



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 60TH 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	✓		

RESOLUTION NO. 12th-516-2026

A RESOLUTION AUTHORIZING THE MUNICIPAL MAYOR, HON. CYRIL REO A. GLEPA, M.D., TO ENTER INTO AND SIGN A CONTRACT OF SERVICE WITH MR. PETER PAUL S. YAP TO RENDER SERVICES AS OFFICE AIDE UNDER THE MOLAVE WATER SYSTEM OFFICE OF THE LOCAL GOVERNMENT UNIT OF MOLAVE, ZAMBOANGA DEL SUR, WITH A MONTHLY COMPENSATION OF TWELVE THOUSAND PESOS (P12,000.00).

WHEREAS, the Municipal Mayor, Hon. Cyril Reo A. Glepa, M.D., has requested authority from the Sangguniang Bayan to enter into and sign a Contract of Service with Mr. Peter Paul S. Yap to render services as Office Aide under the Molave Water System Office of the Local Government Unit of Molave, Zamboanga del Sur;

WHEREAS, Mr. Peter Paul S. Yap has signified his willingness and capability to render administrative, clerical, records management, and basic computer-related support services necessary for the efficient operation of the Molave Water System Office;

WHEREAS, the engagement of an Office Aide is necessary to provide additional administrative and technical support to the Molave Water System Office, particularly in the management of office records, data encoding, preparation of reports, maintenance of computerized records, and provision of basic computer and equipment support;

WHEREAS, under the proposed Contract of Service, Mr. Yap shall perform specific services and responsibilities, including, but not limited to, the following:

- Manage files, encode data of the office;
- Input records, prepare basic reports, and update spreadsheets using office software;
- Check computers and local networks of LGU owned computers for basic errors or malfunctions;
- Install new peripherals, update operating systems, and handle routine equipment maintenance of all LGU computers;
- Create computer applications or programs for the LGU online transactions;
- Demonstrate the finished computer programs for its applicability with the online transaction;
- Maintain and update the LGU internet website for the current events, civic programs, services and operations of the LGU;
- Troubleshoot and resolve technical issues with printers, software, or workstations of other LGU offices;
- Recommend to the Office Heads the needed computer software or programs for the efficient operation of LGU computers.

WHEREAS, the First Party under the proposed Contract of Service shall be responsible for paying the Second Party a monthly compensation of Twelve Thousand Pesos (P12,000.00) upon satisfactory performance of the services and compliance with all documentary, accounting, and other requirements prescribed under applicable laws, rules, regulations, and government issuances;

WHEREAS, the compensation and other expenses arising from the Contract of Service shall be charged against the funds of the Molave Water System Office, subject to the availability of appropriations and compliance with existing budgeting, accounting, auditing, and other applicable government rules and regulations;

WHEREAS, the proposed Contract of Service shall be effective from September 16, 2026 until December 29, 2026, unless earlier terminated in accordance with the terms and conditions stipulated in the contract and applicable laws, rules, and regulations;

WHEREAS, the proposed engagement is for the performance of specific services and shall not be construed as an appointment to a regular, temporary, or coterminous position in the plantilla of the Local Government Unit;

WHEREAS, the Contract of Service shall not create an employer-employee relationship between the Local Government Unit and Mr. Yap, and the services rendered pursuant thereto shall not be considered or accredited as government service, subject to applicable laws, rules, regulations, and prevailing government policies governing contractual services;

WHEREAS, Mr. Yap shall not be entitled to the benefits accorded to regular personnel of the Local Government Unit, except such benefits, incentives, or other forms of compensation as may be expressly authorized by law, applicable government rules and regulations, the Contract of Service, and subject to the availability of funds and approval of the appropriate authority;

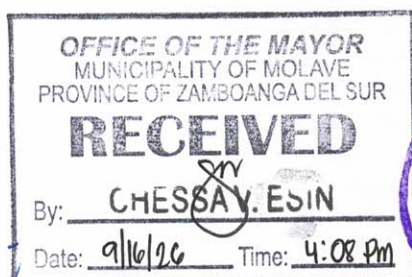
WHEREAS, the Sangguniang Bayan, after due deliberation and consideration of the request of the Municipal Mayor, finds the proposed engagement necessary to provide administrative and technical support to the Molave Water System Office and to promote the efficient delivery of services and the effective operation of the Local Government Unit;

NOW, THEREFORE, on motion of Honorable Orbita and duly seconded by Honorable Uy, the Sangguniang Bayan of Molave, Zamboanga del Sur, hereby;

RESOLVED, as it is hereby resolved to authorize the Municipal Mayor, Hon. Cyril Reo A. Glepa, M.D., to enter into and sign a Contract of Service with Mr. Peter Paul S. Yap to render services as Office Aide under the Molave Water System Office of the Local Government Unit of Molave, Zamboanga del Sur, with a monthly compensation of Twelve Thousand Pesos (P12,000.00).

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

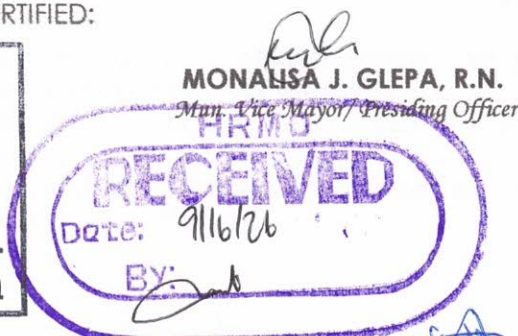
ATTESTED AND DULY CERTIFIED:



Cc: MO, MPDC, HRMO, MAND, MBO, MAcco, MTO

ROBYN M. LAGAR
Acting Municipal Treasurer

9-16-26



CERTIFIED CORRECT:

JUNARD C. SAYSON
Secretary to the Sanggunian



May Sharon V. Lozano
Municipal Staff

CATHERINE Y. GEALON
Municipal Staff

DAISY MAY A. MONTERNEL
Municipal Staff