



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



Office of the Sangguniang Bayan

October 16, 2025

MR. EDGAR G. PEREZ II, LLB

Provincial Secretary

Sangguniang Panlalawigan

Tandag City, Surigao del Sur

Sir:

Greetings of peace and goodwill!



We are forwarding herewith **Municipal Ordinance No. 39, Series of 2025** entitled “An Ordinance Creating the Position of One (1) Administrative Officer IV (Administrative Officer II) with Salary Grade 15 under the office of the Municipal General Services of this Municipality.” Which was duly approved and signed by the Local Executive **on October 15, 2025**.

Its contents are self-explanatory, and the foregoing is duly transmitted for your review, evaluation, and appropriate action.

We trust that this will merit your kind consideration.

Very truly yours,

CHESTER A. AZARCON

Secretary to the Sanggunian

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MAYOR'S OFFICE BULLETIN BOARD

CARRASCAL PUBLIC MARKET

October 16, 2025


CHESTER A. AZARCON
Secretary to the Sanggunian



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Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 13th REGULAR SESSION OF THE 12th SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON OCTOBER 13, 2025 AT THE LEGISLATIVE SESSION HALL.

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

PRESENT:

HON. VICENTE H. PIMENTEL III
 Municipal Vice Mayor
 Presiding Officer

Regular Members

Hon. Jessie James T. Valle
 Hon. Oliver Han D. Villarosa
 Hon. Arnel C. Sunico

Hon. Romen R. Intano
 Hon. Chito O. Eliot



Ex-Officio Members

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

ON LEAVE: Hon. John Angelo T. Arreza, CE - SB Member
 Hon. Keith Vincent P. Pimentel - SB Member
 Hon. Richard L. Hotchkiss - SB Member

ORDINANCE NO. 39, SERIES OF 2025

“AN ORDINANCE CREATING THE POSITION OF ONE (1) ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II) WITH SALARY GRADE 15 UNDER THE OFFICE OF THE MUNICIPAL GENERAL SERVICES OF THIS MUNICIPALITY.”

INTRODUCED BY:
 HONORABLE JESSIE JAMES T. VALLE

“WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, authorizes local government units to design and implement their own organizational structure and staffing pattern based on their service requirements and financial capability, subject to review by the Department of Budget and Management (DBM);

“WHEREAS, the Municipal General Services Office (MGSO) requires additional administrative support to effectively manage the municipality’s properties, supplies, and general services operations;

M.O. NO. 39, SERIES OF 2025 – AN ORDINANCE CREATING THE POSITION OF ONE (1) ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II) WITH SALARY GRADE 15 UNDER THE OFFICE OF THE MUNICIPAL GENERAL SERVICES OF THIS MUNICIPALITY.

Date: _____
 Time: _____
 Received by: _____
 Telephone No.: (086) - 211 - 5832
 E-Mail: tpsurigaosur@yahoo.com
 SURIGAO DEL SUR
 OSSP-SDS-25-05127
 Tanggapan ng Sangguniang Pantlalawigan

“WHEREAS, the creation of one (1) position of Administrative Officer IV (Administrative Officer II), Salary Grade 15, is necessary to strengthen the office’s operational efficiency and ensure improved delivery of public services.

“ 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 the *“Ordinance Creating the Position of Administrative Officer IV (Administrative Officer II) with Salary Grade 15 under the Municipal General Services of this Municipality.”*

SECTION 2. DECLARATION OF POLICY. The Municipality of Carrascal adopts the policy of promoting efficient, secure, and accountable public service delivery by ensuring that all municipal offices are adequately supported through the appointment of qualified and competent individuals to positions of trust and confidentiality, in accordance with applicable civil service laws, rules, and regulations.

SECTION 3. QUALIFICATIONS.

Education : Bachelor’s degree relevant to the job.
Training : Four (4) hours of relevant training.
Experience : One (1) year of relevant experience.
Eligibility : Career Service (Professional)/Second Level Eligibility.

SECTION 4. FUNCTIONS. The Appointee shall perform the following duties and responsibilities:

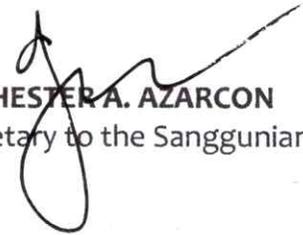
1. Takes custody of and be accountable for all properties, real or personal, owned by the LGU and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;
2. Prepares and maintains *Property Cards* for plant, property, and equipment found at the station;
3. Performs regular inventory of property, plant, and equipment owned by the LGU together with the Inventory Committee and reconciliation activities with accounting records;
4. Maintains records on semi-expendable properties in accordance with COA Circular No. 2022-004;
5. Receives delivery of procured supplies and materials, property, plant and equipment and issue supplies and materials to end-users in accordance with the approved requisition and issue slip;
6. Issues semi-expendable equipment, furniture, fixture and books to end-users in accordance with *Inventory Custodian Slip* and issue equipment and other property, plant, and equipment to end-users in accordance to property acknowledgment receipt;
7. Collates and disseminates information regarding prices, shipping and other costs of supplies and other items commonly used by the LGU; and
8. Performs such other related functions of the Office as directed by the immediate supervisor.

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SECTION 5. APPROPRIATIONS. The necessary funds for the compensation, benefits, and other operational needs of this position shall be included in the Annual Budget of the said office and sourced from any available or applicable funding, subject to existing budgeting, accounting, and auditing rules and regulations.

SECTION 6. 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 7. 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.


CHESTER A. AZARCON
Secretary to the Sanggunian

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


VICENTE H. PIMENTEL III
Municipal Vice Mayor, Presiding Officer

APPROVED:


JOSEPH L. URGEL
Municipal Mayor
10-15-2025