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-61-2026

AN ORDINANCE CREATING THE POSITIONS OF INTERNAL AUDITOR II– SG 15 UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND ADMINISTRATIVE AIDE III (UTILITY WORKER II) – SG 3 UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR, AND PROVIDING FOR THEIR INCLUSION IN THE PLANTILLA OF POSITIONS OF THE MUNICIPAL GOVERNMENT OF MOLAVE, ZAMBOANGA DEL SUR.

BE IT ORDAINED by the Sangguniang Bayan of Molave, Zamboanga del Sur, that:

SECTION 1. CREATION OF POSITIONS. The following positions are hereby created in the Plantilla of personnel of the Local Government Unit with their corresponding salary grade, to wit:

Office	Position	Salary Grade
Mayor's Office	Internal Auditor II	SG-15
Vice Mayor's Office	Administrative Aide III (Utility Worker II)	SG-3

SECTION 2. DUTIES AND FUNCTIONS. The following duties and functions of the above-mentioned positions are enumerated as follows:

Position	Duties and Functions	Percent of Working Time
Internal Auditor II	Perform management and operations audits of LGU program, projects and activities (PPAs) to check compliance with laws and policies.	30%
	Appraise financial records, operating controls, organizational structures, and asset management practices.	20%
	Identify management deficiencies and analyze internal control weaknesses and assist top management by proposing practical, corrective actions to improve efficiency and resource use.	20%
	Prepare audit programs, documents, observations, and communicate results to the Local Chief Executive (LCE) or the Sanggunian.	20%

	Performs other job-related duties and special assignment director by higher supervisors.	10%
Administrative Aide III (Utility Worker II)	Sweeps and mops the floor inside and outside of the Office building, including the pathways, common areas and other edifice of the building daily;	30%
	Empties trash bin, disposes of waste properly, and replaces garbage liners and arranges, moves, or reconfigures office furniture, desks, and equipment.	30%
	Operates basic office or maintenance equipment, and assist in setting up venues for office meetings, conference, and special events.	20%
	Disseminate office communications to other LGU offices and or national government agencies	15%
	Performs other job-related duties and special assignments directed by higher supervisors.	5%

SECTION 3. QUALIFICATION STANDARDS. The appointment to the positions created under this Ordinance shall be subject to the applicable Qualification Standards prescribed by the Civil Service Commission and other competent authorities.

- **Internal Auditor II:**
  - He must be a Filipino Citizen;
  - Of Good Moral Character
  - Education: Bachelor's Degree relevant to the job such as Accountancy, Business Administration major in Accounting, Internal Auditing, Public Administration, or related courses)
  - Experience: 1 year of relevant work experience in auditing, finance, or operations analysis
  - Training: 4 hours of relevant training
  - Eligibility: RA 1080/Career Service (Professional Second Level Eligibility)

- **Administrative Aide III (Utility Worker II)**
  - He must be a Filipino Citizen;
  - Of Good Moral Character
  - Education: Must be able to read and write
  - Experience: None required
  - Training: None required
  - Eligibility: None required

SECTION 4. APPOINTMENT. The filling of the positions created under this Ordinance shall be governed by the Constitution, Republic Act No. 7160, the Civil Service Law and its implementing rules and regulations, the applicable Civil Service Commission rules, and other pertinent laws, rules and regulations.

No person shall be appointed to any of the positions unless he or she meets the prescribed qualification standards and all other requirements for appointment to the position.

The creation of a position shall not be construed as creating a vested right to appointment thereto. Appointment shall be made by the proper appointing authority on the basis of merit and fitness and in accordance with applicable civil service rules.

SECTION 5. APPROPRIATION AND SOURCE OF FUNDS. The salaries, benefits, and other authorized personnel costs pertaining to the positions herein created shall be charged against the Personal Services (PS) Appropriations of the General Fund of the Municipality of Molave, Zamboanga del Sur, subject to the availability of funds, the applicable budgeting, accounting, and auditing laws, rules and regulations.

For this purpose, the funding requirements for the herein created positions shall be included in the Annual Budget of the Municipality for Fiscal Year 2027 as may be duly approved, subject to the determination and certification by the Municipal Budget Officer of the availability of funds and compliance with the applicable limitations on

Personal Services expenditures under Republic Act No. 7160 and other pertinent budgetary laws, rules and regulations.

Provided, that the inclusion of the positions in this Ordinance shall not, by itself, constitute an appropriation or authority to incur an obligation or make any disbursement for the salaries, benefits, or other personnel services costs thereof.

No appointment to, assumption of duties by, or payment of salaries and benefits to the positions herein created shall be made unless and until the corresponding appropriations have been duly provided in the approved Annual Budget for Fiscal Year 2027 or in another duly authorized appropriation measure, and all other requirements under applicable laws, rules and regulations have been complied with.

The Municipal Budget Officer shall determine the amount necessary to fund the positions, including the corresponding authorized personnel services costs, and shall certify the availability of the appropriate funds. The Municipal Accountant and Municipal Treasurer shall ensure that all resulting obligations and disbursements are recorded and processed in accordance with existing government accounting and auditing rules and regulations.

The creation of these positions shall not be construed as authorizing the incurrence of any obligation or expenditure in excess of, or without, a valid appropriation and the required certification of availability of funds.

SECTION 6. EFFECTIVITY. This Ordinance shall take effect after compliance with the applicable requirements on approval, posting, publication, and effectivity of municipal ordinances under Republic Act No. 7160 and other applicable laws and regulations.

Provided, however, that the filling of the positions created herein and the payment of the corresponding salaries, benefits, and other personnel services expenditures shall be subject to the availability of funds and the provision of the necessary appropriation in the duly approved Annual Budget for Fiscal Year 2027, or in such other appropriation measure as may be authorized by law.

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

ROELYN M. LAGAR
Acting Municipal Treasurer

APPROVED:

OFFICE OF THE MAYOR
MUNICIPALITY OF MOLAVE
PROVINCE OF ZAMBOANGA DEL SUR
RECEIVED
By: CRIS GEM M. CACUTAN
Date: 9/22/26 Time: 1:57 PM

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

HRMO
RECEIVED
Date: 9/22/26
By:

CATHERINE Y. GEALON
MBO STAFF
9/22/2026

MBO STAFF V. LOZADO
MBOC STAFF 9/22/26