources Management Officer



PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan

Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph

OSSP-26-06080



RECEIVED
JAN 15 1900
U.S. DEPT. OF AGRICULTURE
WASHINGTON



HONORABLE JOHN W. FOSTER, U.S. DEPT. OF AGRICULTURE, WASHINGTON, D.C.

DEAR SIR:

I have the honor to acknowledge the receipt of your letter of the 10th inst.

and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,
Your obedient servant,
J. W. FOSTER,
U.S. DEPT. OF AGRICULTURE.



Very truly yours,
J. W. FOSTER,
U.S. DEPT. OF AGRICULTURE.

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WASHINGTON

Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
TANDAG CITY

Tanggapan ng Sangguniang Panlalawigan
(Office of the Provincial Council)

EXCERPTS FROM THE MINUTES OF THE ____ REGULAR SESSION OF THE 21st SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE LEGISLATIVE BUILDING SESSION HALL, CAPITOL HILLS, TELAJE, TANDAG CITY, SURIGAO DEL SUUR ON _____.

PRESENT:

HON. RUEL D. MOMO, CE
Acting Vice Governor
Presiding Officer

Regular Sangguniang Panlalawigan Members:

District I

Hon. Henrich M. Pimentel
Hon. Jose M. Dumagan, Jr.
Hon. Antonio C. Azarcon
Hon. Valerio T. Montesclaros, Jr.

District II

Hon. Joey S. Pama
Hon. Gines Ricky J. Sayawan, Sr.
Hon. Margarita V. Garay
Hon. Anthony Joseph G. Canedo
Hon. Raul R. Salazar

Ex-Officio Members

Hon. John Paul C. Pimentel

Hon. Melanie Joy M. Guno

Hon. Yuri Art Eufy R. Sanchez

Hon. Jimmy I. Guinsod

- President, Philippine Councilors' League, Surigao del Sur Chapter
- President, Provincial Chapter of the Liga ng mga Barangay sa Pilipinas
- President, Panlalawigang Pederasyon ng mga Sangguniang Kabataan
- Indigenous Peoples Mandatory Representative, Surigao del Sur

ORDINANCE NO. _____
(dated _____)

“AN ORDINANCE CREATING THE PROVINCIAL YOUTH DEVELOPMENT OFFICE (PYDO) OF THE PROVINCE OF SURIGAO DEL SUR, PROVIDING NECESSARY FUNDS THEREOF AND FOR OTHER PURPOSES”

AUTHOR:

HON. _____

SPONSORS:

SECONDEES:

WHEREAS, Section 13, Article II of the 1987 Philippine Constitution provides that, “The State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs”;

WHEREAS, Presidential Decree 602 or “The Child and Youth Welfare Code” expresses that the child and youth are one of the important assets of the nation, thus, every effort should be exerted to promote their welfare and enhance opportunities for a useful and happy life;

WHEREAS, Republic Act No. 8044 also known as the “Youth in Nation Building Act” states the creation of structures to implement a comprehensive and coordinated program for the youth and give recognition to the youth’s responsibility in fulfilling their vital role in nation-building;

WHEREAS, Chapter III, Section 23 and Chapter IV, Section 25 of Republic Act No. 10742 otherwise known as the “Sangguniang Kabataan Reform Act of 2015”, and the Department of the Interior and Local Government (DILG) Memorandum Circular No. 2017-36 mandates and requires the organization and creation of the Local Youth Development Council (LYDC) and Local Youth Development Office (LYDO) in every province, city, and municipality to ensure and guarantee the active and multi-sectoral youth participation in local government;

WHEREAS, Rule IV, Section 27 (a) of the Revised IRR of the SK Reform Act of 2015 provides that, “There shall be in every province, city, and municipality a Youth Development Office which shall be headed by a youth development officer with the rank of at least a division chief. Such may be put under the office of the LCE, the Office of the Planning and Development, the Office of the Social Welfare, or any other office deemed appropriate by the LGU. If the funds of the LGU are sufficient, it can be a separate department with divisions and units for policy and planning, administration and finance, and programs and operations;

WHEREAS, the Local Government Code of 1991 emphasizes the importance of youth development programs and mandates the appointment of a Local Youth Development Officer to ensure the integration of such programs and services in the comprehensive development plans of the LGU;

WHEREAS, it is vital to institutionalize youth participation in the local government recognizing the diversity of the youth sectors. Towards this end, the local government unit shall encourage them to actively participate and be involved in the crafting and monitoring of the youth related policies and plans of the province;

WHEREAS, the Provincial Government of Surigao del Sur, through its present leadership in pursuit for progress and development, encourages the youth sector to be fully assimilated in the mainstream so as to ensure an improved quality of life and youth-friendly environment where there are guarantees for education opportunities, economic privileges, civic and political rights;

WHEREAS, in view of the foregoing;

NOW THEREFORE

BE IT ORDAINED BY THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF SURIGAO DEL SUR IN A SESSION ASSEMBLED:

SECTION 1. TITLE. This Ordinance shall be known as “*An Ordinance Creating the Provincial Youth Development Office (PYDO) in the Province of Surigao del Sur, Providing Necessary Funds Thereof And For Other Purposes.*”

SECTION 2. DECLARATION OF POLICY. It is hereby declared the policy of the Provincial Government of Surigao del Sur that:

- (a) It shall recognize the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs;
- (b) It shall establish adequate, effective, responsive, and enabling mechanisms and support systems that will ensure the meaningful participation of the youth in local governance and nation-building;
- (c) It shall recognize the vitality of youth involvement in the decision-making process on the various issues affecting them and towards this end, the local government shall

- ensure adequate and meaningful participation which shall be afforded to them in both executive and legislative functions; and
- (d) It shall recognize the important role of the private youth organization composed of various sectors and shall ensure that a rights-based and economic-based approach in development be integrated in the various process and regulations of the province

SECTION 3. DEFINITION OF TERMS. When used in this ordinance, the following words shall mean:

- (a) **Adult Youth** – shall include all youth whose ages range from 25-30 years;
- (b) **Child Youth** – shall include all youth whose ages range from 15-17 years;
- (c) **Commission** – shall refer to the National Youth Commission or NYC whose main responsibility is to formulate policies, plan, implement, and oversee a nation integrated youth promotion and development program;
- (d) **Community-based Youth Organization** – refers to non-profit organizations that service a local community needs of the youth through volunteers, sponsorships, and donations;
- (e) **Core Youth** – shall include all youth whose ages range from 18-24 years;
- (f) **Council** – shall refer to the Provincial Youth Development Council (PYDC) of the Province of Surigao del Sur;
- (g) **Cultural Identity-Based Youth** – shall refer to youth organizations whose primary purpose is to advance the cultural identity of the youth of Indigenous Peoples of Surigao del Sur;
- (h) **DILG** – shall refer to the Department of Interior and Local Government;
- (i) **Faith-based Youth Organization** – shall refer to a youth organization or youth-serving organization whose membership belongs to a certain religion or sect or religious belief;
- (j) **In-School Youth** – refers to all youth of school age, whether organized or not, presently enrolled with any educational, vocational institution which include but not limited to the following school organizations (academic or non-academic_, student government, fraternities, and sororities;
- (k) **Out of School Youth** – refers to all youth of school age, whether organized or not, who are unable to avail formal school system or who have dropped out from all levels of formal and informal education;
- (l) **PGSDS** – shall refer to the Provincial Government of Surigao del Sur;
- (m) **PYDC** – shall refer to the Provincial Youth Development Council;
- (n) **PYDO** – shall refer to the Provincial Youth Development Office;
- (o) **PYDP** – shall refer to the Provincial Youth Development Plan;
- (p) **School-based Organization** – refers to a youth or youth-serving organization whose membership are students belonging to schools, universities or colleges legally recognized by the state;
- (q) **SK** – shall refer to the Sangguniang Kabataan Officials and member of the Province of Surigao del Sur;
- (r) **SKMT** – shall refer to the Sangguniang Kabataan Mandatory Trainings
- (s) **Special Advocacy Based Youth** – shall refer to any youth organization whose primary purpose is to serve youth with particular needs namely, youth with disabilities, youth in situations of armed conflict, victims of natural disasters and calamities, youth offenders, delinquent youth, LGBTQIA++ youth, drug dependent youth, street youth, abused/exploited youth and abandoned neglected youth among other;
- (t) **Working Youth** – shall refer to all youth whose ages range from 18-30 who are employed whether on a regular or temporary basis;
- (u) **YORP** – shall refer to Youth Organization Registration Program;
- (v) **Youth** – as defined in Republic Act 8044 otherwise known as “The Youth in Nation Building Act of 1995”, and for the purpose of this Code, shall refer to those persons whose ages range from 15-30 years old;
- (w) **Youth Development Officer** – refers to the person duly appointed or designated by the local chief executive to serve as its agent in the province with the task provided for in this ordinance or as may deemed necessary;
- (x) **Youth-Serving Organization** – refers to registered, recognized, and accredited organizations whose primary objectives, programs, and projects are youth related and youth-oriented, and whose composition are not limited to the youth;

- (y) **Youth Organizations** – refers to any youth led organization whose members are youth aged 15 to 30 years old;
- (z) **Youth with Special Needs** – refers to those youth who are suffering from restriction or different abilities as a result of a mental, physical, or sensory impairment to perform an activity in manner or within the range considered normal for a human being.

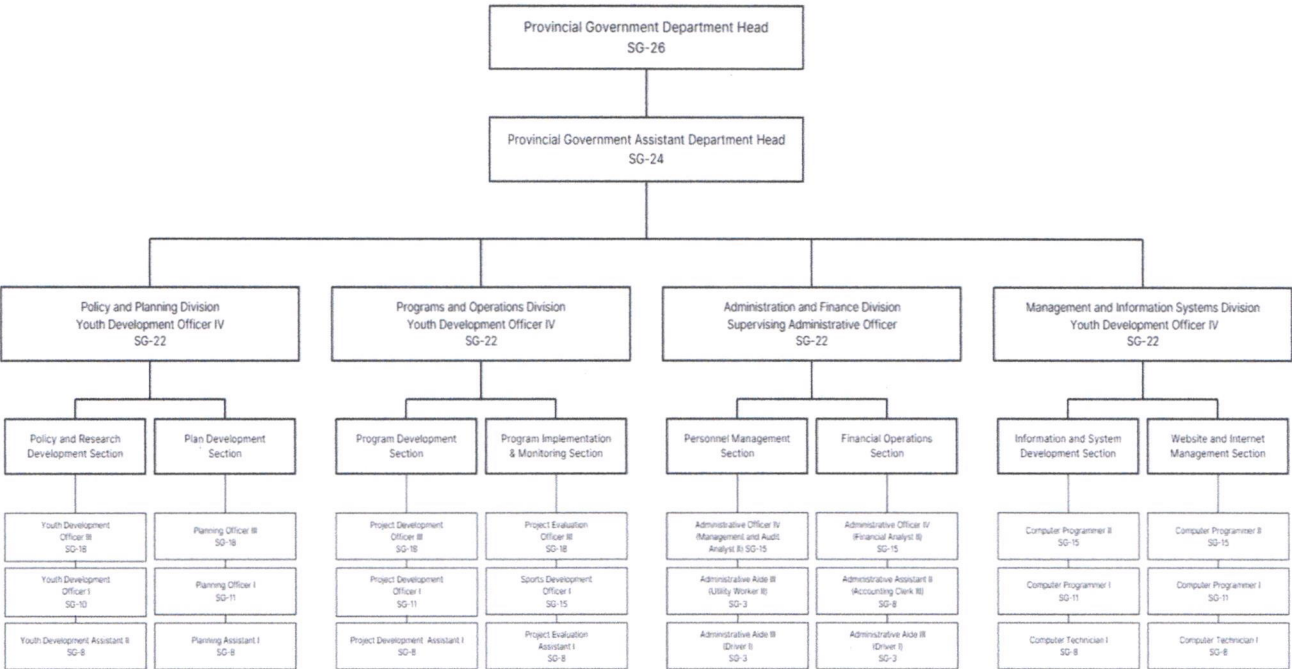
SECTION 4. CREATION OF THE PROVINCIAL YOUTH DEVELOPMENT OFFICE (PYDO). There shall be created a Provincial Youth Development Office, hereinafter referred to as PYDO, which shall basically serve as the main planning, coordinating, policy-making and monitoring structure for Youth Development Programs and Services of the Provincial Government of Surigao del Sur.

SECTION 5. POWERS AND FUNCTIONS OF THE OFFICE. The Office shall dispense the following functions and powers:

- a. In accordance with Section 24 (d) of these rules, register and verify youth and youth-serving organization (Subject to the revitalized Youth Organization's Registration Program (YORP) guidelines;
- b. Provide Technical Assistance to the Provincial Youth Development Council (PYDC) of the Provincial Government in the preparation/formulation of the Provincial Youth Development Plan (PYDP);
- c. Facilitate the election of the PYDC representatives;
- d. Serve as Secretariat to the PYDC;
- e. Conduct the mandatory and continuing training of SK Officials and LYDC members, in accordance with the programs jointly designed and implemented by the National Youth Commission (NYC) and DILG. The Local Youth Development Officer and his/her staff shall apply for accreditation from NYC in order for them to conduct the mandatory and continuing training programs of SK Officials and LYDC members. In the absence of the Youth Development Office in the Province, City or Municipality, the designated existing personnel by the LCE shall apply for accreditation with the NYC in order for said officials to conduct the mandatory and continuing training programs of SK Officials and LYDC members;
- f. Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs and to such other programs of NYC and DILG;
- g. Coordinate with the Commission, with regard to the youth programs within their jurisdiction; and
- h. Perform such other functions as may be prescribed by law, ordinance or as the LCE, the DILG of the NYC may require.

