MUNICIPAL ORDINANCE

No. 75 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. 75, 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. 75
Series of 2026

AN ORDINANCE AMENDING AND RECTIFYING MUNICIPAL ORDINANCE NO. 34, SERIES OF 2026, ENTITLED "AN ORDINANCE CREATING THE FOLLOWING CO-TERMINUS POSITION TITLES SUCH AS: DRIVER II, SG-4; SECURITY AGENT I, SG-8; AND LOCAL LEGISLATIVE STAFF OFFICER I, SG-11 UNDER THE OFFICE OF THE VICE MAYOR AND APPROPRIATING FUNDS THEREOF," BY DELETING THE POSITION OF ADMINISTRATIVE AIDE IV (DRIVER II), SG-4, AND CORRECTING CERTAIN PROVISIONS THEREOF, IN COMPLIANCE WITH SANGGUNIANG PANLALAWIGAN RESOLUTION NO. 1469-26, SERIES OF 2026.

Authored by : Honorable Celso B. Bangoy
Seconded by : Honorable Ruth C. Guinsod

Explanatory Note

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, authorizes every local government unit to design and implement its own organizational structure and staffing pattern, taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, on April 27, 2026, the Sangguniang Bayan of San Miguel enacted Municipal Ordinance No. 34, Series of 2026, creating the coterminous positions of Administrative Aide IV (Driver II), SG-4; Security Agent I, SG-8; and Local Legislative Staff Officer I, SG-11 under the Office of the Vice Mayor and appropriating funds therefor;

WHEREAS, the creation of said positions was intended to provide the Office of the Municipal Vice Mayor with adequate administrative, technical, legislative, and security support in the performance of its functions;

WHEREAS, Municipal Ordinance No. 34, Series of 2026 was thereafter transmitted to the Sangguniang Panlalawigan of Surigao del Sur for review pursuant to Section 56, in relation to Section 468(a)(1)(i), of Republic Act No. 7160;

WHEREAS, the Provincial Finance Committee found the subject Ordinance to be within the prescribed powers of the Sangguniang Bayan pursuant to Section 447 of Republic Act No. 7160 and compliant with Local Budget Circular No. 137 dated July 13, 2021, and further reported that the Municipality still had an allowable Personal Services Cost of ₱7,094,668.44;

WHEREAS, the Provincial Human Resource Management Officer, in the technical review of the subject Ordinance, observed that the newly created Administrative Aide IV (Driver II) is coterminous in nature and, as such, should not bear a Generic Administrative Title, pursuant to CSC Memorandum Circular No. 12, Series of 2011;

WHEREAS, the Provincial Human Resource Management Officer further observed that the creation of a coterminous Driver II position under the Office of the Municipal Vice Mayor is not allowed pursuant to Item No. 9.2.1.6 of the Position Classification and Compensation Scheme;

WHEREAS, acting upon the foregoing findings and recommendations, the Sangguniang Panlalawigan adopted Resolution No. 1469-26, Series of 2026, on July 28, 2026, returning Municipal Ordinance No. 34, Series of 2026 to the Municipality of San Miguel for rectification;

WHEREAS, a review of Section 1 of the original Ordinance likewise shows an inadvertent reference to the positions as being under the "Office of the Municipal Mayor," notwithstanding that the title, purpose, duties and functions of the Ordinance clearly place them under the Office of the Municipal Vice Mayor; the original Section 1 contains this discrepancy.

WHEREAS, it is therefore necessary to amend and rectify Municipal Ordinance No. 34, Series of 2026 by deleting the Administrative Aide IV (Driver II), SG-4 position and all provisions relating thereto, while retaining the positions not adversely affected by the provincial review and correcting the erroneous reference to the Office of the Municipal Mayor;

NOW THEREFORE

BE IT ORDAINED, as it is hereby ordained, by the Sangguniang Bayan of San Miguel, Surigao del Sur, in session assembled:

SECTION 1. AMENDMENT OF THE TITLE. The title of Municipal Ordinance No. 34, Series of 2026 is hereby amended and rectified to read as follows:

> "AN ORDINANCE CREATING THE CO-TERMINUS POSITIONS OF SECURITY AGENT I, SG-8, AND LOCAL LEGISLATIVE STAFF OFFICER I, SG-11, UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR OF THE MUNICIPALITY OF SAN MIGUEL, SURIGAO DEL SUR, AND APPROPRIATING FUNDS THEREFOR."

