MUNICIPAL ORDINANCE

No. 77 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. 77, 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. 77
Series of 2026

AN ORDINANCE AMENDING SECTION 3 OF MUNICIPAL ORDINANCE NO. 72, SERIES OF 2025, ENTITLED "AN ORDINANCE CREATING THE POSITION TITLE OF TOURISM OPERATIONS OFFICER II, SG-15, UNDER THE OFFICE OF THE MUNICIPAL TOURISM OPERATIONS OFFICER, AND APPROPRIATING FUNDS THEREFOR," BY RECTIFYING AND PRESCRIBING THE QUALIFICATION STANDARDS OF THE POSITION IN ACCORDANCE WITH CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 04, SERIES OF 2018, AND FOR OTHER PURPOSES.

Authored by : Honorable Dominador M. Empedrad, Jr.
Seconded by : Honorable Gladys Mae C. Cubero

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 December 1, 2025, the Sangguniang Bayan of San Miguel enacted Municipal Ordinance No. 72, Series of 2025, creating one (1) plantilla position of Tourism Operations Officer II, Salary Grade 15, under the Office of the Municipal Tourism Operations Officer and appropriating funds therefor;

WHEREAS, Section 3 of Municipal Ordinance No. 72, Series of 2025 prescribed the Qualification Standards for said position as follows: Education – Bachelor's degree relevant to the job; Training – four (4) hours of relevant training; Experience – one (1) year of relevant experience; and Eligibility – Career Service (Professional)/Second Level Eligibility;

WHEREAS, Municipal Ordinance No. 72 was subsequently transmitted to the Sangguniang Panlalawigan of Surigao del Sur for review pursuant to the pertinent provisions of Republic Act No. 7160;

WHEREAS, through Sangguniang Panlalawigan Resolution No. 984-26, Series of 2026, adopted on March 31, 2026, the Sangguniang Panlalawigan returned Municipal Ordinance No. 72 to the Municipality of San Miguel for rectification, particularly in relation to the Qualification Standards prescribed for the newly created tourism operations position;

WHEREAS, the Provincial Human Resource Management Officer observed that the Qualification Standards presented in Municipal Ordinance No. 72 did not conform to Civil Service Commission Memorandum Circular No. 04, Series of 2018, and recommended that the Municipality adhere to the appropriate Qualification Standards prescribed by the Civil Service Commission;

WHEREAS, CSC Memorandum Circular No. 04, Series of 2018, issued pursuant to CSC Resolution No. 1800010 dated January 9, 2018, specifically prescribes the Qualification Standards for tourism operations positions in local government units pursuant to Republic Act No. 9593, otherwise known as the Tourism Act of 2009;

WHEREAS, under the said CSC Memorandum Circular, the position of Tourism Operations Officer II, SG-15, is a second-level position requiring a bachelor's degree in specified tourism-related or allied fields, relevant tourism-industry work experience, relevant tourism training, and Career Service (Professional)/Second Level Eligibility;

WHEREAS, it is therefore necessary to amend and rectify Section 3 of Municipal Ordinance No. 72, Series of 2025, in order to conform the Qualification Standards of the position with CSC Memorandum Circular No. 04, Series of 2018 and thereby address the findings and recommendation contained in Sangguniang Panlalawigan Resolution No. 984-26, Series of 2026;

NOW THEREFORE

BE IT ORDAINED by the Sangguniang Bayan of San Miguel, Surigao del Sur, in session assembled, that:

SECTION 1. AMENDMENT AND RECTIFICATION. Section 3 of Municipal Ordinance No. 72, Series of 2025 is hereby amended and rectified to read as follows:

"SECTION 3. QUALIFICATION STANDARDS. — The position of Tourism Operations Officer II, Salary Grade 15, shall be subject to the Qualification Standards prescribed

under Civil Service Commission Memorandum Circular No. 04, Series of 2018, and other applicable Civil Service Commission rules and issuances, as follows:

Education: Bachelor's degree relevant to the job

Experience: 1 year of work experience

Training: 4 hours of relevant training; and

Eligibility: Career Service (Professional)/Second Level Eligibility.

The foregoing Qualification Standards shall be construed and implemented strictly in accordance with CSC Memorandum Circular No. 04, Series of 2018, Republic Act No. 9593, and subsequent applicable CSC and Department of Tourism rules, regulations, and issuances."