SECTION 6. COMPOSITION AND STRUCTURE OF THE OFFICE. The Provincial Youth Development Office (PYDO) shall adopt the Organizational Structure:

PROVINCIAL YOUTH DEVELOPMENT OFFICE ORGANIZATIONAL STRUCTURE



SECTION 7. STAFFING PATTERN. - In order that the office may effectively perform the functions and responsibilities as mandated by this Ordinance and effectively carry out youth development programs and activities in the province of Surigao del Sur, the following positions are hereby deemed created:

Position Title	Salary Grade	Quantity
Provincial Government Department Head	26	1
Provincial Government Assistant Department Head	24	1
POLICY AND PLANNING DIVISION		
Youth Development Officer IV	22	1
Policy and Research Development Section		
Youth Development Officer III	18	1
Youth Development Officer I	10	1
Youth Development Assistant II	8	1
Plan Development Section		
Planning Officer III	18	1
Planning Officer I	11	1
Planning Assistant I	8	1
PROGRAMS AND OPERATIONS DIVISION		
Youth Development Officer IV	22	1
Program Development Section		
Project Development Officer III	18	1
Project Development Officer I	11	1
Project Development Assistant	8	1

Program Implementation & Monitoring Section		
Project Evaluation Officer III	18	1
Sports Development Officer I	10	1
Project Evaluation Assistant I	8	1
ADMINISTRATION AND FINANCE DIVISION		
Supervising Administrative Officer (Administrative Officer IV)	22	1
Personnel Management Section		
Administrative Officer IV (Management and Audit Analyst II)	15	1
Administrative Aide III (Utility Worker II)	3	1
Administrative Aide III (Driver I)	3	1
Financial Operations Section		
Administrative Officer IV (Financial Analyst II)	15	1
Administrative Assistant II (Accounting Clerk III)	8	1
Administrative Aide III (Driver I)	3	1
MANAGEMENT AND INFORMATION SYSTEMS DIVISION		
Youth Development Officer IV	22	1
Information and System Development Section		
Computer Programmer II	15	1
Computer Programmer I	11	1
Computer Technician I	8	1
Website and Internet Management Section		
Computer Programmer II	15	1
Computer Programmer I	11	1
Administrative Assistant II (Data Controller II)	8	1
Total Number of Positions: 30		

SECTION 8. HEAD OF THE PROVINCIAL YOUTH DEVELOPMENT OFFICE.

The Provincial Youth Development Office (PYDO) shall be headed by a Provincial Government Department Head, Salary Grade 26, shall be appointed by the Provincial Governor and who shall possess the following qualifications prescribed by the Civil Service Commission (CSC) and as much as possible, possess the following qualifications:

- Be preferably not more than thirty (30) years of age at the time of his/her appointment;
- Be of good moral character;
- Must have acquired least three (3) years of experience in youth development affairs or involvement in youth or youth-serving organizations; and
- In no case be within the fourth (4th) civil degree of consanguinity or affinity, with the Appointing Authority.

The Department Head of the Provincial Youth Development Office shall alternatively be referred to as Provincial Youth Development Officer (PYDO^r).

The Provincial Government, upon the recommendation of the Provincial Youth Development Officer (PYDO^r), may provide additional staffing requirements in the Provincial Youth Development Office (PYDO) and shall be appointed by the Provincial Governor in whatever status deemed appropriate and in accordance with prevailing rules on government human resource procurement.

SECTION 9. QUALIFICATIONS, RECRUITMENT AND PLACEMENT. The recruitment and placement of the plantilla personnel/positions of the PYDO can be in a gradual and progressive scheme depending on available resources of the provincial government.

Appointments to position identified in the Staffing Pattern of the PYDO shall adhere to the Qualification Standards set forth by the Civil Service Commission, the Sangguniang Kabataan Reform Act of 2015 or RA10742, CSC MC 07, s.2018, and other issuances of the Department of the Interior and Local Government and the Department of Budget and Management pertaining to these positions, as follows:

Position Title	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Provincial Government Department Head	26	Bachelor's degree	5 years in position/s involving management and supervision	32 hours of training in management and supervision	Career Service Professional/ Second Level Eligibility
Provincial Government Assistant Department Head	24	Bachelor's degree	3 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service Professional/ Second Level Eligibility
POLICY AND PLANNING DIVISION					
Youth Development Officer IV	22	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Policy and Research Development Section					
Youth Development Officer III	18	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Youth Development Officer I	10	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
Youth Development Assistant II	8	Completion of two years studies in College	None required	None required	Career Service (SubProfessional)/ First Level Eligibility
Plan Development Section					
Planning Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Planning Officer I	15	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Planning Assistant I	11	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (SubProfessional)/ First Level Eligibility
PROGRAMS AND OPERATIONS DIVISION					
Youth Development Officer IV	22	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Project Development Section					
Project Development Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility

Project Development Officer I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Project Development Assistant	8	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (SubProfessional)/ First Level Eligibility
Program Implementation & Monitoring Section					
Project Evaluation Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Sports Development Officer I	10	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
Project Evaluation Assistant I	8	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (SubProfessional)/ First Level Eligibility
ADMINISTRATIVE AND FINANCE DIVISION					
Supervising Administrative Officer (Administrative Officer IV)	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Personnel Management Section					
Administrative Officer IV (Management and Audit Analyst II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC11, s. 1996 -Cat. III)
Administrative Aide III (Driver I)	3	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)
Financial Operations Section					
Administrative Officer IV (Financial Analyst II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant II (Accounting Clerk III)	8	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (SubProfessional)/ First Level Eligibility
Administrative Aide III (Driver I)	3	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)
MANAGEMENT INFORMATION SYSTEMS DIVISION					
Youth Development Officer IV	22	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Information and System Development Section					
Computer Programmer II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Computer Programmer I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant II (Data Controller II)	8	Completion of two years studies in College or High School graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Data Encoder (MC 11, s. 1996 - Cat. I)/ CS Subprofessional

SECTION 8. DUTIES AND FUNCTIONS OF THE DIVISIONS AND SECTIONS.
The Divisions and Section presented in the Organizational Structure and Staffing Pattern of the Provincial Youth Development Office shall have the following duties and functions:

A. **EXECUTIVE MANAGEMENT** – The MOD shall be responsible for providing overall administrative backbone, financial management, strategic planning, monitoring, and information technology infrastructure support to sustain the department's front-line services.

POSITION TITLE	FUNCTIONS
Provincial Government Department Head (PYDO) – SG 26	a. Provides executive leadership, strategic direction, and overall administrative control for the Provincial Youth Development Office. b. Formulates and implements comprehensive provincial policies and programs aligned with national youth development frameworks. c. Serves as the primary liaison officer to the Provincial Youth Development Council (PYDC) and external partner agencies. d. Approves the allocation of financial, logistical, and human resources across all divisions to ensure balanced organizational growth. e. Submits periodic progress and administrative reports to the Governor, the Sangguniang Panlalawigan, and national oversight agencies.
Provincial Government Assistant Department Head – SG 24	a. Assists the Department Head in overseeing internal operations, division workflows, and program execution across the office. b. Assumes the functions and responsibilities of the Department Head in their absence or as legally designated. c. Coordinates cross-divisional initiatives to ensure efficient deployment of human, technical, and financial resources. d. Reviews divisional performance outputs and operational reports before final submission to the Department Head. e. Facilitates inter-agency collaborations and addresses critical administrative gaps within internal operations

B. **POLICY AND PLANNING DIVISION (PPD** - Focuses on data collection, rigorous research, macro-level planning, and the systemic formulation of the Provincial Youth Development Plan (PYDP) to anchor programs on empirical evidence.

Policy and Research Development Section (PRDS) - Conducts demographic, socioeconomic, and thematic research regarding the youth sector to guide localized legislative and executive policy drafting.	
	a. Youth Development Officer IV – SG 22 (1 Position / Division Chief) b. A. Manages the planning, execution, and evaluation of all research and policy initiatives of the division. c. B. Directs the technical preparation of legislative proposals and executive briefs concerning youth welfare. d. C. Supervises the design and validation of research tools used for province-wide youth profiling assessments. e. D. Establishes partnerships with academic institutions and research bodies to enhance data collection capabilities. f. E. Presents comprehensive research findings and policy recommendations to the Department Head and the PYDC.
Youth Development Officer III – SG 18	a. Designs complex research frameworks, surveys, and focus group parameters targeting specific youth cohorts. b. Analyzes quantitative and qualitative youth data to identify critical socio-economic gaps and intervention areas. c. Drafts comprehensive technical papers, policy briefs, and situational reports based on field data. d. Monitors emerging regional and national trends in youth development to update local research protocols. e. Provides technical guidance and quality control reviews to lower-level research staff during data analysis.
Youth Development Officer I – SG 10	a. Conducts fieldwork, field data collection, and preliminary coding of research instruments across local communities. b. Drafts structured research summaries, literature reviews, and situationers regarding youth demographics. c. Coordinates with municipal youth offices to facilitate local focus groups and survey distributions. d. Assists in verifying the integrity and accuracy of raw data collected from field operations.

	e. Prepares routine progress reports regarding the status of ongoing community research projects.
Administrative Assistant II (Clerk IV) – SG 8	a. Encodes collected data arrays, maintains secure research databases, and tabulates statistical information. b. Provides logistical and administrative assistance during research deployment, interviews, and community validations. c. Maintains the physical and digital filing registry of completed survey forms and research references. d. Prepares meeting minutes for research planning sessions and coordinates schedules for field activities. e. Assists in the reproduction and distribution of data collection instruments and information materials.
Plan Development Section (PDS) - Translates research data into structured development plans, monitors compliance with local regulations, and updates the Provincial Youth Development Plan.	
Planning Officer III – SG 18	a. Spearheads the multi-sectoral drafting, reviewing, and updating processes of the long-term Provincial Youth Development Plan (PYDP). b. Aligns local development goals with regional and national frameworks set by the National Youth Commission. c. Formulates strategic performance indicators and target frameworks for the office's annual programs. d. Evaluates the integration of youth programs into the broader comprehensive development plans of the province. e. Leads technical working groups during institutional plan alignment and multi-agency planning reviews.
Planning Officer I – SG 11	a. Assists in facilitating planning workshops, consultations, and multi-sectoral alignment meetings for youth organizations. b. Monitors performance indicators and physical

	targets committed in the office's annual investment plans. c. Consolidates departmental and sectional statistics into structured data sheets for planning adjustments. d. Drafts preliminary project concepts and planning briefs based on approved divisional goals. e. Maintains communication lines with municipal planning counterparts to ensure synchronized youth roadmaps.
Planning Assistant I – SG 8	a. Maintains the documentation registry of planning sessions, resolutions, and draft program designs. b. Consolidates departmental and sectional monitoring reports into working drafts for annual planning reviews. c. Arranges logistics, venues, and materials for planning workshops and stakeholder consultation assemblies. Tracks the submission timelines of planning documents from various office sections. d. Performs routine administrative tasks including photocopying, file retrieval, and data entry for the planning team.

C. PROGRAMS AND OPERATIONS DIVISION - Handles the field execution of youth development interventions, sector capacity-building, cultural and athletic affairs, and project monitoring.

