



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



Office of the Sangguniang Bayan

December 3, 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. 47, Series of 2025** entitled “An Ordinance Creating One (1) Plantilla Position of Administrative Aide II (Messenger), Salary Grade 2 Under the Local Economic Enterprise Office of the Municipality of Carrascal, Surigao del Sur” which was duly approved and signed by the Local Chief Executive on **December 3, 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

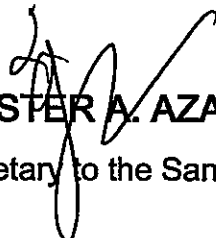
P O S T E D

SB BULLETIN BOARD

MAYOR'S OFFICE BULLETIN BOARD

CARRASCAL PUBLIC MARKET

December 03, 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

EXCERPT FROM THE MINUTES OF THE 16th REGULAR SESSION OF THE 12th SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON NOVEMBER 10, 2025 AT THE LEGISLATIVE SESSION HALL.

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

PRESENT:

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

noted

Regular Members

Hon. John Angelo T. Arreza, CE
 Hon. Richard L. Hotchkiss
 Hon. Chito O. Eliot

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

Ex-Officio Members

Hon. Datu Dennis H. Dagno - IPMR
 Hon. Kidd Elijah P. Pebojot - SK Federation President

ON LEAVE: Hon. Jessie James T. Valle - SB Member
 Hon. Keith Vincent P. Pimentel - SB Member
 Hon. Carmelita V. Correos - LNMB



ORDINANCE NO. 47, SERIES OF 2025

“AN ORDINANCE CREATING ONE (1) PLANTILLA POSITION OF ADMINISTRATIVE AIDE II (MESSENGER), SALARY GRADE 2 UNDER THE LOCAL ECONOMIC ENTERPRISE OFFICE OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR.”

INTRODUCED BY:
 HONORABLE ARNEL C. SUNICO

“WHEARES, Section 76 of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability;

“WHEREAS, the Local Economic Enterprise Office has expressed the need for the creation of an Administrative Aide II (Messenger), Salary Grade 2, to assist in the efficient delivery and transmission of documents, communications, and other official correspondences essential to the day-to-day operations of the office;

M.O. NO. 47, SERIES OF 2025 – AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT AIDE II (MESSENGER) SALARY GRADE 2 UNDER THE LOCAL ECONOMIC ENTERPRISE OFFICE OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREOF.

Date: _____
 Time: _____
 Received by: _____

Tanggapan ng Sangguniang Panlalawigan
 SURIGAO DEL SUR
 OSSP-SDS-25-06307
 Telephone No.: (086) - 211 - 5832
 E-Mail: tpsurigaosur@yahoo.com

“WHEREAS, the creation of said position is consistent with the municipality’s continuing efforts to enhance organizational efficiency, ensure timely coordination among departments, and support the effective implementation of fiscal management functions; and

“WHEREAS, to carry out the aforesaid intention, it is necessary to create the position of Administrative Aide II (Messenger) Salary Grade 2 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 One (1) Plantilla Position of Administrative Aide II (Messenger), Salary Grade 2 under the Local Economic Enterprise Office of the Municipality of Carrascal, Surigao del Sur.”*

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 Graduate
- Training :** None required
- Experience:** None Required
- Eligibility :** None Required

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


1. Distributes communications, circulars, memos, office orders and other correspondence assigned by the Municipal Mayor;
2. Maintain the cleanliness and orderliness of the office;
3. Performs related janitorial works and other related functions assigned by the immediate supervisor or 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.

DONE in the Municipality of Carrascal, Surigao del Sur this 10th day of November, 2025.


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

M.O. NO. 47, SERIES OF 2025 – AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT AIDE II (MESSENGER) SALARY GRADE 2 UNDER THE LOCAL ECONOMIC ENTERPRISE OFFICE OF THIS MUNICIPALITY AND APPROPRIATING CORRESPONDING FUNDS THEREOF.