Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
BAYAN NG CORTES

Tanggapan ng Sangguniang Bayan
(Office of the Municipal Council)

November 6, 2026

The Honorable Chairman and Members
Sangguniang Panlalawigan
Tanggapan ng Sangguniang Panlalawigan
Capitol Hills, Tandag City, Surigao del Sur

Thru: **Mr. Edgar G. Perez, II, J. D.**
Secretary to the Sangguniang Panlalawigan
Tanggapan ng Sangguniang Panlalawiganqq
Capitol Hills, Tandag City, Surigao del Sur

Sir/Madam:

Greetings!

Respectfully submitting the approved **Municipal Ordinance No. 20** series of 2026 of this municipality dated November 3, 2026 entitled: **"AN ORDINANCE CREATING ONE (1) PLANTILLA POSITION OF COOPERATIVE DEVELOPMENT SPECIALIST II, SALARY GRADE 15, UNDER THE MUNICIPAL COOPERATIVE DEVELOPMENT OFFICE OF THE MUNICIPALITY OF CORTES, PROVINCE OF SURIGAO DEL SUR, DEFINING ITS FUNCTIONS, AND PROVIDING FUNDS THEREFOR"** for your review and appropriate action.

Thank you very much.

Very truly yours,

CYKEE C. DOTE
Local Legislative Staff Officer II
Acting Secretary to the Sangguniang Bayan

Republika ng Pilipinas
Lalawigan ng Surigao del Sur
BAYAN NG CORTES

Tanggapan ng Sangguniang Bayan
(Office of the Municipal Council)

EXCERPT FROM THE MINUTES OF THE 63RD REGULAR SESSION OF THE 19TH SANGGUNIANG BAYAN OF CORTES, SURIGAO DEL SUR HELD AT THE MUNICIPAL SESSION HALL ON NOVEMBER 3, 2026

Present:

Hon. Cherry B. Daraman
Municipal Vice Mayor
Regular Presiding Officer

Regular Sangguniang Bayan Members

Hon. Hazel G. Pasok	Sangguniang Bayan Member
Hon. Ronald S. Cubero	- do -
Hon. Joven P. Rivera	- do -
Hon. Adrian Y. Pono	- do -
Hon. Sedfrey G. Cuartero	- do -
Hon. Lydia I. Gabisay	- do -
Hon. Manuel D. Bagnol	- do -
Hon. Mercedette V. Dumagan, MPA	- do -

Ex-Officio Member

Hon. Carmelito S. Montenegro	IPM Representative
Hon. Julieta A. Arlegui	ABC President
Hon. Vincent L. Quiño	SK Fed. President

Absent: None

MUNICIPAL ORDINANCE NO. 20
(Series of 2026)

AN ORDINANCE CREATING ONE (1) PLANTILLA POSITION OF COOPERATIVE DEVELOPMENT SPECIALIST II, SALARY GRADE 15, UNDER THE MUNICIPAL COOPERATIVE DEVELOPMENT OFFICE OF THE MUNICIPALITY OF CORTES, PROVINCE OF SURIGAO DEL SUR, DEFINING ITS FUNCTIONS, AND PROVIDING FUNDS THEREFOR

Introduced by: **HON. SEDFREY G. CUARTERO**
Seconded by: **All Members Present**

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

WHEREAS, Section 76 of Republic Act No. 7160 provides that every local government unit shall 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, the Sangguniang Bayan of Cortes, Surigao del Sur, enacted Municipal Ordinance No. 18, Series of 2026, creating the Municipal Cooperative Development Office and the position of Municipal Cooperative Development Officer, to strengthen the delivery of cooperative development programs and services in the Municipality;

WHEREAS, the Municipal Cooperative Development Office will operate with only the Municipal Cooperative Development Officer and has no regular technical or administrative support personnel, thereby limiting its capacity to provide sustained assistance to cooperatives, pre-cooperatives, cooperative members, and other organized community groups;

WHEREAS, there is a need to strengthen the institutional capability of the Municipal Cooperative Development Office through the creation of a technical staff position that will assist in cooperative organization, capability-building, registration assistance, enterprise development, monitoring, and other cooperative development services;

WHEREAS, the creation of an additional plantilla position is intended to improve the delivery of municipal services, promote the growth and sustainability of cooperatives, expand livelihood and enterprise opportunities, and support inclusive local economic development in the Municipality of Cortes;

WHEREAS, the proposed position shall be subject to the applicable Civil Service Commission qualification standards, Department of Budget and Management position-classification rules, and the financial capability and personnel services limitations of the Municipality;

NOW, THEREFORE,

BE IT ORDAINED by the Sangguniang Bayan of Cortes, Province of Surigao del Sur, in session duly assembled, that:

SECTION 1. Title. This Ordinance shall be known as the "Ordinance Creating the Position of Cooperative Development Specialist II under the Municipal Cooperative Development Office of Cortes, Surigao del Sur."