Program Development Section (PDS) - Conceptualizes localized program designs, facilitates statutory mandatory trainings, and manages specialized sectoral interventions.	
Youth Development Officer IV – SG 22	a. Leads the strategic execution of field programs, community operations, and capacity-building tracks for youth leaders. b. Supervises institutional training programs, including the Sangguniang Kabataan Mandatory Trainings (SKMT). c. Directs the implementation of the Youth Organization Registration Program (YORP) and verification mechanics. d. Manages resource distribution and deployment schedules for large-scale field operational

	programs. e. Establishes operational linkages with local government units to smoothly cascade provincial youth programs.
Project Development Officer III – SG 18	a. Formulates comprehensive project proposals, action plans, and specific activity designs for youth empowerment projects. b. Coordinates with municipal counterparts and community networks to implement localized project methodologies. c. Directs technical workflows for specialized youth tracks including out-of-school youth and youth with special needs. d. Monitors operational timelines and program fund adjustments during field implementations. e. Drafts terminal reports and operational summaries for each major completed youth project.
Project Development Officer I – SG 11	a. Designs and executes programs intended to showcase youth creativity, preserve local heritage, and promote cultural identities. b. Coordinates with school-based and community-based groups to organize cultural exhibitions and artistic development tracks. c. Maintains an inventory of youth culture and arts groups registered within the province. d. Facilitates workshops that enhance youth artistic talents and local indigenous cultural preservation. e. Prepares standard administrative and event closure reports for all cultural community projects.
Project Development Assistant I – SG 8	a. Provides operational support during project setups, mobilization, and field distribution of program materials. b. Keeps detailed logs of participant registries, training evaluations, and asset distributions for individual projects. c. Secures and packages programmatic materials, equipment, and training kits prior to field

	deployment. d. Assists in handling participant inquiries and routing registrations for ongoing training courses. e. Maintains the archival registry of project photos, attendance sheets, and physical project documents
Program Implementation & Monitoring Section (PIMS) - Evaluates field project efficiency, audits output metrics against targets, and drives grass-roots physical wellness and sports tracks.	
Project Evaluation Officer III – SG 18	a. Establishes monitoring and evaluation (M&E) systems to assess the efficiency, impact, and sustainability of projects. b. Conducts field audits and post-implementation reviews to identify bottlenecks and document best practices. c. Formulates structured evaluation frameworks, impact indicators, and physical validation metrics. d. Analyzes programmatic variances to recommend corrections for future project operational runs. e. Consolidates comprehensive M&E analytical briefs for division chiefs and executive leadership review
Sports Development Officer I – SG 10	a. Develops grassroots sports clinics, physical wellness tournaments, and athletic development plans for the youth. b. Manages partnerships with local sports associations to build sustainable talent pipelines and active youth spaces. c. Organizes technical training workshops for youth sports officials, coaches, and local tournament managers. d. Maintains records of equipment, sports facilities, and athletic materials managed by the office. e. Prepares operations updates, budgeting frameworks, and safety reports for sports activities.
Project Evaluation Assistant I – SG 8	a. Collects baseline data fields, verifies project attendance sheets, and compiles post-activity

	evaluation forms. b. Maintains organized data matrices detailing the status, reach, and demographic spread of active office operations. c. Encodes feedback information from youth program beneficiaries into the primary evaluation tracking system. d. Assists evaluation officers during physical spot-checks and field inspection trips. e. Generates raw statistical charts and data summaries regarding program performance metrics
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D. ADMINISTRATION AND FINANCE DIVISION - Manages human resource mechanisms, procurement flows, fiscal planning, and day-to-day general facility and transport maintenance

Personnel Management Section (PMS) - Implements internal human resource systems, manages general office upkeep, and maintains transport services.	
Supervising Administrative Officer – SG 22	a. Directs the execution of internal personnel actions, budget allocations, and procurement actions for the office. b. Ensures institutional adherence to civil service rules, government accounting laws, and procurement guidelines. c. Supervises employee performance evaluation cycles and professional development programs within the office. d. Oversees the strategic maintenance of properties, general equipment pools, and facilities. e. Resolves complex administrative bottlenecks and enforces strict internal compliance protocols across all sections
Administrative Officer IV (Management and Audit Analyst II) – SG 15	a. Manages human resource services, including attendance auditing, performance ratings, and staff development actions. b. Performs internal administrative audits on office files, asset registries, and procedural workflows for compliance. c. Maintains updated personal data sheets, leave cards, and service records for all personnel.

	d. Drafts office memoranda, specialized administrative orders, and internal workflow guidelines. e. Facilitates recruitment, orientation, and placement actions for incoming plantilla or contractual personnel.
Administrative Aide III (Utility Worker II) – SG 3	a. Maintains the cleanliness, sanitation, and orderly physical layout of office spaces, conference halls, and facilities. b. Assists in shifting physical setups, moving heavy records, and organizing materials during office-hosted events. c. Monitors utility supply levels and reports needed building repairs or infrastructure defaults. d. Collects and disposes of office waste following safety rules and environmental sanitation laws. e. Runs simple building-level manual routing tasks for documents and records between office sections.
Administrative Aide III (Driver I) – SG 3	a. Operates assigned provincial service vehicles safely for official field assignments, monitoring trips, and logistics. b. Performs regular vehicle safety inspections, log updates, and routine mechanical maintenance scheduling. c. Tracks fuel usage metrics and computes standard efficiency records inside driver trip tickets. d. Maintains the pristine cleanliness and basic operational functionality of assigned transportation properties. e. Reports any transport accidents, structural damages, or mechanical failures immediately to supervisors.
Financial Operations Section (FOS) - Directs the preparation of annual operational budgets, expense audits, payroll processing, and bookkeeping.	
Administrative Officer IV (Financial Analyst II) – SG 15	a. Prepares annual budget proposals, project cost estimations, and institutional financial expenditure forecasts.

	b. Monitors fund utilization rates and reviews financial documents for statutory accounting validity. c. Conducts preliminary fiscal analysis to confirm that project fund requests stay within approved allocation limits. d. Drafts specialized financial status updates, funding justifications, and budget allocation briefs. e. Coordinates with provincial accounting, budget, and audit departments to streamline local fiscal processing.
Administrative Assistant II (Accounting Clerk III) – SG 8	a. Processes voucher requests, purchase orders, payroll records, and financial liquidations. b. Maintains systematic ledger records of office expenditures, accounts, and petty cash operations. c. Verifies supporting invoices, receipts, and field reports against corporate compliance accounting rules. d. Tracks processing delays for outstanding financial documents across external provincial oversight offices. e. Files physical and digital duplicates of certified financial transactions for audit preparation
Administrative Aide III (Driver I) – SG 3	a. Provides dedicated transport support for financial transactions, banking errands, and procurement distributions. b. Ensures proper compliance with trip ticket rules, mileage recording, and standard preventative maintenance. c. Assists financial personnel in lifting and transporting heavy accounting ledgers or archived financial boxes. d. Cleans and monitors the mechanical status of assigned administrative transport units. e. Maintains accurate records of fuel receipts and trip routes for administrative liquidation processes.

E. **MANAGEMENT AND INFORMATION SYSTEMS DIVISION** - Controls the deployment of technical infrastructure, customized software systems, official portals, and digital registries for youth networks and official National Youth Commission portal.

Information and System Development Section (IMDS) - Architectures database structures, builds customized software solutions, and maintains structural hardware configurations.	
Youth Development Officer IV – SG 22	a. Directs information systems planning, data governance protocols, and digital infrastructure development for the office. b. Oversees the development of specialized digital tools, including the Youth Organization Registration Program (YORP) registry. c. Approves structural modifications, system design methodologies, and security standards for data applications. d. Evaluates institutional IT procurement programs to verify computing resource upgrades stay within standards. e. Enforces data privacy compliance across all internal information collections, data storage, and external reporting pipelines.
Computer Programmer II – SG 15	a. Designs, codes, and refines customized applications, database backends, and organizational registry systems. b. Ensures optimal performance, information architecture security, and query efficiency for all youth data indices. c. Constructs systematic database backups and establishes disaster data recovery routines for system platforms. d. Conducts technical code updates, database normalization steps, and implements systems integration options. e. Supervises programming workflows, code debugging tasks, and system enhancements done by technical subordinates.
Computer Programmer I – SG 11	a. Assists in writing source code, building basic functional application modules, and running debugging scripts. b. Conducts technical system testing, drafts user manual documentation, and c. trains personnel on software utilization. Monitors daily database activities to detect

	validation anomalies, system errors, or access exceptions. d. Updates application features and data entry screens based on evolving internal section requirements. e. Drafts technical logs detailing application updates, error resolutions, and individual module performance metrics
Computer Technician I – SG 8	a. Deploys, monitors, and repairs office computer workstations, network nodes, peripherals, and server racks. b. Provides operational tech support, basic virus mitigation, and ensures reliable network connection across divisions. c. Maintains the physical inventory registry of all computers, communications hardware, and computing materials. d. Executes localized hardware cleaning routines and resolves operating system configuration issues. e. Assists in laying down network cables and setting up computing terminals during local office setups.
Website and Internet Management Section (WIMS) - Develops internet portals, operates web servers, publishes informational updates, and handles server security.	
Computer Programmer II – SG 15	a. Manages the architecture, security infrastructure, and hosting systems of the official provincial youth portal. b. Implements secure backend interfaces, cloud resource distributions, and advanced data encryption protocols. c. Audits server security frameworks to actively block malicious traffic, system exploits, and data leaks. d. Directs internet bandwidth optimizations and web traffic control setups to guarantee portal access speeds. e. Approves the structural user-experience layouts and interactive scripts applied on public-facing portals.
Computer Programmer I – SG 11	a. Develops user interfaces, web applications,

	responsive components, and modules for the public portal. b. Maintains automated digital forms, registration portals, and electronic announcement channels for the office. c. Publishes approved announcements, program charts, and policy guidelines onto the official youth portal. d. Identifies broken links, faulty layout elements, or script bugs on the website and executes fixes. e. Generates analytical traffic summaries and user engagement metrics for web administrators to review.
Computer Technician I – SG 8	a. Monitors web servers, logs bandwidth metrics, and resolves local internet connectivity interruptions. b. Executes scheduled data backups, basic web system configurations, and updates localized user hardware components. c. Verifies that localized routers, modems, and domain endpoints stay operational throughout regular office hours. d. Provides frontline technical troubleshooting for staff running into portal access or upload issues.

SECTION 9. FINANCIAL REQUIREMENT. The Provincial Government of Surigao del Sur shall incorporate in its annual budget such amount as may be necessary for the operation and effective functioning of the Provincial Youth Development Office (PYDO).

SECTION 10. REPEALING CLAUSE. All ordinances, administrative circulars and executive orders or parts thereof which shall be found to be inconsistent with the provision/s of this ordinance are hereby repealed or modified accordingly.

SECTION 11. SEPARABILITY CALUSE. If, for any reason or reasons, any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 12. EFFECTIVITY. This Ordinance shall take effect upon its approval and in accordance with law.

ENACTED by the 21st Sangguniang Panlalawigan of Surigao del Sur this ____th day of _____, 2026 at the City of Tandag, Province of Surigao del Sur by unanimous votes of all Sangguniang Panlalawigan Members present.

X ----- X

EDGAR G. PEREZ II, JD
Secretary to the Sangguniang Panlalawigan

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

RUEL D. MOMO, CE
Acting Vice Governor
(Presiding Officer)

APPROVED:

MANUEL O. ALAMEDA, SR.
Acting Provincial Governor Mayor

Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
TANDAG CITY

Tanggapan ng Sangguniang Panlalawigan
(Office of the Provincial Council)

EXCERPTS FROM THE MINUTES OF THE ____ REGULAR SESSION OF THE 21st
SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE LEGISLATIVE
BUILDING SESSION HALL, CAPITOL HILLS, TELAJE, TANDAG CITY, SURIGAO DEL SUUR
ON _____.

PRESENT:

HON. RUEL D. MOMO, CE
Acting Vice Governor
Presiding Officer

Regular Sangguniang Panlalawigan Members:

District I	District II
Hon. Henrich M. Pimentel	Hon. Joey S. Pama
Hon. Jose M. Dumagan, Jr.	Hon. Gines Ricky J. Sayawan, Sr.
Hon. Antonio C. Azarcon	Hon. Margarita V. Garay
Hon. Valerio T. Montesclaros, Jr.	Hon. Anthony Joseph G. Canedo
	Hon. Raul R. Salazar

Ex-Officio Members

Hon. John Paul C. Pimentel	- President, Philippine Councilors' League, Surigao del Sur Chapter
Hon. Melanie Joy M. Guno	- President, Provincial Chapter of the Liga ng mga Barangay sa Pilipinas
Hon. Yuri Art Eufy R. Sanchez	- President, Panlalawigang Pederasyon ng mga Sangguniang Kabataan
Hon. Jimmy I. Guinsod	- Indigenous Peoples Mandatory Representative, Surigao del Sur

ORDINANCE NO. _____
(dated _____)

AN ORDINANCE CREATING THE PROVINCIAL COOPERATIVE DEVELOPMENT OFFICE AS A DEPARTMENT IN THE PROVINCIAL GOVERNMENT OF SURIGAO DEL SUR, PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, AND DEFINING ITS DUTIES, FUNCTIONS AND RESPONSIBILITIES.

