



Republic of the Philippines  
Province of La Union  
MUNICIPALITY OF BURGOS



**OFFICE OF THE SANGGUNIANG BAYAN SECRETARY**

---

**1<sup>ST</sup> INDORSEMENT**  
December 4, 2025

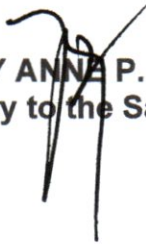
**RECEIVED**  
OFFICE OF THE SANGGUNIANG  
PANLALAWIGAN

BY: LMW  
DATE: 12-5-25 TIME: 9:53

Respectfully forwarded to the Honorable Sangguniang Panlalawigan Members of the Province of La Union, herein attached Municipal Ordinance No. **137-2025** of the Sangguniang Bayan of Burgos, La Union entitled: **“AN ORDINANCE ABOLISHING THE MUNICIPAL AGRICULTURAL OFFICER (MAO) POSITION UNDER THE MUNICIPAL AGRICULTURE OFFICE AND CREATING THE POSITIONS ADMINISTRATIVE AIDE VI POSITION UNDER THE OFFICE OF THE MUNICIPAL CIVIL REGISTRAR AND THE (AGRICULTURAL BIOSYSTEMS ENGINEER) ENGINEER II UNDER THE AGRICULTURAL AND BIOSYSTEMS ENGINEERING UNIT OF THE OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPAL GOVERNMENT OF BURGOS, LA UNION, DEFINING THE DUTIES AND FUNCTIONS AND PROVIDING FUNDS THEREOF”** for your reference and appropriate action.

Thank you very much.

**BY AUTHORITY OF THE SANGGUNIANG BAYAN:**

  
**CHERRY ANNE P. ANCHETA**  
Secretary to the Sanggunian



Republic of the Philippines  
 Province of La Union  
 MUNICIPALITY OF BURGOS



**OFFICE OF THE SANGGUNIANG BAYAN SECRETARY**

---

**CERTIFICATION**

**RECEIVED**  
 OFFICE OF THE SANGGUNIANG  
 PANLALAWIGAN

DATE: 12-5-25 TIME: 9:35

The Honorable  
 SANGGUNIANG PANLALAWIGAN MEMBERS  
 Province of La Union

This is to **CERTIFY** that a **Public Hearing** regarding Municipal Ordinance No. **137-2025** of the Sangguniang Bayan of Burgos, La Union entitled : **“AN ORDINANCE ABOLISHING THE MUNICIPAL AGRICULTURAL OFFICER (MAO) POSITION UNDER THE MUNICIPAL AGRICULTURE OFFICE AND CREATING THE POSITIONS ADMINISTRATIVE AIDE VI POSITION UNDER THE OFFICE OF THE MUNICIPAL CIVIL REGISTRAR AND THE (AGRICULTURAL BIOSYSTEMS ENGINEER) ENGINEER II UNDER THE AGRICULTURAL AND BIOSYSTEMS ENGINEERING UNIT OF THE OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPAL GOVERNMENT OF BURGOS, LA UNION, DEFINING THE DUTIES AND FUNCTIONS AND PROVIDING FUNDS THEREOF”**

Issued this 4th day of December, 2025

**CHERRY ANNE P. ANCHETA**  
 Secretary to the Sanggunian



# OFFICE OF THE SANGGUNIANG BAYAN

**MINUTES OF THE 24<sup>th</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BURGOS, LA UNION HELD ON DECEMBER 4, 2025, 9:00 A.M. AT THE SB SESSION HALL, LEGISLATIVE BUILDING, BURGOS, LA UNION.**

Present:

- |                          |   |  |
|--------------------------|---|--|
| Hon. Annie A. Patinglag  | - | Municipal Vice Mayor/Presiding Officer |
| Hon. Mario C. Martinez   | - | Sangguniang Bayan Member               |
| Hon. Loreto L. Abansi    | - | Sangguniang Bayan Member               |
| Hon. Dante C. Cabinto    | - | Sangguniang Bayan Member               |
| Hon. Hector A. Hidalgo   | - | Sangguniang Bayan Member               |
| Hon. Daniel N. Nisperos  | - | Sangguniang Bayan Member               |
| Hon. Edgar L. Sallatic   | - | Sangguniang Bayan Member               |
| Hon. Domingo G. Abansi   | - | Sangguniang Bayan Member               |
| Hon. Marlon C. Gumba     | - | Sangguniang Bayan Member               |
| Hon. Dennis C. Comedis   | - | LNBP/Ex-officio SB Member              |
| Hon. Mary Joyce A. Salay | - | PPSKP/Ex-officio SB Member             |
| Hon. Willy P. Canuto     | - | IP Mandatory Representative            |

