



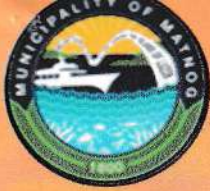
November 14, 2025

1st ENDORSEMENT

Respectfully endorsed to the Honorable Members of the Sangguniang Bayan through the Presiding Officer, Honorable Emilio G. Ubaldo, III, APPROVED MUNICIPAL ORDINANCE NO. 2025 – 22. AN ORDINANCE CREATING THE POSITIONS OF MUNICIPAL AGRICULTURAL AND BIOSYSTEMS ENGINEER, SENIOR TOURISM OPERATION OFFICER, SENIOR COOPERATIVE AND DEVELOPMENT SPECIALIST, YOUTH DEVELOPMENT OFFICER III, DISABILITY AFFAIRS OFFICER III, AND MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (PESO MANAGER)

ROBERT LEE RODRIGUEZA
Municipal Mayor

OFFICE OF THE
SANGGUNIANG RAYAN
MATNOB. SORSOGON
RECEIVED
DATE: 11/24/25 TIME: 4:43
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OFFICE OF THE SANGGUNIANG BAYAN

LEGISLATIVE BUILDING

EXCERPTS FROM MINUTES OF THE 17th REGULAR SESSION OF THE 12th COUNCIL HELD AT BARANGAY SESSION HALL, BARANGAY CAMCAMAN, MATNOG, SORSOGON ON OCTOBER 20, 2025 AT 2:00 IN THE AFTERNOON.

Present:

Honorable Emilio G. Ubaldo,III	Municipal Vice Mayor(Presiding Officer)
Honorable Celerina Cecil H. Ubaldo	Municipal Councilor
Honorable Osmundo L. Garay	-do-
Honorable Edward Ruel G. Barlin,Jr.	-do-
Honorable Mercy G. Gata	-do-
Honorable Junnar O. Garcia	-do-
Honorable Antonio S. Bilazon	-do-
Honorable Leopoldo Y. Sabado,Jr.	-do-
Honorable Joseph Alan G. Gacis	-do-
Honorable Celema L. Morata	ABC President
Honorable Justin John H. Lagadia	SKMF President

MUNICIPAL ORDINANCE NO. 2025 - 22

AN ORDINANCE CREATING THE POSITIONS OF MUNICIPAL AGRICULTURAL AND BIOSYSTEMS ENGINEER, SENIOR TOURISM OPERATION OFFICER, SENIOR COOPERATIVES DEVELOPMENT SPECIALIST, YOUTH DEVELOPMENT OFFICER III, DISABILITY AFFAIRS OFFICER III AND MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (PESO MANAGER)

Author: Honorable Antonio S. Bilazon

BE IT ORDAINED by the Sangguniang Bayan of Matnog, that:

Section 1. The positions of Municipal Agricultural and Biosystems Engineer, Senior Tourism Operation Officer, Senior Cooperatives Development Specialist, Youth Development Officer III, Disability Affairs Officer III and Municipal Government Department Head I (Peso Manager) are hereby created.

Section 2. Plantilla Position Title, Salary Grade Office/Department Qualification Standard, Duties and Responsibilites

a. Plantilla Position Title: ENGINEER III (Agricultural and Biosystems Engineer)
Salary Grade: 19
Office/Dep't: OFFICE OF THE MUNICIPAL AGRICULTURE

QUALIFICATION STANDARD

Education: Bachelor's Degree In Agricultural Engineering or Agricultural and Biosystems Engineering

Experience: 2 YEARS RELEVANT EXPERIENCE IN AGRICULTURAL ENGINEERING OR AGRICULTURAL AND BIOSYSTEMS ENGINEERING

Training: 8 HOURS RELEVANT TRAINING

Eligibility: R.A. NO. 10915 (ABE)

DUTIES AND RESPONSIBILITIES

1. Provide agricultural and biosystems engineering services which includes survey, preparation and evaluation of plans and designs, technical specifications, feasibilities studies and other

2. Undertake the registration of agricultural and fishery machineries and facilities , enforcement of other agricultural, fishery and biosystems engineering regulatory activities and policies in coordination and collaboration with other government agencies .
3. Undertake and/or coordinate the pilot testing and commercialization of matured agricultural , fisheries and biosystem engineering technologies.
4. Formulate and recommend Municipal Agricultural and Biosystems Engineering Master Plan/Program for the approval of the Sangguniang Bayan pursuant to DA-DILG MC no. 11 s 2004
5. Provide technical assistance to animal/livestock production, aquaculture engineering , agricultural and biological waste management , and farm electrification and bio-energy development as part of the agricultural and fisheries modernization , environmental protection and food security program of the LGUs.
6. Do other duties as assign by the immediate superior.

b. Plantilla Position Title: SENIOR COOPERATIVES DEVELOPMENT SPECIALIST
Salary Grade: 18
Office/Dep't: Office of the Municipal Mayor

QUALIFICATION STANDARD
Education: BACHELOR'S DEGREE RELEVANT TO THE JOB
Experience: 2 YEARS RELEVANT EXPERIENCE
Training: 8 HOURS RELEVANT TRAINING
Eligibility: CAREER SERVICE PROFESSIONAL (Second Level Eligibility)

