



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:

ORDINANCE NO. 30-26 – An Ordinance amending Section 3 of Ordinance No. 06-02, entitled “An Ordinance creating the Office of the Municipal Economic Enterprise Administrator and the corresponding Position/Items thereof in the Municipality of Cagwait, Surigao del Sur, “By Renaming the Position Title of Municipal Economic Enterprise Administrator to Municipal Government Department Head I (Municipal Economic Enterprise Development Officer), adopting the corresponding qualifications standards, and aligning the same CSC Resolution No. 1600203, CSC Memorandum Circular No. 12, s. 2022, and the 2025 Omnibus Rules on Appointments and other human Resource Actions (ORAOHRA).

Hoping for your favorable consideration and appropriate action.

Attached herewith:

- Certificate of Posting and Publication;

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. 30-26 – AN ORDINANCE AMENDING SECTION 3 OF ORDINANCE NO. 06-02, ENTITLED “AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL ECONOMIC ENTERPRISE ADMINISTRATOR AND THE CORRESPONDING POSITION/ITEMS THEREOF IN THE MUNICIPALITY OF CAGWAIT, SURIGAO DEL SUR, “BY RENAMING THE POSITION TITLE OF MUNICIPAL ECONOMIC ENTERPRISE ADMINISTRATOR TO MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICER), ADOPTING THE CORRESPONDING QUALIFICATIONS STANDARDS, AND ALIGNING THE SAME CSC RESOLUTION NO. 1600203, CSC MEMORANDUM CIRCULAR NO. 12, S. 2022, AND THE 2025 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA).

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. Amelito E. Estrada
Hon. Rogen P. Tabugoc
Hon. Joel E. Bayogbog, CE
Hon. Guardiano C. Lozada
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. 30-26

AN ORDINANCE AMENDING SECTION 3 OF ORDINANCE NO. 06-02, ENTITLED "AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL ECONOMIC ENTERPRISE ADMINISTRATOR AND THE CORRESPONDING POSITION/TITLE OF MUNICIPAL ECONOMIC ENTERPRISE ADMINISTRATOR TO MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICER), ADOPTING THE CORRESPONDING QUALIFICATION STANDARDS, AND ALIGNING THE SAME CSC RESOLUTION NO. 1600203, CSC MEMORANDUM CIRCULAR NO. 12, S. 2022, AND THE 2025 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA).

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the **Local Government Code of 1991**, authorizes local government units to determine their organizational structure and staffing pattern and to create offices and positions necessary for the efficient and effective delivery of public services, subject to civil service laws, rules, and regulations;

WHEREAS, Sections 443 and 447 of Republic Act No. 7160 authorize the Sangguniang Bayan to create offices, prescribe the qualifications, duties, and compensation of municipal officials and employees, and enact ordinances necessary for the efficient administration of the municipality;

WHEREAS, the Municipality of Cagwait enacted **Ordinance No. 06-02**, creating the Office of the Municipal Economic Enterprise Administrator and the corresponding positions/items to manage and supervise the Municipality's economic enterprises;

WHEREAS, the Civil Service Commission, through CSC Resolution No. 1600203 dated 23 February 2016, approved the Qualification Standards for the position of **Municipal Government Department Head I (Municipal Economic Enterprise Development Officer)**, prescribing the minimum education, experience, training, and eligibility requirements for the position;

WHEREAS, the Civil Service Commission Memorandum Circular No. 12, s. 2022, entitled "2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units," provides that qualification standards for positions not specifically provided under Republic Act No. 7160 shall be those approved by the Civil Service Commission and that position titles shall conform to the **DBM Index of Occupational Services (IOS-LGU)**;

WHEREAS, the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), promulgated under CSC Resolution No. 2500358 dated 30 April 2025, reiterates and clarifies that appointments to Local Government Unit positions shall conform to the qualification standards approved by the Civil Service Commission and the authorized position titles prescribed by the Department of Budget and Management, thereby ensuring uniformity, merit, fitness, and compliance in local government staffing and appointments;

WHEREAS, in order to align Ordinance No. 06-02 with the foregoing laws, rules, and issuances of the Department of Budget and Management and the Civil Service Commission, there is a need to amend the position title of **Municipal Economic Enterprise Administrator to Municipal Government Department Head I (Municipal Economic Enterprise Development Officer)** and adopt the corresponding qualification standards prescribed therefor;

NOW THEREFORE:

Be it ordained by the Sangguniang Bayan of the Municipality of Cagwait, Surigao del Sur, in session duly assembled:

Section 1. Amendment. It is hereby amended Section 3 of ORDINANCE NO. 06-02, ENTITLED "AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL ECONOMIC ENTERPRISE ADMINISTRATOR AND THE CORRESPONDING POSITION/ITEMS THEREOF IN THE MUNICIPALITY OF CAGWAIT, SURIGAO DEL SUR," by renaming the position title of **Municipal Economic Enterprise Administrator to Municipal Government Department Head I (Municipal Economic Enterprise Development Officer)**, adopting the corresponding qualification standards, and aligning the same to conform CSC Resolution No. 1600203 dated 23 February 2016 whereby the Commission approved the minimum QS for the **Municipal Government Department Head I (Municipal Economic Enterprise Development Officer)** position in the **Municipal Government of Lopez Jaena, Misamis Occidental**, into as follows:

Position Title	SG	Education	Experience	Training	Eligibility
Municipal Government Department Head I (Municipal Economic Enterprise Development Officer)	24	Bachelor's degree relevant to the job	4 years of experience in management and supervision related to integrated livelihood/enterprises and employment for economic development	24 hours of training in planning, supervision, coordination and/or management and development of economic enterprises in Local Government Units	Eligibility / Second Level (Professional) Career Service (Professional) Eligibility
Including the requirement of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned as provided in the Local Government Code of 1991.					

Section 2. Functionality Clause. All other provisions of Municipal Ordinance NO. 06-02, ENTITLED "AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL ECONOMIC ENTERPRISE ADMINISTRATOR AND THE CORRESPONDING POSITION/ITEMS THEREOF IN THE MUNICIPALITY OF CAGWAIT, SURIGAO DEL SUR," shall continue to operate and function based on the intention and purpose of the law.

Section 3. Separability Clause. If, for any reason, any section or provision of this Ordinance or any part thereof, or the application of such section, provision or portion is declared invalid or unconstitutional, the remainder thereof shall not be affected by such declaration.

Section 4. Repealing Clause. All or any ordinances or parts thereof, which are inconsistent with the provision of this ordinance, are hereby repealed of modified accordingly.

Section 5. Effectivity. This Ordinance shall take effect immediately after approval and its compliance to its publication and posting.

ADOPTED AND APPROVED this 1ST day of September 2026 authored by Hon. Guardiano C. Lozada and co-authored by Hon. Joanne Socorro L. Ubongen.

Unanimously Approved

I HEREBY CERTIFY to the correctness of the above-quoted Ordinance


ALAN A. CABRERA
Secretary to the Sanggunian

ATTESTED:


ARMANDITO P. REYES
SB Member
Temporary Presiding Officer

APPROVED:


GLENN G. BATIANCILA, REE
Municipal Mayor

Date of Approval: 9/23/26