

HON. JULIUS G. JAMERO
SB Member

Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of Dumingag
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OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 32nd REGULAR SESSION OF THE 12th SANGGUNIANG BAYAN OF DUMINGAG, ZAMBOANGA DEL SUR HELD AT THE MUNICIPAL SESSION HALL ON MARCH 16, 2026.

OFFICERS/MEMBERS:	POSITION	PRESENT	ABSENT	OB	OL
Hon. Edgardo G. Jamero	Municipal Vice Mayor	___/___	___	___	___
Hon. Julius G. Jamero	SB Member	___/___	___	___	___
Hon. Jo Vincent J. Morpos	SB Member	___/___	___	___	___
Hon. Julito C. Mandac	SB Member	___/___	___	___	___
Hon. Francis Joeray T. Gumban	SB Member	___/___	___	___	___
Hon. Rhumer S. Barioga	SB Member	___/___	___	___	___
Hon. Dean Kaiser C. Tangalin	SB Member	___/___	___	___	___
Hon. Ritchel J. Raboy	SB Member	___/___	___	___	___
Hon. Ronald B. Pepito Sr.	SB Member	___/___	___	___	___
Hon. Domingo M. Gingco	Ex - Officio Member, LnB	___/___	___	___	___
Hon. Kirby Tracy V. Estillore	Ex - Officio Member, SK	___/___	___	___	___

Municipal Ordinance No. 12th-1-2026

AN ORDINANCE AUTHORIZING THE MUNICIPAL VICE MAYOR TO APPOINT CASUAL AND CONTRACTUAL PERSONNEL, TO ENGAGE JOB ORDER (JO) AND CONTRACT OF SERVICE (COS) PERSONNEL, TO PROVIDE GUIDELINES FOR THEIR ENGAGEMENT THEREIN AND FOR OTHER PURPOSES.

SECTION 1. TITLE

This Ordinance shall be known as the "Legislative Personnel Appointment and Engagement Ordinance" of the municipality of Dumingag, Zamboanga del Sur".

SECTION 2. RATIONALE

The efficient operation of the Office of the Vice Mayor and the Office of the Sangguniang Bayan requires competent administrative and technical personnel. Under the Local Government Code of 1991, the Vice Mayor is the appointing authority of officials and employees of the Sanggunian including those whose compensation is charged against the legislative appropriation.

To clarify the authority over Casual, Contractual, Job Order (JO) and Contract of Service (COS) personnel assigned exclusively to the Office of the Vice Mayor and the Office of the Sangguniang Bayan, there is a need to provide a clear local policy defining the scope of appointment, engagement, compensation, termination and oversight, subject to existing national laws and auditing rules.

This Ordinance establishes a structural and technical framework to ensure accountability, flexibility and compliance with applicable laws.

SECTION 3. LEGAL BASES

- a. Section 16 of Republic Act No. 7160, known as the Local Government Code of 1991 (General Welfare Clause), authorizes local government units to exercise powers expressly granted, those necessarily implied therefrom and those necessary, appropriate, or incidental for efficient and effective governance and the promotion of the general welfare.
- b. Section 81 of Republic Act No. 7160, known as the Local Government Code of 1991, provides that the compensation of local officials and employees shall be determined

by the Sanggunian concerned, subject to the Salary Standardization Law, budgetary limitations and other applicable national laws and regulations.

- c. Section 445(a)(2) of RA 7160 vests in the Municipal Vice Mayor, as Presiding Officer of the Sangguniang Bayan, the authority to appoint all officials and employees of the Sangguniang Bayan, subject to civil service law, rules and regulations, except those whose manner of appointment is specifically provided in the Code.
- d. Section 447(a)(1) of RA 7160 grants the Sangguniang Bayan the power to enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality, consistent with applicable laws.
- e. CSC-COA-DBM Joint Circular No. 1, Series of 2025, issued by the Civil Service Commission, Commission on Audit and Department of Budget and Management, prescribes the revised rules and regulations, guidelines and standards on the engagement, renewal and compensation/benefits of Contract of Service (COS) and Job Order (JO) workers in government, including limitations on their functions and benefits.

SECTION 4. DEFINITION OF TERMS

- a. **Casual Employee** - A person appointed to perform work that is essential, necessary, or emergency in nature when regular staff are insufficient. Casual appointment is temporary, for a period not exceeding one year and not to a regular (plantilla) position. They are entitled to government benefits. Casual employees must meet minimum requirements except eligibility for unregulated positions.
- b. **Contract of Service (COS)** - A person engaged as a consultant, technical expert, or service provider for a special project or of a defined period. COS workers are not covered by civil service laws, do not have employer-employee relationship or government benefits.
- c. **Contractual Employee** - A person hired for a specific job, project, or activity for a fixed period (maximum one year, renewable) that is not part of the agency's regular functions. Contractual employees are not appointed to regular plantilla positions and may need to meet minimum requirements. They are entitled to government benefits. Eligibility is required for regulated professions.
- d. **Job Order (JO)** - A person engaged for piece work, intermittent, or emergency jobs such as disaster clearing or utility work. Job order workers are not covered by civil service laws, do not have an employer-employee relationship and are not entitled to government benefits.
- e. **Regular Employee** - A person appointed permanently to a plantilla position in government, who has met all qualification standards including eligibility, education, experience, training and civil service examination. Regular employees have security of tenure and perform the essential functions of the agency.

