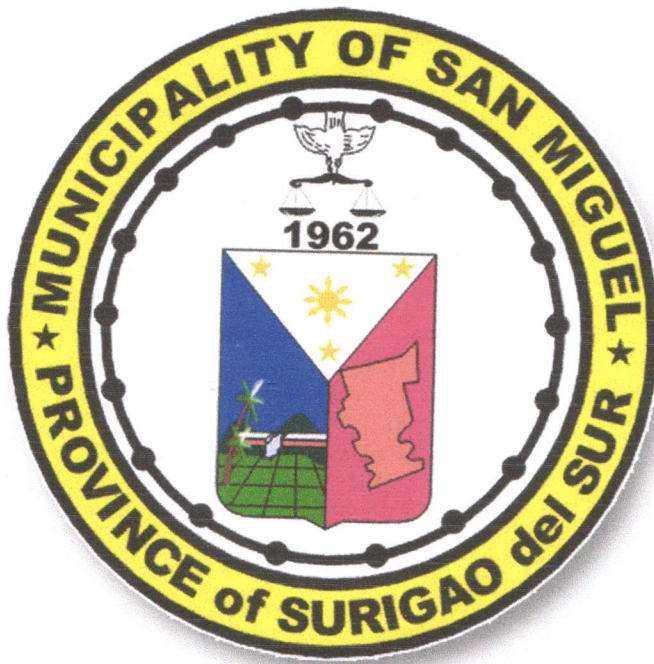




MUNICIPAL ORDINANCE
No. 46 Series of 2026

MUNICIPALITY OF SAN MIGUEL
SURIGAO DEL SUR



Republic of the Philippines
Province of Surigao del Sur
Municipality of San Miguel

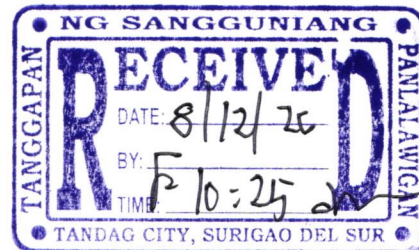


Office of the Secretary to the Sangguniang Bayan

Aug. 11, 2026

The Sangguniang Panlalawigan
Tandag City

Sir & Madam:



Respectfully submitted the herein Municipal Ordinance No. 46, Series of 2026, of this municipality which is self-explanatory for SP's review and approval.

Thank you.

Respectfully yours,

LALAIN ELIZALDE-PRAMBITA
Secretary to the Sangguniang Bayan 1



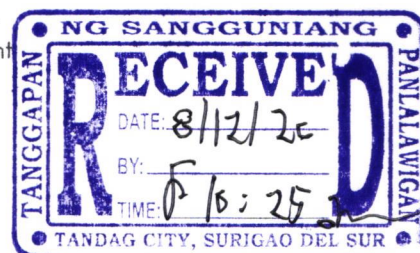
-oOo-

Office of the Sangguniang Bayan
(Twenty Second Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 23RD REGULAR SESSION OF THE SANGGUNIANG BAYAN OF
SAN MIGUEL, SURIGAO DEL SUR, HELD ON JULY 20, 2026 AT THE SESSION HALL.

Present:	Honorable Alfeo G. Perez, Jr.	-	-Vice Mayor (Presiding Officer)
	Honorable Ruth C. Guinsod	-	-SB Member
	Honorable Rebecca R. Gascon	-	-SB Member
	Honorable Dominador M. Empedrad, Jr.	-	-SB Member
	Honorable Fidilreto G. Nazi	-	-SB Member
	Honorable Julieta C. Lobaton, Jr.	-	-SB Member
	<u>Ex-Officio Members:</u>		
	Honorable Gladys Mae E. Corilla	-	-ABC President
	Honorable Rico H. Maca	-	-IPM Representative
Absent:	Honorable Celso B. Bangoy	-	-SB Member
	Honorable Milva C. Yu	-	-SB Member
	Honorable Alfcris Reztan S. Perez	-	-SB Member
	Honorable Lejohn H. Elizalde	-	-SKF President

ORDINANCE NO. 46
Series of 2026



AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS, NAMELY: 1) TWO (2) REVENUE COLLECTION CLERK II, SG-7; 2) ONE (1) ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II), SG-8; 3) ONE (1) SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR II), SG-11; 4) ONE (1) ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I), SG-11; AND 5) ONE (1) ADMINISTRATIVE AIDE IV (DRIVER) SG-4, ALL UNDER THE OFFICE OF THE MUNICIPAL TREASURER AND APPROPRIATING FUNDS THEREFOR.

