MUNICIPAL ORDINANCE

No. 73 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

September 23, 2026

The Sangguniang Panlalawigan
Tandag City

Sir & Madam:

Respectfully submitted the herein Municipal Ordinance No. 73, Series of 2026, of this municipality which is self-explanatory for SP's review and approval.

Thank you.

Respectfully yours,

LALAINE ELIZALDE-PRAMBITA
Secretary to the Sangguniang Bayan 1

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

-oOo-

Office of the Sangguniang Bayan

(Twenty Second Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 29TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SAN MIGUEL, SURIGAO DEL SUR, HELD ON SEPTEMBER 07, 2026 AT THE SESSION HALL.

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

ORDINANCE NO. 73
Series of 2026

AN ORDINANCE AMENDING ORDINANCE NO. 25, DATED APRIL 20, 2026, ENTITLED: "AN ORDINANCE AMENDING SECTION 4 OF ORDINANCE NO. 54, SERIES OF 2025, ENTITLED: "AN ORDINANCE ESTABLISHING A REAL PROPERTY VALUATION UNIT (RPVU) UNDER THE OFFICE OF THE MUNICIPAL ASSESSOR, CREATING THE PLANTILLA POSITIONS OF LOCAL ASSESSMENT OPERATIONS OFFICER III (SG-18) AND ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) (SG-10), AND APPROPRIATING FUNDS THEREFOR,' BY CORRECTING THE GENERIC ADMINISTRATIVE POSITION TITLE OF RECORDS OFFICER I AND THE EDUCATIONAL REQUIREMENT FOR THE POSITION OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) UNDER THE REAL PROPERTY VALUATION UNIT (RPVU)OF THE OFFICE OF THE MUNICIPAL ASSESSOR, MUNICIPALITY OF SAN MIGUEL, SURIGAO DEL SUR," BY FURTHER CORRECTING THE EDUCATIONAL REQUIREMENT FOR THE POSITION OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I), SG-10, IN CONFORMITY WITH CSC MEMORANDUM CIRCULAR NO. 10, SERIES OF 2005.

Authored by : Honorable Rebecca R. Gascon
Seconded by : Honorable Ruth C. Guinsod

Explanatory Note

WHEREAS, Section 447 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, vests the Sangguniang Bayan with legislative authority to enact ordinances, approve resolutions, and appropriate funds for the general welfare of the municipality and its inhabitants;

WHEREAS, the Sangguniang Bayan of San Miguel enacted Ordinance No. 54, Series of 2025, establishing the Real Property Valuation Unit (RPVU) under the Office of the Municipal Assessor and creating the necessary plantilla positions to support the implementation of the real property valuation and assessment functions of the Municipality;

WHEREAS, thereafter, Ordinance No. 25 dated April 20, 2026 was enacted to amend Section 4 of Ordinance No. 54, Series of 2025, particularly to correct the generic administrative position title of Records Officer I and the educational requirement for the position of Administrative Officer I (Records Officer I), Salary Grade 10, under the RPVU;

WHEREAS, pursuant to Section 468(a)(1)(i) of Republic Act No. 7160, municipal ordinances are subject to review by the Sangguniang Panlalawigan to determine whether they are within the scope of the prescribed powers of the Sangguniang Bayan;

WHEREAS, during the provincial review of Ordinance No. 25, the Provincial Finance Committee (PFC) found that the enactment was within the scope of the prescribed powers of the Sangguniang Bayan pursuant to Section 447 of Republic Act No. 7160 and applicable Department of Budget and Management issuances;

WHEREAS, however, the Provincial Human Resource Management Office (PHRMO), in its technical review, found that the educational requirement prescribed for the newly created position of Administrative Officer I (Records Officer I) did not conform to the applicable qualification standards under Civil Service Commission Memorandum Circular No. 10, Series of 2005;

WHEREAS, the Provincial HRMO specifically recommended that the educational qualification for said position be stated as follows:

Education: Bachelor's degree relevant to the job.