Author: _____
Sponsors: _____
Seconder: _____

WHEREAS, pursuant to Section 76 of Republic Act (R.A.) No. 7160, otherwise known as the Local Government Code of 1991 (LGC), local government units (LGUs) shall design and implement their own organizational structures and staffing patterns (OSSPs) based on their service requirement and financial capability, subject to the minimum standards and guidelines prescribed by the CSC;

WHEREAS, Section 34 and 45 of Republic Act No. 7160, otherwise known as the Local Government Code, recognizes the importance of the local government's partnerships with people's and non-governmental organizations (PO/NGO) in advancing

enterprises intended to improve productivity and income and enhance the economic and social well-being of the people;

WHEREAS, Republic Act No. 9520, otherwise known as the Cooperative Code of the Philippines, states that it is the policy of the State to promote the creation and growth of cooperatives as a practical vehicle for promoting self-reliance and harnessing people power towards the attainment of economic development and social justice. It further provides that the Government and all its branches, subdivisions, instrumentalities and agencies shall ensure the provision of technical guidance, financial assistance and other services to enable said cooperatives to develop into viable and responsive economic enterprises. The State further recognizes cooperatives as associates organized for the economic and social betterment of their members, operating business enterprises based on mutual aid, and founded upon accepted cooperative principles and practices;

WHEREAS, Republic Act No. 11535, which amends Section 463 of the Local Government Code, provides that the position of Cooperative Development Officer is mandatory in the municipal, Province and provincial levels. It further provides that if the province shall appoint a full-fledged CDO, the province has the option to set the rank, remuneration and other emoluments of the Provincial CDO subject to existing laws, rules, and regulations;

WHEREAS, it is declared the policy of the province to adopt the principle of a consultative and participatory government as an effective device to gain cooperation from non-governmental organizations for economic prosperity, political unity and social justice;

WHEREAS, the Provincial Government of Surigao del Sur acknowledges the importance of the Cooperative sector and aims to establish the Provincial Cooperative Development Office to support the viability and development of cooperatives as instruments of equity, social justice and economic development;

NOW, THEREFORE, be it ordained as it is hereby ordained by the Sangguniang Panlalawigan ng Surigao Del Sur, in regular session duly assembled, that:

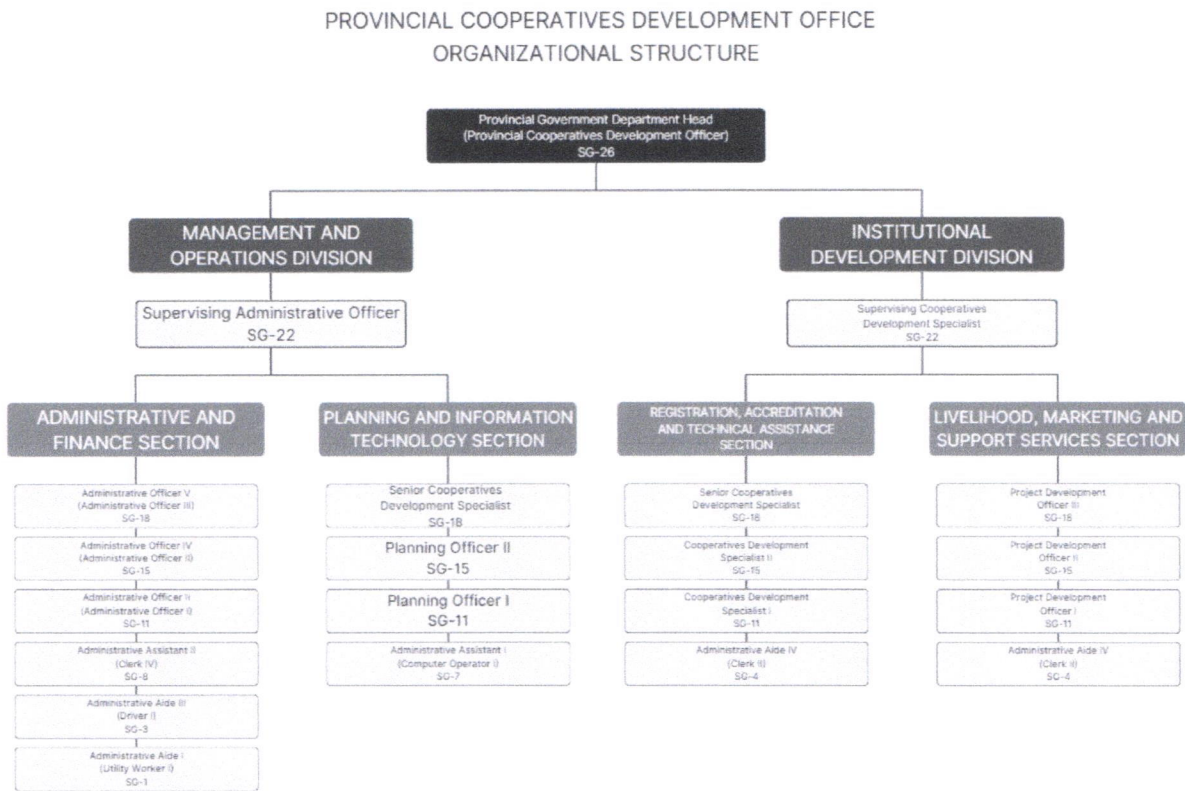
SECTION 1. THE PROVINCIAL COOPERATIVE DEVELOPMENT OFFICE (PCDO). - There shall be created a Provincial Cooperative Development Office (PCDO) in the Provincial Government of Surigao del Sur to carry out the provisions of this ordinance.

SECTION 2. FUNCTIONS AND RESPONSIBILITIES — The Office shall have the following functions and responsibilities:

- a. Formulate measures for the consideration of the Sanggunian, and provide technical assistance and support to the Provincial Governor in carrying out measures to ensure the delivery of basic services and provision of facilities through the organization, promotion and development of cooperatives, and in providing access to such services and facilities;
- b. Develop plans and strategies in consultation with the cooperative sector and, upon approval of the Provincial Governor, implement the same, particularly those which have to do with the integration of cooperative values, principles and practices in programs and projects, which the Provincial Governor is empowered to implement and which the Sanggunian is empowered to provide for under this Ordinance;
- c. Identify groups, sectors or communities that can be organized into cooperatives with the objective that the cooperatives to be organized shall

- be vehicles in poverty reduction, job creation, and socioeconomic development of the province;
- d. In collaboration with the Cooperative Development Authority (CDA), provide assistance to prospective cooperatives in the conduct of the required pre-registration seminar and/or pre-membership education seminar and in the preparation of required documents for registration;
 - e. In partnership with government agencies, cooperative federations and unions, and private organizations, provide technical and other forms of assistance to duly registered cooperatives to enhance their viability as an economic enterprise and social organization including, but not limited to, training and education, business management, finance and financial management;
 - f. Assist cooperatives in establishing linkages with government agencies, cooperative unions and federations, and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities;
 - g. Assist cooperatives in the development and implementation of risk management plans and business continuity plans and management as a response to anticipated or unexpected man-made and natural calamities and disasters, to aid in their survival and, if necessary, subsequent rehabilitation;
 - h. Exercise such other functions as may be necessary to implement the provisions of cooperative laws and measures.

SECTION 3. ORGANIZATIONAL STRUCTURE - The Provincial Cooperatives Development Office (PCDO) shall have the following Organizational Structure and Staffing Pattern as follows:



SECTION 4. STAFFING PATTERN. - In order that the office may effectively perform the functions and responsibilities as mandated by this Ordinance and adequately assist cooperatives in the province of Surigao del Sur, the following positions are hereby deemed created:

Position Title	Salary Grade	Number of persons
Provincial Government Department Head (Provincial Cooperatives Development Officer)	26	1
MANAGEMENT AND OPERATIONS DIVISION		
Supervising Administrative Officer	22	1
Administrative and Finance Section		
Administrative Officer V (Administrative Officer III)	18	1
Administrative Officer IV (Administrative Officer II)	15	1
Administrative Officer II (Administrative Officer I)	11	1
Administrative Assistant II (Clerk IV)	8	1
Administrative Aide III (Driver I)	3	1
Administrative Aide I (Utility Worker I)	1	1
Planning and Information Technology Section		
Senior Cooperatives Development Specialist	18	1
Planning Officer II	15	1
Planning Officer I	11	1
Administrative Assistant I (Computer Operator I)	7	1
INSTITUTIONAL DEVELOPMENT DIVISION		
Supervising Cooperatives Development Specialist	22	1
Registration, Accreditation and Technical Assistance Section		
Senior Cooperatives Development Specialist	18	1
Cooperatives Development Specialist II	15	1
Cooperatives Development Specialist I	11	1
Administrative Aide IV (Clerk II)	4	1
Livelihood, Marketing and Support Services Section		
Project Development Officer III	18	1
Project Development Officer II	15	1
Project Development Officer I	11	1
Administrative Aide IV (Clerk II)	4	1
Total Number of Positions: 21		

SECTION 5. DUTIES AND RESPONSIBILITIES OF THE HEAD OF PCDO — The duties and responsibilities of the Provincial Cooperatives Officer as stated in Section 4 of Republic Act 11535 amending Section 487, of Book III, Title Five, Article Seventeen of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, shall be as follows:

1. Formulate measures for the consideration of the sanggunian, and provide technical assistance and support to the governor or mayor, as the case may be, in carrying out measures to ensure the delivery of basic services and provision of facilities through the organizing, promotion and development of cooperatives, and in providing access to such services and facilities;
2. Develop plans and strategies in consultation with the cooperative sector and, upon approval thereof by the governor or mayor, as the case may be, implement the same, particularly those which have to do with the integration of cooperatives values, principles and practices in programs and projects which the governor or mayor is empowered to implement and which the sanggunian is empowered to provide for under this Code;
3. In addition to the foregoing duties and functions, the cooperatives development officer shall:
 - a) Take the lead in identifying groups, sectors or communities that can be organized into cooperatives with the objective that the cooperatives to be organized shall be vehicles in poverty reduction, job creation, and socioeconomic development of the municipality, city or province;
 - b) In collaboration with the Cooperative Development Authority (CDA), provide assistance to prospective cooperatives in the conduct of the required pre-registration seminar and/or pre-membership education seminar and in the preparation of required documents for registration;
 - c) In partnership with the CDA, Department of Trade and Industry, other government agencies, cooperative unions and federations, the academe, and other private organizations, provide technical and other forms of assistance to duly registered cooperatives to enhance their viability as an economic enterprise and social organization including, but not limited to, training and education, business management, finance and financial management;
 - d) Assist cooperatives in establishing linkages with government agencies, cooperative unions and federations, the academe and nongovernment organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities; "

(4) Assist cooperatives in the development and implementation of risk management plans and business continuity plans and management as a response to anticipated or unexpected man-made and natural calamities and disasters, to aid in their survival and, if necessary subsequent rehabilitation;

SECTION 6. ADMINISTRATIVE AUTHORITY. The Provincial Cooperative Development Office shall be headed by a Cooperative Development Officer whose rank shall be that of a Department Head. The Cooperative Development Officer must be a citizen of the Philippines, a resident of Surigao del Sur, of good moral character, a holder of a college degree preferably in cooperatives, business administration with special training in cooperatives or any related course from a recognized college or university, and a first grade civil service eligible or its equivalent. He/She must have experience in cooperative organizations and management or other comparable experience of at least five (5) years.

The Cooperative Development Officer shall take charge of the Office for the development of cooperatives and take the lead in the performance of the Office's functions and responsibilities.

SECTION 7. APPOINTMENT AND QUALIFICATION - The positions in the department shall be appointed by the Provincial Governor, in accordance with Civil Service laws and rules that the appointees shall have met the qualification standards set by the Civil Service Commission, CSC 2025 ORAOHRA, issuances by the Department of Budget and Management, and pursuant to R.A. No. 11535 and other pertinent laws, rules, and regulations.

- A. The qualification standards for the positions in the department as stated in Section 487 of the Local Government Code of 1991 as amended, Civil Service Commission Memorandum Circulars, DBM Index of Occupational Services, Occupational Groups, Classes, and Salary Grades for LGUs, and DBM Local Budget Circular are as follows:

Position Title	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Provincial Government Department Head (Provincial Cooperatives Development Officer)	26	Bachelor's Degree preferably in Cooperatives, Business Administration with Special Training in cooperatives or any related course from a recognized college or university.	5 years of experience in cooperatives organization and management.	None required	Career Service Professional/ Second Level Eligibility
MANAGEMENT AND OPERATIONS DIVISION					
Supervising Administrative Officer	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) /Second Level Eligibility
Administrative and Finance Section					
Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Administrative Officer IV (Administrative Officer II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Officer II (Administrative Officer I)	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant II (Clerk IV)	8	Completion of 2 yrs studies in college	1 year Relevant Experience	4 hours relevant training	CS Sub-Professional/First Level Eligibility
Administrative Aide III (Driver I)	3	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)
Administrative Aide I (Utility Worker I)	1	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 - Cat. III)
Planning and Information Technology Section					
Senior Cooperatives Development Specialist	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)Second Level Eligibility
Planning Officer II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)Second Level Eligibility
Planning Officer I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility
Administrative Assistant I(Computer Operator I)	7	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

INSTITUTIONAL DEVELOPMENT DIVISION					
Supervising Cooperatives Development Specialist	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Registration, Accreditation and Technical Assistance Section					
Senior Cooperatives Development Specialist	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Cooperatives Development Specialist II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Cooperatives Development Specialist I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Aide IV (Clerk II)	4	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility
Livelihood, Marketing and Support Services Section					
Project Development Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Development Officer II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Development Officer I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Aide IV (Clerk II)	4	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility

SECTION 8. DUTIES AND FUNCTIONS OF THE DIVISIONS AND SECTIONS.

The Divisions and Section presented in the Organizational Structure and Staffing Pattern of the Provincial Cooperative Development Office shall have the following duties and functions:

- A. **Management and Operations Division** – The MOD shall be responsible for providing overall administrative backbone, financial management, strategic planning, monitoring, and information technology infrastructure support to sustain the department's front-line services.

