



*Republic of the Philippines*  
**Province of Surigao del Sur**  
**MUNICIPALITY OF CARMEN**

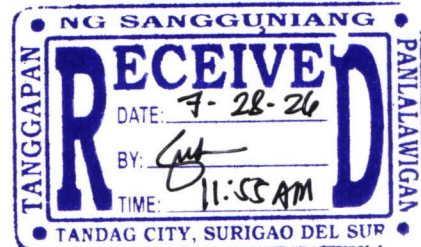
**OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN**

July 27, 2026

THE HONORABLE VICE-GOVERNOR

AND

THE HONORABLE SANGGUNIANG PANLALAWIGAN MEMBERS



THRU: **THE SECRETARY TO THE SANGGUNIANG PANLALAWIGAN**

Tanggapan ng Sangguniang Panlalawigan,  
Capitol Hills, Tandag City  
Surigao del Sur

Sirs/Mesdames:

Respectfully submitting to your level, **ORDINANCE NO. 73, Series of 2026**, entitled "**AN ORDINANCE AMENDING THE SPECIFIC POSITION TITLES IN THE STAFFING PATTERN OF ORDINANCE NO. 55, SERIES OF 2026, ENTITLED \*AN ORDINANCE CREATING AND STRUCTURING THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE (MHRMO) OF THE MUNICIPALITY OF CARMEN, SURIGAO DEL SUR WITH ITS OWN STANDARDS, ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, MANDATES AND FUNCTIONS AND SUBSEQUENTLY CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER) SALARY GRADE (SG)-24,\* FOR RECTIFICATION IN COMPLIANCE WITH SANGGUNIANG PANLALAWIGAN RESOLUTION NO. 1403-26,SERIES OF 2026**" dated July 21, 2026.

Attached herewith are the following:

- 1) Ordinance No. 55, Series of 2026
- 2) SP Resolution No. 1403-2026

For your review and appropriate action.

Thank you and more power.

Very truly yours,

  
**MA. JULINA T. BORDA- JUTILO, LLB., J.D.**  
Secretary to the Sangguniang Bayan



Republic of the Philippines  
Province of Surigao del Sur  
MUNICIPALITY OF CARMEN

POSTED:  
DATE: 07-27-2026  
By: MA. JULINA B. JUTILO  
SB SECRETARY

TANGGAPAN NG SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 51<sup>ST</sup> REGULAR SESSION OF THE 14<sup>TH</sup> SANGGUNIANG BAYAN OF CARMEN, SURIGAO DEL SUR HELD AT THE SB SESSION HALL, LEGISLATIVE BUILDING ON JULY 21, 2026

PRESENT:

Hon. Jane V. Plaza ..... Municipal Vice- Mayor/  
Presiding Officer

REGULAR SANGGUNIANG BAYAN MEMBERS:

|                          |       |           |
|--------------------------|-------|-----------|
| Hon. Carlos S. Estrada   | ..... | SB Member |
| Hon. Harvey S. Manawatao | ..... | SB Member |
| Hon. Tanie A. Quillano   | ..... | SB Member |
| Hon. Nilo S. Bigno       | ..... | SB Member |
| Hon. Daniel A. Tejol     | ..... | SB Member |
| Hon. Elvie U. Ohao       | ..... | SB Member |
| Hon. Rencio P. Valeroso  | ..... | SB Member |



EX-OFFICIO MEMBERS:

|                              |       |                         |
|------------------------------|-------|-------------------------|
| Hon. Blandena V. Sugian      | ..... | ABC President           |
| Hon. Jeff Anthony D. Beloria | ..... | SK Federation President |

ON LEAVE:

REGULAR SANGGUNIANG BAYAN MEMBER:

|                         |       |           |
|-------------------------|-------|-----------|
| Hon. Michael C. Escuyos | ..... | SB Member |
|-------------------------|-------|-----------|

ORDINANCE NO. 73  
Series of 2026

“AN ORDINANCE AMENDING THE SPECIFIC POSITION TITLES IN THE STAFFING PATTERN OF ORDINANCE NO. 55, SERIES OF 2026, ENTITLED \*AN ORDINANCE CREATING AND STRUCTURING THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE (MHRMO) OF THE MUNICIPALITY OF CARMEN, SURIGAO DEL SUR WITH ITS OWN STANDARDS, ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, MANDATES AND FUNCTIONS AND SUBSEQUENTLY CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER) SALARY GRADE (SG)-24,\* FOR RECTIFICATION IN COMPLIANCE WITH SANGGUNIANG PANLALAWIGAN RESOLUTION NO. 1403-26,SERIES OF 2026”

Author: Hon. Carlos S. Estrada

Enacted: All Members Present

EXPLANATORY NOTE

WHEREAS, the Sangguniang Bayan of Carmen, Surigao del Sur, enacted Municipal Ordinance No. 55, Series of 2026 on May 12, 2026, establishing the organizational foundation and staffing requirements for the newly created Municipal Human Resource Management Office (MHRMO);

*[Handwritten signatures]*



**WHEREAS**, the Sangguniang Panlalawigan of Surigao del Sur, during its 50<sup>th</sup> Regular Session on July 07, 2026, reviewed the enactment and subsequently issued SP Resolution No. 1403-26 to return the said ordinance for specific technical rectifications;

**WHEREAS**, the technical review conducted by the Provincial Human Resource Management Officer, found that the parenthetical title assigned to the position of Administrative Assistant II (Administrative Assistant) under Performance Management/Rewards and Recognition, violates the authorized standards set under Civil Service Commission (CSC) Memorandum Circular No. 12, s. 2022, Annex B-1;

**WHEREAS**, the Municipality of Carmen values full adherence to standard Civil Service regulations and recognizes that correcting this single technical item will clear the path for the definitive implementation of the MHRMO;

**BE IT ORDAINED**, by the Sangguniang Bayan of Carmen, Surigao del Sur in a session assembled:

**SECTION 1. AMENDMENT AND RECTIFICATION-** The Staffing Pattern designated for the Municipal Human Resource Management Office (MHRMO) under Municipal Ordinance No. 55, Series of 2026, is hereby modified to update the non-compliant position title.