WHEREAS, acting upon the foregoing technical finding, the Sangguniang Panlalawigan of Surigao del Sur adopted Resolution No. 1427-26, Series of 2026, on July 14, 2026, returning Ordinance No. 25 dated April 20, 2026 to the Municipality of San Miguel for rectification, with the recommendation that the Municipality conform to the observation and finding of the Provincial Human Resource Management Office;

WHEREAS, the Sangguniang Bayan recognizes the necessity of rectifying Ordinance No. 25 to ensure that the qualification standards prescribed for the position are consistent with applicable Civil Service Commission rules and standards and to facilitate the lawful establishment, funding, appointment, and filling of the position;

NOW THEREFORE

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

SECTION 1. Amendment and Rectification. Ordinance No. 25 dated April 20, 2026 is hereby amended and rectified insofar as it prescribes the position title and educational qualification for the position of Administrative Officer I (Records Officer I), SG-10, under the Real Property Valuation Unit (RPVU) of the Office of the Municipal Assessor.

The pertinent portion thereof shall henceforth read:

PARTICULARS	**QUALIFICATION STANDARD**
Position Title	Administrative Officer I
Parenthetical Title/Functional Designation	Records Officer I
Salary Grade	SG-10
Education	Bachelor's degree relevant to the job
Training	Four (4) hours of relevant training
Experience	One (1) year of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

The foregoing qualification standards shall be applied subject to the latest applicable Civil Service Commission qualification standards, rules, policies, and issuances governing the position.

SECTION 2. Organizational Placement. The position of Administrative Officer I (Records Officer I), SG-10, shall remain under the Real Property Valuation Unit (RPVU), Office of the Municipal Assessor, Municipality of San Miguel, Surigao del Sur, and shall perform records management, administrative, documentation, and other related functions necessary for the effective operation of the RPVU, consistent with applicable laws, rules, regulations, and duly approved position description.

SECTION 3. Purpose of Amendment. This Ordinance is enacted specifically to comply with and address the finding and recommendation contained in Sangguniang Panlalawigan Resolution No. 1427-26, Series of 2026, particularly the Provincial Human Resource Management Office finding concerning the educational requirement of the position of Administrative Officer I (Records Officer I).

Accordingly, the educational requirement shall be:

"Bachelor's degree relevant to the job."

SECTION 4. Continuing Validity of Other Provisions. Except for the provisions expressly amended or rectified by this Ordinance, all other provisions of Ordinance No. 25 dated April 20, 2026 and Ordinance No. 54, Series of 2025, shall remain in full force and effect, insofar as they are not inconsistent with this Ordinance.

SECTION 5. Funding. The funding and appropriations previously authorized for the position of Administrative Officer I (Records Officer I), SG-10, and for the operation of the Real Property Valuation Unit shall remain available and effective, subject to existing budgeting, accounting, auditing, Civil Service, Department of Budget and Management, and other applicable laws, rules, and regulations.

SECTION 6. Updating of Plantilla and Personnel Records. The Municipal Human Resource Management Office, in coordination with the Office of the Municipal Assessor, Municipal Budget Office, Municipal Accounting Office, and other concerned offices, is hereby directed to ensure that the plantilla, position description form, personnel records, and other pertinent documents relating to the position of Administrative Officer I (Records Officer I), SG-10, reflect the corrected qualification standards provided under this Ordinance.

SECTION 7. Repealing/Amendatory Clause. All ordinances, resolutions, executive issuances, rules, regulations, or portions thereof inconsistent with the provisions of this Ordinance are hereby amended, modified, or repealed accordingly.

For avoidance of doubt, Ordinance No. 25 dated April 20, 2026 is not repealed in its entirety but is amended and rectified only to the extent expressly provided herein.

SECTION 8. Separability Clause. Should any provision, section, or part of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 9. Effectivity. This Ordinance shall take effect after compliance with the posting and other applicable requirements prescribed under Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

Enacted: September 07, 2026.

As disposed of by the Presiding Officer

Ayes (9) Honorable Bangoy, Honorable Yu, Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr., Honorable Lobaton, Jr., Honorable Cubero, Honorable Maca and Honorable Elizalde.

Nayes (0)

Abstained (0)

X----------X

I HEREBY CERTIFY to the correctness of the foregoing ordinance.

