



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

**Office of the Sangguniang Bayan**

**March 27, 2025**

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



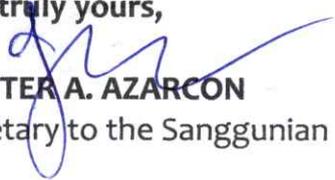
**Sir,**

**Greetings.**

We are forwarding herewith Municipal Ordinance No. 10, Series of 2025 of this Municipality, "An Ordinance creating the position of Administrative Officer I (Records Officer I) Salary Grade 10 under the Municipal Social Welfare Development Office of this Municipality and appropriating corresponding thereof."

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**

**March 27, 2025**

  
**CHESTER A. AZARCON**  
Secretary to the Sanggunian



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

*Refer To: Committee on Good Government,  
 Public Ethics and Accountability*

*noted*

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 9<sup>TH</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON MARCH 10, 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. John Angelo T. Arreza, CE  
 Hon. Leovino M. Constantino

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

**Ex-Officio Members**

Hon. Carmelita V. Correos	-	LNMB
Hon. Datu Dennis H. Dagno	-	IPMR
Hon. Kidd Elijah P. Pebojot	-	SK Federation President

ABSENT: None

**ORDINANCE NO. 10, SERIES OF 2025**

“AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) SALARY GRADE 10 UNDER THE MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREFOR.”

INTRODUCED BY:  
 HONORABLE 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 Officer I (Records Officer I) Salary Grade 10 under the Municipal Social Welfare and Development Office of this municipality;

“**WHEREAS**, the creation of the said position could facilitate fast and efficient performance of duties and responsibilities in the Municipal Social Welfare and Development Office thereby providing quality service and promoting the welfare of our constituents; and

ORD. NO. 10, SERIES OF 2025 - AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) SALARY GRADE 10 UNDER THE MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREFOR.

Tanggapang Panglalawigan

Date: \_\_\_\_\_ Time: \_\_\_\_\_

OSSP-SDS-2025-4576

Telephone No.: (086) - 211 - 5832

E-Mail: [tspurgaosur@yahoo.com](mailto:tspurgaosur@yahoo.com)

SURIGAO DEL SUR

Received by: \_\_\_\_\_

**“WHEREAS,** to carry out the aforesaid intention, it is necessary to create the position of Administrative Officer I (Records Officer I) Salary Grade 10 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 Officer I (Records Officer I) Salary Grade 10 under the Municipal Social Welfare and Development Office 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 : Bachelor’s Degree  
Training : None required  
Experience : None required  
Eligibility : Career Service (Professional) Second Eligibility

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

1. Performs administrative and technical functions relative to records management.
2. Performs management of files on official records and documents in conformity with the established file classifications.
3. Retrieves, sorts, classifies records and conduct records disposal.
4. Maintain sectoral satabase on PWD’s, elelderly. Solo Parent, Women, Children and Youth.
5. Encodes and maintain client’s information in online/offline database.
6. Assist Social Worker in the conduct of meetings, any office activities, prepares and submit feedback on the meetings attended.

**SECTION6. 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.

Done in the Municipality of Carrascal, Surigao del Sur.

Enacted this 10<sup>th</sup> day of March 2025.

  
**CHESTER A. AZARCON**  
Secretary to the Sanggunian

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

  
**JESSIE JAMES T. VAALLE**  
Municipal Vice Mayor  
Presiding Officer

**APPROVED:**

  
**VICENTE H. PIMENTEL, III**  
Municipal Mayor  
March 26, 2025

