



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

Office of the Sangguniang Bayan

April 22, 2025

MR. EDGAR G. PEREZ II, J.D.

Provincial Secretary
Sangguniang Panlalawigan
Tandag City, Surigao Del Sur



Sir,

Greetings.

We are forwarding herewith Municipal Ordinance No. 19-A, Series of 2025 of this Municipality, "An Ordinance creating the position of Administrative Assistant III (Mechanic III), Salary Grade 9 under the office of the Municipal Engineer of this Municipality and appropriating corresponding funds 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

April 22, 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 Service and Accountability
w/afed

EXCERPT FROM THE MINUTES OF THE 12th REGULAR SESSION OF THE SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON MARCH 31, 2025 AT THE LEGISLATIVE SESSION HALL.

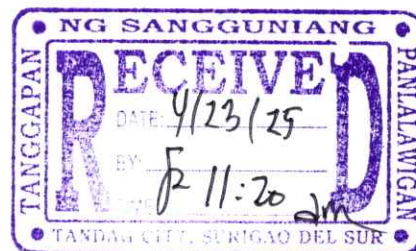
PRESENT:

HON. JESSIE JAMES T. VALLE
Municipal Vice Mayor
Presiding Officer

Regular Members

Hon. Romen R. Intano
Hon. Oliver Han D. Villarosa
Hon. Servando R. Cuajao
Hon. Arnel C. Sunico

Hon. Richard L. Hotchkiss
Hon. John Angelo T. Arreza, CE
Hon. Leovino M. Constantino



Ex-Officio Members

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

ABSENT: Hon. Chito O. Eliot - SB Member

ORDINANCE NO. 19-A, SERIES OF 2025

"AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT III (MECHANIC III), SALARY GRADE 9 UNDER THE OFFICE OF THE MUNICIPAL ENGINEER 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 Assistant III (Mechanic III) Grade 9 under the Office of the Municipal Engineer of this municipality;

ORD. NO. 19-A, SERIES OF 2025 - AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT III (MECHANIC III), SALARY GRADE 9 UNDER THE OFFICE OF THE MUNICIPAL ENGINEER OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREFOR.

legislativebuilding@gmail.com

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Tanggapan ng Sangguniang Panlalawigan



OOSP-SDS-2025-4618

Telephone No.: (086) - 211 - 5832
E-Mail: tpsurgaozur@yahoo.com

Date: _____

Time: _____

Received by: _____

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

“WHEREAS, to carry out the aforesaid intention, it is necessary to create the position of Administrative Assistant III (Mechanic III) Grade 9 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 Assistant III (Mechanic III), Salary Grade 9 under the Office of the Municipal Engineer 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 or Completion of relevant vocational/trade course
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : Mechanic (Automotive Services) less than 250 volts (MC No. 10, s. 2013, as amended Cat. II)

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

1. Performs minor and major repair of municipality-owned light, medium and heavy-duty vehicles and equipment.
2. Provides miscellaneous mechanic works, including but not limited to body work, diagnosing, disassembling and assembling components and engines.
3. Performs preventive maintenance servicing of municipal heavy equipment/vehicles.
4. Organizes general maintenance activities based on approved schedules and work orders.
5. Prepares list of spare parts/materials needed for the repair of equipment/vehicles.
6. Implements proper methods of storing equipment, materials, and supplies.
7. Does other related functions as may be directed by the direct supervisor.

ORD. NO. 19-A, SERIES OF 2025 - AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT III (MECHANIC III), SALARY GRADE 9 UNDER THE OFFICE OF THE MUNICIPAL ENGINEER OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREFOR.

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.

Done in the Municipality of Carrascal, Surigao del Sur.

Enacted this 31st day of March, 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
04/23/2025