



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:



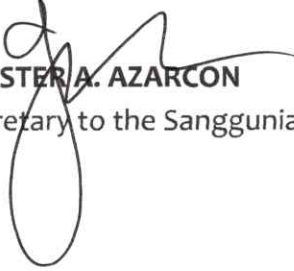
Greetings of peace and goodwill!

We are forwarding herewith **Municipal Ordinance No. 59, Series of 2025** entitled “An Ordinance Creating the Municipal Cooperative Development 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

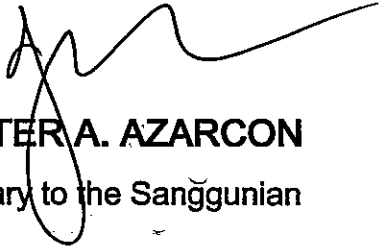
POSTED

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 18TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON NOVEMBER 24, 2025 AT THE LEGISLATIVE SESSION HALL. *Refer To: Committee on Good Government, Public Office and Accountability*

PRESENT:

HON. VICENTE H. PIMENTEL III

Municipal Vice Mayor
 Presiding Officer

noted

Regular Members

Hon. Jessie James T. Valle
 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. Carmelita V. Correos - LNMB
 Hon. Datu Dennis H. Dagno - IPMR

ON LEAVE: Hon. John Angelo T. Arreza, CE - SB Member
 Hon. Keith Vincent P. Pimentel - SB Member
 Hon. Kidd Elijah P. Pebojot - SK Federation President



ORDINANCE NO. 59, SERIES OF 2025

“AN ORDINANCE CREATING THE MUNICIPAL COOPERATIVE DEVELOPMENT OFFICE OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR.”

INTRODUCED BY:
 HONORABLE JESSIE JAMES T. VALLE

“WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of the Philippines authorizes local government units to establish their organizational structure, create necessary positions, and determine the duties and compensation of municipal personnel;

“WHEREAS, the same Code identifies among the basic services and facilities of municipalities the promotion of people’s organizations, cooperatives, and community-based programs that enhance economic self-sufficiency and participatory governance;

“WHEREAS, the same Code empowers municipalities to adopt measures that support livelihood, local enterprises, and other economic activities that advance social welfare and development;

M.O. NO. 59, SERIES OF 2025 – AN ORDINANCE CREATING THE MUNICIPAL COOPERATIVE DEVELOPMENT OFFICE OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR.

Date: _____
 Time: _____
 Received by: _____

Tanggapan ng Sangguniang Panlalawigan

OSSP-SDS-25-05319

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

SURIGAO DEL SUR

“WHEREAS, Republic Act No. 9520, or the *Philippine Cooperative Code of 2008*, recognizes cooperatives as instruments of equity, social justice, and economic development, and encourages the active role of local government units in fostering an environment where cooperatives can thrive;

“WHEREAS, the increasing number of cooperatives operating within the Municipality of Carrascal highlights the need for a dedicated office to harmonize cooperative development programs, ensure compliance with cooperative laws, strengthen institutional capacity, and provide sustained technical and administrative support to both existing and emerging cooperatives;

“WHEREAS, establishing a Municipal Cooperative Development Office will enhance the LGU’s capability to formulate, implement, and monitor cooperative development plans, extend training and advisory services, and coordinate with the Cooperative Development Authority (CDA) and other relevant agencies;