The title shall be changed to match an authorized option under CSC Memorandum Circular No. 12, s. 2022, Annex B-1, and shall read as follows:

Old Title: Administrative Assistant II (Administrative Assistant)  
(Under Performance Management/Rewards and Regulation)

Amended/Corrected Title: Administrative Assistant II (Human Resource Management Assistant) (Under Performance Management/Rewards and Recognition)

**SECTION 2. SEPARABILITY AND RETENTION-** All other operational sections, functional mandates, structural layouts and the creation of the position of Municipal Government Department Head (SG-24) as written in the original Municipal Ordinance No. 55, Series of 2026 remain valid, not affected and in full force and effect.

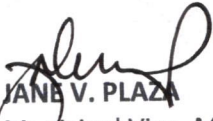
**SECTION 3. EFFECTIVITY-** This Ordinance shall take effect immediately upon its approval.

**ENACTED** this 21<sup>st</sup> day of July 2026 at Carmen, Surigao del Sur.

**I HEREBY ATTEST** to the correctness of the foregoing ordinance.

  
**MA. JULINA T. BORDA- JUTILO, LLB., J.D.**  
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT:

  
**JANE V. PLAZA**  
Municipal Vice- Mayor/  
Presiding Officer

APPROVED:

  
**NESTOR S. VALEROSO**  
Municipal Mayor  
07/27/2026



Republic of the Philippines  
Province of Surigao del Sur  
**MUNICIPALITY OF CARMEN**

POSTED:  
DATE: 5-13-2026  
BY: **INA R. JUTILO**  
SR. SECRETARY

**TANGGAPAN NG SANGGUNIANG BAYAN**

EXCERPTS FROM THE MINUTES OF THE 41<sup>ST</sup> REGULAR SESSION OF THE 14<sup>TH</sup> SANGGUNIANG BAYAN OF CARMEN, SURIGAO DEL SUR HELD AT THE SB SESSION HALL, LEGISLATIVE BUILDING ON MAY 12, 2026

**PRESENT:**

Hon. Jane V. Plaza ..... Municipal Vice- Mayor/  
Presiding Officer

**REGULAR SANGGUNIANG BAYAN MEMBERS:**

Hon. Carlos S. Estrada ..... SB Member  
Hon. Tanie A. Quillano ..... SB Member  
Hon. Nilo S. Bigno ..... SB Member  
Hon. Daniel A. Tejol ..... SB Member  
Hon. Elvie U. Ohao ..... SB Member  
Hon. Rencio P. Valeroso ..... SB Member

**EX-OFFICIO MEMBERS:**

Hon. Blandena V. Sugian ..... ABC President  
Hon. Jeff Anthony D. Beloria ..... SK Federation President

**ON LEAVE:**

**REGULAR SANGGUNIANG BAYAN MEMBERS:**

Hon. Harvey S. Manawatao ..... SB Member  
Hon. Michael C. Escuyos ..... SB Member

**ORDINANCE NO. 55**  
**Series of 2026**

**“AN ORDINANCE CREATING AND STRUCTURING THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE (MHRMO) OF THE MUNICIPALITY OF CARMEN, SURIGAO DEL SUR WITH ITS OWN STANDARDS, ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, MANDATES AND FUNCTIONS AND SUBSEQUENTLY CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER) SALARY GRADE (SG)- 24”**

Author: Hon. Carlos S. Estrada  
Enacted: All Members Present

**EXPLANATORY NOTE**

**WHEREAS**, under the Local Government Code of 1991, Local Government Units (LGUs) are granted the power to create offices and positions, thus: *Section 76. Organization Structure and Staffing Pattern. Every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;*





**WHEREAS**, Section 447 (a) (1) (viii) of the code likewise authorizes the Sangguniang Bayan to determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from the municipal funds and provide expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

**WHEREAS**, CSC Memorandum Circular No. 19, Series of 1992, otherwise known as the Guidelines and Standards in the establishment of Organizational Structures and Staffing Patterns in the Local Government Units, specifically on Section 13 shall be strictly followed;

**WHEREAS**, Section 8 of CSC Memorandum Circular No. 12, Series of 2022, strongly encouraged the Local Government Units to create the Human Resource Management Office which shall be responsible for Human Resource Management and maintenance of effective liaison with the Civil Service Commission. Provided, that when the number of personnel of an LGU does not warrant the creation of the Office, the LGUs are strongly encouraged to create at least a 2<sup>nd</sup> level HRM Officer position to perform the abovementioned duties and responsibilities and/or if funds are available capacitating the LGUs to further create other HRM positions;

**WHEREAS**, to address and strengthen the needs on human resource development, personnel management and continuous organizational development of LGU-Carmen, the Municipal Government necessitates to establish the Human Resource Management Office a separate department and to create a position of Department Head for purposes of organizational enhancement and comprehensive human resource development which will redound to improved employee and LGU performance in the delivery of services to the people;

**WHEREAS**, with the present challenge on the actual implementation of the LGU's Human Resource Management and Development Plan and the compliance and implementation of HR systems for *CSC PRIME-HRM Accreditation Program* on top of the routine personnel functions, the LGU has this action plan and intervention to create the Municipal Human Resource Management Office (MHRMO) with HRMOs and HRMA positions to strengthen the HR functions and accountability and to foster independence of the Office, to augment and rationalize workloads;

**WHEREAS**, to be able to address the needs of the human resource administrative staff management, planning and structure designing employee discipline and other functions, the Human Resource Management Office necessities to create and make structuring of HR Office for sound personnel administration, organization and comprehensive human resource development which will redound to improve employee and LGU performance in the delivery of service to the populace;

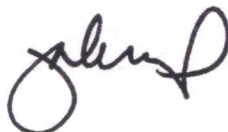
**WHEREAS**, this august body finds necessary to create and structure Human Resource Management Office as distinct and separate office in order to cater the wide scope of functions and responsibilities due to increase in human resources pool coupled with carrying demands of employee welfare and personnel services;

**BE IT ORDAINED**, by the Sangguniang Bayan of Carmen, Surigao del Sur in Regular Session assembled, that:

**Section 1. TITLE-** This Ordinance shall be known as "AN ORDINANCE CREATING AND STRUCTURING THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE (MHRMO) OF THE MUNICIPALITY OF CARMEN, SURIGAO DEL SUR WITH ITS OWN STANDARDS, ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, MANDATES AND FUNCTIONS, AND SUBSEQUENTLY CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER) SALARY GRADE (SG)- 24."

