MUNICIPAL ORDINANCE

No. 90 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

October 23, 2026

The Sangguniang Panlalawigan
Tandag City

Sir & Madam:

Respectfully submitted the herein Municipal Ordinance No. 90, 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

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Office of the Sangguniang Bayan

(Twenty Second Sanggunian of the Municipality of San Miguel)

EXCERPTS FROM THE MINUTES OF THE 34TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SAN MIGUEL, SURIGAO DEL SUR, HELD ON OCTOBER 12, 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 Gladys Mae C. Cubero	-	-ABC President
	Honorable Rico H. Maca	-	-IPM Representative
	Honorable Lejohn H. Elizalde	-	-SKF President
Absent:	None.		

ORDINANCE NO. 90
Series of 2026

AN ORDINANCE TRANSFERRING THE EXISTING PLANTILLA POSITIONS OF DISABILITY AFFAIRS OFFICER III, SALARY GRADE 18, CREATED UNDER MUNICIPAL ORDINANCE NO. 11, SERIES OF 2026, AS AMENDED BY MUNICIPAL ORDINANCE NO. 41, SERIES OF 2026, APPROVED ON JUNE 8, 2026, AND DISABILITY AFFAIRS OFFICER II, SALARY GRADE 15, CREATED UNDER MUNICIPAL ORDINANCE NO. 31, SERIES OF 2026, APPROVED ON APRIL 20, 2026, FROM THE OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER TO THE PERSONS WITH DISABILITY AFFAIRS DIVISION (PDAD) UNDER THE OFFICE OF THE MUNICIPAL MAYOR; CREATING TWO (2) ADDITIONAL PLANTILLA POSITIONS, NAMELY: DISABILITY AFFAIRS OFFICER I, SALARY GRADE 11, AND DISABILITY AFFAIRS ASSISTANT, SALARY GRADE 8, UNDER THE SAME DIVISION; DEFINING THEIR FUNCTIONS AND ORGANIZATIONAL PLACEMENT; PROVIDING FOR THE APPLICABLE QUALIFICATION STANDARDS; APPROPRIATING THE NECESSARY FUNDS THEREFOR; AND FOR OTHER PURPOSES.

Authored by : Honorable Rebecca R. Gascon
Seconded by : All members present

Explanatory Note

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, and those necessary, appropriate, or incidental for its efficient and effective governance, as well as those essential to the promotion of the general welfare;

WHEREAS, Section 17 of the same Code provides for the delivery of basic services and facilities by local government units, including social welfare services and programs intended to promote the well-being of disadvantaged and vulnerable sectors of society;

WHEREAS, Section 447(a)(1)(viii) of Republic Act No. 7160 authorizes the Sangguniang Bayan, subject to the limitations prescribed by law, to determine the positions and salaries, wages, allowances, and other emoluments and benefits of officials and employees of the Municipal Government;

WHEREAS, Republic Act No. 10070, which amended Republic Act No. 7277, otherwise known as the Magna Carta for Disabled Persons, provides for the establishment of a Persons with Disability Affairs Office (PDAO) in every province, city, and municipality to facilitate the implementation of programs and services for persons with disabilities;

WHEREAS, Republic Act No. 10754 further strengthens the rights and privileges of persons with disabilities, emphasizing the responsibility of government agencies and local government units to ensure their meaningful inclusion, protection, and participation in community development;

WHEREAS, the Municipal Government of San Miguel recognizes the need to strengthen its institutional mechanisms for the formulation, coordination, implementation, monitoring, and evaluation of programs, projects, and services intended to promote the rights, welfare, empowerment, and full participation of persons with disabilities;

WHEREAS, Municipal Ordinance No. 11, Series of 2026, as amended by Municipal Ordinance No. 41, Series of 2026, approved on June 8, 2026, created the plantilla position of Disability Affairs Officer III, Salary Grade 18, under the Office of the Municipal Social Welfare and Development Officer;

WHEREAS, Municipal Ordinance No. 31, Series of 2026, approved on April 20, 2026, created the plantilla position of Disability Affairs Officer II, Salary Grade 15, likewise under the Office of the Municipal Social Welfare and Development Officer;

WHEREAS, in order to strengthen administrative coordination, improve organizational efficiency, and provide focused institutional support for persons with disabilities, it is deemed appropriate to transfer the aforementioned existing plantilla positions to the Persons with Disability Affairs Division (PDAD) under the Office of the Municipal Mayor;

