Republic of the Philippines
PROVINCE OF CAGAYAN
Tuguegarao City

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OFFICE OF THE SECRETARY TO THE SANGGUNIAN

February 05, 2026

DR. ROSALINDA P. CALLANG
Secretary to the Sanggunian
Province of Cagayan
Capitol Hills, Tuguegarao City

Madam:

Pursuant to Section 54 of the Local Government Code, we are now submitting for review and appropriate action the attached **City Ordinance No. 02-10-2026** titled "*Ordinance Creating the Position of City Government Assistant Department Head I (Assistant Secretary to the Sangguniang Panlungsod) and Adopting and Approving the Qualification Standards Provided in the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) of General Santos City*" which was enacted by the Tenth City Council during its 29th Regular Session on January 27, 2026.

Thank you.

Yours truly,

JOEL JOSEPH L. EGIPTO, Ph.D.
Secretary to the Sanggunian

Republic of the Philippines
PROVINCE OF CAGAYAN
Tuguegarao City

TENTH CITY COUNCIL

EXCERPTS FROM THE MINUTES OF THE 29th REGULAR SESSION OF THE TENTH CITY COUNCIL OF TUGUEGARAO CITY, CAGAYAN HELD ON JANUARY 27, 2026 (TUESDAY), 9:00 A.M., AT THE SANGGUNIANG PANLUNGSOD SESSION HALL

PRESENT:

Hon. Rosauro Rodrigo G. Resuello	City Vice Mayor, Presiding Officer
Hon. Maria Rosario B. Soriano	Sangguniang Panlungsod Member
Hon. Ronaldo S. Ortiz	-do-
Hon. Mark Angelo B. Dayag	-do-
Hon. Jude T. Bayona	-do-
Hon. Marc Aldous C. Baccay	-do-
Hon. Tirso V. Mangada	-do-
Hon. Dennis Ryan G. Avila	-do-
Hon. Myrna G. Te	-do-
Hon. Mariel Ayna T. Calimag	-do-
Hon. Karina G. Viernes	-do-
Hon. Anthony C. Tuddao	-do-
Hon. Jackson G. Carodan	-do-
Hon. Restituto C. Ramirez	Ex Officio Member
Hon. Cerene Pearl T. Quilang	-do-

CITY ORDINANCE NO. 02-10-2026

ORDINANCE CREATING THE POSITION OF CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT SECRETARY TO THE SANGGUNIANG PANLUNGSOD) AND ADOPTING AND APPROVING THE QUALIFICATION STANDARDS PROVIDED IN THE 2025 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA) OF GENERAL SANTOS CITY

Sponsors:

Hon. Marc Aldous C. Baccay
Hon. Rosauro Rodrigo G. Resuello
Hon. Maria Rosario B. Soriano
Hon. Ronaldo S. Ortiz
Hon. Mark Angelo B. Dayag
Hon. Jude T. Bayona
Hon. Tirso V. Mangada
Hon. Dennis Ryan G. Avila
Hon. Myrna G. Te
Hon. Mariel Ayna T. Calimag
Hon. Karina G. Viernes
Hon. Anthony C. Tuddao
Hon. Jackson G. Carodan
Hon. Restituto C. Ramirez
Hon. Cerene Pearl T. Quilang

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, specifically Section 458 (a) (1) empowers the Sangguniang Panlungsod to approve ordinances and pass resolutions necessary for an efficient and effective city government;

WHEREAS, Paragraph (viii) of the same section emphasizes the power of the Sangguniang Panlungsod to determine the positions and the salaries, wages, allowances, and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government;

WHEREAS, Section 459 (a) of the same statute provides that there shall be a Secretary to the Sanggunian who shall be a career official with the rank and salary equal to a head of department or office who plays a critical role in the Legislative operation of the City, ensuring proper documentation, smooth functioning, and effective communications between government bodies and the public;

WHEREAS, in the exigency of service and in order to promote efficiency and an effective legislative service, City Resolution No. 147-2009 titled "Resolution Creating the Position of City Government Assistant Department Head (Assistant City Secretary) of the Sangguniang Panlungsod of Tuguegarao City with Salary Grade 23" was enacted in 2009;

WHEREAS, the said resolution did not include the Qualification Standards (QS) for the position and such standards are required to be specifically prescribed through an ordinance and cannot be validly established by a resolution alone;

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 06, Series of 2023 titled "Amendment to Section 34 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)";

WHEREAS, the said amendment dictates under Paragraph (d) that LGUs may adopt the QS for department head and assistant department head positions which have been established and previously approved by the CSC without need for prior approval. However, a letter confirmation from the CSC shall be secured for records and reference purposes;

WHEREAS, considering the preceding guidelines and amendments to the 2017 ORAOHRA, there is a need to revisit and provide an amendment to the existing resolution by the passage of this ordinance;

NOW, THEREFORE, be it **ORDAINED** by the Sangguniang Panlungsod, in session assembled, to enact:

SECTION 1. TITLE. This Ordinance shall be known as the **"ORDINANCE CREATING THE POSITION OF CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT SECRETARY TO THE SANGGUNIANG PANLUNGSOD) AND ADOPTING AND APPROVING THE QUALIFICATION STANDARDS PROVIDED IN THE 2025 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA) OF GENERAL SANTOS CITY."**

SECTION. 2. QUALIFICATION STANDARDS. As per the existing record of the Civil Service Commission, only the Local Government Unit of General Santos City was able to comply with abovementioned Memorandum Circular which provides for higher Qualification Standards than what is provided in Section 469 of R.A. 7160 (Secretary to the Sanggunian). Accordingly, the Local Government Unit of Tuguegarao City hereby adopts the Qualification Standards for the said position as implemented by the Local Government Unit of General Santos City, subject to confirmation by the Civil Service Commission.

FACTORS	**QS OF GENERAL SANTOS CITY APPROVED BY THE CIVIL SERVICE COMMISSION**
EDUCATION	Bachelor's degree preferably in Law, Commerce or Public Administration
TRAINING	16 hours of supervisory/management learning and development intervention
EXPERIENCE	3 years of relevant experience
ELIGIBILITY	Career Service Professional/Second Level Eligibility

The prescribed Salary Grade for the said position shall remain to be Salary Grade 23, subject to existing CSC circulars, budgetary requirements, and all other pertinent laws.

SECTION 3. ADOPTION. Considering the provisions provided under the Amended Section 34 of the 2017 ORAOHRA which states that LGUs may adopt the QS for department head and assistant department head positions which have been established and previously approved by the CSC without need for prior approval. However, a letter confirmation from the CSC shall be secured for records and reference purposes.

SECTION 4. SEPARABILITY CLAUSE. If for any reason, any provision, section or part of this Ordinance is declared not suspended or revoked by any court of competent jurisdiction, such judgment shall not affect or impair the remaining provisions, sections or parts thereof which shall remain or continue to be in full force and effect.

SECTION 5. REPEALING CLAUSE. All Ordinances, executive orders, and rules and regulations or parts thereof which are inconsistent with this Ordinance, are hereby repealed or modified accordingly.

SECTION 6. EFFECTIVITY CLAUSE. This Ordinance shall take effect immediately upon its approval.

x-x-x

I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING:

JOEL JOSEPH L. EGIPTO, Ph.D.
Secretary to the Sanggunian

ATTESTED:

HON. ROSAURO RODRIGO G. RESUELLO, CPA
City Vice Mayor/Presiding Officer
Date approved: 01-29-2026

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APPROVED:

HON. MAILA ROSARIO S. TING-QUE
City Mayor
Date approved: FEB 04 2026