Republic of the Philippines
Province of Surigao del Sur

BAGONG PILIPINAS

MUNICIPALITY OF CANTILAN

OFFICE OF THE SANGGUNIANG BAYAN

13 October 2026

THE HONORABLE SANGGUNIANG PANLALAWIGAN MEMBERS
Tanggapan ng Sangguniang Panlalawigan
Tandag City

NG SANGGUNIANG PANLALAWIGAN TANGGAPAN
RECEIVED
DATE: 10-13-26
BY:
TIME: 10:05am
TANDAG CITY, SURIGAO DEL SUR

THRU: EDGAR G. PEREZ II, J.D.
Secretary to the Sangguniang Panlalawigan
Province of Surigao del Sur

Dear Hon. Members,

Greetings!

Submitting herewith are the copies of **ORDINANCE NO.33-2026 entitled: "AN ORDINANCE RECTIFYING ORDINANCE NO.22-2026 ENTITLED 'AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL AGRICULTURAL AND BIOSYSTEMS ENGINEER OR CANTILAN, SURIGAO DEL SUR AND AGRICULTURAL AND BIOSYSTEMS ENGINEER POSITIONS UNDER SAID OFFICE, DETERMINING THEIR POWERS, DUTIES, AND FUNCTIONS'."** for your review and confirmation.

Thank you and God Bless.

Respectfully yours,

ANDREW G. HUELMA, J.D.
Secretary to the Sanggunian

Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF CANTILAN

OFFICE OF THE SANGGUNIANG BAYAN

BAGONG PILIPINAS

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EXCERPT FROM THE MINUTES AND PROCEEDINGS OF THE 30th REGULAR SESSION OF THE 19th SANGGUNIANG BAYAN OF CANTILAN, SURIGAO DEL SUR, HELD AT THE SESSION HALL ON 21st SEPTEMBER 2026.

Refer To: Committee on Good Government, Public Ethics and Accountability

PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan
Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph
OSSP-26-06436

SENT:

Hon. Rodrigo L. Eleazar	- Municipal Vice Mayor/Presiding Officer
Hon. Liberty G. Cale	- SB Member
Hon. Genito B. Guardo	- SB Member
Hon. Florena A. Uriarte	- SB Member
Hon. Charles P. Arreza	- SB Member
Hon. Marlo B. Arreza	- SB Member
Hon. Lorna G. Almeda	- SB Member
Hon. John Elven G. Vega	- SB Member
Hon. Romeo Emmanuel D. Azarcon	- SB Member
Hon. Mark Vincent M. Prado	- SK Federation President/Ex Officio
Hon. Escobal S. Angeles	- IPMR/Ex Officio

TANGGAPAN NG SANGGUNIANG PANLALAWIGAN
RECEIVED
DATE: 10-14-26
BY:
TIME: 10:05am
TANDAG CITY, SURIGAO DEL SUR

SENT:

Hon. Jimbo A. Luarez	- ABC President/Ex Officio - On Official Business

****

ORDINANCE NO. 33 – 2026

"AN ORDINANCE RECTIFYING ORDINANCE NO.22-2026 ENTITLED 'AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL AGRICULTURAL AND BIOSYSTEMS ENGINEER OR CANTILAN, SURIGAO DEL SUR AND AGRICULTURAL AND BIOSYSTEMS ENGINEER POSITIONS UNDER SAID OFFICE, DETERMINING THEIR POWERS, DUTIES, AND FUNCTIONS'."

Sponsor: SBM John Elven G. Vega,
Co-Sponsors: SBM Liberty G. Cale, SBM Genito B. Guardo, SBM Florena A. Uriarte, SBM Charles P. Arreza, SBM Marlo B. Arreza, SBM Lorna G. Almeda,SBM Romeo Emmanuel D. Azarcon, SK Federation Chair/Ex Officio Mark Vincent M. Prado, and IPMR/Ex Officio Excobal S. Angeles

EXPLANATORY NOTE:

WHEREAS, the Sangguniang Bayan of Cantilan enacted Ordinance No. 22-2026, entitled *"AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL AGRICULTURAL AND BIOSYSTEMS ENGINEER OF CANTILAN, SURIGAO DEL SUR AND AGRICULTURAL AND BIOSYSTEMS ENGINEER POSITIONS UNDER SAID OFFICE, DETERMINING THEIR POWERS, DUTIES AND FUNCTIONS,"* which was submitted to the Tanggapan ng Sangguniang Panlalawigan for review;

WHEREAS, through Resolution No. 1554-26 dated August 10, 2026, the Tanggapan ng Sangguniang Panlalawigan returned the said Ordinance No. 22-2026 to the Sangguniang Bayan for rectification, pursuant to its findings and recommendations on the nomenclature of positions, parenthetical titles, and organizational structure of the newly created Office;

WHEREAS, the findings and recommendations contained in Resolution No. 1554-26 were referred to the Committee on Labor and Employment, together with the Human Resource Management Office (HRMO) and other concerned offices, for appropriate review and action;