SECTION 2. Creation of Position. There is hereby created one (1) regular plantilla position of Cooperative Development Specialist II, Salary Grade 15, under the Municipal Cooperative Development Office of the Municipality of Cortes, Surigao del Sur, subject to applicable laws, rules, regulations, and the required approvals or certifications of the appropriate government agencies. The position shall form part of the organizational structure and staffing pattern of the Municipal Cooperative Development Office and shall serve as technical support personnel to the Municipal Cooperative Development Officer.

SECTION 3. Functions and Duties. The Cooperative Development Specialist II shall perform the following duties and responsibilities, subject to the approved position description and applicable qualification standards:

a. Assist in the formulation, implementation, monitoring, and evaluation of municipal cooperative development plans, programs, projects, and activities;

b. Provide technical assistance to existing cooperatives, pre-cooperatives, aspiring cooperative organizers, and other eligible community-based organizations in cooperative formation, organization, development, and management;

c. Assist cooperatives in preparing business plans, project proposals, feasibility studies, development plans, and other documents necessary for their operations and access to appropriate government assistance;

d. Facilitate and assist in cooperative capability-building activities, including training, seminars, orientations, and information campaigns on cooperative principles, governance, financial management, entrepreneurship, and enterprise development;

e. Assist in coordinating with the Cooperative Development Authority (CDA), concerned national government agencies, provincial government offices, financial institutions, and other development partners in implementing cooperative development programs;

f. Maintain an updated municipal database and directory of cooperatives, pre-cooperatives, cooperative membership organizations, and related enterprises within the Municipality, subject to applicable data privacy requirements;

g. Assist in monitoring the status, operational performance, developmental needs, and compliance-related concerns of cooperatives, and refer matters requiring regulatory action to the appropriate agency;

h. Assist in identifying and facilitating access to appropriate financing, livelihood assistance, market linkages, equipment, technology, and other support services for qualified cooperatives;

i. Assist in developing cooperative-based livelihood, agricultural, fisheries, trading, processing, and other enterprise initiatives in coordination with the Municipal Agriculture Office and other concerned municipal offices;

j. Prepare periodic accomplishment reports, project monitoring reports, statistical data, documentation, and other reports required by the Municipal Cooperative Development Officer and authorized government agencies;

k. Assist in the conduct of consultations, cooperative congresses, planning workshops, and other activities intended to strengthen cooperative participation in local development;

l. Assist in the preparation of the office's annual investment proposals, work and financial plans, budgetary requirements, and related planning documents; and

m. Perform other related duties and responsibilities as may be assigned by the Municipal Cooperative Development Officer or other duly authorized officials, consistent with law and the approved position description.

SECTION 4. Supervision and Administrative Relationship. The Cooperative Development Specialist II shall be under the direct supervision of the Municipal Cooperative Development Officer and shall perform duties consistent with the policies, plans, and programs of the Municipal Cooperative Development Office. The position shall not constitute a separate department or independent office but shall form part of the existing Municipal Cooperative Development Office.

SECTION 5. Qualification Standards. The appointment to the position shall be governed by the applicable qualification standards prescribed or approved by the Civil Service Commission and the applicable position-classification and qualification requirements under the DBM Index of Occupational Services for LGUs. The appointee shall possess the education, training, experience, eligibility, and other qualifications required for the position as established under the applicable rules. The Municipal Human Resource Management Officer, in coordination with the Municipal Budget Officer and other concerned offices, shall ensure that the proposed position title, salary grade, position description, and qualification standards are consistent with the applicable national government issuances before the position is filled.

SECTION 6. Compensation and Other Benefits. The Cooperative Development Specialist II shall receive the salary corresponding to Salary Grade 15, subject to the salary schedule lawfully adopted and implemented by the Municipality of Cortes, as well as the applicable compensation, benefits, and personnel policies of the government. The payment of salary and benefits shall be subject to the availability of funds, applicable budgetary requirements, and personnel services limitations under existing laws and regulations.

SECTION 7. Funding and Appropriation. The amount necessary for the initial and continuing implementation of this Ordinance, including salary, authorized benefits, and other lawful personnel costs, shall be included in the annual or supplemental budget of the Municipality of Cortes, subject to applicable budgeting, accounting, auditing, and appropriation laws and regulations. The Municipal Budget Officer shall determine the required funding, while the Municipal Treasurer and other concerned officials shall ensure that the necessary funds are available and lawfully appropriated before the position is filled.