SECTION 2. COMPLIANCE WITH PROVINCIAL REVIEW. The amendment provided under Section 1 hereof is enacted specifically to comply with and address the findings and recommendation of the Provincial Human Resource Management Office as embodied in SangguniangPanlalawigan Resolution No. 984-26, Series of 2026, returning Municipal Ordinance No. 72 for rectification.

The Municipal Human Resource Management Office is hereby directed to ensure that the appointment, publication, screening, evaluation, and filling of the position of Tourism Operations Officer II, SG-15 conform strictly with the Qualification Standards prescribed by the Civil Service Commission and other applicable laws, rules, and regulations.

SECTION 3. CONTINUING VALIDITY OF UNAMENDED PROVISIONS. All other provisions of Municipal Ordinance No. 72, Series of 2025, particularly the creation of one (1) plantilla position of Tourism Operations Officer II, SG-15, its duties and functions, and the appropriation of funds therefor, which are not inconsistent with this amendatory ordinance, shall remain valid and in full force and effect. The original ordinance provides these matters in Sections 1, 2, and 4.

SECTION 4. REPEALING AND MODIFYING CLAUSE. All municipal ordinances, resolutions, executive issuances, rules, regulations, or portions thereof inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 5. SEPARABILITY CLAUSE. Should any provision or part of this Ordinance be 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 6. 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, Municipal Mayor, Municipal Human Resource Management Office, Municipal Budget Office, Municipal Accounting Office, Municipal Treasurer's Office, and Municipal Tourism Office for their information, reference, and appropriate action.

SECTION 7. EFFECTIVITY. This Ordinance shall take effect upon approval and after compliance with the applicable posting and other requirements of Republic Act No. 7160 and other pertinent laws.

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 36TH REGULAR SESSION OF THE 21ST SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE SANGGUNIANG PANLALAWIGAN SESSION HALL, LEGISLATIVE BUILDING, CAPITOL HILLS, TELAJE, TANDAG CITY, PROVINCE OF SURIGAO DEL SUR ON MARCH 31, 2026

PRESENT:

Hon. Ruel D. Momo - Acting Vice Governor (Presiding Officer)

Regular Sangguniang Panlalawigan Members:

District I	**District II**
Hon. Jose Dumagan, Jr.	Hon. Joey S. Pama
Hon. Antonio C. Azarcon	Hon. Gines Ricky J. Sayawan, Sr.
	Hon. Margarita G. Garay
	Hon. Raul K. Salazar

Ex – Officio Member:

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

On Virtual Attendance:

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

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

ABSENT:

On Special Privilege Leave:

Hon. Henrich M. Pimentel - Member, Sangguniang Panlalawigan

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

On Sick Leave:

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

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

RESOLUTION NO. 984 – 26
(Series of 2026)

RETURNING ORDINANCE NO. 72 DATED DECEMBER 01, 2025 OF THE MUNICIPALITY OF SAN MIGUEL, THIS PROVINCE ENTITLED "AN ORDINANCES CREATING THE POSITION TITLE OF TOURISM OPERATIONS OFFICER II, SG-15, UNDER THE OFFICE OF THE MUNICIPAL TOURISM OPERATIONS OFFICER, AND APPROPRIATING FUNDS THEREFOR", FOR RECTIFICATION

SPONSORS:

HON. HENRICH M. PIMENTEL, HON. GINES RICKY J. SAYAWAN, SR., HON. ANTONIO C. AZARCON, 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. MELANIE JOY M. GUNO, 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. 72 dated December 01, 2025 of the Municipality of San Miguel, this Province entitled "An Ordinances Creating the Position Title of Tourism Operations Officer II, SG-15, Under the Office of the Municipal Tourism Operations Officer, and Appropriating Funds Therefor", 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 Finance Committee (PFC) and to the Provincial Human Resource Management Office (PHRMO), for technical review;

WHEREAS, the Provincial Finance Committee (PFC) in its letter dated January 23, 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 the said LGU has still an allowable Personal Services Cost of Php11,433,214.73;

WHEREAS, however, Mr. Ace R. Orcullo, MPA, CHRA, Provincial Human Resource Management Officer, this Province in his letter dated February 27, 2026 relative to the subject Ordinance, informed the August Body of the following observations, viz:

ORDINANCE	FINDING/S	RECOMMENDATION/S
72	The presented Qualification Standards (QS) for the newly created position of Tourism Operations Officer II, SG – 15 does not adhere to the provisions of CSC MC No. 04, Series of 2018.	The LGU shall adhere to CSC MC No. 04, Series of 2018 for the appropriate QS of the position of Tourism Operations Officer IV.