**Section 2. CREATION AND STRUCTURING-** The Municipal Human Resource Management Office including its organizational structure and staffing pattern is hereby created and structured. The Office shall be headed by a Municipal Human Resource Management Officer with the rank of Department Head (Salary Grade- 24) and who shall be appointed by the Municipal Mayor pursuant to Section 444 (b) (1) of R.A. 7160 otherwise known as the Local Government Code of 1991.

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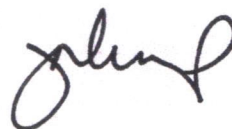




**Section 3. FUNCTIONS-** The Office shall have the following functions, as follows:

1. Directly handle human resource/personnel management of LGU- Carmen.
2. Ensure a continuing organizational development instituting effective administrative reforms.
3. Spearhead the strategic individual and organizational programs and activities towards achieving PRIME-HRM.
4. Is responsible for the planning, development and implementation of the human resource development programs of the Municipal Government Unit.
5. Assist and advise the Municipal Mayor and other Local Officials on the formulation and execution of human resources policies, rules and regulations.
6. Undertake the implementation of the Civil Service laws, rules and regulations as regards to personnel actions, performance management system, incentives and awards, training and development, employee welfare and benefits, grievance machinery and personnel discipline.
7. Provide active support, cooperation and participation in the program and activities of the Civil Service Commission and Liaison with the DBM, DILG, CSC and other government agencies as regards to human resource matters.
8. Conduct of technical needs assessment to determine the training needs of employees, and as basis for the preparation of HR Development Programs; Coordinates with CSC on the conduct of HR programs; evaluates the training programs conducted; maintains a database of employees attendance to HRD programs; proposed/recommends training and career development of employees; implement Career Pathing programs, succession planning, health and wellness programs; certify records to be inputted in the database and in relation to the functions of the office.
9. Conduct personnel inspection, prepares reports on inspection/observations on the implementation of Civil Service law, rules and regulations. Monitors implementation of Performance Management System vis-à-vis different programs of the Municipality of Carmen and CSC and other agencies affecting employee benefits, rewards and incentives for good performance, provides information on employees' rights and privileges, provided guidance and counseling, prepares report relative to the implementation of Program on Awards and Incentives for Service Excellence (PRAISE), Leave Administration and Performance Assessment/Ratings of employees, maintenance of welfare, acts as Secretariat of CS Anniversary Celebration, maintains a database on leave credits of officials and employees, maintains records and other written proceedings involving complaints, grievances and administrative cases.
10. Provide the department and other divisions of the office fiscal, logistic and other basic administrative services, implements policies, rules and regulations and standard governing basic administrative services, implement Records Management Manual of the Municipality of Carmen, Surigao del Sur, supervise overall management records of the office, provides the various offices updates on Civil Service laws, rules and regulations and policies, serves as linkage with other offices on personnel matters; prepares annual reports required by the CSC and other agencies, maintains an employee database, provides Office Secretariat services to the different Personnel Mechanism Committees.

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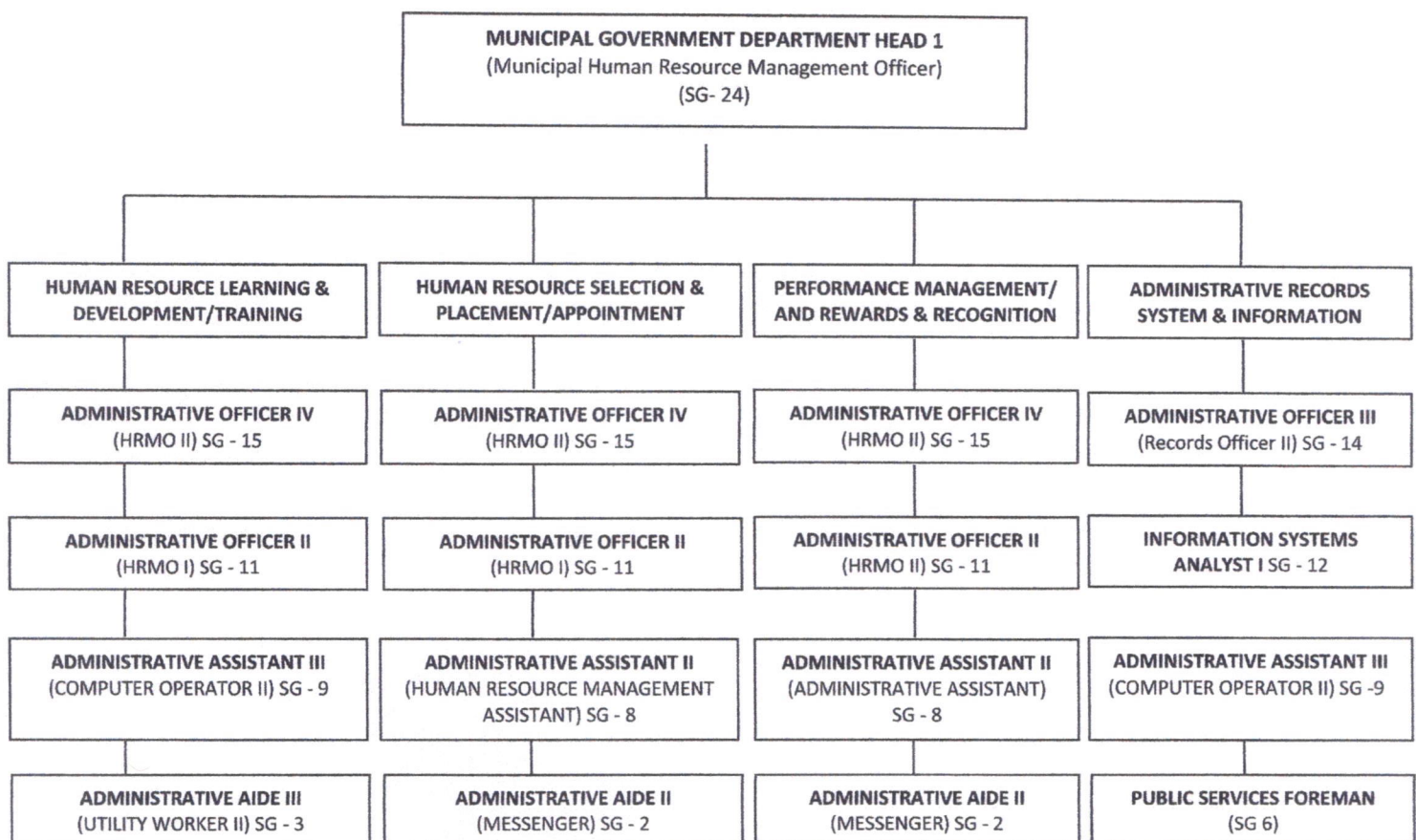