SECTION 2. AMENDMENT OF SECTION 1 — CREATION OF POSITIONS. Section 1 of Municipal Ordinance No. 34, Series of 2026 is hereby amended and rectified to read as follows:

> "SECTION 1. CREATION OF POSITIONS. — There are hereby created under the Office of the Municipal Vice Mayor of the Municipality of San Miguel, Surigao del Sur, the following coterminous positions:
>
> a. Security Agent I — Salary Grade 8; and
>
> b. Local Legislative Staff Officer I — Salary Grade 11.

SECTION 3. DELETION OF ADMINISTRATIVE AIDE IV (DRIVER II), SG-4. The creation of the position of Administrative Aide IV (Driver II), SG-4, under Municipal Ordinance No. 34, Series of 2026 is hereby deleted and withdrawn in compliance with the findings and recommendation embodied in Sangguniang Panlalawigan Resolution No. 1469-26, Series of 2026.

Accordingly, all references to Administrative Aide IV (Driver II), SG-4, including its creation, duties and functions, qualification standards, funding authorization specifically attributable thereto, and all other provisions relating to said position are hereby deleted from Municipal Ordinance No. 34, Series of 2026.

The original ordinance assigned the Driver II duties of driving the Vice Mayor's government vehicle, conducting vehicle inspections and preventive maintenance, maintaining trip tickets and vehicle records, and related functions.

SECTION 4. AMENDMENT OF SECTION 2 — DUTIES AND FUNCTIONS. Section 2 of Municipal Ordinance No. 34, Series of 2026 is hereby amended by deleting in its entirety Item I pertaining to Administrative Aide IV (Driver II), SG-4.

The duties and functions prescribed for Security Agent I, SG-8 and Local Legislative Staff Officer I, SG-11 shall remain in force insofar as they are consistent with their officially prescribed position descriptions and applicable CSC and DBM rules.

SECTION 5. AMENDMENT OF SECTION 3 — QUALIFICATION STANDARDS. Section 3 of Municipal Ordinance No. 34, Series of 2026 is hereby amended by deleting in its entirety the Qualification Standards for Administrative Aide IV (Driver II), SG-4.

The Qualification Standards for Security Agent I, SG-8 and Local Legislative Staff Officer I, SG-11, as provided in the original Ordinance, shall remain effective, subject at all times to the applicable and prevailing Qualification Standards prescribed by the Civil Service Commission and other competent authorities.

The original ordinance presently states the respective qualification standards for these two retained positions.

SECTION 6. APPROPRIATION. Section 4 of Municipal Ordinance No. 34, Series of 2026 shall remain in force only with respect to the positions retained under this amendatory Ordinance, namely:

Security Agent I, SG-8; and Local Legislative Staff Officer I, SG-11.

SECTION 7. COMPLIANCE WITH PROVINCIAL REVIEW. This amendatory Ordinance is enacted specifically to comply with Sangguniang Panlalawigan Resolution No. 1469-26, Series of 2026, and the observations and recommendations of the Provincial Human Resource Management Office incorporated therein.

The Municipal Human Resource Management Office, Municipal Budget Office, and other concerned offices are hereby directed to ensure that the staffing pattern, appointment, funding, and implementation of the positions retained herein strictly conform to applicable CSC, DBM, budgeting, and compensation rules.

SECTION 8. CONTINUING VALIDITY. Except for the provisions expressly amended, deleted, or modified by this Ordinance, all other provisions of Municipal Ordinance No. 34, Series of 2026 which are not inconsistent herewith shall remain valid and in full force and effect.