Authored by : Honorable Rebecca R. Gascon
Seconded by : All members present

Explanatory Note

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers local government units to exercise the powers necessary, appropriate, or incidental to effective governance and the promotion of the general welfare of their constituents;

WHEREAS, Sections 76 and 77 of Republic Act No. 7160 authorize local government units to determine their organizational structure and create positions necessary for the efficient and effective delivery of public services, subject to civil service laws, rules, regulations, and the compensation and position classification standards prescribed by the Department of Budget and Management (DBM);



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

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

OSSP-26-06178

WHEREAS, the Office of the Municipal Treasurer is mandated to manage the financial resources of the Municipality, including the assessment and collection of local taxes, fees and charges, custody of public funds, preparation of financial reports, disbursement of funds, property accountability, and other treasury-related functions;

WHEREAS, the increasing volume of financial transactions, revenue collection activities, cash management, records management, information technology support, and administrative functions necessitates the creation of additional plantilla positions to strengthen the operational capacity of the Office of the Municipal Treasurer;

WHEREAS, the creation of the following plantilla positions is necessary to improve revenue generation, financial management, administrative efficiency, and the delivery of quality public service:

- I. Two (2) Revenue Collection Clerk II, Salary Grade 7;
- II. One (1) Administrative Assistant II (Disbursing Officer II), Salary Grade 8;
- III. One (1) Senior Administrative Assistant II (Computer Operator II), Salary Grade 11;
- IV. One (1) Administrative Officer II (Administrative Officer I), Salary Grade 11; and
- V. One (1) Administrative Aide IV (Driver I), Salary Grade 4;

WHEREAS, the Sangguniang Bayan finds the creation of the foregoing positions to be necessary in the interest of public service and to ensure the efficient performance of the statutory functions of the Office of the Municipal Treasurer.

NOW THEREFORE

Be it ordained by the Sangguniang Bayan of the Municipality of San Miguel, in session assembled, that:

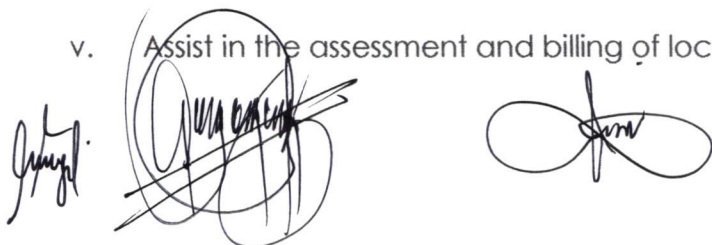
SECTION 1. Creation of Position. There are hereby created the following plantilla positions, namely: 1) Two (2) Revenue Collection Clerk II, SG-7; 2) One (1) Administrative Assistant II (Disbursing Officer II), SG-8; 3) One (1) Senior Administrative Assistant II (Computer Operator II), SG-11; 4) One (1) Administrative Officer II (Administrative Officer I), SG-11; and 5) One (1) Administrative Aide IV (Driver) SG-4, all under the Office of the Municipal Treasurer and appropriating funds therefor.

SECTION 2. Duties and Functions. The following Plantilla positions shall perform the following duties and responsibilities, among others:

- I. Two (2) Revenue Collection Clerk II, Salary Grade 7

The Revenue Collection Clerk II shall:

- i. Receive payments of taxes, fees, charges, and other revenues due to the Municipal Government and issue the corresponding official receipts.
- ii. Verify the accuracy and completeness of payment documents before processing collections.
- iii. Prepare daily collection reports, summaries, and deposit slips.
- iv. Maintain accurate records of collections and assist in the reconciliation of collection reports.
- v. Assist in the assessment and billing of local taxes, fees, and charges.



- vi. Provide assistance to taxpayers and clients regarding payment procedures and other treasury-related transactions.
- vii. Safeguard accountable forms and ensure their proper utilization.
- viii. Perform other treasury-related duties as may be assigned by the Municipal Treasurer.

II. One (1) Administrative Assistant II (Disbursing Officer II), Salary Grade 8

The Administrative Assistant II (Disbursing Officer II) shall:

- i. Process the release and disbursement of municipal funds in accordance with existing laws, rules, and regulations.
- ii. Prepare checks, disbursement schedules, and other payment documents.
- iii. Verify the completeness and validity of supporting documents prior to payment.
- iv. Maintain records of released checks, disbursements, and cash advances.
- v. Assist in the preparation of financial and disbursement reports.
- vi. Coordinate with the Municipal Accounting Office, Budget Office, and other concerned offices on matters relating to fund releases.
- vii. Ensure compliance with Commission on Audit (COA) rules and government accounting procedures.
- viii. Perform other related duties as may be assigned by the Municipal Treasurer.

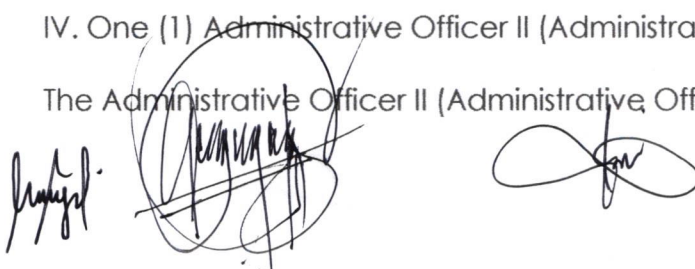
III. One (1) Senior Administrative Assistant II (Computer Operator II), Salary Grade 11

The Senior Administrative Assistant II (Computer Operator II) shall:

- i. Operate and maintain computer systems, software applications, and peripheral equipment used by the Office of the Municipal Treasurer.
- ii. Encode, update, validate, and maintain financial, tax, and revenue databases.
- iii. Generate computerized reports, financial records, and statistical data as required.
- iv. Assist in the implementation and maintenance of electronic treasury systems and databases.
- v. Ensure the security, backup, and confidentiality of electronic records and information.
- vi. Provide technical assistance to office personnel in the operation of computer equipment and software applications.
- vii. Perform routine troubleshooting and coordinate equipment maintenance and repairs.
- viii. Perform other related duties as may be assigned by the Municipal Treasurer.