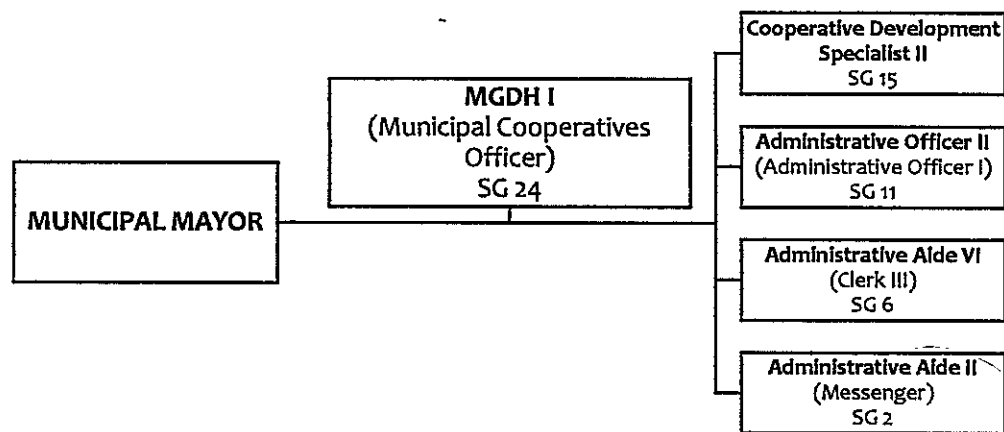
“WHEREAS, the creation of such an office is essential for promoting inclusive local economic growth and ensuring that cooperative-driven development is aligned with the municipality’s broader socio-economic agenda.

“ 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. CREATION OF OFFICE. There is hereby created the Municipal Cooperative Development Office (MCDO) in the Municipality of Carrascal, Surigao del Sur.

SECTION 2. OFFICE STRUCTURE. The following shall be the composition of the Municipal Information Office:



SECTION 3. DUTIES AND RESPONSIBILITIES. The following-Plantilla Positions shall have its corresponding duties and responsibilities, to wit:

I. MUNICIPAL GOVERNMENT DEPARTMENT HEAD I
(Municipal Information Officer)
SG 24

1. Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the mayor, in providing information and

2. Provide technical and other forms of assistance to existing cooperatives to enhance their viability as an economic enterprise and social organizations;
3. Develop plans and strategies and upon approval thereof by the Mayor, implement the same particularly those which have to do with integration of cooperative principles and methods in programs and projects which the Mayor is empowered to implement and which the Sanggunian is empowered to provide for;
4. Assist cooperatives in establishing linkages with government agencies and non-government organization involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities.

III. ADMINISTRATIVE OFFICER II

Administrative Officer I

SG 11

1. Maintains an organized filing and records management system for cooperative profiles, correspondence, financial transactions, and activity documentation;
2. Assists in the safekeeping and retrieval of office files and records, ensuring confidentiality and organization;
3. Assists in the formulation and updating of internal administrative policies and procedures to improve efficiency and accountability; and
4. Performs other related functions.

IV. ADMINISTRATIVE AIDE VI

Clerk III

SG 6

1. Provide Administrative Support to ensure efficient operation of office;
2. Encoding, scanning/photocopying and binding;
3. Answer phone calls, schedule of meeting & assist clients;
4. Maintains inventory of office supplies and ensures availability when needed;
5. Oversees office equipment maintenance and utilization; and
6. Performs other related functions.

V. ADMINISTRATIVE AIDE II

Messenger

SG 2

1. Delivers and retrieves official communications, reports, and documents within the municipal government, to the Cooperative Development Authority (CDA), and other concerned agencies or cooperatives;
2. Ensures prompt and secure transmission of confidential and time-sensitive materials such as project proposals, reports, and financial documents; and
3. Performs other related functions.

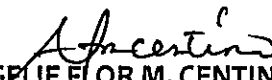
SECTION 4. APPROPRIATIONS. The budget necessary for the implementation of this Ordinance shall be charged to available municipal funds, subject to existing budgetary, accounting, and auditing rules and regulations.

SECTION 5. 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 6. 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 this 24th day of November, 2025 at Carrascal, Surigao del Sur.

CERTIFIED TRUE AND CORRECT:


ANGELIE FLOR M. CENTINO, J.D.
Local Legislative Staff Officer III

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


VICENTE H. PIMENTEL III
Municipal Vice Mayor, Presiding Officer

APPROVED:


JOSEPH L. URGEL
Municipal Mayor