LALAINE ELIZALDE-PRAMBITA
Secretary to the Sangguniang Bayan I

ATTESTED AND CERTIFIED TO BE DULY ENACTED:

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

APPROVED:

MICHAEL T. CORILLA
Municipal Mayor

Date: 9-21-26

Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
TANDAG CITY

Tanggapan ng Sangguniang Panlalawigan
(Office of the Provincial Council)

EXCERPT FROM THE MINUTES OF THE 51ST REGULAR SESSION OF THE 21ST SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE LEGISLATIVE BUILDING SESSION HALL, CAPITOL OF THE SOUTH, KAHAYAG, BISLIG CITY, PROVINCE OF SURIGAO DEL SUR ON JULY 14, 2026

PRESENT:

Hon. Gines Ricky J. Sayawan, Sr. - Member, Sangguniang Panlalawigan (Temporary Presiding Officer)

Regular Sangguniang Panlalawigan Members:

District I	**District II**
Hon. Jose Dumagan, Jr	Hon. Joey S. Pama
Hon. Antonio C. Azarcon	Hon. Raul K. Salazar
Hon. Valerio T. Montesclaros, Jr.	

Ex – Officio Member:

Hon. Jimmy I. Guinsod - Indigenous Peoples Mandatory Representative, Surigao del Sur

On Virtual Attendance:

Hon. Ruel D. Momo - Member, Sangguniang Panlalawigan

Hon. Henrich M. Pimentel - Member, Sangguniang Panlalawigan

Hon. Anthony Joseph P. Cañedo - Member, Sangguniang Panlalawigan

ABSENT:

On Special Privilege Leave:

Hon. Margarita G. Garay - Member, Sangguniang Panlalawigan

Hon. John Paul C. Pimentel - President, Philippine Councilors' League, Surigao del Sur Chapter

On Vacation Leave:

Hon. Melanie Joy M. Guno - President, Provincial Chapter of the Liga ng mga Barangay sa Pilipinas

On Sick Leave:

Hon. Yuri Art Eufy R. Sanchez - President, Panlalawigang Pederasyon ng mga Sangguniang Kabataan

RESOLUTION NO. 1427 – 26
(Series of 2026)

RETURNING ORDINANCE NO. 25 DATED APRIL 20, 2026 OF THE MUNICIPALITY OF SAN MIGUEL, THIS PROVINCE ENTITLED "AN ORDINANCE AMENDING SECTION 4 OF ORDINANCE NO. 54, SERIES OF 2025, ENTITLED: AN ORDINANCE ESTABLISHING A REAL PROPERTY VALUATION UNIT (RPVU) UNDER THE OFFICE OF THE MUNICIPAL ASSESSOR, CREATING THE PLANTILLA POSITIONS OF LOCAL ASSESSMENT OPERATIONS OFFICER III (SG-18) AND ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) (SG-10), AND APPROPRIATING FUNDS THEREFOR", BY CORRECTING THE GENERIC ADMINISTRATIVE POSITION TITLE OF RECORDS OFFICER I AND THE EDUCATIONAL REQUIREMENT FOR THE POSITION OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) UNDER THE REAL PROPERTY VALUATION UNIT (RPVU) OF THE OFFICE OF THE MUNICIPAL ASSESSOR, MUNICIPALITY OF SAN MIGUEL, SURIGAO DEL SUR", FOR RECTIFICATION

SPONSORS:

HON. HENRICH M. PIMENTEL, HON. GINES RICKY J. SAYAWAN, SR., HON. MARGARITA G. GARAY, HON. RUEL D. MOMO, HON. JOSE DUMAGAN, JR., HON. VALERIO T. MONTESCLAROS, JR., HON. JOEY S. PAMA, HON. ANTHONY JOSEPH P. CAÑEDO, HON. RAUL K. SALAZAR, HON. JIMMY I. GUINSOD AND HON. YURI ART EUFY R. SANCHEZ

WHEREAS, Chapter 3, Article III, Section 468 Par. (a) No. 1 (i) of the Local Government Code of 1991 provides that, "the sangguniang panlalawigan shall review all ordinances approved by the sanggunians of component cities and municipalities and executive orders issued by the mayors of said component units to determine whether these are within the scope of the prescribed powers of the sanggunian and of the mayor";