SECTION 9. REPEALING AND MODIFYING CLAUSE. All ordinances, resolutions, rules, regulations, executive issuances, and other local measures or portions thereof inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 10. SEPARABILITY CLAUSE. If any provision, section, or part of this Ordinance is declared unconstitutional, invalid, or unenforceable by a court or competent authority, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 11. TRANSMITTAL. Copies of this Ordinance shall be furnished to the Sangguniang Panlalawigan of Surigao del Sur, Provincial Human Resource Management Office, Provincial Finance Committee, Civil Service Commission Field Office concerned, Department of Budget and Management, Office of the Municipal Mayor, Office of the Municipal Vice Mayor, Municipal Human Resource Management Office, Municipal Budget Office, Municipal Accounting Office, and Municipal Treasurer's Office for their information, reference, and appropriate action.

SECTION 12. EFFECTIVITY. This Ordinance shall take effect upon its approval and after compliance with the posting and other applicable requirements under Republic Act No. 7160 and other pertinent laws, rules, and regulations.

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 V. 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 53RD 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 28, 2026

PRESENT:

Hon. Joey S. Pama - Member, Sangguniang Panlalawigan (Temporary Presiding Officer)

Regular Sangguniang Panlalawigan Members:

District I	**District II**
Hon. Ruel D. Momo	Hon. Gines Ricky J. Sayawan, Sr. Hon. Margarita G. Garay Hon. Anthony Joseph P. Cañedo Hon. Raul K. Salazar

Ex – Officio Members:

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

On Virtual Attendance:

Hon. Henrich M. Pimentel - Member, Sangguniang Panlalawigan

Hon. Antonio C. Azarcon - Member, Sangguniang Panlalawigan

Hon. Valerio T. Montesclaros, Jr. - Member, Sangguniang Panlalawigan

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

ON OFFICIAL BUSINESS:

Hon. Jose Dumagan, Jr. - Member, Sangguniang Panlalawigan

ABSENT:

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. 1469 – 26
(Series of 2026)

RETURNING ORDINANCE NO. 34 DATED APRIL 27, 2026 OF THE MUNICIPALITY OF SAN MIGUEL, THIS PROVINCE ENTITLED "AN ORDINANCE CREATING THE FOLLOWING CO-TERMINUS POSITION TITLES SUCH AS: ADMINISTRATIVE AIDE IV (DRIVER II), SG-4 AND SECURITY AGENT I, SG-8 UNDER THE OFFICE OF THE VICE MAYOR AND APPROPRIATING FUNDS THEREOF", FOR RECTIFICATION

SPONSORS:

HON. HENRICH M. PIMENTEL, HON. GINES RICKY J. SAYAWAN, SR., HON. ANTONIO C. AZARCON, HON. MARGARITA G. GARAY, HON. JOHN PAUL C. PIMENTEL, 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. 34 dated April 27, 2026 of the Municipality of San Miguel, this Province entitled "An Ordinance Creating the Following Co-Terminus Position Titles Such as: Administrative Aide IV (Driver II), SG-4 and Security Agent I, SG-8 Under the Office of the Vice Mayor and Appropriating Funds Thereof", 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 that it adheres to LBC No. 137 dated July 13, 2021 of the Department of Budget and Management. Also, 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 July 9, 2026 upon perusal of the subject Ordinance, informed the August Body of the observations and recommendations, as follows:

1. the newly created position of Administrative Aide IV (Driver II) is coterminous in nature. Hence, it shall not bear Generic Administrative Title, pursuant to CSC Memorandum Circular No. 12, s. 2011; and

2. the created Coterminous Driver II position under the Office of the Municipal Vice Mayor is not allowed pursuant to Item No. 9.2.1.6 of the Position Classification and Compensation Scheme.

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 21, 2026 recommended to return Ordinance No. 34 dated April 27, 2026 of the Municipality of San Miguel, this Province for rectification with a suggestion that the same shall adhere to the corresponding observations and recommendations 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. Margarita G. Garay, Hon. John Paul C. Pimentel, Hon. Antonio C. Azarcon and Hon. Valerio T. Montesclaros, Jr.;

NOW THEREFORE

BE IT RESOLVED by the Sangguniang Panlalawigan of Surigao del Sur to return Ordinance No. 34 dated April 27, 2026 of the Municipality of San Miguel, this Province entitled "An Ordinance Creating the Following Co-Terminus Position Titles Such as: Administrative Aide IV (Driver II), SG-4 and Security Agent I, SG-8 Under the Office of the Vice Mayor and Appropriating Funds Thereof", for rectification.