Absent:

NONE

## MUNICIPAL ORDINANCE NO. 137-2025

**AN ORDINANCE ABOLISHING THE MUNICIPAL AGRICULTURAL OFFICER (MAO) POSITION UNDER THE MUNICIPAL AGRICULTURE OFFICE AND CREATING THE POSITIONS ADMINISTRATIVE AIDE VI POSITION UNDER THE OFFICE OF THE MUNICIPAL CIVIL REGISTRAR AND THE (AGRICULTURAL BIOSYSTEMS ENGINEER) ENGINEER II UNDER THE AGRICULTURAL AND BIOSYSTEMS ENGINEERING UNIT OF THE OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPAL GOVERNMENT OF BURGOS, LA UNION, DEFINING THE DUTIES AND FUNCTIONS AND PROVIDING FUNDS THEREOF**

### Explanatory Note

Section 76 of Republic Act 7160 otherwise known as the Local Government Code of 1991 provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

Section 447 (1) approve ordinances and pass resolutions necessary for an efficient and effective municipal government, and in this connection shall determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly and mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the municipal government (par. viii)

There are also vital positions needed by the municipality in the delivery of basic services and support the manpower of the LGU such as the (Agricultural Biosystems

ANNIE A. PATINGLAG  
VICE MAYOR

MARIO C. MARTINEZ  
SBM

DANIEL N. NISPEROS  
SBM

EDGAR L. SALLATIC  
SBM

LORETO L. ABANSI  
SBM

DANTE C. CABINTO  
SBM

DOMINGO G. ABANSI  
SBM

MARLON C. GUMBA  
SBM

HECTOR A. HIDALGO  
SBM

DENNIS C. COMEDIS  
SBM

WILLY P. CANUTO  
IPMR

MARY JOYCE A. SALAY  
PPSKP

CHERRY ANNE P. ANCHETA  
SB SECRETARY



# OFFICE OF THE SANGGUNIANG BAYAN

...page 2 of Municipal Ordinance. No. 137-2025...

Engineer) Engineer II and the Administrative Aide VII and certain position which will not be utilized such as the Municipal Agricultural Officer;

**WHEREAS**, with the end view of enhancing the effective delivery of service, it is deemed necessary to eliminate inactive positions, in lieu of which, create plantilla positions which is more responsive to the manpower requirements of the LGU of Burgos, La Union;

**NOW THEREFORE, BE IT ORDAINED**, by the Sangguniang Bayan in session duly assembled the following:

**SECTION 1: TITLE:** This Ordinance shall be known as **“AN ORDINANCE ABOLISHING THE MUNICIPAL AGRICULTURAL OFFICER (MAO) POSITION UNDER THE MUNICIPAL AGRICULTURE OFFICE AND CREATING THE POSITIONS ADMINISTRATIVE AIDE VI POSITION UNDER THE OFFICE OF THE MUNICIPAL CIVIL REGISTRAR AND THE (AGRICULTURAL BIOSYSTEMS ENGINEER) ENGINEER II UNDER THE AGRICULTURAL AND BIOSYSTEMS ENGINEERING UNIT OF THE OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPAL GOVERNMENT OF BURGOS, LA UNION, DEFINING THE DUTIES AND FUNCTIONS AND PROVIDING FUNDS THEREOF”**

**SECTION 2: POSITION TO BE ABOLISHED:** For the purpose of this Ordinance, the position of Municipal Agricultural Officer under the Municipal Agriculture Office of the LGU of Burgos, La Union is hereby abolished.

**SECTION 3. CREATION:** The Administrative Aide VI position under the Municipal Civil Registrar Office and the (Agricultural Biosystems Engineer) Engineer II under the Biosystems Engineering Unit of the Office of the Municipal Mayor is hereby created.

