

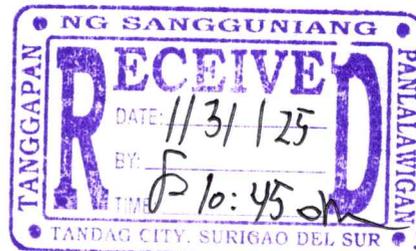


Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
MUNICIPALITY OF CARRASCAL

Office of the Sangguniang Bayan

January 30, 2025

MR. EDGAR G. PEREZ II, LLB
Provincial Secretary
Sangguniang Panlalawigan
Tandag City, Surigao Del Sur



Sir,

Greetings.

We are forwarding herewith Municipal Ordinance No. 01, Series of 2025 of this Municipality, "An Ordinance Creating the Position of Administrative Aide III (Driver I) Salary Grade 3 under the Office of the Municipal Environment and Natural Resources (MENRO) of this Municipality and Appropriating Corresponding Funds Therefor."

Trusting you will find it in order, I am.

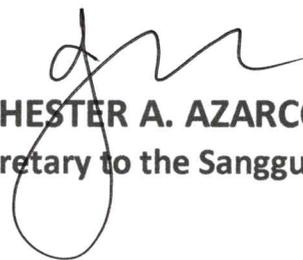
Very truly yours,

CHESTER A. AZARCON
Secretary to the Sanggunian

POSTED

**SB BULLETIN BOARD
MAYOR'S OFFICE BULLETIN BOARD
CARRASCAL PUBLIC MARKET**

January 30, 2025


CHESTER A. AZARCON
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
MUNICIPALITY OF CARRASCAL

Office of the Sangguniang Bayan

Refer To: Committee on Good Government,
Public Office and Accountability
Noted

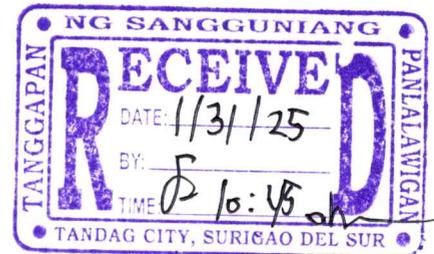
EXCERPT FROM THE MINUTES OF THE 2ND REGULAR SESSION OF THE SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON JANUARY 13, 2025 AT THE LEGISLATIVE SESSION HALL.

PRESENT:

HON. JESSIE JAMES T. VALLE

Municipal Vice Mayor
Presiding Officer

Regular Members



Hon. Romen R. Intano
Hon. Richard L. Hotchkiss
Hon. Leovino M. Constantino

Hon. Chito O. Eliot
Hon. Oliver Han D. Villarosa
Hon. Servando R. Cuajao

Ex-Officio Members

Hon. Kidd Ellajah P. Pebojot - SK Federation President

ON LEAVE: Hon. John Angelo T. Arreza, CE - SB Member
Hon. Carmelita V. Correos - LNMB
Hon. Datu Dennis H. Dagno - IPMR

ORDINANCE NO. 01, SERIES OF 2025

“AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE III (DRIVER I) SALARY GRADE 3 UNDER THE OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES (MENRO) OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREFOR.”

INTRODUCED BY:

HONONORABLE LEOVINO M. CONSTANTINO

“**WHEARES**, there is a request of the Municipal Mayor Hon. Vicente H. Pimentel III for the creation of the position of one (1) Administrative Aide III (Driver I) Salary Grade 3 under the Office of the Municipal Environmental and Natural Resources (MENRO), this municipality;

ORD. NO. 01, SERIES OF 2025 - AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE III (DRIVER I) SALARY GRADE 3 UNDER THE OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES (MENRO) OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREFOR.

Tanggapan ng Sangguniang Pantlalawigan
Date: _____
Time: _____
Received by: _____
JSSP-SDS-2024-4429
Telephone No.: (086) - 211 - 5832
E-Mail: spsurigaosur@yahoo.com
SURIGAO DEL SUR

“WHEREAS, the creation of the said position could facilitate fast and efficient performance of duties and responsibilities in the Office of the Municipal Environment and Natural Resources (MENRO) thereby providing quality service and promoting the welfare of our constituent; and

“WHEREAS, to carry out the aforesaid intention, it is necessary to create the position of Administrative Aide III (Driver I) Salary Grade 3 in the said institution.

“ NOW THEREFORE ”

Be it enacted, as it is hereby enacted by the Sangguniang Bayan of the Municipality of Carrascal, Surigao del Sur, in session assembled:

SECTION 1. TITLE. This Ordinance shall be known as “An Ordinance Creating the Position of Administrative Aide III (Driver I) Salary Grade 3 under the Office of the Municipal Environment and Natural Resources (MENRO) of this Municipality.”

SECTION 2. DECLARATION OF POLICY. It is hereby declared to be the policy of the Municipality of Carrascal, Surigao del Sur to ensure that the welfare of the People of Carrascal, Surigao del Sur shall always be upheld.

SECTION 3. OBJECTIVE. The Ordinance aims to carry out and fast track the delivery of basic services to the welfare of our constituents.

SECTION 4. QUALIFICATIONS.

Education : Elementary School Graduate

Training : None required

Experience : None Required

Eligibility : Professional Driver’s License (MC 10, s. 2013 – Cat. IV)

SECTION 5. FUNCTIONS. The Appointee shall provide all administrative aide supports and perform other duties as may be assigned.

1. Drives service vehicles of the LGU on Official Business as per instruction of the Municipal Mayor and other LGU officials & the concerned office;
2. Keeps the service vehicle in good running condition; and
3. Performs other related functions as per instruction by the Local Chief Executive.

SECTION 6. APPROPRIATIONS. The Local Government Unit of Carrascal, Surigao del Sur, shall appropriate funds for this ordinance.

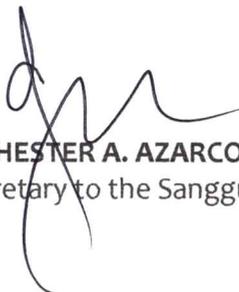
SECTION 7. SEPARABILITY CLAUSE. If any part or provision of this ordinance is declared unconstitutional or invalid, the same shall not affect the validity and effectivity of the other parts of provisions hereof.

SECTION 8. EFFECTIVITY. This ordinance shall take effect after ten (10) days from the date a copy hereof is posted in the bulletin board at the entrance of the Municipal Hall and in at least two (2) conspicuous places in the local government unit concerned.

ORD. NO. 01, SERIES OF 2025 - AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE III (DRIVER I) SALARY GRADE 3 UNDER THE OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES (MENRO) OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREFOR.

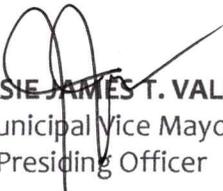
Done in the Municipality of Carrascal, Surigao del Sur.

Enacted this 13th day of January 2025.



CHESTER A. AZARCON
Secretary to the Sanggunian

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



JESSIE JAMES T. VALLE
Municipal Vice Mayor
Presiding Officer

APPROVED:



VICENTE H. PIMENTEL, III
Municipal Mayor
JAN. 30, 2025

ORD. NO. 01, SERIES OF 2025 - AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE III (DRIVER I) SALARY GRADE 3 UNDER THE OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES (MENRO) OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREFOR.