SB File

Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of Molave

OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 61ST REGULAR SESSION/8TH MOBILE SESSION OF THE SANGGUNIANG BAYAN (12TH MUNICIPAL COUNCIL UNDER THE LGC OF 1991) OF THE MUNICIPALITY OF MOLAVE, PROVINCE OF ZAMBOANGA DEL SUR HELD AT SESSION HALL OF BARANGAY ARIOSA ON SEPTEMBER 15, 2026 AT 9:00 A.M.

Officers/Members	Position	Present	Absent	Remarks
Hon. Monalisa J. Glepa	Mun. Vice Mayor	✓		P.O.
Hon. Desiderio L. Jabello	SB Member		✓	S.L.
Hon. Cornelio R. Salinas	SB Member	✓		
Hon. Illuwil D. Orbita	SB Member	✓		
Hon. Joel M. Geromo	SB Member	✓		
Hon. Jonathan S. Uy	SB Member	✓		
Hon. Jacosalem A. Perong, Jr.	SB Member	✓		
Hon. Leonila J. Bermejo	SB Member	✓		
Hon. Welie R. Cabasag	SB Member	✓		
Hon. Earl Louise A. Glepa, LNB Pres.	Ex-Officio Member		✓	O.B.
Hon. Charina A. Jordan, SKF Pres.	Ex-Officio Member	✓		

MUNICIPAL ORDINANCE NO. 12th-59-2026

AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF ADMINISTRATIVE ASSISTANT II (CLERK IV), SALARY GRADE 8, UNDER THE MUNICIPAL MARKET OFFICE, AND CREATING THE PLANTILLA POSITIONS OF ADMINISTRATIVE AIDE IV (CLERK II), SALARY GRADE 4, AND ADMINISTRATIVE AIDE II (MESSENGER), SALARY GRADE 2, UNDER THE SAME OFFICE, AND PROVIDING FUNDS THEREFOR.

BE IT ORDAINED by the Sangguniang Bayan of the Municipality of Molave, in session duly assembled, that:

SECTION 1. ABOLITION OF EXISTING PLANTILLA POSITION. The existing plantilla position under the Municipal Market Office identified as follows is hereby abolished:

Position Title	Salary Grade
Administrative Assistant II (Clerk IV)	SG-8

The corresponding plantilla item shall be deleted from the Municipality's authorized Plantilla of Personnel upon effectivity and implementation of this Ordinance, subject to applicable Civil Service, budgetary, accounting, and auditing rules.

SECTION 2. CREATION OF NEW PLANTILLA POSITIONS. In lieu of the position abolished under Section 1 hereof, the following positions are hereby created under the Municipal Market Office:

Position Title	Salary Grade
Administrative Aide IV (Clerk IV)	SG 4
Administrative Aide II (Messenger)	SG 2

SECTION 3. DUTIES AND FUNCTIONS. The positions created under Section 2 shall perform the following duties and functions, in addition to such other related duties as may be lawfully assigned:

POSITIONS	DUTIES AND FUNCTIONS	% OF WORKING TIME
	Receives and disseminates incoming and outgoing office communications, memos, and official letters.	20%
	Organizes, stores, and retrieves office	20%

Cc: MO, MPDC, HRMO, MARKET OFFICE, MBO, MAccO, MTO

Administrative Aide IV (Clerk II)	documents and files to ensure that such documents are easy to find.	
	Types letters, memoranda, reports from Desktop Computer, or Laptop, and operates office various equipment like photocopying machine, etc.	25%
	Welcomes inquiries and answers basic questions from walk-in clients, manages incoming phone calls, takes messages, routes inquiries and guides them to the proper office or department or staff.	20%
	Organizes meeting materials, attendance sheets, and folders and assists in arranging venues, equipment, and meals for office meetings or local events.	10%
	Carries out other related office duties assigned by the immediate supervisor.	5%
Administrative Aide II (Messenger)	Securely delivers office communication and documents, memorandum and other letters to various LGU departments and external entities and obtains required signatures at time of delivery.	20%
	Manages a logbook or tracking system of all dispatched, received, and delivered documents, securing signatures and timestamps from recipients.	20%
	Plans the most efficient and expedient delivery route from place to place; organizes deliveries accordingly.	25%
	Assist offices with filing, sorting mail, or processing specific official papers and regulatory compliance requirements when needed.	20%
	Operate and maintain assigned LGU vehicles or motorcycles safely, following all traffic laws, and report mechanical issues immediately.	10%
	Performs other related duties as assigned by the immediate supervisor	5%