SECTION 5. COVERAGE

- a. This Ordinance shall apply exclusively to Casual, Contractual, Job Order (JO) and Contract of Service (COS) personnel who are officials and employees of the Office of the Vice Mayor, including personnel administratively assigned to the Office of the Sangguniang Bayan but funded under the legislative appropriations.
- b. This Ordinance shall not apply to personnel of the Executive Department or to contracts involving procurement of goods, infrastructure, or services unrelated to personnel support of the Office of the Vice Mayor and the Office of the Sangguniang Bayan.
- c. Nothing in this Ordinance shall be construed to diminish or transfer the appointing authority of the Municipal Mayor over positions not classified as officials or

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SB Member

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SB Member

HON. RHUMES S. BANOCA
SB Member

HON. DEAN KAISER C. TANGALIN
SB Member

ABSENT
HON. RITCHEL J. RABOY
SB Member

HON. RONALD B. PEPITO SR.
SB Member

HON. DOMINGO M. GINGCO
Ex-Officio Member, LnB

HON. KIRBY TRACY V. ESTILLORE
Ex-Officio Member, SK

JESSIE PALON
Secretary to the Sanggunian

HON. EDGARDO G. JAMERO
Municipal Vice Mayor

HON. GERRY T. PAGLIANAWAN
Municipal Mayor

employees of the Office of the Vice Mayor and the Office of the Sangguniang Bayan under RA 7160 and applicable CSC and DBM issuances.

SECTION 6. AUTHORITY OF THE MUNICIPAL VICE MAYOR

The Vice Mayor is hereby authorized to:

- Appoint Casual and Contractual personnel who are officials and employees of the Office of the Vice Mayor, including those assigned to the Office of the Sangguniang Bayan and funded under the legislative appropriations.
- Engage Job Order (JO) and Contract of Service (COS) personnel for support services of the Office of the Vice Mayor and the Office of the Sangguniang Bayan, consistent with CSC-COA-DBM Joint Circular No. 1, s. 2025 and subsequent amendments.
- Enter into and sign personnel services contracts for and in representation of the Sangguniang Bayan of Dumingag, strictly within the authority granted under this Ordinance and limited to personnel services funded under the appropriations of the Office of the Vice Mayor and the Office of the Sangguniang Bayan.
- Renew, extend, or terminate such appointments or engagements in accordance with law, CSC rules, CSC-COA-DBM Joint Circular No. 1, s. 2025 and subsequent amendments and the terms of the contract.

The authority granted herein shall be limited to personnel assigned exclusively to the Office of the Vice Mayor and the Office of the Sangguniang Bayan and funded under legislative appropriations.

SECTION 7. COMPENSATION

- Compensation of personnel covered under this Ordinance shall be determined and authorized by the Sangguniang Bayan through the approved Annual Budget or supplemental appropriations, in accordance with Section 81 of Republic Act No. 7160, the Salary Standardization Law, applicable DBM issuances and other relevant national laws and regulations.
- The Municipal Vice Mayor shall implement the compensation rates strictly within the amounts and items appropriated by the Sangguniang Bayan.
- Under no circumstance shall compensation exceed the authorized appropriations for the Office of the Vice Mayor and the Office of the Sangguniang Bayan.

SECTION 8. INITIAL TERM AND RENEWAL

- Casual and Contractual personnel shall be appointed for a period not exceeding one (1) year per appointment or contract, subject to renewal, subject to performance evaluation and renewal in accordance with Civil Service rules.
- Job Order and Contract of Service personnel shall be engaged for an initial contract period not exceeding six (6) months, renewable upon satisfactory performance evaluation, provided that such renewals shall not result in continuous engagement contrary to the limitations and safeguards under CSC-COA-DBM Joint Circular No. 1, s. 2025 and its amendments.
- Performance evaluation procedures shall be prescribed administratively by the Office of the Vice Mayor.

SECTION 9. MINIMUM QUALIFICATIONS

All personnel covered by this Ordinance must meet the following general minimum requirements:

HON. JULIUS G. JAMERO
SB Member

HON. JO VINCENT J. MORPOS
SB Member

HON. JULITO V. MANDAC
SB Member

HON. FRANCIS JOSEPH T. GUMBAN
SB Member

HON. RHUMER S. BARIAGA
SB Member

HON. DEAN KAISER C. TANGALIN
SB Member

ABSENT

HON. RITCHEL J. RABOY
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HON. RONALD B. PEPITO SR.
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HON. DOMINGO M. GINGCO
Ex-Officio Member, LnB

HON. KIRBY TRACY V. ESTILLORE
Ex-Officio Member, SK

JESSIE B. PALON
Secretary to the Sanggunian

HON. EDUARDO S. JAMERO
Municipal Vice Mayor

HON. GERRY T. PAGLINAWAN
Municipal Mayor

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SB Member

HON. JUNITO C. MANDAC
SB Member

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HON. RHUEN S. BARIOGA
SB Member

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Municipal Mayor

- a. Appropriate educational attainment
- b. Relevant experience, when applicable
- c. Good moral character
- d. Not convicted by final judgment of a crime involving moral turpitude.
- e. Physical and mental fitness for the position

Where required by law, Civil Service eligibility shall be necessary. The Vice Mayor may prescribe higher or position-specific qualification standards consistent with Civil Service Commission qualification standards, where applicable.

