

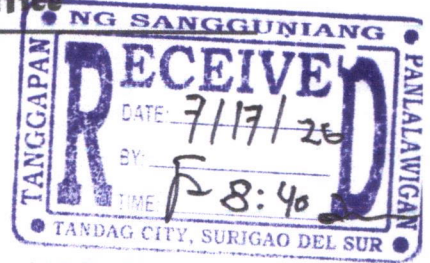
Refer To: Committee on Good Government, Public Ethics and Accountability



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

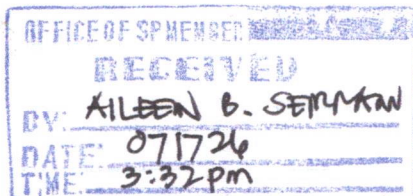
Your Honors:

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



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

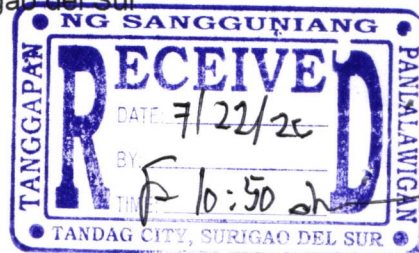
Hon. Joey S. Pama
Hon. Gines Ricky J. Sayawan, Sr.
Hon. Margarita V. Garay
Hon. Anthony Joseph G. Canedo
Hon. Raul R. Salazar

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 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".



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

Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph
OSSP-26-06101

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:

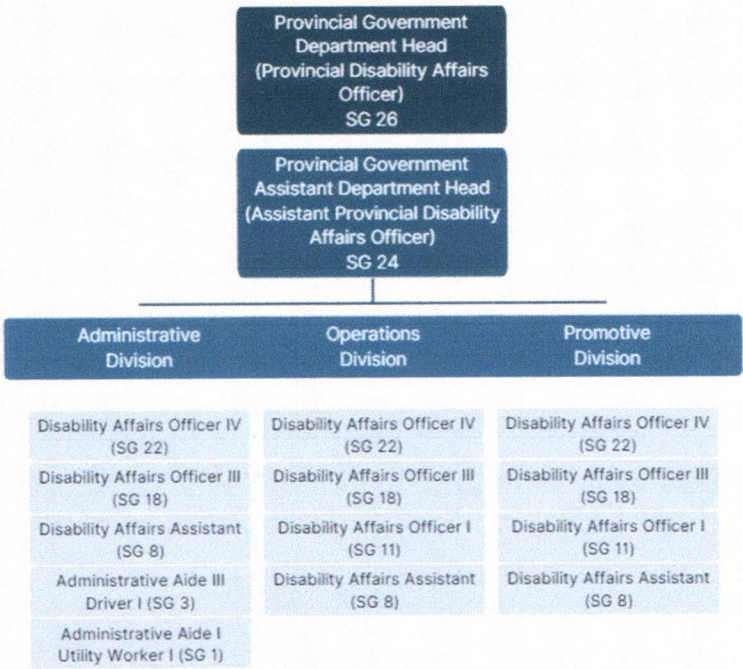
1. Operations Department;
2. Promotive Department; and
3. Administrative Department

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 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.
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 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.
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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 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



OFFICE OF THE SANGGUNANG PANLALAWIGAN

REPORT
COMMITTEE ON GOOD GOVERNMENT, PUBLIC ETHICS
AND ACCOUNTABILITY
JULY 21, 2026

RECALENDARER FOR ANOTHER COMMITTEE MEETING:
REFERRAL DURING JANUARY 27, 2026 REGULAR SESSION:

1. Proposed Ordinance authored by Hon. Gines Ricky J. Sayawan, Sr. entitled "Creating Co-Terminus Positions of Driver I, Salary Grade 3 in Each Office of Regular and Ex-Officio Members in the Office of the Members of the Sangguniang Panlalawigan (OMSP) this Province and Providing Fund Thereof".

RECOMMENDATION:

After a thorough discussion with the Provincial Human Resource Management Officer, the Committee recommends to pass the following ordinances for First Reading:

1. "An Ordinance Creating the Provincial Youth Development Office (PYDO) of the Province of Surigao del Sur, Providing Necessary Funds Thereof and For Other Purposes";
2. "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"; and
3. "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".

RECALENDARER FOR ANOTHER COMMITTEE MEETING:
REFERRAL DURING MAY 19, 2026 REGULAR SESSION:

2. Ordinance No. 34 dated April 27, 2026 of the Municipality of San Miguel, this Province entitled "An Ordinance Creating the Following Co-Terminus Position Titles Such as: Administrative Aide IV (Driver II), SG-4 and Security Agent I, SG-8 Under the Office of the Vice Mayor and Appropriating Funds Thereof". [26-05826](#)

RECOMMENDATION:

After a thorough review and deliberation, the Committee recommends to calendar a resolution in **Second Reading returning** Ordinance No. 34 dated April 27, 2026 of the Municipality of San Miguel, this Province, **for rectification** by adhering to the recommendations of the PHRMO.

RECALENDARER FOR ANOTHER COMMITTEE MEETING:
REFERRAL DURING MAY 29, 2026 REGULAR SESSION:

3. Ordinance No. 2026-13 dated April 28, 2026 of the City of Bislig, this Province entitled "An Ordinance Creating the Local Youth Development Office (LYDO) in the City of Bislig, Surigao del Sur, Providing Necessary Funds and for Other Purposes". [26-05855](#)