TBP

Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Tandag City

Office of the Provincial Governor

November 9, 2026

HONORABLE MEMBERS OF THE 21ST SANGGUNIANG PANLALAWIGAN
This Province

THRU: **HON. MANUEL O. ALAMEDA, SR.**
Provincial Vice-Governor

SANGGUNIANG PANLALAWIGAN NG TANGGAPAN
RECEIVED
DATE: 11/9/26
TIME: 2:35 pm
TANDAG CITY, SURIGAO DEL SUR

Honorable Ladies and Gentlemen:

The creation of an additional position in the Provincial Tourism Office is necessary to augment its existing manpower complement which remains relatively lean despite the expanding scope and increasing demands of its functions. As a key institutional driver of tourism development and economic growth in the province, the Office handles diverse administrative, operational, and program-related responsibilities, including tourism promotion, destination development, coordination with local government units and tourism stakeholders, and the implementation of tourism programs and activities.

In this vein, I am requesting for the creation of the position of Administrative Aide IV (Clerk II) under the Education, Training and Development Section in the Planning and Research Division of the Provincial Tourism Office. The additional personnel will provide essential clerical, records management, documentation, and administrative support, thereby improving operational efficiency, ensuring timely delivery of services, and enabling existing technical personnel to focus on their core programmatic and developmental functions. Ultimately, the proposed position will strengthen the Office's institutional capacity to effectively advance the province's tourism industry and maximize its contribution to local economic development.

Accordingly, may I respectfully request the passage of the following Ordinances to facilitate the creation of the needed position/s.

1. **AN ORDINANCE CREATING ONE (1) ADMINISTRATIVE AIDE IV (CLERK II) POSITION, SALARY GRADE 4, UNDER THE EDUCATION, TRAINING AND DEVELOPMENT SECTION, PLANNING AND RESEARCH DIVISION OF THE PROVINCIAL TOURISM OFFICE, THIS PROVINCE.**

The funding requirements for the newly created position shall be as follows:

Office	Position Requested for Creation	SG	Monthly Basic Rate	Cost of Hire (Apr-Dec 2026)
Provincial Tourism Office	FOR CREATION:			
	Administrative Aide IV (Clerk II)	4	331,593.04	331,593.04

PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan
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OSSP-26-06520

The Qualification Standards for the newly created position shall be as follows:

Position	SG/ JG	Level	Sector	Education	Experience	Training	Eligibility
Administrative Aide IV (Clerk II)	4	1	National, GFI, Local	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Subprofessional) First Level Eligibility

The position shall have the following duties and responsibilities:

1. Assists in the preparation, reproduction, filing, and maintenance of documents, communications, training materials, and other administrative requirements of the Section;
2. Maintains and updates records and databases of training participants, tourism stakeholders, training activities, attendance, and other relevant program information;
3. Assists in the logistical preparation and coordination of seminars, workshops, capability-building activities, and other tourism-related training programs;
4. Facilitates the processing and routing of invitations, correspondence, attendance sheets, certificates, and other documents necessary for the conduct of training activities;
5. Assists in the preparation and consolidation of training reports, activity documentation, accomplishment reports, and other periodic submissions;
6. Maintains an organized filing and documentation system for training records, reference materials, and other relevant Section files;
7. Assists in coordinating with concerned offices, local government units, educational institutions, and tourism industry stakeholders regarding administrative and logistical requirements of training activities;
8. Provides clerical assistance in the preparation of training schedules, activity designs, training calendars, and other program-related documents; and
9. Performs other related duties and responsibilities as may be assigned by the immediate supervisor, consistent with the nature and classification of the position

In public service, I remain

Respectfully yours,

JOHNNY T. PIMENTEL
Provincial Governor