11. Identify and publishes/posts vacant positions, receives applicants and other requirements for employment, conducts orientation of applicants, evaluates qualification of applicants vis-à-vis the approved qualification standards, submit list of qualified applicants to the Human Resource Management Personnel Selection Board (HRMPSB), serves as Secretariat and assists the HRMPSB during deliberation of vacant positions, prepares all appointments of selected employees, reviews and verifies all supporting documents of appointments, prepares observations on complaints relative to ARD, prepares Appointment Transfer Action Forms (ATAF) and quarterly report on accession and separation, maintains qualification standards of all positions, maintenance of the Municipality of Carmen Merit Promotion Plan.

**Section 4. ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN-** The Municipal Human Resource Management Office shall have the following Organizational Structure and Staffing Pattern.

**OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT**



**Section 5. FUNCTIONS AND RESPONSIBILITIES OF THE DIVISION-** The Office shall have four (4) divisions which shall be composed of Human Resource Learning and Development/Training, Human Resource Selection and Placement/Appointment, Performance Management/Rewards and Recognition and Administrative, Records System and Information and shall have the following functions and responsibilities.

**(a) HUMAN RESOURCE LEARNING AND DEVELOPMENT/TRAINING-** To develop a competent, responsive, and values- driven workforce through strategic human resource development initiatives, the following are the duties and functions:

1. Conduct Training Needs Analysis (TNA)- to identify competency gaps aligned with CSC standards.

2. Develop and implement the Annual Learning and Development Plan (LDP)- consistent with organizational goals and ORAOHRA 2026.
3. Administer training programs and capability- building activities in coordination with CSC and accredited institutions.
4. Manage scholarship and continuing education programs and monitor compliance with service obligations.
5. Support career development and succession planning to strengthen workforce capability.
6. Assist in the implementation of the Strategic Performance Management System (SPMS) and align training with performance gaps.
7. Maintain and update training records and documentation for reporting and compliance purposes.
8. Monitor and evaluate Learning and Development programs to ensure effectiveness and continuous improvement.
9. Ensure compliance with CSC policies, rules and ORAOHRA 2026 on all HRD interventions.
10. Promote values formation and organizational culture development anchored on integrity, professionalism and excellence.
11. Manage HRD resources and budget to ensure efficient utilization.
12. Perform other HRD- related functions as may be assigned by the HRMO or Municipal Mayor.

**(b) HUMAN RESOURCE RECRUITMENT, SELECTION AND PLACEMENT/APPOINTMENT-** To institutionalize a professional, transparent and merit- based recruitment, selection and placement system that ensures the hiring and retention of the most qualified and competent personnel in the LGU. This division shall have the following functions:

1. Shall be primarily responsible in establishing/formulating a sound recruitment, selection and placement system in the municipality.
2. Develop a manpower plan/staffing plan which shall set forth the number and knowledge/skills of personal needed to achieved the organization's goals, objectives and programs.
3. Ensure transparent publication of all vacant positions in compliance with CSC requirements.
4. Conduct objective screening and evaluation of applicants based on approved Qualification Standards (QS) and competency requirements.
5. Provide technical and secretariat support to the Human Resource Management Personnel Selection Board (HRMPSB), ensuring proper documentation of deliberations.
6. Uphold the merit and fitness principle in all selection decisions in accordance with CSC rules and ORAOHRA 2026.
7. Prepare, review and process appointments and personnel actions (original, promotion, transfer, reemployment, etc.).
8. Ensure accuracy, completeness and timeless of appointment documents prior to submission to CSC.
9. Facilitate proper placement and movement of personnel within the approved plantilla and staffing pattern.
10. Maintain and safeguard 201 files and personnel records, ensuring data integrity and confidentiality.
11. Monitor and ensure full compliance with CSC policies, civil service laws and reporting requirements.
12. Provide policy guidance and technical advice to offices on recruitment, selection and placement procedures.
13. Continuously improve systems to promote efficiency, fairness and accountability in HR processes.
14. Updates the Merit Promotion Plan and System of Ranking Positions as the case maybe which shall be submitted to the appointing authority and the Civil Service



Commission for approval.

15. Perform other related HR functions as may be assigned by the HRMO or Head of Agency.

**(c) PERFORMANCE MANAGEMENT/REWARDS AND RECOGNITION-**

1. Lead the implementation of the Strategic Performance Management System (SPMS) in accordance with CSC guidelines.
2. Facilitate the setting of Office and Individual Performance Targets aligned with organizational goals.
3. Provide technical assistance in the preparation of Office Performance Commitment and Review (OPCR) and individual Performance Commitment and Review (IPCR).
4. Monitor and track performance accomplishments and timelines of offices and employees.
5. Review and validate performance ratings to ensure objectively, fairness and consistency.
6. Consolidate and submit performance reports to CSC and oversight agencies.
7. Ensure linkage of performance results to rewards, incentives and HR actions (promotion, training, etc.).
8. Administer the Performance- Based Bonus (PBB) and other incentive systems in compliance with national guidelines.
9. Provide coaching and guidance to supervisors on performance evaluation and feedback mechanisms.
10. Maintain and update performance records and databases.
11. Ensure compliance with CSC policies, SPMS guidelines and ORAOHRA 2026.
12. Recommend improvements to strengthen a results-based, accountable and high-performing workforce.
13. Develops a performance standard an evaluation which is workable or applicable to the functions of the whole organization and in accordance with the guidelines and standards set by the Civil Service Commission.
14. Coordinate with the Performance Management Team (PMT) in the conduct of performance evaluation of all municipal personnel as basis for the incentives and rewards, promotion, training and development intervention and other personnel actions.
15. Perform other related functions as may be assigned by the HRMO or Head of Agency.

**(d) ADMINISTRATION, RECORDS SYSTEM AND INFORMATION-** To ensure a reliable, secure, and efficient human resource records and information system that supports sound HR decision- making and compliance with Civil Service standards. The following are the duties and functions:

1. Manage and maintain the integrated HR records management system in accordance with CSC standards and data integrity policies.
2. Ensure proper creation, updating, safekeeping and disposal of personnel records (201 files) in compliance with CSC guidelines and archival rules.
3. Process and document personnel administrative actions (appointments, promotions, transfers, separation, leave and other HR movements).
4. Maintain an accurate and updated Human Resource Information System (HRIS) for decision- making and reporting purposes.
5. Ensure confidentiality, security and accessibility of employee records and HR data.
6. Prepare and submit statistical and compliance reports required by CSC, DBM, COA and other oversight agencies.
7. Provide records verification and certification services for employment, service records and other HR documents.

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- 8. Implement records classification, indexing and filing systems for efficient retrieval and monitoring.
- 9. Coordinate with concerned offices on data validation and correction of personnel records.
- 10. Support HRM programs by providing accurate and timely HR data analytics and reports.
- 11. Ensure compliance with CSC rules, ORAOHRA 2026, Data Privacy Act and related issuances.
- 12. Maintain backup systems and ensure continuity and disaster recovery of HR records.
- 13. Facilitates and administers retirement processes and benefits of the officials and employees.
- 14. Perform other related functions as may be assigned by the HRMO or Head of Agency.

**Section 6. STAFFING PATTERN-** There shall be standard Staffing Pattern of the Local Human Resource Management and Development Office (HRMDO) as follows:

**HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE STAFFING PATTERN**

| NUMBER | POSITION                                                                                           | SALARY GRADE | STEP |
|--------|----------------------------------------------------------------------------------------------------|--------------|------|
| 1      | <b>Municipal Government Department Head 1</b><br>(Human Resource Management & Development Officer) | 24           | 1    |

**HUMAN RESOURCE LEARNING & DEVELOPMENT/TRAINING DIVISION**

| NUMBER | POSITION                                                                | SALARY GRADE | STEP |
|--------|-------------------------------------------------------------------------|--------------|------|
| 1      | <b>ADMINISTRATIVE OFFICER IV</b> (Human Resource Management Officer II) | 15           | 1    |
| 1      | <b>ADMINISTRATIVE OFFICER II</b> (Human Resource Management Officer I)  | 11           | 1    |
| 1      | <b>ADMINISTRATIVE ASSISTANT III</b> (Computer Operator II)              | 9            | 1    |
| 1      | <b>ADMINISTRATIVE AIDE III</b> (Utility Worker II)                      | 3            | 1    |

**HUMAN RESOURCE SELECTION & PLACEMENT/APPOINTMENT DIVISION**

| NUMBER | POSITION                                                                    | SALARY GRADE | STEP |
|--------|-----------------------------------------------------------------------------|--------------|------|
| 1      | <b>ADMINISTRATIVE OFFICER IV</b> (Human Resource Management Officer II)     | 15           | 1    |
| 1      | <b>ADMINISTRATIVE OFFICER II</b> (Human Resource Management Officer I)      | 11           | 1    |
| 1      | <b>ADMINISTRATIVE ASSISTANT II</b><br>(HUMAN RESOURCE MANAGEMENT ASSISTANT) | 8            | 1    |
| 1      | <b>ADMINISTRATIVE AIDE II</b> (Messenger)                                   | 2            | 1    |

**PERFORMANCE MANAGEMENT/REWARDS AND RECOGNITION DIVISION**

| NUMBER | POSITION                                                                    | SALARY GRADE | STEP |
|--------|-----------------------------------------------------------------------------|--------------|------|
| 1      | <b>ADMINISTRATIVE OFFICER IV</b> (Human Resource Management Officer II)     | 15           | 1    |
| 1      | <b>ADMINISTRATIVE OFFICER II</b> (Human Resource Management Officer I)      | 11           | 1    |
| 1      | <b>ADMINISTRATIVE ASSISTANT II</b><br>(HUMAN RESOURCE MANAGEMENT ASSISTANT) | 8            | 1    |
| 1      | <b>ADMINISTRATIVE AIDE II</b> (Messenger)                                   | 2            | 1    |









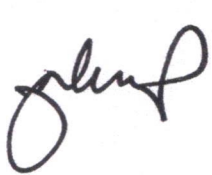
ADMINISTRATIVE RECORDS SYSTEM & INFORMATION DIVISION

| NUMBER | POSITION                                                  | SALARY GRADE | STEP |
|--------|-----------------------------------------------------------|--------------|------|
| 1      | ADMINISTRATIVE OFFICER III<br>(Records Officer II)        | 14           | 1    |
| 1      | INFORMATION SYSTEMS ANALYST II                            | 12           | 1    |
| 1      | ADMINISTRATIVE ASSISTANT II<br>(Administrative Assistant) | 8            | 1    |
| 1      | PUBLIC SERVICES FOREMAN                                   | 6            | 1    |

Section 7. CREATION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICER) SALARY GRADE (SG) 24- There is hereby created a plantilla position of Municipal Government Department Head I (Municipal Human Resource Management Officer), Salary Grade (SG) 24, in the Municipal Human Resource Management Office (MHRMO) with the following qualification standards and functions, duties and responsibilities:

7.1 QUALIFICATION STANDARDS

| POSITIONS                                                                  | QUALIFICATION STANDARDS |       |                                                                                                                                                                                          |                                |                              |                                                                                               |
|----------------------------------------------------------------------------|-------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|-----------------------------------------------------------------------------------------------|
|                                                                            | SG                      | LEVEL | EDUCATION                                                                                                                                                                                | EXPERIENCE                     | TRAINING                     | ELIGIBILITY                                                                                   |
| Municipal Government Department Head I (Human Resource Management Officer) | 24                      | 2     | Bachelor's Degree preferably in Psychology, Human Resource Management, Public Administration, Office Administration, Business Administration, Mass Communication or other Allied Courses | 3 years of relevant experience | None required                | Career Service Professional (Second Level Eligibility)                                        |
| ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)           | 15                      | 2     | Bachelor's Degree                                                                                                                                                                        | 1 year of relevant experience  | 4 hours of relevant training | Career Service Professional (Second Level Eligibility)                                        |
| ADMINISTRATIVE OFFICER III (Records Officer II)                            | 14                      | 2     | Bachelor's Degree                                                                                                                                                                        | 1 year of relevant experience  | 4 hours of relevant training | Career Service Professional (Second Level Eligibility)                                        |
| ADMINISTRATIVE OFFICER II (Human Resource Management Officer I)            | 11                      | 2     | Bachelor's Degree                                                                                                                                                                        | None required                  | None required                | Career Service Professional (Second Level Eligibility)                                        |
| ADMINISTRATIVE ASSISTANT III (Computer Operator II)                        | 9                       | 2     | Completion of two years 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) Career Service Sub Professional (First Level Eligibility) |

| POSITIONS                                                                   | QUALIFICATION STANDARDS |       |                                            |                               |                              |                                                           |
|-----------------------------------------------------------------------------|-------------------------|-------|--------------------------------------------|-------------------------------|------------------------------|-----------------------------------------------------------|
|                                                                             | SG                      | LEVEL | EDUCATION                                  | EXPERIENCE                    | TRAINING                     | ELIGIBILITY                                               |
| <b>ADMINISTRATIVE ASSISTANT II</b><br>(Human Resource Management Assistant) | 8                       | 1     | Completion of two years studies in college | 1 year of relevant experience | 4 hours of relevant training | Career Service Sub Professional (First Level Eligibility) |
| <b>ADMINISTRATIVE AIDE II</b><br>(Messenger)                                | 2                       | 1     | Elementary School Graduate                 | None required                 | None required                | None required (MC 11, s. 96 – Cat I)                      |
| <b>ADMINISTRATIVE ASSISTANT II</b><br>(Administrative Assistant))           | 8                       | 1     | Completion of two years studies in college | 1 year of relevant experience | 4 hours of relevant training | Career Service Sub Professional (First Level Eligibility) |
| <b>INFORMATION SYSTEMS ANALYSTS I</b>                                       | 12                      | 2     | Bachelor's Degree relevant to the Job      | None required                 | None required                | Career Service Professional (Second Level Eligibility)    |
| <b>PUBLIC SERVICES FOREMAN</b>                                              | 6                       | 1     | High School Graduate                       | None required                 | None required                | None required (MC 11, s. 96 –Cat I)                       |

**7.2 COMPETENCIES OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICER-** The Municipal Human Resource Management Officer (HRMO) must possess a combination of technical expertise, leadership ability and interpersonal skills to effectively manage the human capital of an organization. The following are the key competencies:

**1. Strategic Human Resource Management**

- Ability to align HR strategies and programs with organizational goals and priorities.
- Competence in workforce planning, succession planning and organizational development.
- Capability to design and implement HR policies and systems.

**2. Knowledge of HR Laws, Rules and Regulations**

- Proficiency in Civil Service laws, rules and regulations (e.g., CSC policies).
- Understanding of labor laws, government compensation and benefits systems and public sector HR policies.
- Ensures compliance with legal and regulatory requirements.

**3. Recruitment, Selection and Placement**

- Skill in conducting competency- based recruitment and selection processes.
- Ability to assess qualifications and match candidates with appropriate positions.
- Knowledge in merit and fitness principles in hiring.

**4. Performance Management**

- Capability to implement and monitor the Strategic Performance Management System (SPMS).
- Skill in setting performance standards, evaluating employee performance and providing feedback.
- Ability to recommend performance improvement interventions.





**5. Learning and Development (L & D)**

- Competence in identifying training needs and designing capacity development programs.
- Ability to implement training plans and evaluate their effectiveness.
- Supports employee growth and career development.

**6. Compensation and Benefits Administration**

- Knowledge of government compensation structures, benefits and incentives.
- Ability to manage payroll- related concerns, leave administration and employee welfare programs.
- Ensures timely and accurate delivery of employee benefits.

**7. Records Management and HR Information Systems**

- Proficiency in maintaining and securing personnel records and documents.
- Ability to utilize HR Information Systems (HRIS) and ensure data accuracy and confidentiality.
- Ensures compliance with data privacy standards.

**8. Employee Relations and Engagement**

- Strong interpersonal and communication skills.
- Ability to handle employee concerns, grievances and disciplinary cases.
- Promotes a positive organizational culture and employee engagement.

**9. Leadership and Management Skills**

- Ability to lead and supervise HR staff effectively.
- Strong decision- making and problem- solving skills.
- Demonstrates accountability, integrity and professionalism.

**10. Communication Skills**

- Excellent written and verbal communication.
- Ability to prepare reports, policies and official correspondence.
- Effective facilitation and presentation skills.