SECTION 10. TERMINATION

- a. The Vice Mayor may terminate appointments or engagements for just cause, expiration of term, unsatisfactory performance, loss of trust and confidence in positions which, by their nature, are primarily confidential or highly fiduciary, or non-availability of funds, subject to civil service law, rules and relevant jurisprudence.
- b. Termination shall observe applicable due process requirements and contractual stipulations.

SECTION 11. NON-ACQUISITION OF PERMANENT STATUS

- a. Engagement under this Ordinance shall not confer permanent status nor create a vested right to continued employment beyond the approved term.
- b. Casual, Contractual, JO, or COS personnel shall not acquire regular or permanent status by reason of length of service.
- c. JO and COS engagements under this Ordinance shall not be considered as appointments in the career service and shall not create an employer-employee relationship, consistent with CSC-COA-DBM Joint Circular No. 1, s. 2025 and its amendments.

SECTION 12. SANGGUNIAN BAYAN COMMITTEE OVERSIGHT

- a. The Committee on Rules or such committee as may be designated by the Sangguniang Bayan shall exercise oversight through review and recommendation functions over engagements made under this Ordinance.
- b. The Vice Mayor shall submit a semi-annual report on personnel engaged, their compensation and term of engagement for review by the Committee.
- c. Such oversight shall not require prior approval or confirmation of individual appointments or contracts.

SECTION 13. TRANSITORY PROVISIONS

- a. Casual, Contractual, JO and COS personnel currently assigned to the Office of the Vice Mayor and the Office of the Sangguniang Bayan shall continue under their existing appointment or contract until expiration thereof, provided that existing engagements funded under executive appropriations shall not be affected.
- b. Upon renewal or expiration, authority to appoint or engage shall be exercised by the Vice Mayor pursuant to this Ordinance.
- c. Nothing herein shall result in automatic termination or diminution of compensation of existing personnel.

SECTION 14. INFORMATION AND EDUCATION

The Office of the Vice Mayor shall ensure proper dissemination of this Ordinance to all concerned offices, including the Human Resource Management Office, Municipal Budget Office and the Municipal Accounting Office, for proper implementation.

SECTION 15. REPEALING CLAUSE

All ordinances, resolutions, laws of local applications, orders and issuances, as well as pertinent rules and regulations thereof, which are inconsistent with any of the provisions in this Ordinance are hereby repealed or amended accordingly.

SECTION 16. SEPARABILITY CLAUSE

If any section or provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions shall continue to be in full force and effect.

SECTION 17. EFFECTIVITY CLAUSE

This ordinance shall take effect after fifteen (15) days following the completion of its posting requirements in three (3) conspicuous places within the municipality of Dumingag.

Enacted: March 16, 2026

CONCURRED:

SANGGUNIAN BAYAN MEMBERS:

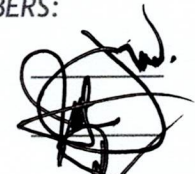
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Hon. Julito C. Mandac

Hon. Rhumer S. Barioga

Hon. Ritchel J. Raboy

Hon. Domingo M. Gingco


ABSENT


Hon. Jo Vincent J. Morpos

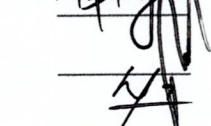
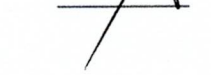
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Hon. Dean Kaiser C. Tangalin

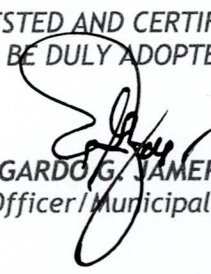
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Hon. Kirby Tracy V. Estillore

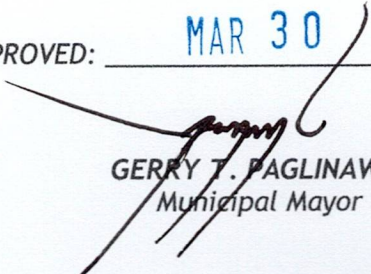


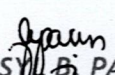
ATTESTED AND CERTIFIED
TO BE DULY ADOPTED


EDGARDO G. JAMERO
Presiding Officer/Municipal Vice Mayor

APPROVED: MAR 30, 2026


GERRY T. PAGLINAWAN
Municipal Mayor

I hereby certify that the foregoing Ordinance is true and correct.


JESSY B. PALON
Secretary to the Sanggunian