SECTION 4. QUALIFICATION STANDARDS. That the appointees to the positions shall possess the following qualifications, to wit:

1. **Administrative Aide IV (Clerk II):**
   - Education: Completion of Two-Year Studies in College.
   - Experience: None required.
   - Training: None required.
   - Eligibility: Career Service (Sub-Professional) First Level Eligibility.

2. **Administrative Aide II (Messenger):**
   - Education: Elementary School Graduate.
   - Experience: None required.
   - Training: None required.
   - Eligibility: None required.

SECTION 5. PLANTILLA OF PERSONNEL. The official Plantilla of Personnel of the Municipality of Molave shall be correspondingly amended to reflect:

- The abolition of one (1) Administrative Assistant II (Clerk IV), SG-8, under the Municipal Market Office; and

- The creation of one (1) Administrative Aide IV (Clerk II), SG-4, and one (1) Administrative Aide II (Messenger), SG-2, under the Municipal Market Office.

The Municipal Human Resource Management Officer shall coordinate with the Municipal Budget Officer, Municipal Accountant, and other concerned offices for the proper updating of the Plantilla of Personnel and related personnel records.

SECTION 6. APPOINTMENT AND FILLING OF THE CREATED POSITIONS. The creation of the positions under this Ordinance shall not, by itself, constitute an appointment to said positions. The positions shall be filled by the Municipal Mayor only upon compliance with the applicable Civil Service laws, rules and regulations, approved qualification standards, merit and selection requirements, publication requirements, and other pertinent government issuances. No appointment shall be issued to any person who does not meet the applicable qualification standards and eligibility requirements for the position.

SECTION 7. APPROPRIATION AND SOURCE OF FUNDING. The appropriations necessary for the salaries and authorized benefits of the positions created under Section 2 hereof shall be sourced from the appropriation corresponding to the abolished position of Administrative Assistant II (Clerk IV), SG-8, under the Municipal Market Office, subject to existing budgeting, accounting, auditing, and other applicable laws, rules, and regulations.

Upon the lawful abolition of the existing position, the corresponding Personnel Services appropriation shall be realigned, reverted, or otherwise made available, as may be authorized under applicable budgetary rules, to finance the salaries and authorized benefits of the newly created positions.

SECTION 8. APPOINTMENT. The appointment of the above-mentioned positions shall be governed by the Civil Service Laws, Rules and Regulations.

SECTION 9. EFFECTIVITY. This Ordinance shall take effect after compliance with the applicable review, posting, publication, and other requirements prescribed under Republic Act No. 7160, its Implementing Rules and Regulations, and other applicable laws, rules, and regulations.

ENACTED, this 15th day of September, 2026 at Barangay Ariosa, Molave, Zamboanga del Sur.

CERTIFIED CORRECT:

JUNARD C. SAYSON
Secretary to the Sanggunian

ATTESTED & DULY CERTIFIED:

MONALISA J. GLEPA, R.N.
Municipal Vice Mayor/Presiding Officer

APPROVED:

CYRIL REO A. GLEPA, M.D.
Municipal Mayor
9-18-2026
Date

RECEIVED
LGU - MOLAVE
BY: UNDY YOU CATALAN
DATE: 9-22-26
TIME: 2:27 PM
ROLLYN M. LAGAR
Acting Municipal Treasurer

OFFICE OF THE MAYOR
MUNICIPALITY OF MOLAVE
PROVINCE OF ZAMBOANGA DEL SUR
RECEIVED
By: CRIS GEM V. CACUTAN
Date: 9/22/2026 Time: 1:57PM

CATHERINE Y. GEALON
MBO STAFF
9/22/2026

RECEIVED
Date: 9/22/26
By:

Cc:MO, MPDC, HRMO, MARKET OFFICE, MBO, MACCO, MTO