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 March 24, 2026 recommended to return Ordinance No. 72 dated December 1, 2025 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 Hon. Jose Dumagan, Jr. and jointly seconded by Hon. Antonio C. Azarcon, 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. 72 dated December 01, 2025 of the Municipality of San Miguel, this Province entitled "An Ordinances Creating the Position Title of Tourism Operations Officer II, SG-15, Under the Office of the Municipal Tourism Operations Officer, and Appropriating Funds Therefor", 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 31st day of March, 2026 at the City of Tandag, 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:

RUEL D. MOMO
Acting Vice Governor
(Presiding Officer)

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 15TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SAN MIGUEL, SURIGAO DEL SUR, HELD ON DECEMBER 01, 2025 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 Rezlan S. Perez	-	-SB Member
	Honorable Julieto C. Lobaton, Jr.	-	-SB Member
	Ex-Officio Members:		
	Honorable Gladys Mae E. Corilla	-	-ABC President
	Honorable Rico H. Maca	-	-IPM Representative
	Honorable Lejohn H. Elizalde	-	-SKF President
Absent:	Honorable Fidlireto G. Nazi	-	-SB Member

ORDINANCE NO. 72
Series of 2025

AN ORDINANCES CREATING THE POSITION TITLE OF TOURISM OPERATIONS OFFICER II, SG-15, UNDER THE OFFICE OF THE MUNICIPAL TOURISM OPERATIONS OFFICER, AND APPROPRIATING FUNDS THEREFOR.

Authored by : Honorable Dominador M. Empedrad, Jr.
seconded by: Honorable Gladys Mae C. Cubero

Explanatory Note

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern subject to civil service laws, rules, and regulations;

WHEREAS, the Municipality of San Miguel recognizes the growing importance of strengthening local tourism development, promotion, and management to support economic growth, cultural preservation, and community participation;

WHEREAS, there is an urgent need to enhance the capacity of the Municipal Tourism Office to effectively plan, promote, implement, and monitor tourism programs, projects, and activities in line with sustainable and inclusive tourism development;

WHEREAS, the creation of the position of Tourism Operations Officer II (SG-15) will provide the necessary technical support and leadership needed for the efficient and effective delivery of tourism-related services in the municipality;

NOW THEREFORE

BE IT ORDAINED by the Sangguniang Bayon of San Miguel, Surigao del Sur, in session assembled, that:

SECTION 1. CREATION OF POSITION. There is hereby created under the Office of the Municipal Tourism Operations Officer one (1) plantilla position of Tourism Operations Officer II, with Salary Grade 15, in accordance with the guidelines of the Civil Service Commission, the Department of Budget and Management (DBM), and other applicable laws and regulations.

SECTION 2. DUTIES AND FUNCTIONS. The Tourism Operations Officer II shall perform the following duties and responsibilities, consistent with CSC and DOT standards:

I. Assist in the formulation, implementation, and monitoring of tourism plans, programs, and projects of the municipality;

II. Coordinate with government agencies, private sector partners, and community stakeholders on tourism development initiatives;

III. Promote local tourism sites, events, cultural heritage, and community-based tourism programs;

IV. Prepare reports, documentation, and promotional materials related to tourism development;

V. Provide technical support to the Municipal Tourism Officer in the management of tourism operations, statistics, and accreditation processes;

VI. Perform other related functions as may be assigned by the Municipal Tourism Operations Officer or the Local Chief Executive.

SECTION 3. QUALIFICATION STANDARDS. The position shall be governed by the prescribed Qualification Standards issued by the CSC and DBM, which generally include:

Qualification Standards

Education	: Bachelor's degree relevant to the job
Training	: 4 hours of relevant training
Experience	: 1 year of relevant experience
Eligibility	: Career Service (Professional)/Second Level Eligibility.

SECTION 4. APPROPRIATION OF FUNDS. The necessary funds for the creation and compensation of the position of Tourism Operations Officer II (SG-15) shall be taken from the available funds of the municipal government or through the annual budget appropriated for the purpose, subject to existing budgetary rules and regulations.

SECTION 5. EFFECTIVITY. This Ordinance shall take effect upon its approval.

Enacted: December01, 2025.

As disposed of by the Presiding Officer

Ayes (10) Honorable Bangoy, Honorable Yu, Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr., Honorable Perez, 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 C. PEREZ, JR.
Vice Mayor
(Presiding Officer)

APPROVED:

MICHAEL T. CORILLA
Municipal Mayor

Date: 12-11-25