



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



EXCERPT FROM THE MINUTES OF THE 6TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN MEMBERS OF SAN PABLO, ZAMBOANGA DEL SUR, HELD AT THE MULTI-PURPOSE BUILDING, ON AUGUST 11, 2025.

Municipal Ordinance No. 05-12

"AN ORDINANCE CREATING THE POSITION OF SECURITY OFFICER II (SALARY GRADE 15) UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR, SAN PABLO, ZAMBOANGA DEL SUR, PRESCRIBING ITS DUTIES AND QUALIFICATIONS, AND PROVIDING FUNDS THEREFOR."

WHEREAS, the safety and security of public properties, personnel, and stakeholders are of paramount importance in ensuring efficient delivery of public services;

WHEREAS, there is a need to strengthen and professionalize the security services of the municipality of San Pablo by creating a permanent position with defined functions, duties and qualifications;

WHEREAS, the creation of the position of Security Officer II is deemed necessary to support the existing organizational structure and improve peace, order, and security within the premises of LGU San Pablo;

NOW, THEREFORE, on motion of Hon. Danilo A. Taucan, duly seconded severally, be it:

ORDAINED, by the Sangguniang Bayan of San Pablo, Zamboanga del Sur, in session assembled, that:

SECTION 1. Creation of Position

There is hereby created under the Office of the Municipal Vice Mayor, the position of Security Officer II of San Pablo, Zamboanga del Sur;

SECTION 2. Position Title: Security Officer II, Salary Grade 15

SECTION 3. Qualifications Standard

In accordance with existing Civil Service Commission (CSC) and Department of Budget and Management (DBM) guidelines, the qualifications of Security Officer II shall be as follows:

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional)/Second Level Eligibility or other appropriate eligibility.

SECTION 4. Duties & Functions. The Security Officer II shall perform the following duties and responsibilities:

- a. Supervise and coordinate the activities of security personnel under the office;
- b. Assist in the development and implementation of security protocols and standard operating procedures;
- c. Conduct periodic security inspections within premises;
- d. Investigate security-related incidents and submit appropriate reports;
- e. Recommend measures to improve safety and security of personnel, clients, and properties;
- f. Perform other related functions as may be assigned.

SECTION 5. Appropriation of Funds.

The necessary funds to cover the salary and other benefits of the Security Officer II shall be charged against the available funds of the Municipal Vice Mayor's Office or included in the next budget appropriation, subject to usual accounting and auditing rules and regulations.


SECTION 6. Effectivity

This Ordinance shall take effect immediately upon approval and compliance with posting and publication requirements pursuant to relevant laws and regulations.

ENACTED this 11TH day of August, 2025, during the 6TH Regular Session of the Honorable Sangguniang Bayan Members of San Pablo, Zamboanga del Sur.

"UNANIMOUSLY APPROVED."

Verified:



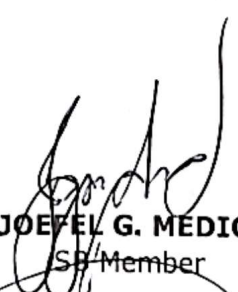
DENNIS P. CORDERO
Floor Leader



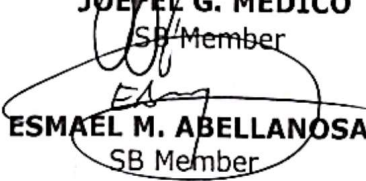
DANILO A. TAUCAN
SB Member



ANDRES M. VILLANUEVA, III
SB Member

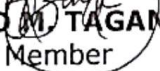


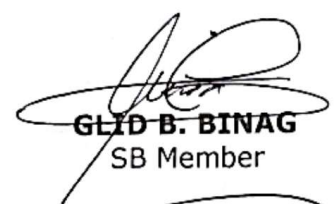
JOEFEL G. MEDICO
SB Member



ESMAEL M. ABELLANOSA
SB Member




RONALD M. TAGANOS
SB Member


GLID B. BINAG
SB Member


AMER A. YAP
SB Member



RAHMAN P. TAPODOC
SB Member


JUSTINE RHYSE G. YAP
SKF President/SB Member

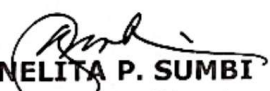
Attested:


ATTY. FLAVIO P. CORDERO, JR.
Vice Mayor/ Presiding Officer

Approved:


DIVINE NELEH A. TAUCAN-ANGHAD
Municipal Mayor

I HEREBY CERTIFY that the foregoing is accurate and a true excerpt of the Minutes of the Session specified above per available records of this office.


NELITA P. SUMBI
Sanggunian Secretary