POSITION TITLE	FUNCTIONS
Supervising Administrative Officer, SG-22	a. Coordinates and supervises the strategic outputs of the Administrative and Finance Section and the Planning and IT Section. b. Directs the preparation, consolidation, and execution of the department's annual budget, procurement plans, and financial allocations. c. Oversees the implementation of civil service rules, personnel management programs, and staff development initiatives within the office. d. Reviews internal management control

	systems to ensure transparency, accountability, and efficiency in the utilization of government resources. e. Monitors the evaluation of office performance indicators and ensures alignment with the provincial government's quality management standards. f. Facilitates cross-sectional collaboration to streamline internal workflows and optimize the delivery of support services. g. Reviews and endorses administrative reports, procurement requests, and financial documents for the Department Head's final approval.
Administrative and Finance Section - Manages human resources, records, procurement, property management, budgeting, and accounting services to maintain the day-to-day operational integrity of the department.	
Administrative Officer V (Administrative Officer III), SG-18	a. Manages the implementation of comprehensive human resource management systems, including recruitment, selection, and performance evaluation. b. Supervises the preparation of the department's annual budget proposals, financial statements, and fund utilization reports. c. Oversees the procurement process, contract management, and systematic inventory control of office supplies, equipment, and assets. d. Implements internal accounting and auditing procedures to guarantee compliance with existing government accounting rules and regulations. e. Evaluates staff performance within the section and designs targeted interventions for skill enhancement and workplace efficiency. f. Facilitates the resolution of complex administrative, personnel, and fiscal matters arising within the office. g. Certifies the accuracy of payrolls, vouchers, and liquidity requests prior to submission to higher authorities.
Administrative Officer IV (Administrative Officer II), SG-15	a. Assists in the preparation and consolidation of the department's itemized annual budget and financial

	operations plans. b. Process financial transactions, including the liquidation of cash advances, processing of vouchers, and monitoring of obligations. c. Maintains updating personnel records, leave applications, service cards, and statutory benefits compliance files. d. Facilitates the procurement of office goods and services through the coordination of Project Procurement Management Plans (PPMP). e. Conducts periodic inventory and physical inspection of property, plant, and equipment allocated to the office. f. Drafts administrative memoranda, office orders, and correspondence regarding internal policies and finances. g. Prepares standard financial reports and compliance documents required by provincial fiscal bodies.
Administrative Officer II (Administrative Officer I), SG-11	a. Records, tracks, and manages the incoming and outgoing official correspondence, records, and communications of the department. b. Maintains a systematic indexing, filing, and archiving system for all legal, administrative, and personnel records. c. Assists in checking the completeness of supporting documents for disbursements, travel claims, and purchase requests. d. Requisitions, stores, and issues office supplies while maintaining an accurate ledger of stock distribution. e. Serves as a liaison with other provincial government departments concerning routing administrative matters. f. Prepares draft minutes of staff meetings, administrative briefings, and office assemblies. g. Operates standard office equipment to reproduce, scan, and distribute vital internal documentation.

Administrative Assistant II (Clerk IV), SG-8	a. Encodes, formats, and proofreads administrative reports, letters, and routine office documentation. b. Receives and logs incoming communications and channels them to the appropriate sections for action. c. Maintains the schedule of activities, meetings, and appointments for the division and section heads. d. Assists in the physical setup, registration, and secretariat duties during office seminars or activities. e. Updates routine administrative monitoring logs, trackers, and document routing sheets daily. f. Files duplicate copies of financial transactions and administrative issuances systematically. g. Answers phone calls, attends to office visitors, and routes inquiries to relevant personnel.
Administrative Aide III (Driver I), SG-3	a. Operates the official vehicle of the office safely to transport personnel, materials, and officials to designated fields. b. Conducts daily preventive maintenance checks on the assigned vehicle, including fuel, oil, water, and tire pressures. c. Maintains an accurate and updated travel logbook documenting destinations, mileage, and fuel consumption. d. Reports vehicular defects, repair requirements, and scheduled maintenance timelines to the administrative section. e. Ensures the cleanliness, orderliness, and roadworthiness of the assigned vehicle at all times. f. Assists in loading, unloading, and securing office equipment and supplies during field missions. g. Adheres strictly to traffic rules, local ordinances, and safety regulations during all transport operations.

Administrative Aide I (Utility Worker I), SG-1	a. Maintains the cleanliness, sanitation, and orderliness of all office rooms, furniture, and common areas daily. b. Hauls, moves, and rearranges office furniture, equipment, and heavy supplies as required by office operations. c. Disposes of office waste and garbage in accordance with environmental and ecological waste segregation protocols. d. Runs external errands, delivers urgent manual communications, and distributes inter-office documents. e. Assists in preparing the office premises for special events, meetings, and official corporate functions. f. Monitors and reports building maintenance issues, such as busted lights or plumbing leaks, to supervisors. g. Opens and locks office doors and windows securely at the start and closing of daily operations.
Planning And Information Technology Section - Formulates strategic institutional plans, designs data-driven monitoring frameworks, manages spatial and statistical databases, and maintains the digital infrastructure of the PCDO.	
Senior Cooperative Development Specialist, SG 18	a. Leads the formulation, translation, and updating of the short-term and long-term Provincial Cooperative Development Plans. b. Designs comprehensive monitoring and evaluation frameworks to measure the socioeconomic impacts of cooperative programs. c. Supervises the conduct of extensive field research, policy analyses, and statistical profiling of local cooperatives. d. Directs the conceptualization, integration, and security of the department's information systems and database infrastructure. e. Reviews project proposals, feasibility studies, and research outputs for submission to local and national development bodies. f. Spearheads the development of institutional project proposals seeking

	external funding and grants for cooperative growth. g. Advises division chiefs on strategic targets and alignments during the Annual Investment Programming (AIP).
Planning Officer II, SG-15	a. Gathers, consolidates, and analyzes statistical data relative to cooperative operations, memberships, and assets across the province. b. Drafts regular quarterly, semi-annual, and annual accomplishment reports of the department against set targets c. Conducts preliminary evaluations of project proposals submitted by cooperatives applying for provincial assistance. d. Maintains and updates the computerized statistical profile and master list of registered and accredited cooperatives. e. Tracks performance indicators of various sections to assess operational progress and identify programmatic bottlenecks. f. Coordinates with municipal planning bodies to synchronize cooperative development indicators at the grassroots level. g. Drafts briefing materials, sector situational analyses, and narrative inputs for local development plans
Planning Officer I, SG-11	a. Assists in the field collection of data and distribution of planning surveys to local cooperative networks. b. Conducts primary data entry, cleaning, and preliminary tabulation of gathered cooperative sector statistics. c. Prepares draft charts, graphs, and simple visual representations of cooperative development trends and statistics. d. Documents the proceedings, workshops, and multi-stakeholder consultations held for planning purposes. e. Maintains physical and digital repositories of national laws, local ordinances, and planning guidelines

	on cooperatives. f. Monitors timeline submissions of performance reports from the various sections within the department. g. Assists in conducting basic tracking surveys of completed cooperative development interventions.
Administrative Assistant III (Computer Operator II), SG-9	a. Operates and updates database applications, spreadsheet systems, and specialized information registries of the department. b. Troubleshoots basic hardware breakdowns, software glitches, and local network connectivity issues within the office. c. Encodes complex data sets, survey results, and narrative planning documents with a high level of accuracy. d. Performs regular data backups and security protocols to preserve the integrity of electronic files and databases. e. Assists in designing digital layouts, publication materials, presentations, and infographics for cooperative advocacy. f. Manages the technical configuration of IT hardware during virtual meetings, webinars, and audio-visual presentations. g. Monitors the preventative maintenance schedules of all office computers, printers, and peripheral devices.

B. Institutional Development Division - Focuses on the core front-line technical services, including registration assistance, compliance monitoring, capacity-building, marketing linkages, and livelihood enhancement for all cooperatives within the province.

POSITION TITLE	FUNCTIONS
Supervising Cooperatives Development Specialist, SG-22	a. Plans, directs, and synchronizes the programmatic activities of the technical sections under the Institutional Development Division. b. Oversees the delivery of institutional development, technical assistance,

	marketing linkages, and livelihood support to the cooperative sector. c. Directs compliance monitoring mechanisms to ensure cooperatives adhere to the provisions of RA 9520 and CDA rules. d. Reviews training curricula, modules, and intervention packages designed for cooperative transformation and governance. e. Establishes collaborations with financial institutions, market sectors, and entrepreneurs to expand cooperative market reach. f. Evaluates the socio-economic impacts of technical and livelihood interventions provided to community-based cooperatives. g. Resolves escalated technical issues regarding cooperative organizational disputes or compliance deficiencies.
Registration, Accreditation and Technical Assistance Section -Assists emerging groups in organizing into formal cooperatives, handles local accreditation, evaluates regulatory compliance, and provides specialized institutional training and advisory services.	
Senior Cooperatives Development Specialist, SG-18	a. Supervises the delivery of pre-registration seminars, mandatory trainings, and technical advisories to prospective and existing cooperatives. b. Evaluates compliance documents, financial audits, and annual reports submitted by cooperatives for provincial accreditation. c. Designs specialized training modules on cooperative governance, financial management, internal auditing, and conflict resolution. d. Leads teams in conducting institutional diagnostic assessments to identify structural and operational weaknesses in cooperatives. e. Coordinates with the Cooperative Development Authority (CDA) regarding regulatory validations, issues, and compliance mandates. f. Formulates intervention plans to revitalize distressed or non-compliant cooperatives within the province.

	g. Supervises the maintenance of an updated registry of accredited and compliant cooperatives within the section's scope
Cooperatives Development Specialist II, SG-15	a. Conducts mandatory and advanced training courses for cooperative officers, management staff, and general memberships. b. Reviews applications for registration and accreditation, verifying the completeness and authenticity of supporting documents. c. Provides direct technical advisory services on bookkeeping, statutory compliance, and operational governance to micro-cooperatives. d. Monitors the submission of Cooperative Annual Progress Reports (CAPR) and audited financial statements of local cooperatives. e. Validates complaints or governance issues in the field and provides mediation or technical guidance to resolve conflicts. f. Conducts field verification visits to assess the operational status and institutional readiness of cooperative applicants. g. Drafts localized technical guidelines, procedural guides, and information brochures regarding cooperative formation.
Cooperatives Development Specialist I, SG-11	a. Assists in facilitating pre-registration seminars and orientation briefings for community groups seeking to organize cooperatives. b. Receives, processes, and conducts initial screenings of documents submitted for cooperative accreditation. c. Assists in the physical conduct and administrative facilitation of institutional capability-building workshops. d. Gathers field data regarding the specific training needs and operational challenges of micro and small cooperatives.

	e. Updates individual compliance tracking profiles for cooperatives assigned within specific municipal clusters. f. Distributes official regulatory updates, CDA advisories, and local guidelines directly to field cooperatives. g. Prepares field activity reports, attendance registers, and documentation summaries for every conducted seminar.
Administrative Aide IV (Clerk II), SG-4	a. Receives, logs, and routes all incoming documents, accreditation applications, and correspondence for the section. b. Encodes training reports, certificates of completion, and general administrative files accurately. c. Maintains the section's physical filing cabinets, ensuring files for individual cooperatives are arranged orderly. d. Prepares and packages training materials, registration kits, and handouts prior to scheduled field seminars. e. Handles logistics, reservation of venues, and food coordination for section-hosted technical workshops. f. Records minutes of meetings, institutional consultations, and technical briefings conducted by the section. g. Updates the section's document tracking system to monitor the processing timeline of applications.
Livelihood, Marketing and Support Services Section - Enhances the economic viability of cooperatives by implementing livelihood projects, developing product value chains, facilitating market matches, and providing business support services.	
Project Development Officer III, SG-18	a. Oversees the design, execution, and evaluation of livelihood generation, product development, and marketing programs for cooperatives. b. Conducts comprehensive feasibility studies, business plans, and market analyses for large-scale cooperative enterprises. c. Establishes sustainable market linkups, institutional buy-back arrangements, and commercial

	networks for cooperative products. d. Manages the allocation, disbursement, and recovery mechanisms of provincial livelihood funds and grants given to cooperatives. e. Directs the participation of local cooperatives in trade fairs, business expos, and product development clinics. f. Formulates strategic plans to upscale cooperative enterprises from micro-level into highly competitive value-chain players. g. Evaluates the financial viability and operational efficiency of existing cooperative business modules and projects
Project Development Officer II, SG-15	a. Formulates itemized project proposals and implementation plans for specific livelihood and marketing interventions. b. Conducts business advisory services and technical mentoring in product packaging, labeling, and quality standardizations. c. Facilitates product matching activities, trade linkages, and supply contracts between cooperatives and commercial buyers. d. Monitors the field execution and fund utilization of ongoing livelihood and enterprise development projects. e. Validates the technical requirements and site suitability for proposed cooperative infrastructure or equipment grants. f. Organizes business management, entrepreneurship, and product-specific skills training for cooperative beneficiaries. g. Prepares comprehensive project monitoring, project evaluation, and periodic field status reports.
Project Development Officer, SG-11	a. Conducts baseline community assessments and field profiling of potential beneficiaries for livelihood interventions. b. Assists in the direct field distribution

	and installation monitoring of livelihood inputs, tools, and equipment. c. Gathers updated market price trends, commodity volumes, and consumer demand data for dissemination to cooperatives. d. Documents the localized implementation challenges of livelihood projects and reports them to the section head. e. Assists in organizing logistical and physical arrangements for local trade fairs, pop-ups, and marketing events. f. Tracks the repayment or financial growth parameters of cooperatives utilizing provincial enterprise support funds. g. Prepares routine field validation reports, photo-documentation records, and project updates.
Administrative Aide IV (Clerk II), SG-4	a. Logs and routes all correspondence, project requests, and livelihood proposals entering the section. b. Encodes project profiles, monitoring tables, delivery receipts, and programmatic templates for section tasks. c. Tracks the flow of project documents and approvals through the different offices of the provincial government. d. Manages the filing system of project documents, Memorandum of Agreements (MOA), and beneficiary list registries. e. Coordinates administrative and catering arrangements for livelihood training sessions and marketing meetings. f. Encodes and prints certificates, labels, and programmatic directories for cooperative enterprises. g. Answers phone queries, assists walk-in clients, and routes livelihood-related requests to the appropriate project officers.

