



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

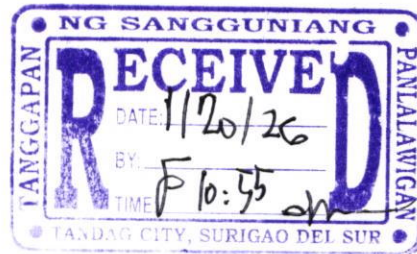


Office of the Sangguniang Bayan

January 19, 2026

MR. EDGAR G. PEREZ II, LLB
Provincial Secretary
Sangguniang Panlalawigan
Tandag City, Surigao del Sur

Sir:



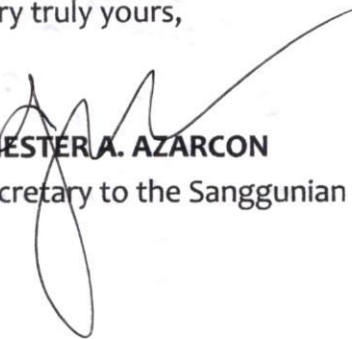
Greetings of peace and goodwill!

We are forwarding herewith **Municipal Ordinance No. 40-B, Series of 2025** entitled “An Ordinance Creating the Position of Internal Auditing Assistant, Salary Grade 8, Under the Internal Audit Service Office of the Municipality of Carrascal, Province of Surigao del Sur, and providing funds therefor.” Which was duly approved and signed by the Local Executive on **January 19, 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

January 19, 2026


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 14th REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON OCTOBER 20, 2025 AT THE LEGISLATIVE SESSION HALL.

PRESENT:

HON. JESSIE JAMES T. VALLE
 SB Member
 Presiding Officer Pro Tempore



Regular Members

- | | |
|--------------------------------|---------------------------|
| Hon. John Angelo T. Arreza | Hon. Romen R. Intano |
| Hon. Keith Vincent P. Pimentel | Hon. Richard L. Hotchkiss |
| Hon. Oliver Han D. Villarosa | Hon. Chito O. Eliot |

Ex-Officio Members

- | | | |
|-----------------------------|---|-------------------------|
| Hon. Carmelita V. Correos | - | LNMB |
| Hon. Kidd Elijah P. Pebojot | - | SK Federation President |

- ON LEAVE:**
- | | | |
|------------------------------|---|----------------------|
| Hon. Vicente H. Pimentel III | - | Municipal Vice Mayor |
| Hon. Arnel C. Sunico | - | SB Member |
| Hon. Datu Dennis H. Dagno | - | IPMR |

ORDINANCE NO. 40-B, SERIES OF 2025

“AN ORDINANCE CREATING THE POSITION OF INTERNAL AUDITING ASSISTANT, SALARY GRADE 8, UNDER THE INTERNAL AUDIT SERVICE OFFICE OF THE MUNICIPALITY OF CARRASCAL, PROVINCE OF SURIGAO DEL SUR, AND PROVIDING FUNDS THEREFOR.”

INTRODUCED BY:
 HONORABLE JOHN ANGELO T. ARREZA, CE

“WHEREAS, accountability, transparency, and efficiency in local governance require a functional and adequately staffed Internal Audit Service;

“WHEREAS, the increasing scope of internal audit functions necessitates additional personnel support; and

“WHEREAS, the Local Chief Executive has endorsed the creation of an Internal Auditing Assistant position to strengthen internal control mechanisms of the LGU.

M.O. NO. 40-B, SERIES OF 2025 – AN ORDINANCE CREATING THE POSITION OF INTERNAL AUDITING ASSISTANT, SALARY GRADE 8, UNDER THE INTERNAL AUDIT SERVICE OFFICE OF THE MUNICIPALITY OF CARRASCAL, PROVINCE OF SURIGAO DEL SUR, AND PROVIDING FUNDS THEREFOR.

PROVINCE OF SURIGAO DEL SUR
 Office of the Secretary to the Sangguniang Pantawigan
 Tel. No.: 086-2115832
 Email: ossp@surigaodelsur.gov.ph
OSSP-26-05457



“ NOW THEREFORE ”

“BE IT ENACTED BY THE SANGGUNIANG BAYAN, in a Regular Session duly assembled that:

SECTION 1. CREATION OF POSITION. There is hereby created a permanent position of Internal Auditing Assistant, with Salary Grade 8, under the Internal Audit Service Office 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. OBJECTIVE. The Ordinance aims to: (1) Create the position of Internal Auditing Assistant under the Internal Audit Service Office; (2) Define the scope of functions and responsibilities of the position; (3) Ensure compliance with Civil Service Commission standards for coterminous and confidential appointments; and (4) Allocate necessary appropriations to support the performance of the position.

SECTION 4. QUALIFICATIONS. The position is assigned the following Qualification Standards in accordance with the Civil Service Rules and Regulations and as verified by the Municipal Human Resource Management Officer:

Education : Completion of two years in college.

Training : 4 hours of relevant training.

Experience : 1 year of relevant experience.

Eligibility : Career Service (Subprofessional) First Level Eligibility.

SECTION 5. FUNCTIONS. The Appointee shall perform the following duties and responsibilities:

1. Maintain internal audit records and documentation;
2. Provide support to the LGU’s anti-fraud programs;
3. Assist internal auditors in the conduct of internal audits;
4. Ensure confidentiality of information handled; and
5. Perform other related tasks as may be assigned by the immediate Supervisor or the Local Chief Executive.

SECTION 6. APPROPRIATIONS. The necessary funds for the compensation, benefits, and other operational needs of this position shall be included in the appropriated budget of the said office and sourced from any available or applicable funding, subject to existing budgeting, accounting, and auditing rules and regulations.

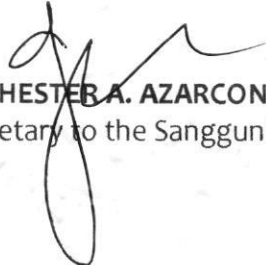
SECTION 7. SEPARABILITY CLAUSE. If any part or provision of this ordinance is declared unconstitutional or invalid, the same shall not affect the validity and effectivity of the other parts of provisions hereof.

M.O. NO. 40-B, SERIES OF 2025 – AN ORDINANCE CREATING THE POSITION OF INTERNAL AUDITING ASSISTANT, SALARY GRADE 8, UNDER THE INTERNAL AUDIT SERVICE OFFICE OF THE MUNICIPALITY OF CARRASCAL, PROVINCE OF SURIGAO DEL SUR, AND PROVIDING FUNDS THEREFOR.

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 this 20th day of October, 2025 at Carrascal, Surigao del Sur.


CERTIFIED TRUE AND CORRECT:


CHESTER A. AZARCON
Secretary to the Sanggunian

ATTESTED TO BE DULY ADOPTED:


JESSIE JAMES T. VALLE
SB Member, Presiding Officer Pro Tempore

APPROVED:


JOSEPH L. URGEL
Municipal Mayor