



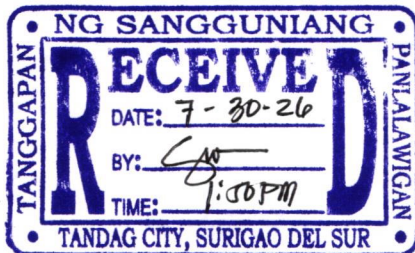
Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Municipality of Lingig

OFFICE OF THE SANGGUNIANG BAYAN

July 28, 2026

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

Thru: Hon. Ruel D. Momo
Acting Provincial Vice Governor



Dear Honorable Ladies and Gentlemen:

Respectfully re-submitted herewith is the rectified Ordinance No. 2025-41, Series of 2025, entitled, "**AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITIONS IN VARIOUS EXISTING OFFICES IN THE MUNICIPAL GOVERNMENT OF LINGIG, SURIGAO DEL SUR**", pursuant to SP Resolution No. 1394-26, Series of 2026, particularly with respect to the plantilla positions of Municipal Economic Enterprise Development Officer, Salary Grade 24, and Engineer II, SG 16.

Thank you very much.

Truly yours,


JETHRO P. LINDO
Secretary to the Sanggunian



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



12TH SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 12TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF LINGIG, SURIGAO DEL SUR HELD AT SB SESSION HALL DATED SEPTEMBER 23, 2025.

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

Present:

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

Municipal Vice Mayor – Presiding Officer

Regular SB Member

Regular SB Member

Regular SB Member

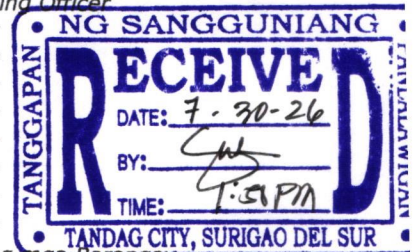
Regular SB Member

Regular SB Member

Regular SB Member

Regular SB Member

Ex-Officio Member, Pres., Liga ng mga Barangay
Ex-officio Member, Sectoral Representative, IP



Absent:

Hon. SHERICA YVONNE A. EVANGELIO

Ex-officio Member, Pres., Pederasyon ng mga SK

MUNICIPAL ORDINANCE NO. 2025-41

Series of 2025

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

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

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

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

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

WHEREAS, the Municipality of Lingig has existing offices that require additional manpower support to ensure effective and efficient delivery of public services to the constituents;



WHEREAS, as the municipality's population grows, so does the need to address the efficient and effective governance that is vital to the advancement of the public good;

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

BE IT ORDAINED in a session assembled;

Section 1. TITLE. This Ordinance shall be known as "**An Ordinance Creating Additional Plantilla Positions in Various Existing Offices in the Municipal Government of Lingig, Surigao del Sur**".

Section 2. NEW PLANTILLA POSITIONS, QUALIFICATIONS, DUTIES, AND FUNCTIONS. The following positions are hereby created under the different offices of the Municipal Government of Lingig, with their corresponding qualifications, duties, and functions enumerated below;

2. a. Municipal Economic Enterprise Development Office (MEEDO)

i. One (1) Municipal Government Department Head I (Municipal Economic Enterprise Development Officer), SG 24

• **Qualification:**

Education: *Bachelor's Degree relevant to the job.*

Experience: *Four (4) Years of Experience in Management and Supervision related to integrated livelihood/enterprises and Employment for Economic Development.*

Training: *24 Hours of Training in Planning, Supervision, Coordination, and/or Management and Development of Economic Enterprises in Local Government Units.*

Eligibility: *Career Service Professional/Second Level Eligibility.*

• **Duties and Responsibilities:**

The MEEDO shall manage and supervise the different Economic Enterprises, such as:

- a. Exercise coordinate managerial control over the operations of various economic enterprise units as well as their support services units.

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- b. Advise the Municipal Mayor, the Municipal Market Committee, and other special bodies that may thereafter be legally constituted, on all matters involving economic enterprises and development.
- c. Develop policies and formulate rules and regulations, standards, and procedures to improve and enhance revenue generation based on sound financial concepts and principles for adequate delivery of services, subject to the approval of the Sangguniang Bayan.
- d. Prepare the annual budget of each Economic Enterprise and the Department as a whole.
- e. Exercise management and supervision over all units and personnel under the Municipal Economic Enterprise Development Office (MEEDO).
- f. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance, incidental and necessary to this position.

2. b. Municipal Engineering Office

i. One (1) Engineer II, SG 16, Level 2

- Qualification:

Education: *Bachelor's Degree in Engineering relevant to the job.*

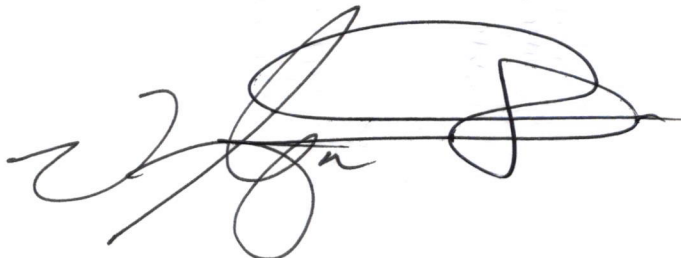
Experience: *1 year of relevant experience.*