**SECTION 4: QUALIFICATIONS, DUTIES AND FUNCTIONS AND SALARY GRADE:** The following are the qualifications, duties and functions and salary grade of the positions created under this Ordinance:

<b>A. OFFICE:</b>	<b>OFFICE OF THE MUNICIPAL CIVIL REGISTRAR</b>
Position:	<b>ADMINISTRATIVE AIDE VI</b>
Salary Grade:	SG 6
Level:	1
Education:	Completion of 2 years of studies in College (Prior to 2018) or Completion of Grade 12 or Senior High School (Starting 2016)
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service Sub-professional/ First Level Eligibility

## DUTIES, FUNCTIONS AND RESPONSIBILITIES OF THE POSITION:

- The Administrative Aide VI shall assist in the efficient delivery of civil registry services by performing clerical, frontline and records-management duties. These include receiving, filing and encoding civil registry documents, assisting clients and responding to basic inquiries, preparing communication and reports, supporting the processing of birth, marriage, death and other legal registry

ANNIE A. PATINGLAG  
VICE MAYOR

MARIO C. MARTINEZ  
SBM

LORETO L. ABANSI  
SBM

DANTE C. CABINTO  
SBM

HECTOR B. HADALGO  
SBM

DANIEL N. MISPEROS  
SBM

EDGAR L. SALLATIC  
SBM

DOMINGO G. ABANSI  
SBM

MARLON C. GUMBA  
SBM

DENNIS A. COMEDIS  
SBM

WILLY F. CANUTO  
IPMR

MARY JOYCE A. SALAY  
PPSKP

CHERRY ANNE P. ANCHETA  
SB SECRETARY



# OFFICE OF THE SANGGUNIANG BAYAN

...page 3 of Municipal Ordinance. No. 137-2025...

instruments, organizing office records and supplies, and providing logistical and clerical support during mobile registration activities.

- The position also coordinates document routing to concerned offices and performs other related tasks that may be assigned to ensure smooth operations of the Municipal Civil Registrar Office.

**B. OFFICE:** OFFICE OF THE MUNICIPAL MAYOR  
(Agriculture and Biosystems Engineering Unit)

**Position:** Engineer II (Agriculture and Biosystems Engineer)

**Salary Grade:** SG 16

**Level:** 2

**Education:** Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering

**Experience:** 1 year of relevant experience in Agricultural Engineering or Agricultural and Biosystems Engineering

**Training:** 4 hours of relevant training

**Eligibility:** RA No. 10915 (ABE)

## DUTIES, FUNCTIONS AND RESPONSIBILITIES:

- Provide agricultural and biosystems engineering services which include engineering survey, preparation and evaluation of plans, designs, technical specifications, feasibility studies and cost estimates/program of work of irrigation, soil and water conservation and management, small water impounding, small farm water reservoir, farm machinery, slaughterhouse, auction markets, poultry dressing plants, post-harvest facilities, farm-to-market roads and other agricultural, fisheries and biosystems infrastructure projects of the LGU.
- Administer, supervise, and coordinate the construction, operation, maintenance, improvement and management of irrigation, soil, and water conservation and management; small water impounding, small farm reservoir, farm machinery, slaughterhouse, auction markets, poultry dressing plants, post-harvest facilities, farm-to-market roads and other agricultural, fisheries and biosystems infrastructure projects of the LGU.
- Undertake the registration of agricultural and fishery machinery and facilities, enforcement of the PAES/PABES and other agricultural, fishery and biosystems engineering regulatory activities in coordination and collaboration with the RFO-RAED, concerned national government agencies and other offices of the LGUs.
- Coordinate with the concerned national government agencies with regard to the implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm-to-market roads and agricultural, fisheries, and biosystems infrastructure.
- Be in the frontline of the delivery of basic agricultural and biosystems engineering services.
- Provide training and extension activities to farmers and fisherfolks particularly in the installation, operation and maintenance of their irrigation, post-harvest facilities, agricultural, fishery and biosystems machinery projects in coordination with the agriculture and fisheries extension workers. In line with this, the ABE

