



Republic of the Philippines  
PROVINCE OF ZAMBOANGA SIBUGAY  
Municipality of Ipil



OFFICE OF THE SANGGUNANG BAYAN

Presiding Officer / Overall Chairman

☒ **HON. RAMSES TROY DY OLEGARIO**

Municipal Vice Mayor  
Contact No. 0917-586-9242  
Chairman: Steering Committee

**SANGGUNANG BAYAN MEMBERS:**

☐ **HON. SHARIF MAZIN ALIH HASIM**

Contact No. 0917-127-4289  
Chairman: Comm. on Education, Culture & Devt.  
Committee on Tourism & Public Information

☒ **HON. GLENN IAN YAMARO SABIJON**

Contact No. 0969-466-8798  
Chairman: Committee on Trade & Industry  
Committee on Public Utilities, Transportation  
Committee on Infrastructure, Public Works, Project  
Monitoring and Evaluation

☒ **HON. ELIAS SUPIANG DANGPALAN**

Contact No. 0997-450-1496

☒ **HON. CATHERINE MORALES TORRALBA**

Contact No. 0935-824-0366  
Chairman: Committee on Appropriation & Finance  
Committee on Rules & Ordinances  
Committee on Housing and Land Utilization  
Comm. on Market, Slaughterhouse & Eco. Enterprise

☒ **HON. SERAFIN LAMBAYAN RAMOS**

Contact No. 0955-105-0747  
Chairman: Committee on Ways and Means  
Committee on Agriculture, Agrarian Reform  
Committee on Senior Citizens and PWD  
Committee on Cooperative and Livelihood

☒ **HON. DIANNE LARROSA CATALUÑA**

Chairman: Committee on Good Government, Public  
Ethics & Accountability, Human Rights, Labor & Justice  
Committee on Health and Sanitation  
Committee on Environment

☒ **HON. WENIFREDO MALAWIT CHIONG**

Contact No. 0917-710-7249  
Chairman: Committee on Public Safety, Security,  
Order / LDRRM

☐ **HON. JUAN PABLO ANDAN NUEGA**

Contact No. 0906-925-9540  
Chairman: Committee on Science, Information,  
Communication & Technology

☒ **HON. ROY ANDY CAMACHO OLEGARIO**

Contact No. 0956-406-3389  
Chairman: Committee on Barangay Affairs  
Committee on Women, Children & Family, and  
Social Services  
Committee on Human Resource & Capability Building

☒ **HON. ALHAPID ESMAIL MOHAMMAD**

Chairman: Comm. on Culture, Tribal & Muslim Affairs

☒ **HON. TRIXIE MIL TORRALBA PALALON**

Chairman: Committee on Youth & Sports Development

Legend: ☒ PRESENT ☐ ON LEAVE  
☐ ON OB ☒ ABSENT

EXCERPTS FROM THE MINUTES TAKEN DURING  
THE 135<sup>TH</sup> REGULAR SESSION OF THE  
SANGGUNANG BAYAN OF IPIL, ZAMBOANGA  
SIBUGAY HELD AT ITS SESSION HALL ON  
FEBRUARY 19, 2025 AT 10:00 A.M.

ORDINANCE NO. 2-695-2025

*Sponsored by: HON. CATHERINE M. TORRALBA*

AN ORDINANCE CREATING THE POSITIONS OF  
TWO (2) ADMINISTRATIVE AIDE II, SALARY  
GRADE 2/1 IN THE OFFICE OF THE MUNICIPAL  
SOCIAL WELFARE & DEVELOPMENT (MSWD), THIS  
MUNICIPALITY, AND PROVIDING FUNDS  
THEREOF.

WHEREAS, Section 76, of Republic Act No. 7160,  
provides that every local government Unit shall design and  
implement its own organizational structure and staffing  
pattern taking into consideration its service requirement and  
financial capability, subject to minimum standard and  
guidelines prescribed by the Civil Service Commission;

WHEREAS, pursuant to Section 447 (a)(i)(viii) of RA 7160  
otherwise known as the Local Government Code of 1991,  
the Sangguniang Bayan shall determine the positions,  
salaries, wages, allowances and other emoluments and  
benefits of officials and employees paid wholly, or mainly  
from municipal funds and provide for expenditures  
necessary for the proper conduct of programs, services and  
activities of the Municipal Government;

WHEREAS, there was an endorsement from the Municipal  
Mayor requesting for the creation of the positions of two (2)  
ADMINISTRATIVE AIDE II, SALARY GRADE 2/1 in  
the Office of the Municipal Social Welfare & Development  
(MSWD), has been considered and evaluated by the  
Committee on Appropriation and finds it proper and in  
order;

Be it therefore ordained as it is hereby ordained by the  
Sangguniang Bayan of Ipil in session assembled:

SECTION 1. TITLE. An Ordinance creating the positions  
of two (2) Administrative Aide II, Salary Grade 2/1 in the  
Office of the Municipal Social Welfare & Development  
(MSWD), this Municipality, and providing funds thereof.



SECTION 2. QUALIFICATION. The person who shall be considered and appointed as ADMINISTRATIVE AIDE II, Salary Grade 2/1 must be required of the following qualification based on the Qualification Standards (QS) of the Civil Service Commission, to wit:

Education	- Must be able to read and write
Experience	- None Required
Training	- None Required
Eligibility	- None Required

SECTION 3. DUTIES, FUNCTIONS AND RESPONSIBILITIES.

80% - Administrative Aide

20% - Does other related functions and duties as maybe prescribed/assigned  
100% by the laws and ordinances or by the Supervisor

SECTION 4. SOURCE OF FUNDS. The appropriation for salaries and other benefits of the aforementioned position will be source out from the unfunded positions of this Municipality for Calendar Year 2025;

SECTION 5. SEPARABILITY CLAUSE. Any section or provisions of this ordinance which may be declared unlawful or unconstitutional shall not affect the other sections or provisions hereof.

SECTION 6. REPEALING CLAUSE. All ordinances, resolutions of local effect that are inconsistent with the ordinance are hereby modified, superseded or repealed accordingly.

SECTION 7. EFFECTIVITY. That this Ordinance shall take effect upon approval by the Municipal Mayor.

That this Ordinance was moved by Hon. Catherine M. Torralba and duly seconded by Hon. Trixie Mil T. Palalon.

CERTIFIED CORRECT:


  
ESTELITA S. EGUIA, BSC, LLB  
Sanggunian Secretary

#### ATTESTATION/CERTIFICATION

I HEREBY ATTEST and CERTIFY that I presided over the 135<sup>th</sup> Regular Session of the 12<sup>th</sup> Sangguniang Bayan of the Municipality of Ipil, Zamboanga Sibugay and that the foregoing legislative measure has been approved and adopted during the aforesaid session.

  
RAMSES TROY D. OLEGARIO  
Municipal Vice Mayor/Presiding Officer

APPROVED by Her Honor, the Municipal Mayor, on 3/06/2025 in the Municipality of Ipil, Zamboanga Sibugay, Philippines.

  
ANAMEL C. OLEGARIO  
Municipal Mayor