



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. 50, Series of 2025** entitled “An Ordinance Creating One (1) Plantilla Position of Process Server, Salary Grade 5, Under the Office of the Municipal Planning and Development Council 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

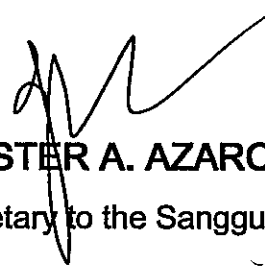
**POSTED**

**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 16<sup>th</sup> REGULAR SESSION OF THE 12<sup>th</sup> SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON NOVEMBER 10, 2025 AT THE LEGISLATIVE SESSION HALL.

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

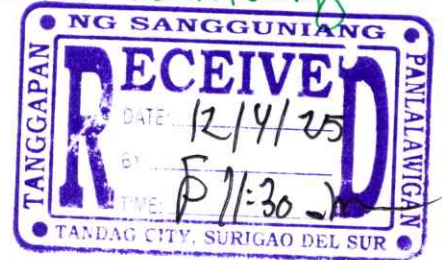
PRESENT:

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

Regular Members

Hon. 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



*noted*

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. 50, SERIES OF 2025

“AN ORDINANCE CREATING ONE (1) PLANTILLA POSITION OF PROCESS SERVER, SALARY GRADE 5 UNDER THE OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COUNCIL 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 Office of the Municipal Planning and Development Council has identified the need to create a Plantilla Position of Process Server, Salary Grade 5, to assist in the expeditious and efficient transmittal of budget-related documents, notices, and official communications to various departments, agencies, and offices;

M.O. NO. 50, SERIES OF 2025 – AN ORDINANCE CREATING ONE (1) PLANTILLA POSITION OF PROCESS SERVER, SALARY GRADE 5 UNDER THE OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COUNCIL OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR.

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Received by: \_\_\_\_\_

Tanggapang ng Sangguniang Panlalawigan

OSSP-SDS-25-06310

Telephone No.: (086) - 211 - 5832  
 E-Mail: [tspsurigaosur@yahoo.com](mailto:tspsurigaosur@yahoo.com)

SURIGAO DEL SUR

**“WHEREAS,** the creation of this position aims to strengthen administrative support within the Office of the Municipal Planning and Development Council, ensure prompt coordination of inter-office transactions, and contribute to the effective and timely implementation of fiscal management activities; and

**“WHEREAS,** to carry out the aforesaid intention, it is necessary to create the position of Process Server, Salary Grade 5 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 Process Server with Salary Grade 5 under the Office of the Municipal Planning and Development Council 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

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

1. Processes and delivers documents;
2. Maintains delivery records;
3. Collaborates with the clients;
4. Adheres to other rules and regulations imposed by the offices; and
5. Performs other functions needed by the Office and assigned by the Head.

**SECTION 6. APPROPRIATIONS.** The Local Government Unit of Carrascal, Surigao del Sur, shall appropriate funds for this ordinance.

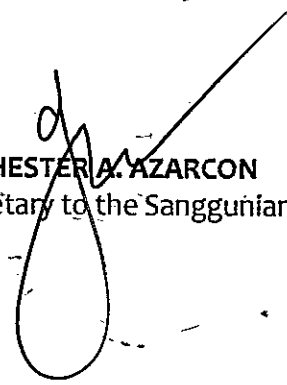
**SECTION 7. SEPARABILITY CLAUSE.** If any part or provision of this ordinance is declared unconstitutional or invalid, the same shall not affect the validity and effectivity of the other parts of provisions hereof.

M.O. NO. 50, SERIES OF 2025 – AN ORDINANCE CREATING ONE (1) PLANTILLA POSITION OF PROCESS SERVER, SALARY GRADE 5 UNDER THE OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COUNCIL OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR.

**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.

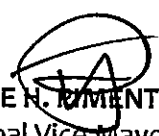
**DONE** in the Municipality of Carrascal, Surigao del Sur this 10<sup>th</sup> day of November, 2025.

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



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

**VICENTE N. RIMENTEL, III**  
Municipal Vice Mayor, Presiding Officer



**APPROVED:**

**JOSEPH L. URGEL**  
Municipal Mayor