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

ADOPTED this 28th 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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I HEREBY CERTIFY to the correctness of the foregoing Resolution.

EDGAR G. PEREZ II, J.D.
Secretary to the Sangguniang Panlalawigan

ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:

JOEY S. PAMA
Member, Sangguniang Panlalawigan
(Temporary Presiding Officer)

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

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Office of the Sangguniang Boyan

(Twenty Second Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 13TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SAN MIGUEL, SURIGAO DEL SUR, HELD ON APRIL 27, 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 Alfcris Reztan S. Perez	-	-SB Member
	Honorable Fidilreto G. Nazi	-	-SB Member
	Honorable Julieto C. Lobaton, Jr.	-	-SB Member
	Ex-Officio Members:		
	Honorable Rico H. Maco	-	-IPM Representative
	Honorable Lejohn H. Elizalde	-	-SKF President
Absent:	Honorable Gladys Mae C. Cubero	-	-ABC President

ORDINANCE NO. 34
Series of 2026

AN ORDINANCE CREATING THE FOLLOWING CO-TERMINUS POSITION TITLES SUCH AS: ADMINISTRATIVE AIDE IV (DRIVER II), SG-4 AND SECURITY AGENT I, SG-8 UNDER THE OFFICE OF THE VICE MAYOR AND APPROPRIATING FUNDS THEREOF.

Authored by : Honorable Celso B. Bangoy
Seconded by : Honorable Ruth C. Guinsod

Explanatory Note

WHEREAS, the Local Government Unit of San Miguel is mandated under Republic Act No. 7160, otherwise known as the Local Government Code of 1991, to establish an efficient and responsive organizational structure to support governance and legislative functions;

WHEREAS, Sections 76 and 77 of RA 7160 authorize local government units to determine their organizational structure and staffing pattern, subject to the rules and regulations of the Civil Service Commission (CSC);

WHEREAS, the Office of the Municipal Vice Mayor requires adequate administrative, technical, and security support to effectively perform its legislative and administrative functions;

WHEREAS, there is a need to create co-terminous positions, whose tenure shall be coterminous with the appointing authority, to provide flexible and responsive support services;

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 a plantilla positions of Administrative Aide IV (Driver II), SG-4 and Security Agent I, SG-8 under the Office of the Vice Mayor of the Municipal Government of San Miguel, Surigao del Sur.

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

I. Administrative Aide IV (Driver II), SG-4

Duties and Functions:

i. Drives and operates assigned government vehicle for official functions of the Vice Mayor;

ii. Ensures safe transport of officials, staff, and authorized passengers;

iii. Conducts daily vehicle inspection (fuel, oil, brakes, tires, lights);

iv. Performs basic preventive maintenance and coordinates major repairs;

v. Maintains trip tickets, logbooks, and vehicle records;

vi. Assists in the delivery and collection of official documents and materials;

vii. Observes traffic laws and government vehicle use policies

II. Security Agent I, SG-8

Duties and Functions:

i. Provides security services to the Office of the Vice Mayor and Sangguniang Bayan premises;

ii. Monitors and controls entry and exit of visitors, staff, and vehicles;

iii. Ensures the safety of officials, personnel, and properties;

iv. Conducts routine patrol and surveillance within assigned areas;

v. Assists in maintaining peace and order during sessions, meetings, and official events;

vi. Coordinates with PNP, MDRRMO, or other authorities in case of emergencies;

vii. Prepares incident reports and maintains security logs;

viii. Performs other related duties as may be assigned.

SECTION 3. Qualification Standard.

Administrative Aide IV (Driver II), 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)

Security Agent I, 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

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: April 27, 2026.

As disposed of by the Presiding Officer
Ayes (9) Honorable Bangoy, Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr. Honorable Perez, Honorable Nazi, Honorable Lobaton Honorable Maca and Honorable Elizalde.
Nayes(0)
Abstained (0)
Honorable Yu – out during the voting

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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:

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

APPROVED:

MICHAEL T. CORILLA
Municipal Mayor

Date: 5-11-26