WHEREAS, the proposed transfer is intended to realign the organizational placement and administrative supervision of the existing positions without abolishing or recreating them, subject to applicable civil service laws, rules, and regulations;

WHEREAS, there is likewise a need to create two (2) additional plantilla positions, namely Disability Affairs Officer I, Salary Grade 11, and Disability Affairs Assistant, Salary Grade 8, to provide the necessary technical, administrative, and operational support for the effective implementation of disability-related programs and services;

WHEREAS, the creation of the additional positions shall be subject to compliance with applicable Civil Service Commission qualification standards, Department of Budget and Management position classification and compensation rules, personnel services limitations, and other applicable laws and regulations;

NOW THEREFORE

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

SECTION 1. SHORT TITLE. This Ordinance shall be known as the "San Miguel Persons with Disability Affairs Division Staffing and Organizational Realignment Ordinance of 2026."

SECTION 2. TRANSFER OF EXISTING PLANTILLA POSITIONS. The following existing plantilla positions under the Office of the Municipal Social Welfare and Development Officer are hereby transferred to the Persons with Disability Affairs Division (PDAD) under the Office of the Municipal Mayor:

Position Title	Salary Grade	Authorizing Ordinance
Disability Affairs Officer III	SG-18	Municipal Ordinance No. 11, Series of 2026, as amended by Municipal Ordinance No. 41, Series of 2026
Disability Affairs Officer II	SG-15	Municipal Ordinance No. 31, Series of 2026

The transfer shall constitute an organizational realignment of the existing positions and shall not be construed as their abolition or recreation.

The transfer of any incumbent employee shall be implemented in accordance with applicable civil service laws and regulations, including the protection of security of tenure, employment status, and other vested rights.

SECTION 3. CREATION OF ADDITIONAL PLANTILLA POSITIONS. There are hereby created two (2) additional permanent plantilla positions under the Persons with Disability Affairs Division (PDAD), Office of the Municipal Mayor, as follows:

Number of Positions	Position Title	Proposed Salary Grade
One (1)	Disability Affairs Officer I	SG-11
One (1)	Disability Affairs Assistant	SG-8
Two (2)	**Total Additional Positions**	

The position titles and salary grades shall be subject to verification and conformity with the applicable DBM position classification and compensation system and Civil Service Commission rules.

No appointment shall be issued to a newly created position unless the necessary position classification, funding, and other legal requirements have been satisfied.

SECTION 4. ORGANIZATIONAL PLACEMENT. The Persons with Disability Affairs Division (PDAD) shall be placed under the Office of the Municipal Mayor, subject to the applicable requirements governing the establishment and organizational placement of the local Persons with Disability Affairs Office under Republic Act No. 10070 and its implementing rules and regulations.

The proposed staffing complement shall consist of the following:

Position	Salary Grade	Status
Disability Affairs Officer III	SG-18	Existing position for transfer
Disability Affairs Officer II	SG-15	Existing position for transfer
Disability Affairs Officer I	SG-11	Newly created position
Disability Affairs Assistant	SG-8	Newly created position

The PDAD shall coordinate with the Municipal Social Welfare and Development Office and other concerned municipal offices in the planning, implementation, and monitoring of disability-related programs and services.

SECTION 5. FUNCTIONS AND RESPONSIBILITIES. The personnel assigned to the Persons with Disability Affairs Division shall perform functions consistent with Republic Act No. 10070, Republic Act No. 7277, as amended, and other applicable laws and regulations.

A. Disability Affairs Officer III, Salary Grade 18

Subject to the approved position description and organizational structure, the position shall:

Supervise and coordinate the implementation of disability-related programs, projects, and activities assigned to the Division;

Assist in the formulation of local policies, plans, and programs promoting the rights and welfare of persons with disabilities;

Coordinate with national government agencies, local government offices, civil society organizations, and organizations of persons with disabilities;

Monitor the implementation of applicable disability-related laws and local ordinances;

Prepare technical recommendations, program reports, and other documents required for the effective administration of disability affairs; and

Perform other related functions consistent with the approved position description and applicable laws.

B. Disability Affairs Officer II, Salary Grade 15

The position shall:

Assist in the implementation and monitoring of disability-related programs and services;

Coordinate the conduct of consultations, meetings, and activities involving persons with disabilities and their organizations;

Assist in the preparation of program proposals, technical reports, and accomplishment reports;

Facilitate coordination with concerned offices regarding the delivery of services to persons with disabilities;

Assist in maintaining relevant program records and monitoring data; and

Perform other related functions as may be lawfully assigned.