WHEREAS, a Committee Meeting was conducted on September 23, 2026 to deliberate on the findings and recommendations of the Tanggapan ng Sangguniang Panlalawigan and to determine the necessary amendments and corrections to Ordinance No. 22-2026;

WHEREAS, after due deliberation and review, the Committee found it necessary to conform the provisions of Ordinance No. 22-2026 with the applicable standards and guidelines prescribed under DA-DBM-CSC-DILG Joint Memorandum Circular No. 02, s. 2020, Civil Service Commission Memorandum Circular No. 12, s. 2022, particularly its applicable annexes, and the Organizational, Position Classification and Compensation System (ORAOHRA) 2025, Appendix E-3, as cited in the findings and recommendations of the Tanggapan ng Sangguniang Panlalawigan;

WHEREAS, the necessary rectifications include the proper and complete nomenclature of the newly created Agricultural and Biosystems Engineer positions, the inclusion of the appropriate parenthetical titles for the newly created administrative positions, and the presentation of the organizational structure of the newly created Office, including the hierarchy of positions, lines of authority, and functional relationships;

WHEREAS, these rectifications are intended to ensure that the provisions of Ordinance No. 22-2026 are consistent with the applicable Civil Service Commission standards and other relevant rules and regulations governing the establishment of organizational structures and staffing patterns in local government units;

WHEREAS, the Sangguniang Bayan, after careful consideration of the recommendations of the Tanggapan ng Sangguniang Panlalawigan and the Committee on Labor and Employment, together with the HRMO and other concerned offices, finds it necessary and proper to rectify Ordinance No. 22-2026 accordingly;

NOW THEREFORE, BE IT ORDAINED by the Sangguniang Bayan of Cantilan, Surigao del Sur, in session assembled, that:

SECTION 1. TITLE. This Ordinance shall be known as the "RECTIFYING ORDINANCE NO. 22-2026" and shall amend and rectify the pertinent provisions of Ordinance No. 22-2026, entitled *"AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL AGRICULTURAL AND BIOSYSTEMS ENGINEER OF CANTILAN, SURIGAO DEL SUR AND AGRICULTURAL AND BIOSYSTEMS ENGINEER POSITIONS UNDER SAID OFFICE, DETERMINING THEIR POWERS, DUTIES AND FUNCTIONS."*

SECTION 2. RECTIFICATION OF THE NOMENCLATURE OF THE AGRICULTURAL AND BIOSYSTEMS ENGINEER POSITIONS.

The nomenclature of the positions created under **Sections 7 and 8 of Ordinance No. 22-2026** is hereby rectified to conform with the prescribed nomenclature under the applicable standards and guidelines.

Accordingly, the positions shall be reflected as follows:

Position	Salary Grade	Number
Municipal Government Department Head I (Agricultural and Biosystems Engineer)	24	1
Municipal Government Assistant	22	1

Department Head I (Agricultural and Biosystems Engineer)		

The corresponding duties and responsibilities of the foregoing positions shall be as follows:

No.	Position	Functions
1	Municipal Government Department Head I (Agricultural and Biosystems Engineer)	1) As head of the Department, oversees the day-to-day operations of the Department; 2) Provides over-all leadership in the planning and implementation of the programs and project of the Agricultural and Biosystems Engineer Department/Division; 3) Represent the Agricultural and Biosystems Engineer Department/Division in conferences meetings and external functions; 4) Ensures a conducive environment for effective working relationship between the Agricultural and Biosystems Engineer Department and coordinating/collaborating agencies; 5) Report plans, programs, activities and accomplishments to the Municipal Mayor; and 6) Performs such other functions as the Agricultural and Biosystems Engineer Department mandate and other circumstances may warrant
2	Municipal Government Assistant Department Head I (Agricultural and Biosystems Engineer)	1) Assists the Agricultural and Biosystems Engineer in managing the day-to-day affairs of the Department; 2) Establishes the strategic framework of the Department as basis for setting divisions' operational targets; 3) Spearheads the review of agricultural and fishery engineering proposals, designs, guidelines for approval of the Agricultural and Biosystems Engineer; and 4) Performs such other functions as the Agricultural and Biosystems Engineer may assign from time to time.

SECTION 3. QUALIFICATION STANDARDS. The qualification standards for the positions of Municipal Government Department Head I (Agricultural and Biosystems Engineer) and Municipal Government Assistant Department Head I (Agricultural and Biosystems Engineer) shall conform to the applicable qualification standards under Civil Service Commission ORAOHRA 2025, Appendix E-3, and other applicable laws, rules, and regulations.

