



**Republic of the Philippines
MUNICIPALITY OF CAGWAIT
PROVINCE OF SURIGAO DEL SUR**

Office of the Sangguniang Bayan Secretary

September 23, 2026

The Honorable
Sangguniang Panlalawigan Members
Thru: **Hon. Manuel O. Alameda**
Provincial Vice Governor
Tandag City
Sir:



Pursuant to pertinent provision of the Local Government Code of 1991, I have the honor to submit the herein approved ordinance by the Sangguniang Bayan of Cagwait, for your review and approval, to wit:

ORD. NO. 29-26 – AN ORDINANCE CREATING THE POSITION OF ARCHITECT II, SALARY GRADE 16 UNDER THE PLANNING SECTION OF THE OFFICE OF THE MUNICIPAL ENGINEER, MUNICIPALITY OF CAGWAIT, SURIGAO DEL SUR, DETERMINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREOF.

Hoping for your favorable consideration and appropriate action.

Attached herewith:

- **Certificate of Posting and Publication.**
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Very truly yours,

ALAN A. CABRERA

Secretary to the Sanggunian



Republic of the Philippines
MUNICIPALITY OF CAGWAIT
SURIGAO DEL SUR

Office of the Sangguniang Bayan Secretary

CERTIFICATE OF POSTING AND PUBLICATION

This is to certify that, in compliance to Section 59 of RA 7160; Article 113, IRR of R.A. No. 7160, copy of approved Ordinance titled hereunder was properly posted and published in three conspicuous places in the municipality.

ORDINANCE NO. 29-26 – AN ORDINANCE CREATING THE POSITION OF ARCHITECT II, SALARY GRADE 16 UNDER THE PLANNING SECTION OF THE OFFICE OF THE MUNICIPAL ENGINEER, MUNICIPALITY OF CAGWAIT, SURIGAO DEL SUR, DETERMINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREOF.

Date Enacted	:	September 1, 2026
Date Approved	:	September 23, 2026
Date Posted	:	September 23, 2026
Place Posted	:	Municipal Hall Bulletin Board; Tubo-tubo Public Terminal; and Poblacion Gymnasium Cagwait, Surigao del Sur

Certified Correct:

ALAN A. CABRERA

Secretary to the Sanggunian



Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
BAYAN NG CAGWAIT

Tanggapan ng Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 33rd REGULAR SESSION OF THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF CAGWAIT, SURIGAO DEL SUR HELD AT THE SESSION HALL ON SEPTEMBER 1, 2026:

PRESENT:

Hon. Armando P. Reyes ----- SB Member
(Temporary Presiding Officer)

REGULAR SANGGUNIANG BAYAN MEMBERS:

Hon. Joanne Socorro L. Ubongen	Hon. Joel E. Bayogbog, CE
Hon. Amelito E. Estrada	Hon. Guardiano C. Lozada
Hon. Rogen P. Tabugoc	Hon. Angelyn P. Prado

EX-OFFICIO MEMBERS:

Hon. Bernard V. Loma ----- LnB Fed. Pres./SB Member

OFFICIAL BUSINESS:

Hon. Melchie C. Tuscano ----- Municipal Vice Mayor

OFFICIAL ON LEAVE:

Hon. Arthur M. Sanchez ----- SB Member	
Hon. Princess Chewon C. Park ----- SK Fed. Pres./SB Member	

ORDINANCE NO. 29-26

AN ORDINANCE CREATING THE POSITION OF ARCHITECT II, SALARY GRADE 16, UNDER THE PLANNING SECTION OF THE OFFICE OF THE MUNICIPAL ENGINEER, MUNICIPALITY OF CAGWAIT, SURIGAO DEL SUR, DETERMINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREOF.

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

WHEREAS, Sections 76 and 458(a)(1)(viii) of Republic Act No. 7160 authorize local government units, through the Sangguniang Bayan, to determine their organizational structure and create positions necessary to carry out the functions and responsibilities devolved to them, subject to civil service laws, rules, and regulations;



WHEREAS, Republic Act No. 9266, otherwise known as the *Architecture Act of 2004*, provides that the preparation, signing, and sealing of architectural plans, designs, specifications, and other architectural documents for public infrastructure projects shall be undertaken only by duly licensed and registered Architects;

WHEREAS, the Municipality of Cagwait continues to implement infrastructure development programs involving the construction, rehabilitation, expansion, and maintenance of public buildings, tourism facilities, evacuation centers, markets, parks, government offices, and other municipal infrastructure requiring professional architectural services;

WHEREAS, while employees possess architectural knowledge, they are assigned to other offices and perform duties inherent to their existing positions. At present, the Municipality has **no plantilla position for a duly licensed Architect**, resulting in the need to outsource or obtain external assistance for architectural plans and documents required for infrastructure projects;

