



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

OFFICE OF THE SANGGUNIANG BAYAN
20TH SANGGUNIANG

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| PROVINCE OF SURIGAO DEL NORTE | |
| SURIGAO CITY | |
| OFFICE OF THE SECRETARY TO THE SP | |
| RECEIVED | |
| BY: _____ | _____ |
| TIME: _____ | 5/6/2024 |
| DATE: _____ | _____ |

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

PRESENT:

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

EXCUSED:

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

MUNICIPAL ORDINANCE NO. 03
Series of 2024
Author: **Hon. Robert T. Senaca**

CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT I (REPRODUCTION MACHINE OPERATOR 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 **Administrative Assistant I (Reproduction Machine Operator III)** under the Office of the Secretary to the Sangguniang Bayan with Salary Grade of 7 who shall perform the following duties and responsibilities:

- a) Set up and operate production machines in the office in accordance with established procedures and guidelines;
- b) Control and adjust machine settings to complete more complex tasks;
- c) Maintain and keep in order all reproduction machines in the office; and
- d) 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 **Administrative Assistant I (Reproduction Machine Operator 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** : High school graduate or completion of relevant vocational/trade course
- Experience** : None required
- Training** : None required
- Eligibility** : None required (MC 11, S. 1996 – Cat. III)

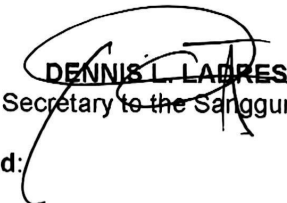


Section 5. Plantilla and Funding. Subject position shall form part of the Municipal Government's Plantilla Positions and the corresponding PS appropriations thereof shall be included in the annual budget starting Budget Year 2025.


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

ENACTED during the 95th Regular Session of the 20th Sangguniang Bayan held on April 22, 2024 following the motion raised by Hon. Joan S. Stohlton seconded severally by Hon. Robert T. Senaca, Hon. Niño Ramel John Estoque, Hon. Herannie Lou B. Del Carmen, and Hon. Adelard A. Mantala duly supported by all 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:


EULOGIO S. FEROL III
5th 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 88th 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 / 1st District

On Vacation Leave

HON. VICTOR F. BERNAL / 2nd District

On Sick Leave

RESOLUTION NO. 239

Series of 2024

RESOLUTION DECLARING VALID MUNICIPAL ORDINANCE NO. 03, S.2024 OF MALIMONO, THIS PROVINCE, ENTITLED, "CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT I (REPRODUCTION MACHINE OPERATOR 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"

Sponsor: Board Member Juan Fernando J. Larong

WHEREAS, the Local Government Unit of Malimono, this province has passed and approved Municipal Ordinance No. 03, series of 2024, entitled, "Creating the position of Administrative Assistant I (Reproduction Machine Operator 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 Administrative Assistant I (Reproduction Machine Operator III) (SG-7) under the Sangguniang Bayan Office 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 and duly seconded by Board Member Nathaniel A. Plaza;

BE IT RESOLVED AS IT IS HEREBY RESOLVED to declare valid Municipal Ordinance No. 03, series of 2024 of Malibon, 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. SPRING
Sanggunian Secretary


ENGR. EDDIE D. GOKIANGKEE, JR.
Presiding Officer