



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

OFFICE OF THE SANGGUNIANG BAYAN  
20<sup>TH</sup> SANGGUNIAN

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| PROVINCE OF SURIGAO DEL NORTE<br>SURIGAO CITY |        |
| OFFICE OF THE SECRETARY TO THE SP             |        |
| <b>RECEIVED</b>                               |        |
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| TIME:   | 3:40   |
| DATE:   | 5/6/24 |

EXCERPT FROM THE MINUTES OF THE 95<sup>TH</sup> REGULAR SESSION OF THE 20<sup>TH</sup> SANGGUNIANG BAYAN HELD ON APRIL 22, 2024 AT THE MUNICIPAL SESSION HALL, MALIMONO, SURIGAO DEL NORTE.

**PRESENT:**

HON. EULOGIO S. FEROL III, 5<sup>th</sup> SB Member, Temporary Presiding Officer  
HON. HERANNIE LOU B. DEL CARMEN, 1<sup>st</sup> SB Member  
HON. NATIVIDAD P. ABRAHAM, 3<sup>rd</sup> SB Member  
HON. ROBERT T. SENACA, 4<sup>th</sup> SB Member  
HON. JOAN S. STOHLTON, 6<sup>th</sup> SB Member  
HON. ALAN B. PAGALAN, 8<sup>th</sup> 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, 2<sup>nd</sup> SB Member, Sick Leave  
HON. MARIANNE MARINA A. ESCAÑO, 7<sup>th</sup> SB Member, Official Travel

**EXCUSED:**

HON. ARNEL S. AMALLA, Municipal Vice Mayor, Acting Municipal Mayor

**MUNICIPAL ORDINANCE NO. 02**  
Series of 2024  
Author: Hon. Robert T. Senaca

**CREATING THE POSITION OF LOCAL LEGISLATIVE STAFF OFFICER III UNDER THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN, PROVIDING FUNDS FOR THE PURPOSE AND MANDATING ITS INCLUSION IN THE MUNICIPAL GOVERNMENT'S PLANTILLA POSITIONS STARTING BUDGET YEAR 2025.**

**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.

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. Policy Statement.** Since the **signing** into law of the Local Government Code of 1991 on **October 10, 1991** and up to date, the **Office** of the Sangguniang Bayan has only two (2) plantilla positions, namely: the Municipal Government Department Head I (Secretary to the Sangguniang Bayan) and the Administrative Aide IV (SB Clerk II). Its existing staffing pattern is besmirching to an institution primarily composed of legislative body given the exclusive power to create positions. In view of the foregoing, it's hereby declared the policy that subject office as a public institution must have efficient structures and systems. It shall have technical and administrative people who can provide timely and relevant support to assist Sanggunian members in performing their multiple roles.

**Section 3. 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 a plantilla position known as **Local Legislative Staff Officer III** under the Office of the Secretary to the Sangguniang Bayan with **Salary Grade of 16** who shall perform the following duties and responsibilities:

- a) Along with the Secretary to the Sangguniang Bayan, attend the Sangguniang Bayan regular and special sessions and take down notes as basis in the preparation of the Minutes;
- b) Prepare draft of the Minutes of the Sangguniang Bayan regular and special sessions and other related meetings for finalization by the Secretary to the Sangguniang Bayan;
- c) Assist the Secretary to the Sangguniang Bayan in the supervision and delegation of work to the staff under the Journal and Minutes Section and in the review of their performance in conformity with established policies/targets and standards;
- d) Do research and coordination with other offices/agencies and gather data needed by the Sangguniang Bayan Office;
- e) Keep and maintain the schedule of the Sangguniang Bayan member's itinerary, meetings and conferences; 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 4. Appointment and Qualifications.** No person shall be appointed **Local Legislative Staff Officer III** 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** : Bachelor' degree relevant to the job

**Experience** : 1 year of relevant experience

**Training** : 4 hours of relevant training

**Eligibility** : Career Service (Professional) / Second Level Eligibility

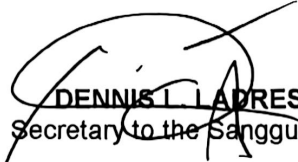
**Section 5. Plantilla and Funding.** Subject position shall form part of the Municipal Government's Plantilla Positions and the corresponding PS appropriations thereof shall be included in the annual budget starting Budget Year 2025.

**Section 6. Effectivity.** This ordinance shall take effect upon full compliance of the publication and/or posting requirement.