WHEREAS, the creation of the position of **Architect II (Salary Grade 16)** under the **Planning Section of the Office of the Municipal Engineer** will strengthen the Municipality's technical capability in infrastructure planning, architectural design, project development, and compliance with the requirements of Republic Act No. 9266 and other applicable laws;

WHEREAS, the position will likewise improve project planning and implementation, facilitate the preparation of architectural plans and specifications, enhance technical supervision of government infrastructure projects, and contribute to the efficient delivery of public services;

WHEREAS, the proposed position is consistent with the organizational requirements of the Municipality and is in accordance with the provisions of the **Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), 2025 Edition, CSC Memorandum Circular No. 12, s. 2022**, and other applicable Civil Service Commission and Department of Budget and Management issuances governing the creation of plantilla positions in local government units;

WHEREAS, the Municipal Mayor has recommended the creation of the position to strengthen the organizational capability of the Office of the Municipal Engineer and improve the delivery of engineering and architectural services to the Municipality;

NOW THEREFORE:

BE IT ORDAINED by the Sangguniang Bayan of the Municipality of Cagwait, Surigao del Sur, in session duly assembled, that:

SECTION 1. Creation of Position.

There is hereby created a position of **Architect II**, under the **Planning Section of the Office of the Municipal Engineer**, Municipality of Cagwait, Surigao del Sur.

SECTION 2. Qualification Standards, Salary Grade, Duties and Functions.



The qualification standards, salary grade, and duties and functions of the Architect II shall conform to the latest Civil Service Commission Qualification Standards, and other laws and issuances, as follows:

- **Position : ARCHITECT II**
- **Salary Grade : SG – 16**
- **Level : 2nd Level**
- **Education:** Bachelor's Degree in Architecture
- **Experience:** One (1) year relevant experience
- **Training:** Four (4) hours relevant training
- **Eligibility:** RA 1080 (Licensed Architect)

Duties and Functions.

1. Prepare sketches, models, design studies, and presentations to communicate architectural concepts effectively;
2. Review architectural Plans and Proposals submitted by external designers, consultants, or contractors;
3. Assess compliance with municipal standards, safety regulations, aesthetic guidelines, and the National Building Code;
4. Provide technical recommendations and necessary design adjustments to improve functionality, durability, and visual impact of projects.
5. Work closely with the Municipal Mayor, Municipal Engineer, and other concerned offices to align infrastructure projects with local development goals;
6. Coordinate with tourism, cultural, and other relevant offices to ensure architectural projects support local tourism and development strategies;
7. Prepare detailed architectural drawings, technical specifications, and cost estimates as may be required;
8. Monitor adherence to approved architectural plans and design standards during construction phases;
9. Do other duties & functions assigned by the Municipal Engineer & Local Chief Executive in accordance with Republic Act No. 9266 and other existing laws.

SECTION 3. Appropriation.

The amount necessary for the implementation of this Ordinance shall be charged against available appropriations under the CY 2027 Annual Budget of the Municipality of Cagwait, under the Office of the Municipal Engineer, subject to existing budgeting, accounting, and auditing rules and regulations. Thereafter, the necessary funding shall be included in the succeeding annual budgets.

SECTION 4. Implementing Offices.

The Municipal Mayor, through the Municipal Human Resource Management Office, Local Finance Committee, and the Office of the Municipal Engineer, shall take the necessary measures for the implementation of this Ordinance.

SECTION 5. Separability Clause.

If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions shall continue to be in full force and effect.

Three handwritten signatures in black ink, likely representing the Municipal Mayor, Municipal Engineer, and Local Chief Executive, are placed at the bottom of the page.

SECTION 6. Repealing Clause.

All ordinances, resolutions, executive issuances, rules, or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 7. Effectivity.

This Ordinance shall take effect after its approval and upon compliance with the publication and posting requirements under Republic Act No. 7160 and other applicable laws.

ENACTED this 1st day of September, 2026 authored by Hon. Guardiano C. Lozada and co-authored by Hon. Rogen P. Tabugoc.

Unanimously Approved

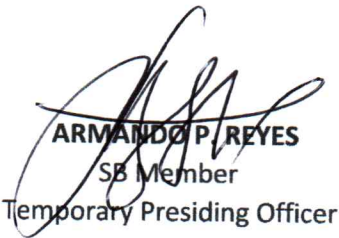
I HEREBY CERTIFY to the correctness of the above-quoted ordinance.



ALAN A. CABRERA

Secretary to the Sanggunian

ATTESTED:



ARMANDO P. REYES
SB Member
Temporary Presiding Officer

APPROVED:



GLENN G. BATANCILA, REE
Municipal Mayor

Date of Approval: _____