SECTION 9. TRANSITORY PROVISIONS; TRANSFER OF POSITION, PERSONNEL, AND APPROPRIATIONS. To initially operationalize the Provincial

Cooperative Development Office (PCDO) and ensure an immediate manpower complement:

a. The existing plantilla position of Cooperatives Development Specialist II (Salary Grade 15), currently under the Office of the Provincial Agriculturist (OPA), is hereby officially transferred, absorbed, and reassigned to the newly created Provincial Cooperative Development Office (PCDO).

b. The incumbent employee holding the aforementioned position shall be transferred to the PCDO without any diminution in rank, salary, seniority, or benefits.

c. The corresponding Personal Services (PS) appropriations, including basic salary, allowances, bonuses, and other statutory benefits or personnel incentives attached to the said position for the current fiscal year, are hereby transferred and realigned from the budget allocation of the Office of the Provincial Agriculturist to the operational budget of the Provincial Cooperative Development Office.

d. The Provincial Budget Officer, Provincial Accountant, Provincial Treasurer, and the Human Resource Management Officer (HRMO) are hereby directed to effect the necessary adjustments in the records, payrolls, and accounting books of the Provincial Government to reflect this transfer immediately upon the effectivity of this Ordinance.

SECTION 10. APPROPRIATIONS. - The Provincial Government of Surigao del Sur shall appropriate funds to cover the salaries and other benefits of the abovementioned positions. This shall be taken from any available funds and shall be appropriated in the annual and/or supplemental budget for each fiscal year as may be deemed necessary based on existing laws.

SECTION 11. REPEALING CLAUSE. - All ordinances, resolutions, rules and regulations which are inconsistent with this Ordinance or any provision hereof are hereby repealed or amended.

SECTION 12. SEPARABILITY CLAUSE. - Any provision of this Ordinance declared to be unconstitutional or invalid shall not affect the other portions or provisions and thereby, shall continue to be in full effect.

SECTION 13. EFFECTIVITY. — This Ordinance shall take effect immediately.

APPROVED, this ____ day of _____ in the Province of Surigao del Sur.

Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
TANDAG CITY

Tanggapan ng Sangguniang Panlalawigan
(Office of the Provincial Council)

EXCERPTS FROM THE MINUTES OF THE ____ REGULAR SESSION OF THE 21st SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE LEGISLATIVE BUILDING SESSION HALL, CAPITOL HILLS, TELAJE, TANDAG CITY, SURIGAO DEL SUUR ON _____.

PRESENT:

HON. RUEL D. MOMO, CE
Acting Vice Governor
Presiding Officer

Regular Sangguniang Panlalawigan Members:

District I	District II
Hon. Henrich M. Pimentel	Hon. Joey S. Pama
Hon. Jose M. Dumagan, Jr.	Hon. Gines Ricky J. Sayawan, Sr.
Hon. Antonio C. Azarcon	Hon. Margarita V. Garay
Hon. Valerio T. Montesclaros, Jr.	Hon. Anthony Joseph G. Canedo
	Hon. Raul R. Salazar
Ex-Officio Members	
Hon. John Paul C. Pimentel	- President, Philippine Councilors' League, Surigao del Sur Chapter
Hon. Melanie Joy M. Guno	- President, Provincial Chapter of the Liga ng mga Barangay sa Pilipinas
Hon. Yuri Art Eufy R. Sanchez	- President, Panlalawigang Pederasyon ng mga Sangguniang Kabataan
Hon. Jimmy I. Guinsod	- Indigenous Peoples Mandatory Representative, Surigao del Sur

ORDINANCE NO. _____
(dated _____)

AN ORDINANCE CREATING THE PERSONS WITH DISABILITIES AFFAIRS OFFICE (PDAO) OF THE PROVINCE OF SURIGAO DEL SUR, WITH THE STATUS OF A DEPARTMENT, PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN AND DETERMINING ITS DUTIES, POWERS, AND FUNCTIONS.

Be it ordained by the Honorable Sangguniang Panlalawigan of Surigao del Sur, in session assembled, that:

SECTION 1. — This Ordinance shall be titled as "An Ordinance Creating the Persons With Disabilities Affairs Office (PDAO) of Surigao del Sur, as a department, providing for its Organization Structure and Staffing Pattern, and Determining its Duties, Powers, and Functions".

SECTION 2. SHORT TITLE - This Ordinance shall be referred to as "An Ordinance Creating the PDAO-SDS".

SECTION 3. DECLARATION PRINCIPLES AND POLICIES -

1. Pursuant to Republic Act No. 7160, otherwise known as the Local Government Code of 1991, all programs and services of the Department of Social Welfare and Development (DSWD) were turned over to the Local Government Units (LGUs). In response to the mandate, the Provincial Government of Surigao del Sur created the Provincial Social Services and Development Office (PSWDO). It is the social welfare arm of the province, mandated to provide basic social services to the disadvantaged, depressed, oppressed, and exploited citizenry of the province. It provides comprehensive programs and services to disadvantaged families and communities, promotion of the welfare of women, **Persons With Disabilities**, children and youth, and older persons to help them become productive, self-reliant, and ultimately attain a better quality of life.
2. Section 1 (b) (1) of Republic Act No. 10070 entitled, "An Act Establishing an Institutional Mechanism to Ensure the Implementation of Programs and Services for Persons With Disabilities in Every Province, City and Municipality, Amending Republic Act No. 7277, otherwise known as the "Magna Carta for Disabled Persons", states "A PDAO shall be created in every province, city and municipality. The local chief executive shall appoint a PWD affairs officer who shall manage and oversee the operations of the office, pursuant to its mandate under this Act. Priority shall be given to qualified PWDs to head and man the said office in carrying out the following functions:".
3. Title II of Republic Act No. 7277 entitled, "An Act Providing for the Rehabilitation, Self-Development and Self-Reliance on Disabled Person and their Integration into the Mainstream of Society and for other purposes" states the rights and privileges of each person encompassing employment, sheltered employment, apprenticeship, incentives for employer, vocational rehabilitation, guidance and counseling, access to quality education, assistance to disabled students, special education, non-formal education, vocational or technical and other training programs, political and civil rights, and other stated rights and privileges.
4. Rule IV of the Implementing Rules and Regulations of R.A. No. 10070 states the establishment of Persons with Disability Affairs Office and appointment of focal persons.
5. Batas Pambansa Bilang 344 entitled, "An Act to Enhance Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments and Public Utilities to Install Facilities and Other Devices.", promotes the rights of Persons With Disabilities.
6. Republic Act No. 11106 entitled, "An Act Declaring the Filipino Sign Language as the National Sign Language of the Filipino Deaf and the Official Sign Language of Government in all Transactions Involving The Deaf, And Mandating Its Use In Schools, Broadcast Media, and Workplaces" states that "The State shall, in compliance with the United Nations Convention on the Rights of Persons With Disabilities, promote, protect, and ensure the full and equal enjoyment of all human rights and fundamental freedoms of Persons With Disabilities. Thus, **national and local State agencies** shall uphold respect for their inherent dignity, individual autonomy, and independence by guaranteeing accessibility and eliminating all forms of discrimination in all public interactions and transactions, thereby ensuring their full and effective participation and inclusion in society. The State shall also take all appropriate measures to ensure that the Filipino deaf can exercise the right to expression and opinion. Accordingly, the State recognizes and promotes the use of sign languages embodying the specific cultural and linguistic identity of the Filipino deaf".
7. The Civil Service Commission Omnibus Rules on Appointments and Other Human Resource Actions is a consolidation of rules pertaining to appointments, reassignment, separation, and other human resource actions in the civil service.

8. The Civil Service Commission Memorandum Circular No. 7, Series of 2018, states the qualification standards for Disability Affairs Positions in the Persons With Disabilities Affairs Office in the Local Government Units.
9. Memorandum Circular 2017-119, issued on September 13, 2017, by the Department of the Interior and Local Government states the guidelines for the establishment of the Persons With Disabilities Affairs Office (PDAO) and the conduct of the Persons With Disabilities general assembly.
10. Executive Order No. 33, Series of 2011, was issued on April 5, 2011 transferring the National Council on Disability Affairs (NCDA) from the Office of the President to the Department of Social Welfare and Development (DSWD).

SECTION 4. DEFINITION OF TERMS AND ACRONYMS -

Batas Pambansa Building 344	An Act to Enhance Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments and Public Utilities to Install Facilities and Other Devices
CSC	Civil Service Commission
CSC MC	Civil Service Commission Memorandum Circular
CSC ORAOHRA	Civil Service Commission Omnibus Rules and Other Human Resource Actions
PSWDO	Provincial Social Welfare and Development Office
DBM	Department of Budget and Management
DSWD	Department of Social Welfare and Development
E.O 33 Series of 2011 by the President of the Republic of the Philippines	Executive Order No. 33, issued by the President of the Republic of the Philippines, dated April 5, 2011, transferred the National Council on Disability Affairs (NCDA) from the Office of the President to the Department of Social Welfare and Development (DSWD)
IIR	Implementing Rules and Regulations
NCDA	National Council on Disability Affairs
PDAC	Persons with Disability Affairs Center
PDAO-SDS	Persons with Disability Affairs Office of Surigao del Sur
PWD	Persons With Disabilities (PWD), as defined in the IRR of R.A 10070, include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others (UNCRPD Article 1)
QUALIFICATION STANDARDS	Refer to minimum qualifications for a position which shall include education, experience, training, civil service eligibility and physical characteristics and personality traits required by the job (IRR of R>A No. 10070)
RR.A No. 7277	Republic Act Number 7277 entitled "An Act Providing For The Rehabilitation, Self-Development and Self-Reliance Of Disabled Person And Their Integration Into The Mainstream Of Society And For Other Purposes", otherwise known as the "Magna Carta for Disabled Persons"
R.A No. 10070	Republic Act Number 10070 entitled, "An Act Establishing an Institutional

	Mechanism to Ensure the Implementation of Programs and Services for Persons With Disabilities in Every Province, Province and Municipality, Amending Republic Act No. 7277, Otherwise known as the "Magna Carta for Disabled Persons"
UNCRPD	United Nations Convention on the Rights of Persons With Disabilities (UNCRPD) is an international human rights convention which sets out the human rights of people with disability

SECTION 5. CREATION OF PERSONS WITH DISABILITIES AFFAIRS OFFICE OF SURIGAO DEL SUR (PDAO-SDS) - The "Persons With Disabilities Affairs Office of Surigao del Sur" shall be created as regular department in the Provincial Government of Surigao del Sur and shall be referred to as "Persons With Disabilities Affairs Office (PDAO)". It shall be headed by a **Provincial Government Department Head (Provincial Disability Affairs Officer) with Salary Grade 26**. Further, it also shall have an Assistant Department Head with the position title of **Provincial Government Assistant Department Head (Assistant Provincial Disability Affairs Officer) with Salary Grade 24**.

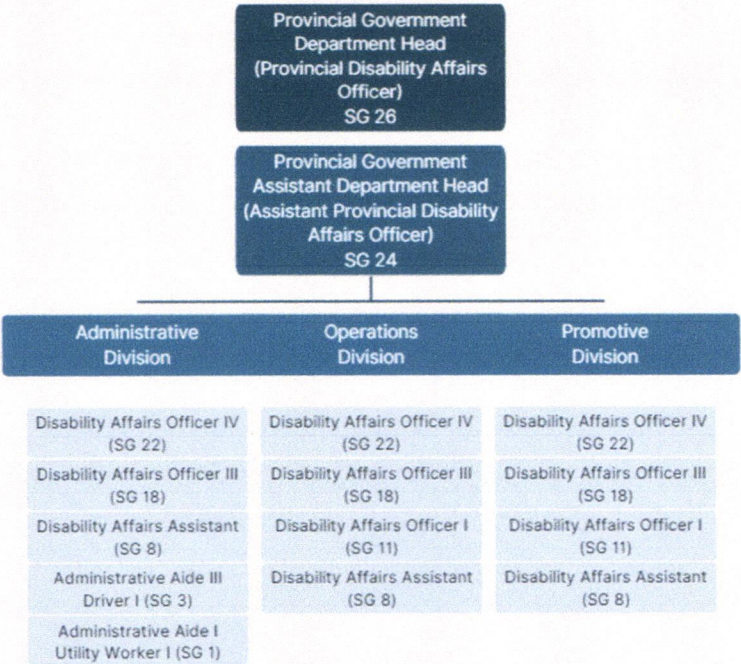
- A. The PDAO-SDS shall have the following departments:
1. Operations Department;
 2. Promotive Department; and
 3. Administrative Department

SECTION 6. POWERS, DUTIES AND FUNCTIONS OF PDAO-SDS. As stated in Section 9 of the Implementing Rules and Regulations (IRR) of Republic Act Number 10070, PDAO-SDS shall have the following functions:

- A. Formulate and implement policies, plans and programs for the promotion of the welfare of Persons With Disabilities in coordination with concerned national and local government agencies;
- B. Coordinate and implement the provisions of RA No. 10070, Batas Pambansa Bldg. 344, otherwise known as the Accessibility Law, and other relevant laws at the local level;
- C. Represent Persons With Disabilities in meetings of local development councils and other special bodies;
- D. Recommend and enjoin the participation of Non-Government Organizations (NGOs) and Peoples Organizations (POs) in the implementation of all disability-related laws and policies;
- E. Gather and compile relevant data on Persons With Disabilities in their localities;
- F. Disseminate information including, but not limited to, programs and activities for Persons With Disabilities, statistics on Persons With Disabilities, including children with disability, and training and employment opportunities for Persons With Disabilities;
- G. Submit reports to the office of the Governor on the implementation of programs and services for the promotion of the welfare of Persons With Disabilities in their respective areas of jurisdiction;
- H. Ensure that policies, plans and programs for the promotion of the welfare of Persons With Disabilities are funded by both the national and local government;
- I. Monitor fundraising activities being conducted for the benefit of Persons With Disabilities;
- J. Seek donations in cash or in kind from local or foreign donors to implement an approved work plan for Persons With Disabilities, in accordance with existing laws and regulations; and
- K. Perform such other functions as may be necessary for the promotion and protection of the welfare of Persons With Disabilities.