**11. Ethical Standards and Integrity**

- Demonstrates high level of confidentiality and professionalism.
- Upholds ethical standards in all HR processes.
- Ensures fairness, transparency and accountability.

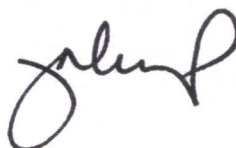
**12. Change Management and Innovation**

- Ability to manage organizational change and HR reforms.
- Open to innovation and continuous improvement of HR systems.
- Supports digitalization and modernization of HR processes.

**\*MUST BE A RESIDENT OF THE MUNICIPALITY AND WITH GOOD MORAL CHARACTER**

**Section 8. FUNCTIONS AND RESPONSIBILITIES-** The Municipal Government Department Head I (Municipal Human Resource and Development Officer) shall take charge of the Municipal Human Resource Management Office and shall perform the following:

21



- 8.1. Shall handle the entire Human Resource/Personnel Management.
- 8.2. Takes charge in the administration of Official Personnel action of all Municipal Officials and Employees, such as recruitment, selection and placement process, assist management in processing benefits of separating staff, leaves, promotions, retirements, change of status, performance appraisal ratings and other related personnel actions.
- 8.3. Advises the Municipal Officials on personnel policy, functions, practices, rules and regulations and problems.
- 8.4. Determines the qualifications standards of all positions, salary grade and salary allocations that are in accordance with those prescribed by the Civil Service Commission, Department of Budget and Management and other agencies of the government concerned.
- 8.5. Recommends to the Mayor the conduct of training and seminars for the upgrading of personnel skills and performances.
- 8.6. Supervises all personnel and responsible for the updating of personnel records and safekeeping of 201 files of all officials and employees.
- 8.7. Spearheads/handles the strategic and continuing organizational development instituting effective administrative reforms.
- 8.8. Formulates strategies to attain practices institutionalizing meritocracy in HRM.
- 8.9. Implements administrative policies and attend to all personnel actions.
- 8.10. Ensures the conduct orientation/reorientation to newly hired and existing staff.
- 8.11. Focal person in the conduct of trainings and development programs for human resource competencies.
- 8.12. Updates and prepares required personnel reports and statistics.
- 8.13. Coordinates and monitors the implementation of HRD programs, projects and activities in the following HR functions: Recruitment and Selection, Performance Management Systems, Learning and Development and Rewards and Recognition including Human Resource Management Information System.
- 8.14. Formulates policies, procedures and guidelines on human resource management.
- 8.15. Develops and institutionalizes programs and projects in all human resources management.
- 8.16. Provides information and advises the Local Chief Executive in the preparation of memoranda, circulars and other issuances issued by the Civil Service Commission, other offices/agencies regarding personnel matters/actions.
- 8.17. Performs Liaison functions to the Civil Service Commission.
- 8.18. Performs other related functions as may be assigned by the Local Chief Executive and performs other functions and duties as maybe prescribed by law or ordinance.

**Section 9. APPROPRIATION-** The compensation for the salaries, allowances and other emoluments and benefits shall be chargeable against the appropriation for such purpose under the general fund of this municipality.

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**Section 10. SEPARABILITY CLAUSE-** If any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not be affected shall continue and remain in full force and effect.

**Section 11. REPEALING CLAUSE-** All Ordinances, Administrative Circulars and Executive Orders or parts thereof which shall be found to be inconsistent with provisions of this Ordinance are hereby repealed and amended accordingly.

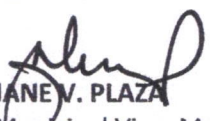
**Section 12. EFFECTIVITY CLAUSE-** This Ordinance shall take effect upon its approval.

**ENACTED** this 12<sup>th</sup> day of May, 2026 at Carmen, Surigao del Sur.

**I HEREBY ATTEST** to the correctness of the foregoing Ordinance.

  
**MA. JULINA T. BORDA-JUTILO, LLB., J.D.**  
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT:

  
**JANE V. PLAZA**  
Municipal Vice- Mayor/  
Presiding Officer

APPROVED:

  
**NESTOR S. VALEROSO**  
Municipal Mayor  
5/13/2026

**Republika ng Pilipinas  
LALAWIGAN NG SURIGAO DEL SUR  
TANDAG CITY**

**Tanggapan ng Sangguniang Panlalawigan  
(Office of the Provincial Council)**

**EXCERPT FROM THE MINUTES OF THE 50<sup>TH</sup> REGULAR SESSION OF THE 21<sup>ST</sup> SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE SANGGUNIANG PANLALAWIGAN SESSION HALL, LEGISLATIVE BUILDING, CAPITOL HILLS, TELAJE, TANDAG CITY, PROVINCE OF SURIGAO DEL SUR ON JULY 07, 2026**

**PRESENT:**

|                          |                                                                     |
|--------------------------|---------------------------------------------------------------------|
| Hon. Henrich M. Pimentel | - Member, Sangguniang Panlalawigan<br>(Temporary Presiding Officer) |
|--------------------------|---------------------------------------------------------------------|

**Regular Sangguniang Panlalawigan Members:**

**District I**

Hon. Ruel D. Momo  
Hon. Jose Dumagan, Jr.  
Hon. Valerio T. Montesclaros, Jr.