Training: *4 hours of relevant training.*

Eligibility: *RA 1080 (Engineer)*

- Duties and Responsibilities:

- a. Assist the Municipal Engineer in the performance of his duties. Direct and supervise all maintenance personnel.
- b. Maintain records for preventive maintenance activities such as oil changes, greasing, and other related tasks. Ensure proper scheduling of equipment servicing, maintenance, and repairs.
- c. Prepare appropriate manning schedules for repair works based on the mechanics' skills and expertise. Analyze equipment defects and recommend whether major or minor repairs are required.
- d. Conduct regular inspections to assess the condition of each piece of equipment. Check tire conditions regularly and ensure proper capping whenever necessary.
- e. Maintain accurate and updated records, including periodic inventory of spare parts.



- f. Prepare and submit monthly reports on equipment status, and on the availability of fuel, oil, and lubricants. Enforce safety precautions among all personnel.
- g. Initiate or request training and seminars for mechanics, drivers, operators, and service personnel to update and enhance their technical knowledge on repairs and maintenance.

ii. **One (1) Administrative Assistant III (Electrician Foreman), SG 9**

- **Qualification:**

Education: *High School Graduate or Completion of a relevant vocational/trade course.*

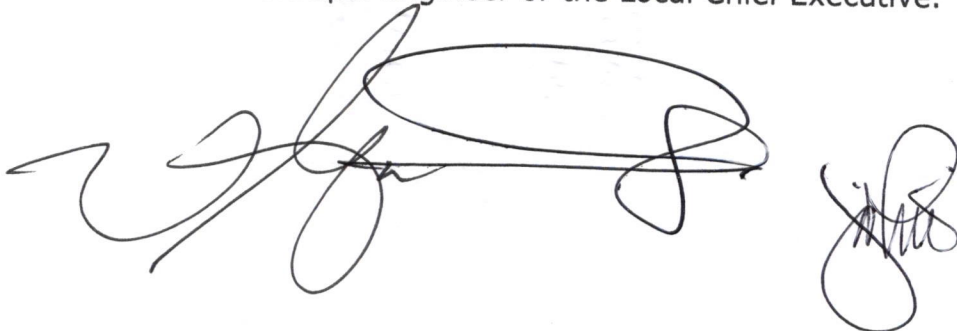
Experience: *1 year of relevant experience.*

Training: *4 hours of relevant training.*

Eligibility: *Electrician (Building Wiring) (-250 volts) (MC11, s.96-Cat. I).*

- **Duties and Responsibilities:**

- a. Oversees the installation, testing, and maintenance of wiring systems, lighting, power circuits, generators, transformers, and streetlights.
- b. Ensures that all municipal buildings, facilities, and public areas have functional and safe electrical systems. Responds promptly to electrical emergencies, power outages, and equipment failures within the municipality.
- c. Conducts preventive maintenance, regular inspection of electrical panels and equipment, and performs necessary safety checks.
- d. Prepares plans, sketches, and cost estimates for electrical works and projects.
- e. Inspects ongoing and completed electrical works to ensure compliance with electrical codes, safety regulations, and municipal standards.
- f. Recommends system improvements and upgrades to enhance energy efficiency and reliability.
- g. Submits regular reports to the Municipal Engineer or Department Head on electrical operations and maintenance activities. Maintains an inventory of electrical tools, materials, and equipment, ensuring their proper use and safe storage.
- h. Performs other related duties as may be assigned by the Municipal Engineer or the Local Chief Executive.



SECTION 3. FUNDING SUPPORT. The salaries, wages, and benefits of the newly created positions shall be charged against the funds of the Municipal Government of Lingig, subject to the Personal Services limitation as provided for under Section 325 (a) of the Local Government Code of 1991, and shall be incorporated in the annual budget of the municipality.

SECTION 4. REPEALING CLAUSE. All Ordinances, rules, and regulations, or parts thereof, which are inconsistent with any provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

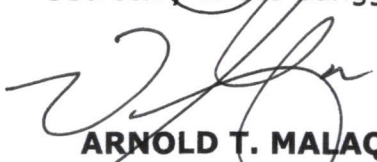
SECTION 5. SEPARABILITY CLAUSE. If, for any reason or reasons, any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 6. EFFECTIVITY. This Ordinance shall take effect after ten (10) days from the date of posting, following Section 59 of RA 7160.

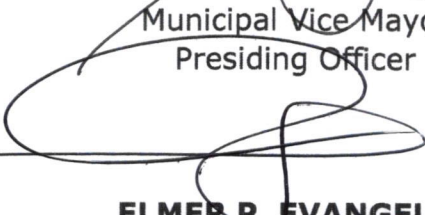
ENACTED: This 23rd day of September 2025 at the Sangguniang Bayan Session Hall, Lingig, Surigao del Sur.

I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE COPY OF THE ORDINANCE DULY ENACTED BY THE SANGGUNIAN.


JETHRO P. LINDO
Secretary to the Sanggunian


ARNOLD T. MALAQUE
Municipal Vice Mayor
Presiding Officer

APPROVED:


ELMER P. EVANGELIO
Municipal Mayor

Date of Approval: 4-18-2020