



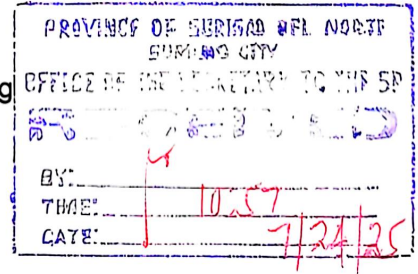
Republic of the Philippines
Province of Surigao del Norte
MUNICIPALITY OF MALIMONO

OFFICE OF THE SANGGUNIANG BAYAN
21ST SANGGUNIAN

EXCERPT FROM THE MINUTES OF THE 3RD REGULAR SESSION OF THE 21ST SANGGUNIANG BAYAN HELD ON JULY 14, 2025 AT THE MUNICIPAL SESSION HALL, MALIMONO, SURIGAO DEL NORTE.

PRESENT:

- HON. ROBERT T. SENACA, Municipal Vice Mayor, Presiding
- HON. MONA LIZA C. MANTILLA, 1st SB Member
- HON. NATIVIDAD P. ABRAHAM, 2nd SB Member
- HON. AGUSTINO G. SANDIGAN, 4th SB Member
- HON. ROSE ANN T. CATUBIGAN, 5th SB Member
- HON. JOAN S. STOHLTON, 6th SB Member
- HON. EULOGIO S. FEROL III, 7th SB Member
- HON. REYNALDO T. PAÑO, 8th SB Member
- HON. ADELARD A. MANTALA, LNMB President, Ex-Officio Member
- HON. NIÑO RAMEL JOHN ESTOQUE, SK Federated President, Ex-Officio Member
- HON. ROLANDO Y. TIAMBONG, IPM Representative, Ex-Officio Member



ABSENT:

- HON. RADITO M. GALOLA, 3rd SB Member, Sick Leave

MUNICIPAL ORDINANCE NO. 02, SERIES OF 2025
Author: Hon. Joan S. Stohlton

CREATING TWO ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II) POSITIONS, SALARY GRADE 4, UNDER THE OFFICE OF THE MUNICIPAL MAYOR, AND PROVIDING FUNDS FOR THE PURPOSE.

Be it enacted by the Sangguniang Bayan in session duly assembled that:

Section 1. Rationale and Legal Basis. The Sangguniang Bayan, as the legislative body of the municipality, is vested the power under Section 447 of the Local Government Code of 1991 to enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants. And in the proper exercise of the corporate powers of the municipality, it's mandated to perform the following functions among others, to wit:

- a) Subject to the provisions of the Code and pertinent laws, determine the powers and duties of officials and employees of the municipality; and
- b) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government.

Robert T. Seneca

As clearly mandated, the establishment of Organizational Structure and Staffing Pattern (OSSP) should be governed by Section 325 of the same Code. This simply implies that personal services of a local government unit belonging to fourth class or lower for one (1) fiscal year shall not exceed fifty-five percent (55%) of the total annual income from regular sources realized in the next preceding fiscal year. Personal Services (PS) as defined by the Department of Budget and Management (DBM) are provisions for the payment of salaries, wages, step increment and other compensation of permanent, temporary, contractual, and casual employees of LGUs. Other compensation as further mentioned herein consists of the Authorized Allowances/Benefits and Fixed Personnel Expenditures.

Section 2. The Position and Its Duties and Responsibilities. Pursuant to Local Budget Circular (LBC) No. 137 dated July 13, 2021 that prescribes the updated Index of Occupational Services, Position Titles and Salary Grades in the Local Government Units (IOS-LGUs) which the Civil Service Commission advised the LGUs to use and adopt per Section 13 of Its MC No. 12, S. 2022 Issued on November 8, 2022, there is hereby created two (2) plantilla positions known as **Administrative Aide IV (Reproduction Machine Operator II)** under the Office of the Mayor, Salary Grade 4, responsible for operating, maintaining, and troubleshooting various reproduction machines to produce printed materials. Specific duties and responsibilities attached to the position are as follows:

- a) Set up and prepare the reproduction machines;
- b) Monitor machine performance;
- c) Perform routine maintenance and troubleshoot any issues that may arise;
- d) Maintain records and inventory;
- e) Conduct quality checks on the printed materials; and
- f) Perform such other duties and functions as may be instructed by competent authority and/or prescribed by law or ordinance relative to the position.

Section 3. Appointment and Qualifications. No person shall be appointed **Administrative Aide IV (Reproduction Machine Operator II)** unless he or she is a citizen of the Philippines, a resident of the municipality, and with good moral character. The issuance of appointment shall conform to the Civil Service law, rules and regulations and subject to the following minimum qualifications:

Education : Elementary School Graduate
Experience : None required
Training : None required
Eligibility : None required (MC 11, S. 1996 as amended by CSC MC No. 10, S. 2013 - Cat. III)

Section 4. Plantilla and Funding. Subject position shall form part of the Municipal Government's Plantilla Positions and the corresponding PS appropriations thereof shall be included in the 2025 Annual Budget.

Section 5. Effectivity. This ordinance shall take effect upon full compliance of the publication and/or posting requirement.

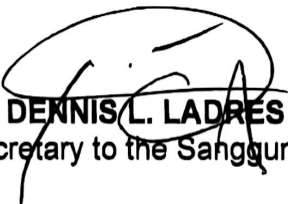
ENACTED during the 3rd Regular Session of the 21st Sangguniang Bayan held on July 14, 2025 after the motion introduced by the proponent herself

Robert T. Seaver



seconded severally by Hon. Niño Ramel John Estoque, Hon. Adelard A. Mantala, Hon. Reynaldo T. Paño, and Hon. Rolando Y. Tiambong, and affirmatively voted upon by the rest of the members in attendance.

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


DENNIS L. LADRES
Secretary to the Sanggunian

Attested and certified to have been duly enacted:


ROBERT T. SENACA
Municipal Vice Mayor
Presiding Officer

APPROVED:

ARNEL S. AMALLA, EE, EnP
Municipal Mayor

July 24, 2025
Date of Approval