SECTION 8. Implementation. The Office of the Municipal Mayor, through the Municipal Human Resource Management Office, Municipal Budget Office, Municipal Accounting Office, and Municipal Cooperative Development Office, shall undertake the necessary administrative and budgetary measures for the implementation of this Ordinance. The Municipal Human Resource Management Office shall prepare or update the necessary position description, qualification standards, and staffing documents, while the Municipal Budget Office shall determine the financial implications and ensure compliance with applicable personnel services limitations.

SECTION 9. Compliance with Existing Laws and Regulations. The creation and filling of the position shall be subject to Republic Act No. 7160, the applicable Civil Service Commission guidelines on LGU organizational structures and staffing patterns, the DBM Index of Occupational Services for LGUs and relevant compensation issuances, and all other applicable laws, rules, and regulations. Nothing in this Ordinance shall be construed as dispensing with any approval, certification, or compliance requirement imposed by law.

SECTION 10. 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 11. Repealing Clause. All ordinances, resolutions, executive issuances, rules, or regulations, or portions thereof, inconsistent with this Ordinance are hereby

repealed or modified accordingly, without prejudice to the continued effectivity of the existing ordinance creating the Municipal Cooperative Development Office and the position of Municipal Cooperative Development Officer.

SECTION 19. EFFECTIVITY. This Ordinance shall take effect upon its approval.

ENACTED by the 19th Sangguniang Bayan of Cortes, Surigao del Sur on its 63rd Regular Session on November 3, 2026 at Cortes, Surigao del Sur, Philippines.

ATTESTED:

CYKEE C. DOTE
Local Legislative Staff Officer II
Acting Secretary to the Sangguniang Bayan

CERTIFIED CORRECT
TO BE DULY ADOPTED:

CHERRY B. DARAMAN
Municipal Vice Mayor
Regular Presiding Officer

APPROVED:

FREDERICK P. YU
Municipal Mayor
NOV 05 2026

Republic of the Philippines
Province of Surigao del Sur
Municipality of Cortes

Office of the Secretary to the Sangguniang Bayan

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **Municipal Ordinance No. 20 of this municipality** dated November 3, 2026, viz;

1. **Municipal Ordinance No. 20 series of 2026 entitled "An Ordinance Creating One (1) Plantilla Position of Cooperative Development Specialist II , Salary Grade 15, under the Municipal Cooperative Development Office of the Municipality of Cortes, Province of Surigao del Sur, defining its functions, and providing funds therefor"**

was posted in the bulletin board at the entrance of the Municipal Hall and in 2 other conspicuous places of this municipality.

This **Certification** is issued in compliance with Section 59 of the Local Government Code of 1991 otherwise known as RA 7160.

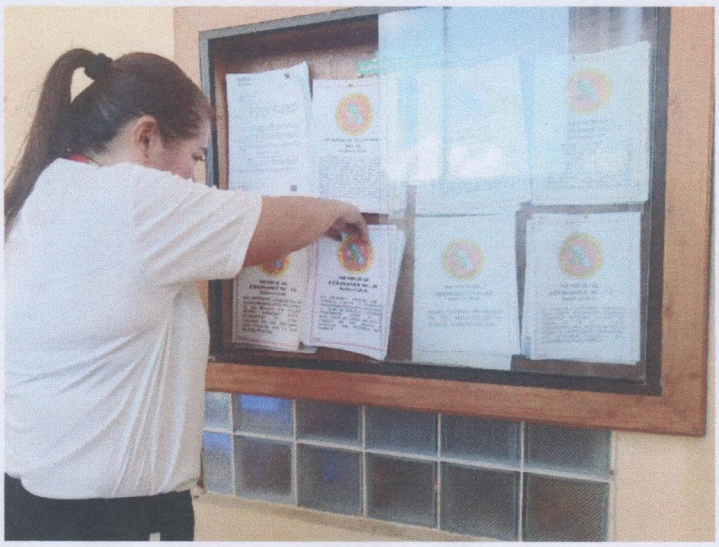
Done this 6th day of November, 2026 at Cortes, Surigao del Sur.

CYKEE C. DOTE
Local Legislative Staff Officer II
Acting Secretary to the Sangguniang Bayan

Republika ng Pilipinas
Lalawigan ng Surigao del Sur
BAYAN NG CORTES

Tanggapan ng Sangguniang Bayan
(Office of the Municipal Council)

In front of the Municipal Building



Entrance of the Municipal Gymnasium



Cortes Terminal