**District II**

Hon. Joey S. Pama  
Hon. Gines Ricky J. Sayawan, Sr.  
Hon. Margarita G. Garay  
Hon. Anthony Joseph P. Cañedo  
Hon. Raul K. Salazar

**Ex – Officio Members:**

|                       |                                                                   |
|-----------------------|-------------------------------------------------------------------|
| Hon. Jimmy I. Guinsod | - Indigenous Peoples Mandatory<br>Representative, Surigao del Sur |
|-----------------------|-------------------------------------------------------------------|

**On Virtual Attendance:**

|                               |                                                                      |
|-------------------------------|----------------------------------------------------------------------|
| Hon. Yuri Art Eufy R. Sanchez | - President, Panlalawigang Pederasyon<br>ng mga Sangguniang Kabataan |
|-------------------------------|----------------------------------------------------------------------|

**ABSENT:**

**On Sick Leave:**

|                            |                                                                        |
|----------------------------|------------------------------------------------------------------------|
| Hon. Antonio C. Azarcon    | - Member, Sangguniang Panlalawigan                                     |
| Hon. John Paul C. Pimentel | - President, Philippine Councilors'<br>League, Surigao del Sur Chapter |

**On Vacation Leave:**

|                          |                                                                                |
|--------------------------|--------------------------------------------------------------------------------|
| Hon. Melanie Joy M. Guno | - President, Provincial Chapter<br>of the Liga ng mga Barangay<br>sa Pilipinas |
|--------------------------|--------------------------------------------------------------------------------|

**RESOLUTION NO. 1403 – 26  
(Series of 2026)**

**RETURNING ORDINANCE NO. 55 DATED MAY 12, 2026 OF THE MUNICIPALITY OF CARMEN, THIS PROVINCE ENTITLED “AN ORDINANCE CREATING AND STRUCTURING THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE (MHRMO) OF THE MUNICIPALITY OF CARMEN, SURIGAO DEL SUR WITH ITS OWN STANDARDS, ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, MANDATES AND FUNCTIONS AND SUBSEQUENTLY CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER) SALARY GRADE (SG)-24”, FOR RECTIFICATION**



SPONSORS:

HON. HENRICH M. PIMENTEL, HON. GINES RICKY J. SAYAWAN, SR., HON. MARGARITA G. GARAY, HON. ANTONIO C. AZARCON, HON. VALERIO T. MONTESCLAROS, JR., HON. JOEY S. PAMA, HON. ANTHONY JOSEPH P. CAÑEDO, HON. RAUL K. SALAZAR, HON. JIMMY I. GUINSOD AND HON. MELANIE JOY M. GUNO

WHEREAS, Chapter 3, Article III, Section 468 Par. (a) No. 1 ( i ) of the Local Government Code of 1991 provides that, “the sangguniang panlalawigan shall review all ordinances approved by the sanggunians of component cities and municipalities and executive orders issued by the mayors of said component units to determine whether these are within the scope of the prescribed powers of the sanggunian and of the mayor”;

WHEREAS, Ordinance No. 55 dated May 12, 2026 of the Municipality of Carmen, this Province entitled “An Ordinance Creating and Structuring the Municipal Human Resource Management Office (MHRMO) of the Municipality of Carmen, Surigao del Sur with its Own Standards, Organizational Structure, Staffing Pattern, Mandates and Functions and Subsequently Creating the Position of Municipal Government Department Head I (Human Resource Management and Development Officer) Salary Grade (SG)-24”, was submitted to this Body for review and same was referred to the Committee on Good Government, Public Ethics and Accountability, for appropriate action and was indorsed to the Provincial Human Resource Management Office (PHRMO) and to the Provincial Finance Committee (PFC), all of this Province, for technical review;

WHEREAS, the Provincial Finance Committee (PFC) in its letter dated June 3, 2026 informed the Body that the above-mentioned Ordinance is within the scope of the prescribed powers of the Sanggunian Bayan concerned pursuant to Sections 443 and 447 of R.A. 7160 (Local Government Code of 1991) and LBC No. 137 dated July 13, 2021 of the Department of Budget and Management and that the said LGU has still an allowable Personal Services Cost of Php 1,544,602.25;

WHEREAS, however, Mr. Ace R. Orcullo, MPA, CHRA, Provincial Human Resource Management Officer, this Province in his letter dated June 8, 2026 upon perusal of the subject Ordinance, informed the August Body of the observation, below:

| ORDINANCE | FINDING/S                                                                                                                                                                                                                                                                | RECOMMENDATION/S                                                                        |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| 55        | The <b>parenthetical title</b> of the newly created position of Administrative Assistant II under the Performance Management/Rewards and Recognition cannot be found among the parenthetical titles prescribed under CSC Memorandum Circular No. 12, s. 2022, Annex B-1. | The LGU shall adhere to CSC MC No. 12, s. 2022 for the appropriate parenthetical title. |

WHEREAS, after a careful deliberation on the matter, the Committee on Good Government, Public Ethics and Accountability, to which the matter was referred to, during its Committee Meeting on June 30, 2026 recommended to return Ordinance No. 55 dated May 12, 2026 of the Municipality of Carmen, this Province for rectification with a suggestion that the same shall adhere to the corresponding observation/finding by the Provincial Human Resource Management Officer, this Province;

WHEREAS, in view of the foregoing and on motion of Hon. Gines Ricky J. Sayawan, Sr. and unanimously seconded by all Sangguniang Panlalawigan Members present;

**NOW THEREFORE**

**BE IT RESOLVED** by the Sangguniang Panlalawigan of Surigao del Sur to return Ordinance No. 55 dated May 12, 2026 of the Municipality of Carmen, this Province entitled "An Ordinance Creating and Structuring the Municipal Human Resource Management Office (MHRMO) of the Municipality of Carmen, Surigao del Sur with its Own Standards, Organizational Structure, Staffing Pattern, Mandates and Functions and Subsequently Creating the Position of Municipal Government Department Head I (Human Resource Management and Development Officer) Salary Grade (SG)-24", for rectification.

**RESOLVED FINALLY:** To furnish copies of this Resolution to Hon. Nestor S. Valeroso, Municipal Mayor and to the Sangguniang Bayan thru Hon. Jane V. Plaza, Municipal Vice Mayor/Presiding Officer, all of the Municipality of Carmen, this Province, for their information, guidance and appropriate action.

**ADOPTED** this 7<sup>th</sup> day of July, 2026 at the City of Tandag, Province of Surigao del Sur by unanimous votes of all the Sangguniang Panlalawigan Members present.

X-----X

**I HEREBY CERTIFY** to the correctness of the foregoing Resolution.

  
**EDGAR G. PEREZ II, J.D.**  
Secretary to the Sangguniang Panlalawigan

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

  
**HENRICH M. PIMENTEL**  
Member, Sangguniang Panlalawigan  
(Temporary Presiding Officer)