



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 ARIOS A 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-60-2026

AN ORDINANCE RETITLING THE PLANTILLA POSITION OF ADMINISTRATIVE ASSISTANT I (REVENUE COLLECTION CLERK II), SALARY GRADE 7, TO ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I), SALARY GRADE 7, UNDER THE MUNICIPAL MARKET OFFICE OF THE LOCAL GOVERNMENT UNIT OF MOLAVE, ZAMBOANGA DEL SUR, IN VIEW OF THE OPERATION OF THE NEW PUBLIC MARKET AND THE NEED FOR DEDICATED COMPUTER AND CCTV MONITORING SERVICES.

WHEREAS, Section 447 of Republic Act No. 7160 empowers the Sangguniang Bayan to enact ordinances and authorize appropriations necessary for the efficient and effective operation of municipal government programs, projects, services and activities, subject to the limitations and requirements prescribed by law;

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 12, s. 2022, otherwise known as the 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units, prescribing the guidelines and standards to be observed by LGUs in establishing and modifying their organizational structures and staffing patterns;

WHEREAS, Section 13 of CSC Memorandum Circular No. 12, s. 2022 provides that titles of positions in LGUs corresponding to the same or similar functional descriptions as those established under the latest DBM Local Budget Circular on the Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU) shall be used and adopted, and that in the issuance of appointments, the generic position titles shall be accompanied by the appropriate parenthetical titles;

WHEREAS, the Department of Budget and Management, through Local Budget Circular No. 137 dated July 13, 2021, issued the Index of Occupational Services, Position Titles and Salary Grades in Local Government (IOS-LGU), CY 2021 Edition, prescribing the appropriate position titles and salary grades for positions in local government units, and requiring LGU positions to be allocated to their proper position titles and salary grades in accordance with the Index;

WHEREAS, the existing plantilla of the Municipal Government of Molave includes the position of Administrative Assistant I (Revenue Collection Clerk II), Salary Grade 7, under the Municipal Market Office;

WHEREAS, the Municipality is preparing for the opening and operation of the new Public Market, which will be equipped with a closed-circuit television (CCTV) system to be installed in strategic areas within the market building and its premises for purposes of security and monitoring, documentation of incidents, protection of public and municipal property, and promotion of the safety and orderly operation of the market;

WHEREAS, the operation and maintenance of the CCTV system require dedicated personnel capable of monitoring the system, maintaining monitoring and incident records, assisting in the retrieval of authorized CCTV footage, reporting security-related incidents and system irregularities, and performing basic computer and equipment troubleshooting and related technical support;

WHEREAS, in view of the foregoing operational requirements of the new Public Market, there is a need to align the existing plantilla position with the present functional requirements of the Municipal Market Office by changing its parenthetical title from Revenue Collection Clerk II to Computer Operator I, while retaining the generic position title Administrative Assistant I and Salary Grade 7;

WHEREAS, the proposed retitling does not increase or decrease the Salary Grade of the position, which shall remain at Salary Grade 7, and does not, by itself, authorize any increase in compensation;

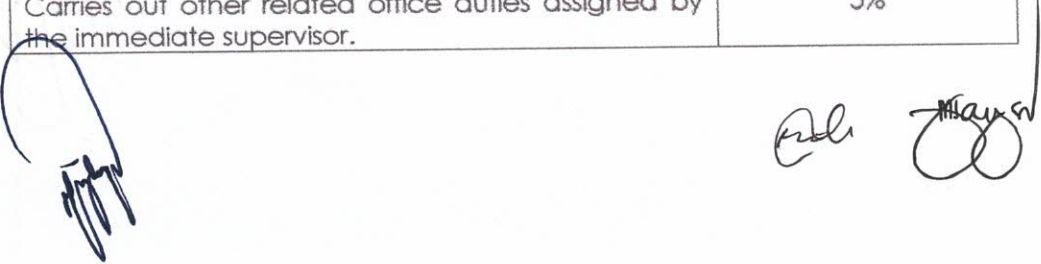
NOW, THEREFORE, BE IT ORDAINED by the Sangguniang Bayan of the Municipality of Molave, Zamboanga del Sur, in session duly assembled, that:

SECTION 1. RETITLING OF PLANTILLA POSITION. The existing plantilla position under the Municipal Market Office; Administrative Assistant I (Revenue Collection Clerk II), Salary Grade 7, is hereby RETITLED as Administrative Assistant I (Computer Operator I), Salary Grade 7. The generic position title Administrative Assistant I and Salary Grade 7 shall remain unchanged. The modification shall consist of the change in the appropriate parenthetical title from Revenue Collection Clerk II to Computer Operator I.

SECTION 2. PURPOSE OF THE RETITLING. The retitling of the position is intended to address the operational and staffing requirements arising from the implementation and operation of the Municipality's new Public Market, particularly the need for dedicated personnel to perform computer operation, CCTV monitoring, documentation, and related technical and administrative support functions.