SECTION 7. ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN. The organizational structure and staffing pattern of PDAO-SDS shall be as presented hereunder:

PDAO-SDS ORGANIZATIONAL STRUCTURE



SECTION 8. DUTIES AND FUNCTIONS OF THE SECTIONS -The duties and functions of the Operations Department, the Promotive Department and Administrative Department shall be as follows:

A. ADMINISTRATIVE SERVICES DIVISION

1. Manage and maintain the physical office space, ensuring continuous compliance with universal design principles and local accessibility laws (e.g., ramps, braille signage, visual alarm systems).
2. Handle the sourcing and inventory of office supplies, with a specific focus on acquiring assistive technologies, adaptive software, and specialized communication equipment for staff and clients.
3. Establish and maintain a secure, organized central filing system for administrative documents, personnel files, and institutional records, ensuring digital files are in accessible formats (like screen-reader-friendly PDFs).
4. Oversee transport logistics, janitorial maintenance, and security protocols tailored to an inclusive workplace environment.
5. Coordinate specialized onboarding for all new hires and conduct regular disability-inclusion, sensitivity, and basic sign language training for the entire PDAO workforce.
6. Assess, document, and implement individual workplace accommodations (e.g., ergonomic adjustments, flexible scheduling, or assistive tools) to support staff productivity and well-being.
7. Manage standard HR functions including attendance tracking, leave benefits, and performance evaluation metrics aligned with civil service rules.
8. Coordinate with other PDAO departments to consolidate annual budget proposals, ensuring specific line items are allocated for mandatory accessibility mandates and disability programs.
9. Process payroll, travel vouchers, supplier payments, and other financial transactions in accordance with government accounting and auditing rules.
10. Maintain accurate ledgers and prepare regular financial accountability reports for internal management and oversight agencies.

11. Manage the primary reception area and public-facing communication channels (hotlines, emails, TTY/relay services), ensuring frontline staff can communicate effectively with diverse visitors.
12. Route incoming queries, complaints, or requests for assistance to the appropriate technical departments within the PDAO or to external government welfare agencies.

B. OPERATIONS SECTION

1. Gathers and compiles relevant data on PWDs in the localities;
2. Manages registration and issuances of PWD IDs;
3. Facilitates Data related to request for PWDs;
4. Performs other functions as directed.

C. PROMOTIVE SERVICES SECTION

1. Coordinates the implementation of the provisions of R.A. 10070, R.A. 7277; Batas Pambansa Big. 344 and other relevant laws;
2. Monitors and evaluates the implementation of projects, programs and activities, and all PWD Data of the department;
3. Conducts trainings and seminars to all barangay personnel and other stakeholders to improve service delivery to PWD clients;
4. Monitors and evaluates the implementation on the provision of assistive devices to PWDs;
5. Implements partnership projects and engagement with local stakeholders, tapping their programs/services and promotions for disability-inclusive use of local resources;
6. Disseminates information including, but not limited to, programs and activities for PWDs, statistics on PWDs, including children with disability, and training and employment opportunities for PWDs;
7. Monitors Barangay-based PWD associations and/or their parents, self-help groups, and PWD individuals and group enterprises, pursuant to national and local laws;
8. Coordinates with Barangay-based public and private facilities/utilities;
9. Develops comprehensive Community-Based Rehabilitation program and promotes disability awareness, improvement of the well-being of PWDs, disability—inclusive and accessible environment, facilities and services;
10. Formulates designs and strategies for the promotion of the disability awareness, improvement of PWD's well-being in terms of livelihood and employment, health, education, arts, and civic and political rights, disability— inclusive and accessible environment, facilities and services;
11. Performs other functions as directed.

SECTION 8. STAFFING PATTERN — Pursuant to the Implementing Rules and Regulations of Republic Act No. 10070 and all issuances of the Civil Service Commission, the following regular positions (Plantilla Positions) shall be created:

A. Department Head

Position Title	Salary Grade	Number of persons
Provincial Government Department Head (Provincial Disability Affairs Officer)	26	1

B. Assistant Department Head

Position Title	Salary Grade	Number of persons
Provincial Government Assistant Department Head (Assistant Provincial Disability Affairs Officer)	24	1

C. Administrative staff of the Department

Position Title	Salary Grade	Number of persons
Disability Affairs Officer IV	22	1
Disability Affairs Officer III	18	1
Disability Affairs Assistant	8	1
Administrative Aide III (Driver I)	3	1
Administrative Aide I (Utility Worker I)	1	1

D. Regular positions of the Operations Section

Position Title	Salary Grade	Number of persons
Disability Affairs Officer IV	22	1
Disability Affairs Officer III	18	1
Disability Affairs Officer I	11	1
Disability Affairs Assistant	8	1

E. Regular positions of the Promotive Section:

Position Title	Salary Grade	Number of persons
Disability Affairs Officer IV	22	1
Disability Affairs Officer III	18	1
Disability Affairs Officer I	11	1
Disability Affairs Assistant	8	1

Total Number of Regular Positions =	15
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- SECTION 9. DUTIES AND RESPONSIBILITIES OF THE HEAD OF PDAO-SDS** — The duties and responsibilities of the Department Head as stated in Section 8 of the Implementing Rules and Regulations of Republic Act No. 10070 (IRR of R.A. No. 10070) are as follows:
- A. Manages and oversees the efficient operation of the Persons with Disability Affairs Office and general supervision of its personnel;
 - B. Develops, promotes and monitors the implementation of policies, plans, programs and services for the development of Persons With Disabilities, in coordination with national and local government agencies;
 - C. Ensures representation of Persons With Disabilities in the local development councils and other special bodies;

- D. Builds the capacity of non-government organizations and people's organizations to participate in the implementation of all disability related laws and policies;
- E. Establishes coordination with municipalities and cities and ensures the inclusion of disability concerns in all local government programs and services;
- F. Networks with local, national and international organizations and establishes partnership on disability programs and resource mobilizations;
- G. Develops and submits to the concerned Province mayor an Annual Work and Financial Plan;
- H. Performs such other functions as may be necessary for the promotion and protection of the welfare of PWDs.

SECTION 10. DUTIES AND RESPONSIBILITIES OF THE ASSISTANT DEPARTMENT HEAD OF PDAO-SDS - The duties and responsibilities of the Assistant Department Head are as follows:

- A. Acts and performs the duties and functions of the department head in his/her absence;
- B. Assists the Department Head whenever necessary and as approved by the Local Chie;
- C. Directly supervises all the administrative functions of the department;
- D. Assists in the promotion and protection of the welfare of PWDs;
- E. Performs such other functions as may be necessary for the promotion and protection of the welfare of PWDs.

SECTION 11. APPOINTMENT AND QUALIFICATION - The positions in the department shall be appointed by the Provincial Governor, in accordance with Civil Service laws and rules that the appointee shall have met the qualification standards set by the Civil Service Commission, CSC 2025 ORAOHRA, issuances by the Department of Budget and Management, and pursuant to R.A. No. 10070 and R.A. No. 7277 and other pertinent laws, rules, and regulations.

- A. The qualification standards for the positions in the department as stated in the IRR of R.A. No. 10070, Civil Service Commission Memorandum Circulars, DBM Index of Occupational Services, Occupational Groups, Classes, and Salary Grades for LGUs, and DBM Local Budget Circular are as follows:

Position Title	Education	Experience	Training	Eligibility
Provincial Government Department Head (Provincial Persons with Disability Affairs Officer)	Bachelor's Degree	5 years in position involving management and supervision, 1 year of which is relevant to disability affairs	32 hours of relevant training in management and supervision on disability affairs	Career Service Professional/ Second Level Eligibility
Provincial Government Assistant Department Head (Assistant Provincial Persons with Disability Affairs Officer)	Bachelor's Degree	4 years in position involving management and supervision, 1 year of which is relevant to disability affairs	24 hours of relevant training in management and supervision on disability affairs	Career Service Professional/ Second Level Eligibility
Disability Affairs Officer IV SG-22	Bachelor's Degree	3 years of experience on disability affairs	16 hours or relevant training on disability affairs	Career Service Professional/ Second Level Eligibility

Disability Affairs Officer III SG-18	Bachelor's Degree	2 years of experience on disability affairs	8 hours or relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Disability Affairs Officer II SG-15	Bachelor's Degree	1 year of experience on disability affairs	4 hours or relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Disability Affairs Officer I SG-11	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility
Disability Affairs Assistant SG - 8	Completion of 2 years in College	1 year of relevant experience on disability affairs	4 hours of relevant training	Career Service Sub- Professional/Fi rst level Eligibility

The qualification standards for other administrative positions included herein shall adhere to the QS set forth by the Civil Service Commission for said positions.

- B. Department of the Interior and Local Government Memorandum Circular No. 2017- 119 issued on September 13, 2019 entitled, "Guidelines for the Establishment of Persons With Disabilities Affairs Office (PDAO) and the Conduct of the Persons With Disabilities General Assembly" states the guidelines in hiring personnel for the PDAO;
- C. Sections 10, 11, 12, 13, 14 and 15 of the IRR of R.A. No. 10070 state the hiring rules and procedures for PDAC-PDAO DC.
- D. The qualification standards for other administrative positions included herein shall adhere to the QS set forth by the Civil Service Commission for said positions.

SECTION 12. MANPOWER COMPLEMENT - The Province Governor shall be allowed to hire additional workers for the department as emergency, casual or contractual employees, pursuant to Section 77 of the Local Government Code of 1991, Republic Act No. 7277, Republic Act No. 10070, and other pertinent laws.

SECTION 13. FUNCTIONS OF REGULAR POSITIONS IN PDAC-PDAO DC - The regular positions in the PDAC-PDAO DC shall perform the following functions:

A. Administrative Staff

POSITION TITLE	FUNCTIONS
1. Disability Affairs Officer IV (SG 22)	a. Directs, supervises, and monitors the overall operations of the Administrative Services Division to ensure efficient support delivery across all PDAO programs. b. Coordinates the consolidation of the PDAO annual budget proposals, ensuring targeted allocation for mandatory accessibility mandates and localized disability initiatives. c. Recommends and evaluates the implementation of institutional workplace accommodations, flexible setups, and specialized equipment adjustments for personnel. d. Plans and oversees comprehensive