ANNIE A. PATINGLAG  
VICE MAYOR

DANIEL N. NISPEROS  
SBM

MARIO C. MARTINEZ  
SBM

EDGAR L. SALLATIC  
SBM

LORETO L. ABANSI  
SBM

DOMINGO G. ABANSI  
SBM

DANTE C. CABINTO  
SBM

MARLON C. GUMBA  
SBM

HECTOR M. DALGO  
SBM

DENNIS COMEDIS  
SBM

WILLY P. SANUTO  
IPMR

MARY JOYCE A. SALAY  
PPSKP

CHERRY ANNE P. ANCHETA  
SB SECRETARY



# OFFICE OF THE SANGGUNIANG BAYAN

...page 4 of Municipal Ordinance. No. 137-2025...

shall coordinate and collaborate with State and Local Colleges and Universities, TESDA and other concerned government agencies for the competency assessment and certification of agricultural and biosystems engineering technicians and operators including the establishment and operation of accredited technical-vocational education training (TVET) and assessment centers, learning sites/farm schools, farm tourism sites for agricultural and biosystems engineering at the municipal level.

- Undertake and coordinate the pilot testing and commercialization of matured agricultural, fisheries, and biosystems engineering technologies.
- Provide assistance in the organization and operation of the Agricultural and Fishery Mechanization Committee (AFMeC) of the Municipal AFCs and serve as Vice Chairperson and Secretariat of the said Committee, as well as in providing technical assistance and support to the local implementation of agricultural and fisheries mechanization and infrastructure projects.
- Responsible in the planning, design and management of the communal irrigation system devolved or to be devolved to the LGUs pursuant to Section 33 of RA 8435 (AFMA).
- Formulate Municipal Agricultural and Fisheries Mechanization Plans for approval by the Sanggunian pursuant to Section 33 of RA No. 10601.
- Formulate Municipal Agricultural and Biosystems Engineering Master Plan/Program for approval by the Sanggunian pursuant to Joint DA-DILG MC No. 11, series of 2004, in relation to RA No. 10915.

**SECTION 5: FUNDS/APPROPRIATION:** The salary of the created positions is provided under the Salary Matrix of fourth-class municipalities. Salaries and other benefits shall be charged wholly to the local fund of the Municipality of Burgos, La Union and shall be appropriated annually.

**SECTION 6: SELECTION AND APPOINTMENT:** The selection and appointment of the various positions under the concerned offices of the Municipal Government shall be in accordance with Civil Service Rules and Regulations.


**SECTION 7: SEPARABILITY:** If for any reasons, any part or provision of this Ordinance shall be declared unconstitutional or invalid, other parts or provision thereof not affected shall continue to be in full force and effect.

**UNANIMOUSLY APPROVED.**

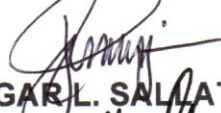
  
MARIO C. MARTINEZ

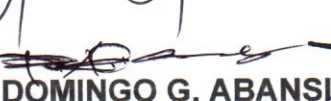
  
LORETO L. ABANSI

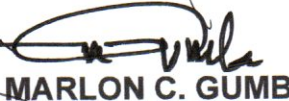
  
DANTE G. CABINTO


  
HECTOR A. HIDALGO

  
DANIEL N. NISPEROS


  
EDGAR L. SALIATIC

  
DOMINGO G. ABANSI

  
MARLON C. GUMBA

  
DENNIS C. COMEDIS

  
MARY JOYCE A. SALAY

  
WILLY P. CANUTO



# OFFICE OF THE SANGGUNIANG BAYAN

...page 5 of Municipal Ordinance. No. 137-2025...

\*\*\*\*\*

I **HEREBY CERTIFY** that the above Resolution was adopted on Regular Session of the Sangguniang Bayan of Burgos, La Union assembled on **DECEMBER 4, 2025**.

  
**CHERRY ANNE P. ANCHETA**  
Secretary to the Sanggunian

**ATTESTED AND CERTIFIED TO BE DULY ADOPTED:**

  
**ANNIE A. PATINGLAG**  
Municipal Vice Mayor

**APPROVED:**

  
**DELFIN C. COMEDIS, JR.**  
Municipal Mayor

12-4-2025 