



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. 11, Series of 2025 of this Municipality, "An Ordinance creating the position of Social Welfare Aide Salary Grade 4 under the Municipal Social Welfare Development Office of this Municipality and appropriating corresponding thereof."

Trusting you will find it in order, I am.

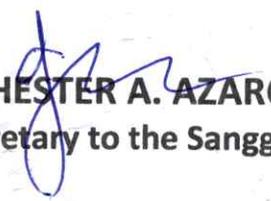
**Very truly yours,**

**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



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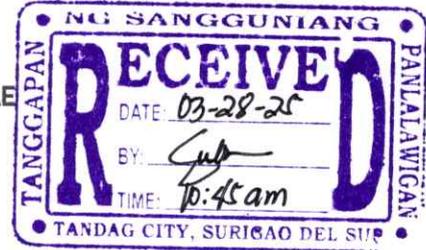
Office of the Sangguniang Bayan

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

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. 11, SERIES OF 2025

“AN ORDINANCE CREATING THE POSITION OF SOCIAL WELFARE AIDE SALARY GRADE 4 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) Social Welfare Aide Salary Grade 4 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. 11, SERIES OF 2025 - AN ORDINANCE CREATING THE POSITION OF SOCIAL WELFARE AIDE SALARY GRADE 4 UNDER THE MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREFOR.



**“WHEREAS,** to carry out the aforesaid intention, it is necessary to create the position of Social Welfare Aide Salary Grade 4 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 Social Welfare Aide Salary Grade 4 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 : High School Graduate  
Training : None required  
Experience : None required  
Eligibility : None Required (MC No. 10, s. 2013 as amended - Cat. III)

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

1. Conduct intake interview and accomplishes forms that will determine client’s eligibility for service or assistance.
2. Review/check supporting documents of clients needing assistance.
3. Performs administrative support and clerical functions.
4. Prepares and facilitates payments and vouchers to service providers for the assistance provided to clients.
5. Facilitate endorsement and referral to client to toher center and institutions or partner agencies.
6. Conduct home visits and gather collateral contacts and interview.
7. Encodes and maintain client’s information in online/offline database.
8. Assist Social Worker in the conduct of meetings, prepares and submit feedback on the meetings attended.
9. Does other related task that may be assigned by the supervisor.

**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.

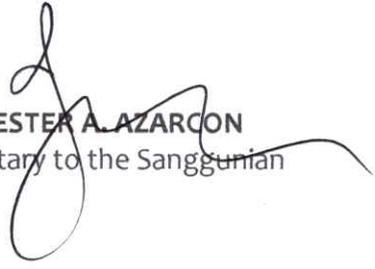
ORD. NO. 11, SERIES OF 2025 - AN ORDINANCE CREATING THE POSITION OF SOCIAL WELFARE AIDE SALARY GRADE 4 UNDER THE MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREFOR.



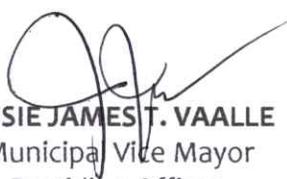
**SECTION 8. EFFECTIVITY.** This ordinance shall take effect after ten (10) days from the date a copy hereof is posted in the bulletin board at the entrance of the Municipal Hall and in at least two (2) conspicuous places in the local government unit concerned.

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