	HR programs, including inclusive recruitment strategies, standard performance evaluations, and workforce development plans. e. Leads the strategic monitoring and maintenance of the physical Capitol office space to ensure permanent alignment with universal design principles and accessibility laws. f. Reviews and signs off on payrolls, travel vouchers, and procurement contracts to guarantee absolute compliance with government accounting and auditing regulations.
2. Disability Affairs Officer III (SG 18)	a. Maintains accurate account ledgers, monitors expenditures, and prepares timely financial accountability reports for internal management and oversight bodies. b. Organizes and manages specialized onboarding programs, continuous disability-inclusion orientations, sensitivity seminars, and basic sign language training for the workforce. c. Supervises the sourcing, inventory, and distribution of office assets, emphasizing specialized adaptive software and assistive technologies. d. Establishes and safeguards the division's central filing system, overseeing the secure digital conversion of institutional and personal records into screen-reader-accessible formats. e. Directs day-to-day transport logistics, janitorial oversight, and security protocols tailored specifically to a safe, barrier-free work environment. f. Oversees the routing mechanism of public inquiries and localized complaints, ensuring efficient feedback loop coordination with technical divisions and external welfare departments.
3. Disability Affairs Officer I (SG 11)	a. Serves as the primary sign language interpreter during official administrative or legal proceedings to ensure full communication access. b. Translates written and spoken communication into accessible forms—such as sign language or modified text structures—for the

	visually and hearing impaired. c. Prepares, drafts, and reviews routine and specialized administrative correspondences, internal notifications, and institutional memoranda for the division. d. Facilitates the initial assessment, documentation, and tracking of individual requests for workplace adjustments and assistive tools. e. Sets up and assists in running accessible communication systems at the central lobby, optimizing help desks for TTY, relay, or multi-modal interactions. f. Performs other administration-related tasks as assigned by the division supervisors to ensure smooth overall office productivity. g. Serves as interpreter for Persons With Disabilities during district seminars, speeches, meetings, teleconferences, and symposia, by using the appropriate methods of communications such as, but not limited to, sign language, reading, writing, etc.; h. Translate spoken/written communication to sign language for hearing and visually impaired audience/clients; i. Transcribes minutes of meetings and other documents in specified language for documentary purposes; j. Compiles transcribed minutes of meetings and other translated materials for future references; and k. Performs other related tasks as may be assigned by the supervisors.
2. Disability Affairs Assistant	a. Acts as the primary public-facing representative, providing direct, accessible intake service to walk-in clients, constituents, and visitors. b. Handles the daily receipt, indexing, systematic recording, rapid sorting, and official releasing of inbound and outbound communication and mail. c. Manages the general hotline and institutional email inquiries,

	providing basic assistance or transferring callers to technical offices. d. Prepares initial drafts of standard administrative letters, routing slip endorsements, and routine communications based on explicit instructions. e. Conducts actual physical counts of office equipment, files requests for supplies, and logs inventory data for tracking assistive devices. f. Executes auxiliary office operations such as photocopying, scanning, and filing documents under the guidance of higher-ranking officers.
Administrative Aide III (Driver I)	a. Operates the official provincial PDAO vehicle safely to transport personnel, field workers, or official guests to scheduled events. b. Assists passengers—especially those with physical or sensory disabilities—safely in and out of the vehicle, ensuring assistive devices are secure. c. Conducts daily pre-trip inspections (checking oil, tires, fuel, brakes) and updates logbooks for distance traveled and fuel usage. d. Delivers critical, confidential paper documents, printed materials, and official communications directly to various municipalities and partner agencies. e. Assists the division in loading, transporting, and unloading bulky office supplies, training peripherals, and mobility equipment. f. Keeps the official vehicle cleaned, well-maintained, and fueled for immediate emergency responses or unexpected field assignments.
Administrative Aide I (Utility Worker I)	a. Sweeps, mops, dusts, and sanitizes the office floors, desks, communal spaces, and restrooms daily. b. Ensures that specialized ramps, guide rails, tactile pathways, and entrances are continuously free from

	clutter or obstructions. c. Performs manual, in-office errands such as carrying files between desks, distributing local mail, and relocating lightweight furniture. d. Empties office trash bins daily, sorts recyclables, and disposes of refuse safely according to sanitation ordinances. e. Arranges chairs, tables, and water/snack stations prior to internal assemblies, trainings, and Sangguniang meetings. f. Reports busted light bulbs, broken facilities, or plumbing issues to the supervisor immediately to prevent office hazards.
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B. Positions in the Operations Section

POSITION TITLE	FUNCTIONS
1. Disability Affairs Officer IV (SG 22)	Reports directly to the Assistant Department Head and Department Head. Holds ultimate administrative and technical accountability for the integrity of the provincial PWD database, registry systems, and the lawful distribution of government identification cards across the province. a. Acts as the Division Chief of the Operations Division. Manages, directs, and supervises the implementation of functions, programs, and staff under the Operations Division. b. Supervises the design and formulation of standardized systems, operational procedures, and data-gathering workflows, recommending them to the Department Chief for evaluation and approval. c. Supervises the processing, verification, and vetting of all profiling documents submitted by field workers or the Promotive Division for data and reference purposes. d. Leads the compilation and secure archiving of provincial PWD data through standard, unified methods,

	ensuring information is systematically organized to aid the province's delivery of health, social, and economic services. e. Enforces data handling policies that fully comply with the provisions of RA No. 10070, the Data Privacy Act, and related local guidelines. f. Reviews and evaluates the output of division personnel, validating statistical reports and operational accomplishments prior to department submission.
2. Disability Affairs Officer III (SG 18)	Reports to the Disability Affairs Officer IV (Operations Division Chief). Assumes direct supervisory responsibility over day-to-day data systems, quality reviews, and ID processing queues as the division's Senior Data Analyst. a. Assists the Division Chief in organizing daily operations, ensuring registration targets and data entry tasks match the division's approved workflows. b. Executes advanced data compilation and statistical cross-matching of incoming PWD information, utilizing electronic systems to build clean demographic profiles. c. Supervises the frontline registration queue and the systematic verification process required for the legal issuance of official Person with Disability ID cards. d. Converts raw provincial database entries into structured statistical charts, demographic maps, and situational reports required by management or oversight oversight agencies. e. Acts as the primary division monitors for physical and digital records access, ensuring all personnel follow standard information security practices. f. Provides technical guidance and troubleshooting support to lower-level clerks and encoders regarding database errors or registration discrepancies.
3. Disability Affairs Officer I, SG 11	Reports directly to the designated

	supervisor. Accountable for the accurate intake, validation, and encoding of registry records. a. Prepares initial drafts of internal operational policies, registration guidelines, and data-gathering protocols under direct supervision. b. Facilitates the formal registration of PWD clients and processes incoming documentation for PWD IDs and associated provincial requests. c. Gathers, cross-checks, and compiles localized data and profiles submitted by the Promotive Division, organizing the files safely for final electronic entry. d. Provides verified electronic data or reference records to requesting government offices and partner agencies strictly in accordance with Data Privacy Act guidelines. e. Compiles and maintains physical and digital data repositories using the division's standard, designated methods of conservation. f. Executes special data verification tasks or related technical administrative operations as directed by supervisors. g. Serves as interpreter for Persons With Disabilities during seminars, speeches, meetings, teleconferences, and symposia, by using the appropriate methods of communications such as, but not limited to, sign language, reading, writing, etc.; h. Translate spoken/written communication to sign language for hearing and visually impaired audience/clients; i. Transcribes minutes of meetings and other documents in specified language for documentary purposes; j. Compiles transcribed minutes of meetings and other translated materials for future references; and k. Performs other related tasks as may be assigned by the supervisors.
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3. Disability Affairs Assistant, SG 8	Reports to the higher-ranking Disability Affairs Officers within the division. Accountable for swift, accurate manual data entry and courteous frontline assistance. a. Encodes localized PWD profiling data, survey results, and institutional records collected from various barangays and districts into the electronic database system. b. Welcomes walk-in PWD clients, receives their application packets, and assists them through the registration and ID request procedures. c. Operates ID printing hardware and directly issues approved PWD identification cards, certifications, and related request forms to clients. d. Inputs localized data into applicable software applications to help prepare basic statistical summaries and charts. e. Assists the division in field data gathering drives, demographic mapping, and localized profiling events across the province. f. Performs baseline support services, including scanning documentation, updating data logs, and keeping physical registry archives arranged chronologically.
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C. Positions in the Promotive Section

POSITION TITLE	FUNCTIONS
1. Disability Affairs Officer IV, SG 22	Reports directly to the Assistant Department Head and Department Head. Holds ultimate technical and administrative responsibility for designing provincial disability awareness frameworks, tracking socio-economic support programs, and ensuring compliance with national accessibility laws across the province. a. Supervises, guides, and implements the comprehensive functions and daily work schedules of the Promotive Section and its personnel. b. Formulates designs, strategic frameworks, and developmental

	policies intended to promote PWD well-being in terms of livelihood, employment, health, education, arts, and civic/political rights. c. Coordinates the active implementation of the provisions of RA No. 10070, RA No. 7277, Batas Pambansa Blg. 344 (Accessibility Law), and other relevant disability-inclusive statutes at the provincial level. d. Establishes and manages strategic partnership projects and institutional engagements with local, public, and private stakeholders to tap local resources for disability-inclusive development. e. Leads the systematic monitoring and evaluation of all division projects, programs, field activities, and consolidated PWD socio-economic data. f. Develops comprehensive Community-Based Rehabilitation (CBR) programs to expand disability awareness and foster accessible physical and social environments.
2. Disability Affairs Officer III, SG 18	Reports directly to the Disability Affairs Officer IV (Promotive Division Chief). Assumes direct supervisory and quality control responsibility over field trainings, stakeholder network operations, and local enterprise tracking. a. Manages and conducts complex trainings, workshops, and capability seminars targeted at barangay personnel and provincial stakeholders to improve localized service delivery to PWD clients. b. Monitors and evaluates the health, structure, and compliance of barangay-based PWD associations, self-help groups, parental networks, and PWD-led individual or group livelihood enterprises. c. Drives public information campaigns across multiple media platforms covering PWD programs, statutory statistics, children with disabilities data, and exclusive training or employment opportunities.

	d. Supervises the field monitoring and impact evaluation concerning the procurement, deployment, and distribution of assistive devices and technologies to PWD beneficiaries. e. Coordinates directly with barangay-based public and private facility operators and utility managers to enforce mandatory physical accessibility guidelines.
3. Disability Affairs Officer I, SG 11	Reports to the designated supervisor. Accountable for the direct execution of educational campaigns, stakeholder coordination, and field profiling operations. Acts as Trainer for promotive training activities. a. Prepares initial working drafts of policies, localized guidelines, and operational designs for the department's promotive programs under direct supervision. b. Conducts baseline trainings, focus group discussions (FGDs), values orientations, and sensitivity seminars aimed at empowering local communities and barangay units. c. Executes localized information dissemination campaigns regarding disability awareness and well-being metrics utilizing various communication platforms. d. Coordinates closely with partner line agencies, local government offices, and civic groups to facilitate the smooth delivery of field programs and inclusive community projects. e. Conducts targeted PWD profiling operations for data-gathering purposes, collecting critical localized field information through standard, standardized formats. f. Systematically collects, organizes, and submits verified field data from districts and barangays to the Operations Section for formal system encoding. g. Serves as interpreter for Persons With Disabilities during district seminars, speeches, meetings, teleconferences, and symposia, by using the appropriate methods of

	communications such as, but not limited to, sign language, reading, writing, etc.; h. Translate spoken/written Translate communication to sign language for hearing and visually impaired audience/clients; i. Transcribes minutes of meetings and other documents in specified language for documentary purposes; j. Compiles transcribed minutes of meetings and other translated materials for future references; and k. Performs other related tasks as may be assigned by the supervisors.
4. Disability Affairs Assistant	a. Performs administrative and other support services to the department; b. Prepares training and information dissemination paraphernalia; c. Prepares statistical data using applicable software; d. Assists in the conduct of PWD profiling for data gathering purposes and compilation of the same, through the use of standard methods of data conservation, including digitization of data; and e. Performs other related tasks as may be assigned by the supervisors.

SECTION 14. SPECIFIC FUNCTIONS OF CERTAIN POSITIONS FOR SIGN LANGUAGE TRANSLATION AND INTERPRETATION - The Provincial Government of Surigao del Sur recognizes and promotes the use of sign languages embodying the specific cultural and linguistic identity of the deaf and mute in the Province:

- A. Disability Affairs Officer I (DAO I) in all Divisions of the PDAO shall be able to translate and interpret sign languages;
- B. The three (3) Disability Affairs Assistant (DAA) of the shall be able to translate and interpret sign languages;

SECTION 15. APPROPRIATION - The Provincial Government of Surigao del Sur shall ensure the appropriation of funds for the Persons with Disability Affairs Office of Surigao del Sur as required under Republic Act No. 10070.

- A. Section 17 of the IRR of Republic Act No. 10070 states:

"The DSWD as the ex-officio Chair of the NCDA shall encourage all national government agencies to include in their annual budget the provision of funds for programs and services for Persons With Disabilities in accordance with their mandates and in accordance with the General Appropriations Act, a portion from the five percent (5%) of Gender and Development budget and from the Internal Revenue Allotment for

local government shall be allocated for the implementation of PDAO programs/projects/activities.";

B. Section 18 of the Implementing Rules and Regulations (IRR) of R.A. No. 10070 states:

"The Governor/City/Municipal Mayor shall ensure that the necessary funds are allocated for the implementation of this IRR for the benefit of Persons With Disabilities in their jurisdiction";

C. Sections 14, 17, 19, 25, and 27 of Republic Act No. 7277 state the different appropriation of funds allowed from the national government and local government.

SECTION 16. REPEALING CLAUSE - All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 17. SEPARABILITY CLAUSE - If any section or part of this Ordinance is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION 18. EFFECTIVITY — This Ordinance shall take effect upon its approval.

ENACTED, on the _____ day of _____, by a unanimous vote of all the Members of the Sanggunian, there being a quorum.

CERTIFIED CORRECT:

Secretary to the Sangguniang
Panlalawigan

ATTESTED:

Presiding Officer

APPROVED: _____,
2026

Provincial Governor

Page 1 of 1

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, for the year 1900.

The total number of acres of land owned by the United States in 1900 was 1,111,111,111 acres.

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The total number of acres of land owned by the United States in 1900 was 1,111,111,111 acres.

THE END

Very truly yours,
[Signature]

RECEIVED

1900

1900

1900