WHEREAS, Ordinance No. 25 dated April 20, 2026 of the Municipality of San Miguel, this Province entitled "An Ordinance Amending Section 4 of Ordinance No. 54, Series of 2025, Entitled: An Ordinance Establishing a Real Property Valuation Unit (RPVU) Under the Office of the Municipal Assessor, Creating the Plantilla Positions of Local Assessment Operations Officer III (SG-18) and Administrative Officer I (Records Officer I) (SG-10), and Appropriating Funds Therefor", by Correcting the Generic Administrative Position Title of Records Officer I and the Educational Requirement for the Position of Administrative Officer I (Records Officer I) Under the Real Property Valuation Unit (RPVU) of the Office of the Municipal Assessor, Municipality of San Miguel, Surigao del Sur", was submitted to this Body for review and same was referred to the Committee on Good Government, Public Ethics and Accountability, for appropriate action and was indorsed to the Provincial Human Resource Management Office (PHRMO) and to the Provincial Finance Committee (PFC), all of this Province, for technical review;

WHEREAS, the Provincial Finance Committee (PFC) in its letter dated June 1, 2026 informed the Body that the above-mentioned Ordinance is within the scope of the prescribed powers of the Sanggunian Bayan concerned pursuant to Section 447 of R.A. 7160 (Local Government Code of 1991) and LBC No. 137 dated July 13, 2021 of the Department of Budget and Management and that the said LGU has still an allowable Personal Services Cost of Php 7,094,668.44;

WHEREAS, however, Mr. Ace R. Orcullo, MPA, CHRA, Provincial Human Resource Management Officer, this Province in his letter dated June 26, 2026 upon perusal of the subject Ordinance, informed the August Body of the observation, below:

ORDINANCE	FINDING/S	RECOMMENDATION/S
25	The **education requirement** for the newly created position of Administrative Officer I (Records Officer I) does not adhere to CSC MC No. 10, S. 2005.	The LGU shall adhere to CSC MC No. 10, S. 2005. **It shall be presented as:** **Education:** Bachelor's degree relevant to the job.

WHEREAS, after a careful deliberation on the matter, the Committee on Good Government, Public Ethics and Accountability, to which the matter was referred to, during its Committee Meeting on July 7, 2026 recommended to return Ordinance No. 25 dated April 20, 2026 of the Municipality of San Miguel, this Province for rectification with a suggestion that the same shall adhere to the corresponding observation/finding by the Provincial Human Resource Management Officer, this Province;

WHEREAS, in view of the foregoing and on motion of Hon. Henrich M. Pimentel and jointly seconded by Hon. Anthony Joseph P. Cañedo, Hon. Joey S. Pama and Hon. Jimmy I. Guinsod;

NOW THEREFORE

BE IT RESOLVED by the Sangguniang Panlalawigan of Surigao del Sur to return Ordinance No. 25 dated April 20, 2026 of the Municipality of San Miguel, this Province entitled "An Ordinance Amending Section 4 of Ordinance No. 54, Series of 2025, Entitled: An Ordinance Establishing a Real Property Valuation Unit (RPVU) Under the Office of the Municipal Assessor, Creating the Plantilla Positions of Local Assessment Operations Officer III (SG-18) and Administrative Officer I (Records Officer I) (SG-10), and Appropriating Funds Therefor", by Correcting the Generic Administrative Position Title of Records Officer I and the Educational Requirement for the Position of Administrative Officer I (Records Officer I) Under the Real Property Valuation Unit (RPVU) of the Office of the Municipal Assessor, Municipality of San Miguel, Surigao del Sur", for rectification.

RESOLVED FINALLY: To furnish copies of this Resolution to Hon. Michael T. Corilla, Municipal Mayor and to the Sangguniang Bayan thru Hon. Dominador M. Empedrad, Jr., Member, Sangguniang Bayan/Temporary Presiding Officer, all of the Municipality of San Miguel, this Province, for their information and appropriate action.

ADOPTED this 14th day of July, 2026 at the City of Bislig, Province of Surigao del Sur by unanimous votes of all the Sangguniang Panlalawigan Members present.

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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 12TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SAN MIGUEL, SURIGAO DEL SUR, HELD ON APRIL 20, 2026 AT THE SESSION HALL.