C. Disability Affairs Officer I, Salary Grade 11

The position shall:

Assist in the implementation of approved disability-related programs, projects, and activities;

Prepare and maintain program documentation, monitoring reports, and related records;

Assist in gathering and consolidating information necessary for disability-related planning and program development;

Facilitate communication and coordination with barangay officials and organizations of persons with disabilities;

Assist in organizing disability awareness, advocacy, and capability-development activities; and

Perform other related duties consistent with the approved position description.

D. Disability Affairs Assistant, Salary Grade 8

The position shall:

Provide administrative and clerical support to the Division;

Assist in receiving, recording, and processing disability-related requests and documents;

Maintain orderly and updated records, files, and correspondence;

Assist in the preparation of activity materials, reports, and other administrative documents;

Provide logistical assistance during meetings, consultations, and disability-related activities; and

Perform other related functions as may be lawfully assigned.

SECTION 6. QUALIFICATION STANDARDS.

Position	Salary Grade	Education	Experience	Training	Eligibility
Disability Affairs Officer I	11	Bachelor's Degree	None Required	None Required	Career Service Professional/Second Level Eligibility
Disability Affairs Assistant	8	Completion of two years in college	One year of relevant experience on disability affairs	Four hours of relevant training on disability affairs	Career Service Subprofessional/First Level Eligibility

SECTION 8. AMENDMENT OF THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN. The approved Organizational Structure and Staffing Pattern of the Municipal Government of San Miguel shall be amended accordingly to reflect:

a. The transfer of the existing Disability Affairs Officer III, Salary Grade 18, and Disability Affairs Officer II, Salary Grade 15, positions from the Office of the Municipal Social Welfare and Development Officer to the Persons with Disability Affairs Division under the Office of the Municipal Mayor; and

b. The creation of the Disability Affairs Officer I, Salary Grade 11, and Disability Affairs Assistant, Salary Grade 8, positions under the same Division.

The Municipal Human Resource Management Office, in coordination with the Municipal Budget Office and other concerned offices, shall prepare the necessary revised staffing pattern and supporting personnel documents.

SECTION 9. APPROPRIATION AND FUNDING. The funds necessary for the salaries, allowances, and other authorized benefits of the newly created positions shall be provided through the appropriate annual or supplemental budget of the Municipal Government, subject to the availability of funds, applicable Personal Services limitations, and existing budgeting, accounting, and auditing laws, rules, and regulations.

The transfer of the two existing plantilla positions shall be accompanied by the appropriate adjustments in the personnel and budgetary records of the concerned offices, in accordance with applicable laws and regulations.

The creation of positions under this Ordinance shall not, by itself, authorize the obligation or disbursement of funds without a valid and sufficient appropriation.

SECTION 10. IMPLEMENTING OFFICES. The Office of the Municipal Mayor, Municipal Human Resource Management Office, Municipal Budget Office, Municipal Accounting Office, and Municipal Social Welfare and Development Office shall coordinate in implementing the provisions of this Ordinance.

They shall ensure that the organizational realignment, personnel documentation, position classification, funding arrangements, and other requirements are properly completed before implementation.

SECTION 11. AMENDATORY CLAUSE. Municipal Ordinance No. 11, Series of 2026, as amended by Municipal Ordinance No. 41, Series of 2026, and Municipal Ordinance No. 31, Series of 2026, are hereby amended insofar as they pertain to the organizational placement of the positions transferred under this Ordinance.

All other provisions of the aforementioned ordinances not inconsistent herewith shall remain valid and effective.

SECTION 12. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the remaining provisions not affected thereby shall continue to be valid and enforceable.

SECTION 13. REPEALING CLAUSE. All municipal ordinances, resolutions, rules, regulations, or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 14. Effectivity. This Ordinance shall take effect upon its approval.

Enacted: October 12, 2026.

As disposed of by the Presiding Officer
Ayes (10) Honorable Bangoy, Honorable Yu, Honorable Guinsod, Honorable Gascon, Honorable Empedrad, Jr., Honorable Perez, Honorable Nazi, Honorable Lobaton, Jr., Honorable Maca and Honorable Elizalde.
Nayes (0)
Abstained (0)
Honorable Cubero – out during the voting

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: 10-20-26