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Department Head I (Agricultural	24	2	Bachelor's degree in Agricultural Engineering or Agricultural	3 years of experience in position involving management and supervision, 1 year	None required	Republic Act (RA) No. 1080, as amended (Agricultural	RA No. 10915 DA-DBM-CSC-DILG Joint Circular

and Biosystems Engineer)			and Biosystems Engineering	of which is relevant to agricultural engineering or agricultural and biosystems engineering		and Biosystems Engineer)	(JC) No. 02, s. 2020
Municipal Government Assistant Department Head I (Agricultural and Biosystems Engineer)	22	2	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	3 years of experience in position involving management and supervision, 1 year of which is relevant to agricultural engineering or agricultural and biosystems engineering	None required	RA No. 1080, as amended (Agricultural and Biosystems Engineer)	RA No. 10915 DA-DBM-CSC-DILG JC No. 02, s. 2020

Reference: RA No. 10915 and DA-DBM-CSC-DILG Joint Circular No. 02, s. 2020.

SECTION 4. RECTIFICATION OF PARENTHETICAL TITLES OF ADMINISTRATIVE POSITIONS.

The nomenclature of the newly created administrative positions under the Administrative and Finance Section of the Office of the Municipal Agricultural and Biosystems Engineer is hereby rectified by providing the appropriate parenthetical titles in accordance with the applicable provisions of Civil Service Commission Memorandum Circular No. 12, s. 2022, Annex B-1.

Accordingly, the positions shall be reflected as follows:

Position	Salary Grade	Number
Administrative Assistant III (Communications Equipment Operator III)	9	1
Administrative Aide IV (Clerk II)	4	1

SECTION 5. DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE POSITIONS.

No.	Position	Functions
1	Administrative Assistant III (Communications Equipment Operator III)	1. Provides secretarial, clerical, and administrative assistance to the Office of the Municipal Agricultural and Biosystems Engineer (OMABE); 2. Performs secretariat functions during meetings and activities called by the Municipal ABE; 3. Manages the inflow, outflow and safekeeping of communications, documents and records intended for the Municipal ABE and Assistant Municipal ABE; 4. Monitors and coordinates the logistical requirements of OMABE, including official travels, field inspections, and agricultural and biosystems engineering activities; and 5. Perform such other functions/special assignments as maybe assigned from time to time.
2	Administrative Aide IV	1) Provides clerical and administrative assistance

	(Clerk II)	to the Office of the Municipal Agricultural and Biosystems Engineer (OMABE). 2) Assists in driving services and transportation support during official travels, field inspections, project monitoring, and other agricultural and biosystems engineering activities. 3) Ensures the cleanliness and roadworthiness of the assigned vehicle and assists in maintaining its service history card. 4) Assists in preparing vehicle travel requirements, such as trip tickets, cash advances, and other related documents. 5) Attends to office queries and requests and coordinates travel assignments with the supervisor. 6) Performs other related duties and functions as may be assigned from time to time.

SECTION 6. QUALIFICATION STANDARDS FOR ADMINISTRATIVE POSITIONS.

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Assistant III (Computer Operator II)	9	1	Completion of two years in studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) / Data Encoder MC 11, s. 96 – Cat. I
Administrative Aide IV (Clerk II)	4	1	Completion of two years studies in college	None	None	Career Service (Subprofessional)

SECTION 7. ORGANIZATIONAL STRUCTURE. The Organizational Structure of the Office of the Municipal Agricultural and Biosystems Engineer is hereby adopted and shall form an integral part of this Ordinance.

The Organizational Structure shall reflect the **hierarchy of positions, lines of authority, and functional relationships** within the Office, consistent with applicable Civil Service Commission rules and regulations.

The approved Organizational Structure shall be attached to this Ordinance as **Annex "A"** and shall form an integral part hereof.

SECTION 8. INTEGRATION OF RECTIFICATIONS. The foregoing corrections and modifications shall be deemed incorporated into and shall form an integral part of Ordinance No. 22-2026. The corresponding provisions of the original ordinance inconsistent with the rectifications herein provided are hereby amended accordingly.

SECTION 9. SEPARABILITY CLAUSE. If 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 10. REPEALING CLAUSE. All ordinances, resolutions, rules, regulations, or other issuances, or parts thereof, inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 11. EFFECTIVITY. This Ordinance shall take effect upon approval and in accordance with the applicable provisions of the Local Government Code of 1991 and other pertinent laws, rules, and regulations.

ENACTED this 28th day of September 2026 at the Sangguniang Bayan Session Hall, Cantilan, Surigao del Sur.

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I HEREBY ATTEST to the correctness of the foregoing ordinance that was duly enacted by the Sangguniang Bayan during its regular session held on the 28th day of September 2026.

ROSE CHERRY B. DUERO
Local Legislative Staff Officer III/
Temporary Minutes Recorder

ATTESTED AND CERTIFIED
TO BE DULY ENACTED:

RODRIGO L. ELEAZAR
Municipal Vice Mayor/Presiding Officer

APPROVED: OCTOBER 13, 2026

PHILIP A. PICHAY
Municipal Mayor

OFFICE OF THE MUNICIPAL AGRICULTURAL & BIOSYSTEMS ENGINEER(OMABE)