IV. One (1) Administrative Officer II (Administrative Officer I), Salary Grade 11

The Administrative Officer II (Administrative Officer I) shall:



- i. Assist in the planning, coordination, supervision, and monitoring of the administrative operations of the Office of the Municipal Treasurer.
- ii. Prepare and review correspondence, reports, memoranda, and other official documents.
- iii. Supervise records management, office supplies, equipment, and property accountability.
- iv. Coordinate personnel, administrative, procurement, and logistical requirements of the office.
- v. Assist in the preparation of office work and financial plans, budget proposals, and accomplishment reports.
- vi. Monitor compliance with government policies, Civil Service Commission rules, COA regulations, and other applicable laws.
- vii. Recommend measures to improve office systems, administrative processes, and service delivery.
- viii. Perform other related duties as may be assigned by the Municipal Treasurer.

V. One (1) Administrative Aide IV (Driver I), Salary Grade 4

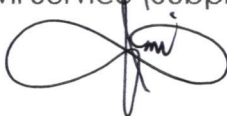
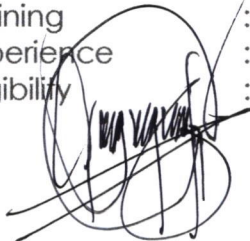
The Administrative Aide IV (Driver I) shall:

- i. Drive and operate official government vehicles assigned to the Office of the Municipal Treasurer.
- ii. Transport officials, employees, accountable forms, cash collections, documents, and equipment in the performance of official duties.
- iii. Ensure the safety and security of passengers, documents, and government property while in transit.
- iv. Conduct routine inspection and preventive maintenance of assigned vehicles and report necessary repairs.
- v. Maintain vehicle logbooks, trip tickets, fuel consumption records, and preventive maintenance records.
- vi. Ensure that the assigned vehicle is kept clean, roadworthy, and properly maintained at all times.
- vii. Assist in messenger, delivery, and other field-related activities of the Office when not assigned to driving duties.
- viii. Perform other related duties as may be assigned by the Municipal Treasurer.

SECTION 3. Qualification Standard.

**Two (2) Revenue Collection Clerk II, SG-7
Qualification Standards**

- | | |
|-------------|---|
| Education | : Completion of two years studies in College |
| Training | : 4 hours of relevant training |
| Experience | : 1 year of relevant experience |
| Eligibility | : Civil Service (Subprofessional) First Level Eligibility |



**One (1) Administrative Assistant II (Disbursing Officer II), SG-8
Qualification Standards**

Education : Completion of two years studies in College
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : Civil Service (Subprofessional) First Level Eligibility

**One (1) Senior Administrative Assistant II (Computer Operator II), SG-11
Qualification Standards**

Education : Completion of two years studies in College or High Graduate with relevant vocational/trade course
Training : 16 hours of relevant training
Experience : 3 years of relevant experience
Eligibility : Data Encoder (MC 11, s 1996 – Cat. I) CS Subprofessional

**One (1) Administrative Officer II (Administrative Officer I), SG-11
Qualification Standards**

Education : Bachelor's degree relevant to the job
Training : None required
Experience : None required
Eligibility : Civil Service (Subprofessional) Second Level Eligibility

**One (1) Administrative Aide IV (Driver) SG-4
Qualification Standards**

Education : Elementary School Graduate
Training : None required
Experience : None required
Eligibility : Professional Driver's License (MC 11, s. 1996 – Cat. IV)

SECTION 4. Appropriation of Funds. The funds necessary for the implementation of this Ordinance, including salaries and other personnel benefits, shall be charged against the available funds of the Municipal Government of San Miguel, Surigao del Sur, subject to existing budgeting, accounting, and auditing rules and regulations.

SECTION 5. Effectivity. This Ordinance shall take effect upon its approval.

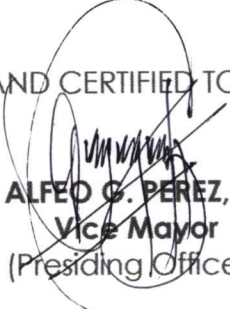
Enacted: July 20, 2026.

As disposed of by the Presiding Officer
Ayes (7) Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr. Honorable Nazi, Honorable Lobaton, Jr. Honorable Cubero and Honorable Maca.
Nayes (0)
Abstained (0)

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


WYN STEVE T. DECAYCO
Legislative Staff Officer III
Acting Secretary

ATTESTED AND CERTIFIED TO BE DULY ENACTED:


ALFEO C. PEREZ, JR.
Vice Mayor
(Presiding Officer)

APPROVED:


MICHAEL T. CORILLA
Municipal Mayor

Date: 8-7-26