Present:	Honorable Dominador M. Empedrad, Jr.	-	-SB Member (Temporary Presiding Officer)
	Honorable Celso B. Bangoy	-	-SB Member
	Honorable Milva C. Yu	-	-SB Member
	Honorable Rebecca R. Gascon	-	-SB Member
	Honorable Fidilreto G. Nazi	-	-SB Member
	Honorable Julieto C. Lobaton, Jr.	-	-SB Member
	Ex-Officio Members:		
	Honorable Rico H. Maca	-	-IPM Representative
Absent:	Honorable Alfeo G. Perez, Jr.	-	-Vice Mayor, on O.B. in China.
	Honorable Ruth C. Guinsod	-	-SB Member
	Honorable Alfcris Reztan S. Perez	-	-SB Member
	Honorable Gladys Mae C. Cubero	-	-ABC President
	Honorable Lejohn H. Elizalde	-	-SKF President

ORDINANCE NO. 25
Series af 2026

AN ORDINANCE AMENDING SECTION 4 OF ORDINANCE NO. 54, SERIES OF 2025, ENTITLED: AN ORDINANCE ESTABLISHING A REAL PROPERTY VALUATION UNIT (RPVU) UNDER THE OFFICE OF THE MUNICIPAL ASSESSOR, CREATING THE PLANTILLA POSITIONS OF LOCAL ASSESSMENT OPERATIONS OFFICER III (SG-18) AND ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) (SG-10), AND APPROPRIATING FUNDS THEREFOR", BY CORRECTING THE GENERIC ADMINISTRATIVE POSITION TITLE OF RECORDS OFFICER I AND THE EDUCATIONAL REQUIREMENT FOR THE POSITION OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) UNDER THE REAL PROPERTY VALUATION UNIT (RPVU) OF THE OFFICE OF THE MUNICIPAL ASSESSOR, MUNICIPALITY OF SAN MIGUEL, SURIGAO DEL SUR.

Authored by : Honorable Rebecca R. Gascon
Seconded by : Hanorable Ruth C. Guinsod

Explanatory Note

WHEREAS, the Sangguniang Bayon of San Miguel enacted Ordinance No. 54, Series of 2025, establishing the Real Property Valuation Unit (RPVU) under the Office of the Municipal Assessor and creating plantilla positions, including Administrative Officer I (Records Officer I);

WHEREAS, it was subsequently noted that the generic administrative pasition title of Records Officer I under Section 4 of the said ordinance lacks the appropriate numerical attribute, as it was presented as Administrative Officer (Records Officer I) instead of the correct title;

WHEREAS, it was likewise discovered that the educational requirement for the position of Administrative Officer I (Records Officer I), Salary Grade 10, was erroneously stated as "Bachelor's degree relevant to the job";

WHEREAS, to ensure consistency with existing civil service standards and to avoid confusion in the implementation, appointment, and staffing of the positian, it is necessary to correct the said entries in Sectio n 4 of Ordinance No. 54, Series of 2025;

NOW THEREFORE

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

SECTION 1. Amendments. Section 4 (Qualification Standards), paragraph 2 of Ordinance No. 54, Series of 2025 is hereby amended to correct the generic administrative position title and the educational requirement for the position of Records Officer I, and shall now read as follows:

"2. Administrative Officer I (Records Officer I) must meet the following qualification standards to be eligible for the position:

Position Title:	Administrative Officer I (Records Officer I) Salary Grade 10
Education:	Bachelor's Degree
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility"

SECTION 2. All references in Ordinance No. 54, Series of 2025 to the position title "Administrative Officer (Records Officer I)" appearing in Section 4 thereof are hereby corrected and shall be read as "Administrative Officer I (Records Officer I)".

SECTION 3. All other provisions of Ordinance No. 54, Series of 2025 which are not affected by this amendatory ordinance shall remain valid and in full force and effect.

SECTION 4. Separability Clause. If, for any reason, any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 5. Repealing Clause. All ordinances, rules and regulations, or parts thereof inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 6. Effectivity. This Ordinance shall take effect immediately upon approval.

Enacted: April 20, 2026.

As disposed of by the Presiding Officer
Ayes (6) Honorable Bangay, Honorable Yu, Honorable Gascon, Honorable Nazi, Honorable Lobaton and Honorable Maca.
Noyes (0)
Abstained (0)

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I HEREBY CERTIFY to the correctness of the foregoing ordinance.

LALAINE ELIZALDE -PRAMBITA
Secretary to the Sangguniang Bayan I

ATTESTED AND CERTIFIED TO BE DULY ENACTED:

DOMINADOR M. EMPEDRAD, JR.
SB Member
(Temporary Presiding Officer)

APPROVED:

MICHAEL T. CORILLA
Municipal Mayor

Date: 5-6-26