MUNICIPAL ORDINANCE

No. 91 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. 91, 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. 91
Series of 2026

AN ORDINANCE CREATING THE PLANTILLA POSITIONS OF ADMINISTRATIVE OFFICER III (RECORDS OFFICER II), SALARY GRADE 14; ADMINISTRATIVE AIDE IV (CLERK II), SALARY GRADE 4; AND COMMUNITY DEVELOPMENT ASSISTANT I, SALARY GRADE 7, IN THE OFFICE OF THE MUNICIPAL AGRICULTURIST OF THE MUNICIPALITY OF SAN MIGUEL, SURIGAO DEL SUR, DEFINING THEIR DUTIES AND RESPONSIBILITIES, PRESCRIBING THEIR QUALIFICATION STANDARDS, AND APPROPRIATING FUNDS THEREFOR

Authored by : Honorable Ruth C. Guinsod
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 mandates local government units to provide basic services and facilities, including agricultural extension and related support services, to promote agricultural productivity, rural development, and the general welfare of their constituents;

WHEREAS, Section 447(a)(1)(viii) of Republic Act No. 7160 empowers the Sangguniang Bayan, subject to existing laws, rules, and regulations, to determine the positions and salaries, wages, allowances, and other emoluments and benefits of officials and employees of the Municipal Government;

WHEREAS, Section 443 of the same Code provides that the Municipal Mayor shall exercise general supervision and control over all programs, projects, services, and activities of the Municipal Government and ensure the effective delivery of basic services;

WHEREAS, the Office of the Municipal Agriculturist plays a vital role in the planning, coordination, implementation, and monitoring of agricultural programs, projects, and services intended to improve agricultural productivity, strengthen farmers' organizations, and promote sustainable rural development in the Municipality of San Miguel;

WHEREAS, the increasing volume of administrative records, official communications, agricultural program documentation, community development activities, and other operational requirements necessitates the strengthening of the personnel complement of the Office of the Municipal Agriculturist;

WHEREAS, the creation of the position of Administrative Officer III (Records Officer II), Salary Grade 14, is necessary to strengthen records management, document control, information retrieval, and administrative accountability within the Office;

WHEREAS, the creation of the position of Administrative Aide IV (Clerk II), Salary Grade 4, is intended to provide clerical and administrative support for the timely preparation, processing, filing, and maintenance of office records and communications;

WHEREAS, the creation of the position of Community Development Assistant I, Salary Grade 7, is intended to strengthen community-based agricultural programs, facilitate coordination with farmers and agricultural organizations, and assist in the implementation and monitoring of agricultural and rural development activities;

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

NOW THEREFORE

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

SECTION 1. Creation of Position. There are hereby created three (3) permanent plantilla positions under the Office of the Municipal Agriculturist of the Municipality of San Miguel, Surigao del Sur, as follows:

No.	Position Title	Salary Grade	Number of Positions
1	Administrative Officer III (Records Officer II)	SG-14	One (1)
2	Administrative Aide IV (Clerk II)	SG-4	One (1)
3	Community Development Assistant I	SG-7	One (1)
TOTAL			**Three (3)**

The positions shall form part of the approved Organizational Structure and Staffing Pattern of the Office of the Municipal Agriculturist, subject to the applicable requirements of the Civil Service Commission and Department of Budget and Management.

SECTION 2. Duties and Functions.

Administrative Officer III (Records Officer II), SG-14

- Maintain and update the Department of Agriculture's Disaster Risk Reduction and Management Information System (DRRMIS) and related agricultural damage and loss reports;
- Serve as custodian of the Office's Registry System for Basic Sectors in Agriculture (RSBSA) records and coordinate their validation and updating;
- Establish and maintain a system for classifying, indexing, filing, and retrieving the Office's records;
- Receive, record, route, track, and archive official communications and documents;
- Provide documentation and administrative support for agricultural programs, field activities, trainings, meetings, and assistance distribution;
- Coordinate with divisions and program coordinators to ensure complete, accurate, and timely reports and supporting documents;
- Maintain inventories of physical and electronic records and protect them against loss, unauthorized access, and alteration;
- Facilitate the retention, transfer, and lawful disposition of records under applicable rules;
- Facilitate authorized access to records, subject to privacy, confidentiality, and disclosure requirements; and
- Perform other duties and functions assigned by the Municipal Agriculturist and Municipal Mayor.

Administrative Aide IV (Clerk II), SG - 4

- Assist in preparing, encoding, and processing agricultural insurance application forms and supporting documents, and track their submission in coordination with the PCIC and DA;
- Assist in registering farmers and fisherfolk and updating their records under the Registry System for Basic Sectors in Agriculture (RSBSA), including checking documentary requirements and maintaining related files in coordination with Administrative Officer III (Records Officer II);
- Receive, record, and route agricultural requests, communications, and other official documents;
- Prepare and encode agricultural reports, beneficiary lists, correspondence, and other office forms;
- Assist in organizing, filing, and retrieving records of agricultural programs, activities, and services;
- Assist farmers, fisher folk, and other clients with routine inquiries and refer their concerns to the appropriate agricultural personnel;
- Provide clerical and logistical support for agricultural trainings, meetings, field activities, and distribution of assistance; and
- Perform other related duties assigned by the Municipal Agriculturist and Municipal Mayor.

Community Development Assistant I, SG- 7

- Assist in organizing and strengthening the Municipal Agricultural and Fishery Council (MAFC) and Barangay Agricultural and Fishery Council (BAFC).
- Coordinate meetings, consultations, and other activities of the MAFC and BAFC, and prepare notices, attendance sheets, minutes, and related documents;
- Assist the MAFC and BAFC in identifying agricultural and fishery concerns, preparing recommendations, and monitoring actions taken on their resolutions and proposals;
- Coordinate with the assigned agricultural personnel in conducting pest monitoring, reporting suspected infestations, and supporting community pest management activities;
- Facilitate applications for Department of Agriculture (DA) accreditation of civil society organizations (CSOs), assist in completing documentary requirements, coordinate submission and follow-up with the DA, and maintain accreditation records;

- Maintain updated membership profiles, attendance records, accomplishment reports, and other documents of the MAFC and BAFC.
- Consolidate reports and community feedback from these groups and refer concerns to the appropriate divisions or program coordinators;
- Perform other related duties and functions assigned by the Municipal Agriculturist and Municipal Mayor.

SECTION 3. Qualification Standard.

Administrative Officer III (Records Officer II), SG-14

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

Administrative Aide IV (Clerk II), SG – 4

Education:	Completion of two years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service (Subprofessional) First Level Eligibility

Community Development Assistant I, SG- 7

Education:	Completion of two years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service (Subprofessional) First Level Eligibility

SECTION 4. Appropriation of Funds. The funds necessary for the salaries, allowances, and other authorized benefits of the newly created positions shall be appropriated under the Office of the Municipal Agriculturist through the appropriate annual or supplemental budget of the Municipality of San Miguel.

SECTION 5. 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