ENACTED during the 95<sup>th</sup> Regular Session of the 20<sup>th</sup> Sangguniang Bayan held on April 22, 2024 following the motion raised by the proponent himself seconded severally by Hon. Joan S. Stohlton and Hon. Alan B. Pagalan duly supported by all members in attendance.

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*I HEREBY CERTIFY to the correctness of the foregoing ordinance.*

  
**DENNIS I. LADRES**  
Secretary to the Sanggunian

**Attested and certified to have been duly enacted:**

  
**EULOGIO S. FEROL III**  
5<sup>th</sup> SB Member  
Temporary Presiding Officer

**APPROVED:**

**WALLACE R. SINACA**  
Municipal Mayor

\_\_\_\_\_  
*Date of Approval*



Republika ng Pilipinas  
LALAWIGAN NG SURIGAO DEL NORTE  
Siyudad ng Surigao

## SANGGUNIANG PANLALAWIGAN

### EXCERPT FROM THE MINUTES OF THE 88<sup>th</sup> REGULAR SESSION

May 27, 2024 at 2:00 P.M., Session Hall, Legislative Building, Capitol Compound

#### PRESENT:

HON. EDDIE D. GOKIANGKEE, JR./Vice Governor

Presiding Officer

#### DISTRICT I

HON. EDGAR T. ANDANAR  
HON. NATHANIEL A. PLAZA  
HON. JULECS C. SUNICO  
HON. CATHERINE T. GOPICO

#### DISTRICT II

HON. JUAN FERNANDO J. LARONG  
HON. ELVIRA A. EGAY  
HON. KENT L. YUIPCO  
HON. KAISER B. RECABO, JR.

#### EX OFFICIO

HON. ALLAN A. TURTUR, PCL  
HON. JAIME A. CORTES, LNB  
HON. GOLDWIN P. PEGARRO, FSK

#### ABSENT:

HON. CONSTANTINO B. NAVARRO IV/1<sup>st</sup> District

On Vacation Leave

HON. VICTOR F. BERNAL/2<sup>nd</sup> District

On Sick Leave

### RESOLUTION NO. 238

Series of 2024

**RESOLUTION DECLARING VALID DECLARING VALID MUNICIPAL ORDINANCE NO. 02, S. 2024 OF MALIMONO, THIS PROVINCE, ENTITLED, "CREATING THE POSITION OF LOCAL LEGISLATIVE STAFF OFFICER III UNDER THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN, PROVIDING FUNDS FOR THE PURPOSE AND MANDATING ITS INCLUSION IN THE MUNICIPAL GOVERNMENTS PLANTILLA POSITIONS STARTING BUDGET YEAR 2025"**

Sponsor: Board Member Juan Fernando J. Larong

**WHEREAS**, the Local Government Unit of Malimono, this province has passed and approved Municipal Ordinance No. 02, series of 2024, entitled, "Creating the position of Local Legislative Staff Officer III under the Secretary to the Sangguniang Bayan Office, providing funds for the purpose and mandating its inclusion in the Municipal Governments Plantilla positions starting budget year 2025";

**WHEREAS**, Section 76 of RA 7160 or the Local Government Code of 1991 states 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**, Section 447(a)(1)(vii) of the same Code provides for the powers, duties, and functions of the Sangguniang Bayan to determine the positions and 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 of the municipal government;

**WHEREAS**, the newly created Item position of Local Legislative Staff Officer III (SG-16) under the Office of the Secretary to the Sangguniang Bayan is pursuant to the DBM LBC No. 137, dated, July 13, 2021 relating to the issuance of an updated Index of Occupational Services, Positions Titles and Salary Grades in the Local Government Unit (OIS-LGU);

**WHEREFORE**, on motion of Board Member Juan Fernando J. Larong, duly seconded by Board Member Nathaniel A. Plaza and Board Member Goldwin P. Pegarro;

**BE IT RESOLVED AS IT IS HEREBY RESOLVED** to declare valid Municipal Ordinance No. 02, series of 2024 of Malimono, this province, subject however, to Personal Service (PS) limitation;

**RESOLVED FURTHER** to furnish copies of this Resolution to the Sanggunian concerned for information and guidance;

**PASSED AND APPROVED.**

I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING RESOLUTION.

ATTESTED:

  
**RODULF VALENTINO A. SEBINA**  
Sanggunian Secretary

  
**ENGR. EDDIE D. GOKIANGKEE, JR.**  
Presiding Officer