DUTIES AND RESPONSIBILITIES
1. Develops, formulates, and recommends cooperative approaches, techniques, guidelines and standards in the implementation of cooperative programs in the LGU.
2. Provide technical guidelines and exercises supervision over subordinate personnel.
3. Develops and recommends training for improvement of managerial capabilities of cooperative officials.
4. Develops, recommends and coordinate programs, projects , activities for various cooperatives in the LGU
5. Give technical assistance in creation, development and strengthening of cooperatives in the municipality.
6. Do other duties as assign by the immediate superior.

c. Plantilla Position Title: DISABILITY AFFAIRS OFFICER III
Salary Grade: 18
Office/Dep't: MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE

QUALIFICATION STANDARD
Education: BACHELOR'S DEGREE
Experience: 2 YEARS RELEVANT EXPERIENCE ON DISABILITY AFFAIRS
Training: 8 HOURS RELEVANT TRAINING ON DISABILITY AFFAIRS
Eligibility: CAREER SERVICE PROFESSIONAL (Second Level Eligibility)

DUTIES AND RESPONSIBILITIES
1. Submit report to the Local Chief Executive on the implementation of various programs and services for the persons with disabilities in the municipality.
2. Represent person with disabilities in various meetings , seminars and forums with the approval of the Local Chief Executive.
3. Planning and formulation/development of disability specific programs for the benefit various

4. Monitoring of the implementation of the provision in the Batas Pambansa #344 otherwise known as Accessibility Law and other related policies for the
5. Maintain and update database on disability related information in order to provide reports, statistics and forecast necessary for effective planning and delivery of service to persons with disabilities in the municipality .
6. Do other duties as assign by the immediate superior.

d. Plantilla Position Title: YOUTH DEVELOPMENT OFFICER III
Salary Grade: 18
Office/Dep't: MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE

QUALIFICATION STANDARD
Education: BACHELOR'S DEGREE
Experience: 2 YEARS RELEVANT EXPERIENCE
Training: 8 HOURS RELEVANT TRAINING
Eligibility: CAREER SERVICE PROFESSIONAL (Second Level Eligibility)

DUTIES AND RESPONSIBILITIES
1. Designs and implements programs that address the needs and concern of the youth in the community such as leadership training, skill development , sports and recreation and cultural activities.
2. Serving as the voice of the youth in local governance decision – making processes , ensuring that their concern and perspective are considered.
3. Provide appropriate and timely information & referral for young people to access the programs and services provided by the LGU .
4. Responsible for ensuring program related expenses are in line with the approved budget allocation.
5. Oversight proper coordination of LGU with non-government organization, and other stakeholders to ensure the effective delivery of youth programs and services that promotes the youth development , welfare and empowerment.
7. Provide technical assistance to youth organization such as Sangguniang Kabataan (SK) to enhance their capacity to implement programs and projects.
8. Maintain database of youth in the community, including their demographic, skills and interest and use this database to identify target beneficiaries for youth programs and services.
9. And do other duties as assign by the immediate supervisor

D. Plantilla Position Title: DISABILITY AFFAIRS OFFICER III
Salary Grade: 18
Office/ Department : MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

DUTIES AND RESPONSIBILITIES
1. Submit report for the Local Chief Executive on the implementation of various prorams and services for the persons with disabilities in the municipality.
2. Represent person with disabilities in various meetings, seminars and forums with the approval of the Local Chef Executive.
3. Planning and formulation/development of disability specific programs for the benefit of various persons with disabilities in the municipality.
4. Monitoring of the implementation of the provision in the Batas Pambansa #344 otherwise known as Accessibility Law and lthet related policies
5. Maintain and update database on disability related information in order to provid reports statistics and forecast necessary for effective planning and dlivery of service to persons with disabilities in the municipality.

6. Do other duties as assigned by th immediate supervisor

E. Plantilla Position Title: **Municipal Government Department Head I (PESO MANAGER)**
Salary Grade: 24
Office/Dep't: **OFFICE OF THE MAYOR**

QUALIFICATION STANDARD
Education: **Bachelor's Degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields.**
Experience: 3 years of supervisory/ management experience in program management relative to employment facilitation.
Training: **None Required**
Eligibility: **CAREER SERVICE PROFESSIONAL (Second Level Eligibility)**

- DUTIES AND RESPONSIBILITIES**
1. Develop action plans, proposal and other documents needed in the implementation of programs and services.
 2. Identify training needs and arrange staff training as needed (i.e. in-house or block release) training staff, or delegating to appropriate unit/staff.
 3. Maintain a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from clients.
 4. Conduct reviews of daily procedures being implemented in order to update and trim down unnecessary processes and carry out remedial action.
 5. Do other duties as assign by the immediate supervisor


Section 3. Appointment. The appointing authority of the positions created is the Local Chief Executive.

Section 4. Appropriation . Appropriation for the created plantilla positions are as incorporated in the Annual Performance Budget 2025 of the municipality.

Section 5. Effectivity. This ordinance shall take effect after a period of publication for three consecutive weeks in any local newspaper of general circulation and after posting in three conspicuous places in the municipality for three consecutive weeks.

I hereby certify to the correctness of the foregoing.


EMILIO G. UBALDO, III
Municipal Vice Mayor/Presiding Officer

ATTESTED BY:

JOSEPHINE G. BAUTISTA
SB Secretary

APPROVED BY:

ROBERT A. LEE-RODRIGUEZA
Municipal Mayor



DATE APPROVED: _____

