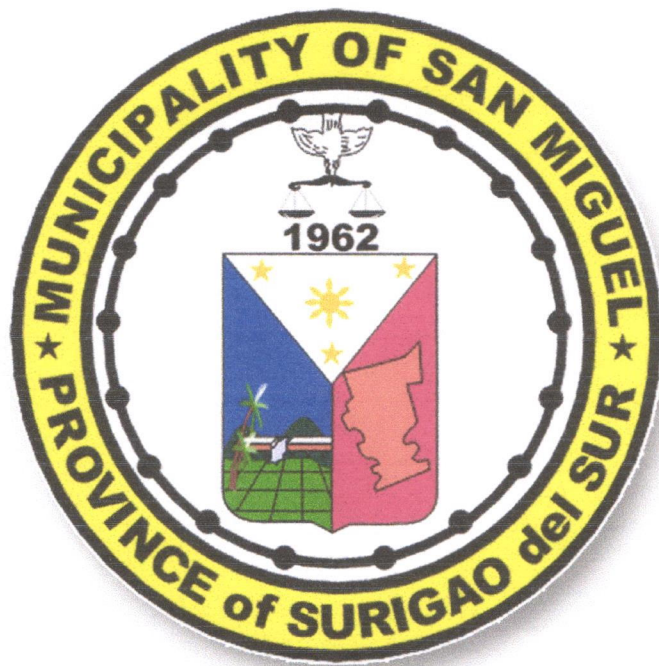




MUNICIPAL ORDINANCE
No. 48 Series of 2026

MUNICIPALITY OF SAN MIGUEL
SURIGAO DEL SUR



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

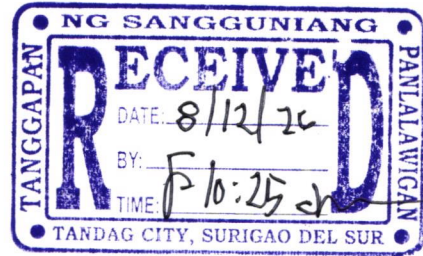


Office of the Secretary to the Sangguniang Bayan

Aug. 11, 2026

The Sangguniang Panlalawigan
Tandag City

Sir & Madam:



Respectfully submitted the herein Municipal Ordinance No. 48, Series of 2026, of this municipality which is self-explanatory for SP's review and approval.

Thank you.

Respectfully yours,

LALAINÉ ELIZALDE-PRAMBITA
Secretary to the Sangguniang Bayan 1



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



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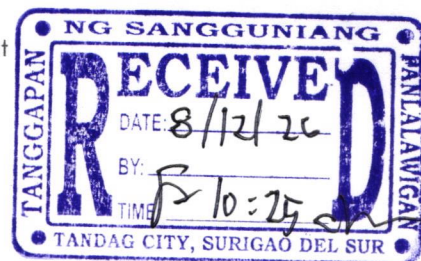
Office of the Sangguniang Bayan

(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 Fidirito G. Nazi	-	-SB Member
	Honorable Julieto 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. 48
Series of 2026



AN ORDINANCE CREATING THE PLANTILLA POSITION TITLE OF ADMINISTRATIVE AIDE IV (BOOKBINDER II), SG-4 UNDER THE LOCAL CIVIL REGISTRAR'S OFFICE, AND APPROPRIATING FUNDS THEREOF.

Authored by	: Honorable Rebecca R. Gascon
Seconded by	: Honorable Dominador M. Empedrad, Jr.

Explanatory Note

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants local government units the authority to exercise powers necessary, appropriate, or incidental to the effective and efficient 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 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

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OSSP-26-06179

WHEREAS, the Office of the Municipal Civil Registrar performs vital functions in the registration, safekeeping, filing, preservation, and issuance of civil registry documents, as well as in the implementation of civil registration laws, rules, and regulations;

WHEREAS, the increasing volume of civil registry records and requests for civil registry services necessitates additional personnel to assist in the organization, binding, preservation, reproduction, filing, and proper management of official records and documents maintained by the Office of the Municipal Civil Registrar;

WHEREAS, the creation of the plantilla position of Administrative Aide IV (Bookbinder II), Salary Grade 4, will strengthen the administrative and records management functions of the Office of the Municipal Civil Registrar and improve the efficiency and quality of public service delivery;

WHEREAS, the Sangguniang Bayan finds it necessary to create the said plantilla position and provide the corresponding appropriation to support its implementation, subject to the availability of funds and compliance with existing budgeting, accounting, auditing, civil service, and compensation laws, rules, and regulations.

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 is hereby created a plantilla position of Administrative Aide IV (Bookbinder II), Salary Grade 4, under the Local Civil Registrar's Office of the Municipal Government of San Miguel, Surigao del Sur.

SECTION 2. Duties and Functions. The Administrative Aide IV (Bookbinder II) shall perform the following duties and responsibilities, among others:

- Responsible for organizing, preserving, and repairing official civil registry documents such as birth, marriage, and death records;
- Responsible for organizing and maintaining bound books in filing systems for easy retrieval, safeguarding them against damage, deterioration, or loss;
- Monitors the number of documents bound, updates indices, and assists registry staff in locating specific historical records;
- Assist in maintaining a log of bound records and managing the office's archival inventory;
- Perform other tasks that may be assigned by the immediate supervisor;

SECTION 3. Qualification Standard.

Education	:	Elementary School Graduate
Training	:	None Required
Experience	:	None Required
Eligibility	:	None Required (MC 11, s. 96 – Cat. III)

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.

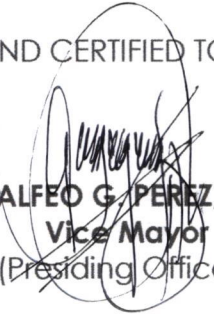


As disposed of by the Presiding Officer
Ayes (7) Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr. Honorable Nazi, Honorable Lobaton, Jr. Honorable Cubero and
Honorable Maca.
Nayes (0)
Abstained (0)

x-----X
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 G. PEREZ, JR.
Vice Mayor
(Presiding Officer)

APPROVED:


MICHAEL T. CORILLA
Municipal Mayor

Date: 8-7-26