SECTION 3. DUTIES AND FUNCTIONS. The Administrative Assistant I (Computer Operator I), SG-7, shall perform the following duties and functions consistent with the applicable qualification standards and functional description of the position under the prevailing DBM IOS-LGU and CSC rules, including the following:

Duties and Functions	% of Working Time
Setting up computers and other hardware devices and meeting with the other IT team to determine the sequence of operations.	20%
Prepares, collects, and enters data into the local government's computer systems and databases and verifies, updates, and corrects computer errors and records to ensure information is accurate.	20%
Prepares and encodes routine office correspondence, documents, and administrative reports. Monitors ICT equipment and performs basic troubleshooting for hardware and software issues.	25%
Runs routine reports, programs, and software applications from information systems.	10%
Ensures that office equipment's like printers are ready for daily use and reports major malfunctions to the proper maintenance staff.	20%
Carries out other related office duties assigned by the immediate supervisor.	5%



SECTION 4. QUALIFICATION STANDARDS. The position of Administrative Assistant I (Computer Operator I), SG-7, shall be subject to the qualification standards prescribed by the Civil Service Commission and the applicable DBM IOS-LGU, to wit:

- Education: Completion of Two-Year studies in college or High School Graduate with relevant vocational/trade course.
- Experience: None Required.
- Training: None Required.
- Eligibility: Career Service (Sub-Professional) Data Encoder First Level Eligibility.

SECTION 5. APPOINTMENT AND PERSONNEL ACTION. The retitling authorized under this Ordinance shall not, by itself, constitute an appointment or guarantee the appointment of any particular person to the retitled position. Any appointment or personnel action arising from the implementation of this Ordinance shall be made only in accordance with the 1987 Constitution, Republic Act No. 7160, applicable Civil Service laws, rules and regulations, qualification standards, merit and selection requirements, publication requirements, and other pertinent issuances.

SECTION 6. COMPENSATION AND FUNDING. The position shall remain at Salary Grade 7. Nothing in this Ordinance shall be construed as authorizing an increase or decrease in the authorized salary grade or compensation of the position.

The salary and authorized benefits pertaining to the retitled position shall continue to be charged against the duly authorized appropriation for the position, subject to the availability of funds and compliance with applicable budgeting, accounting, and auditing laws, rules, and regulations.

SECTION 7. COMPLIANCE WITH BUDGETARY AND ACCOUNTING RULES. The implementation of this Ordinance shall be subject to the applicable limitations on Personal Services expenditures under Republic Act No. 7160 and prevailing national and local budget issuances. All expenditures arising from the implementation hereof shall be subject to the usual accounting and auditing rules and regulations of the government.

SECTION 8. DATA PRIVACY AND SECURITY. Considering that the retitled position shall have access to CCTV systems and potentially identifiable information, the personnel assigned to the position shall observe applicable laws, rules, regulations, and government policies concerning data privacy, confidentiality, information security, and authorized access to CCTV recordings.

Access, retrieval, copying, disclosure, or release of CCTV footage shall be undertaken only for lawful and authorized purposes and in accordance with the Municipality's applicable policies and procedures.

SECTION 9. REPEALING CLAUSE. All ordinances, resolutions, rules, regulations, or portions thereof inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 10. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 11. EFFECTIVITY. This Ordinance shall take effect after compliance with the applicable posting, publication, review, 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 Arlosa, Molave, Zamboanga del Sur.



CERTIFIED CORRECT:

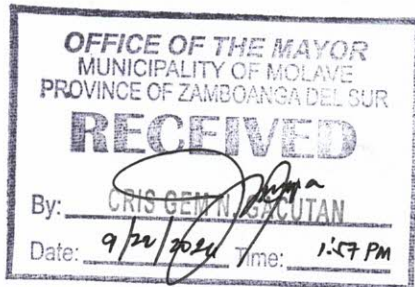
Junard C. Sayson
JUNARD C. SAYSON
Secretary to the Sanggunian

ATTESTED & DULY CERTIFIED:

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

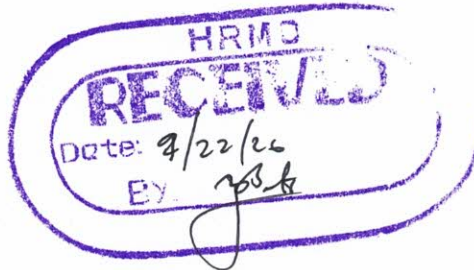
APPROVED:

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



Catherine Y. Gealon
CATHERINE Y. GEALON
MBO STAFF
9/22/26

Mr. Stephen Y. Lozano
MBO STAFF OFFICE



Penelope H. Pires
9/22/26

ROSLYN M. LAGAR
Acting Municipal Treasurer

