



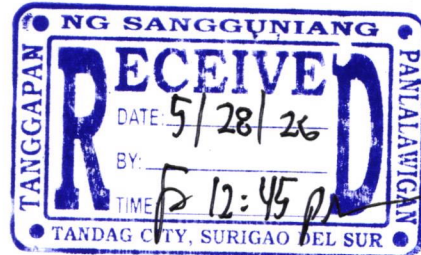
Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF CARRASCAL



OFFICE OF THE SANGGUNIANG BAYAN

May 26, 2026

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



Sir:

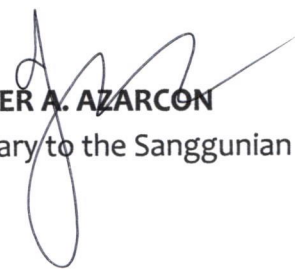
Greetings of peace and goodwill!

We are forwarding herewith **Ordinance No. 22, Series of 2026** entitled “An Ordinance Creating the Municipal Persons with Disability Affairs Office (MPDAO) in the Municipality of Carrascal, Surigao del Sur, Defining its Organizational Structure, Powers, Duties and Functions, and for other Purposes.”

Its contents are self-explanatory, and forgoing is duly transmitted for your review, evaluation, and appropriation action.

We trust that this will merit your kind consideration.

Very truly yours,


CHESTER A. AZARCON
Secretary to the Sanggunian

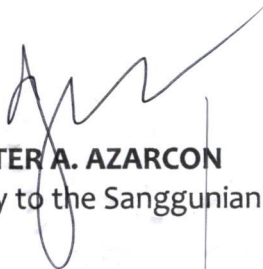


CERTIFICATION

THIS IS TO CERTIFY that Ordinance No. 22, series of 2026 entitled **“An Ordinance Creating the Municipal Persons with Disability Affairs Office (MPDAO) in the Municipality of Carrascal, Surigao del Sur, Defining its Organizational Structure, Powers, Duties and Functions, and for other Purposes”** has been posted in three (3) conspicuous places of the Local Government of Carrascal, Surigao del Sur, such as in the following: (1) **CARRASCAL BUS TERMINAL** (2) **PUBLIC MARKET**; and (3) **MAYOR’S OFFICE** (Please find the attached photos).

This is in compliance with the mandate under the Local Government Code of 1991 that Ordinances and Resolutions shall be posted in three (3) conspicuous places of the Local Government Unit of Carrascal, Surigao del Sur, a mandatory requirement prior to its approval.

Issued this 26th day of May, 2026 at Carrascal, Surigao del Sur, Philippines.


CHESTER A. AZARCON
Secretary to the Sanggunian



Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF CARRASCAL



OFFICE OF THE SANGGUNIANG BAYAN

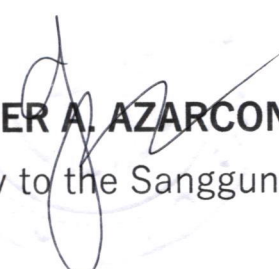
POSTED

CARRASCAL BUS TERMINAL

MAYOR'S OFFICE BULLETIN BOARD

CARRASCAL PUBLIC MARKET

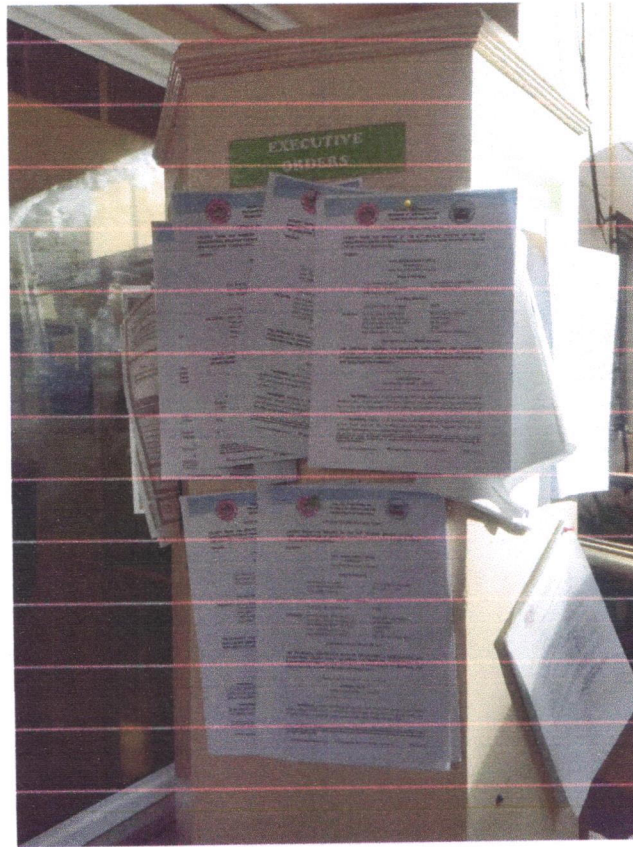
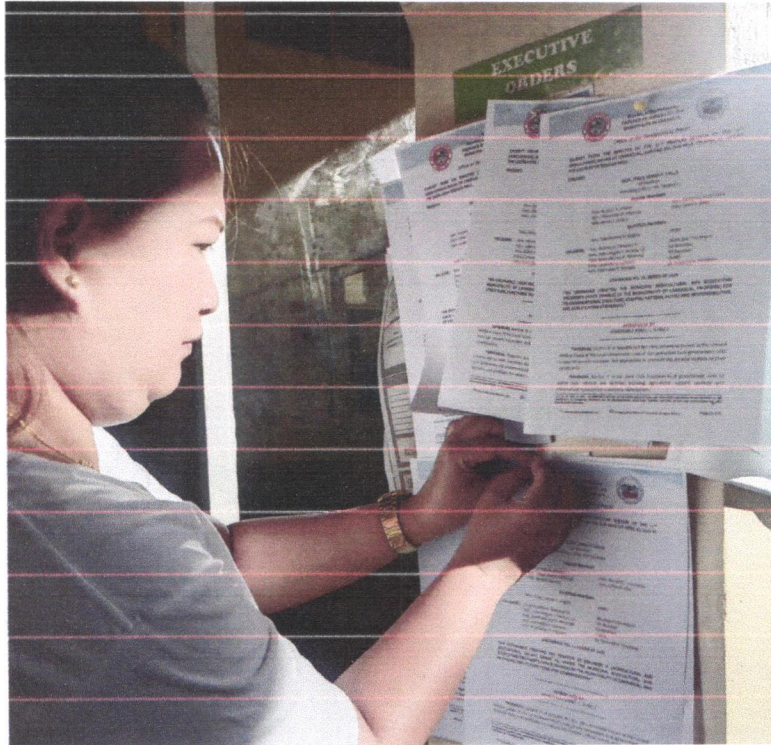
May 26, 2026


CHESTER A. AZARCON
Secretary to the Sanggunian



OFFICE OF THE SANGGUNIANG BAYAN

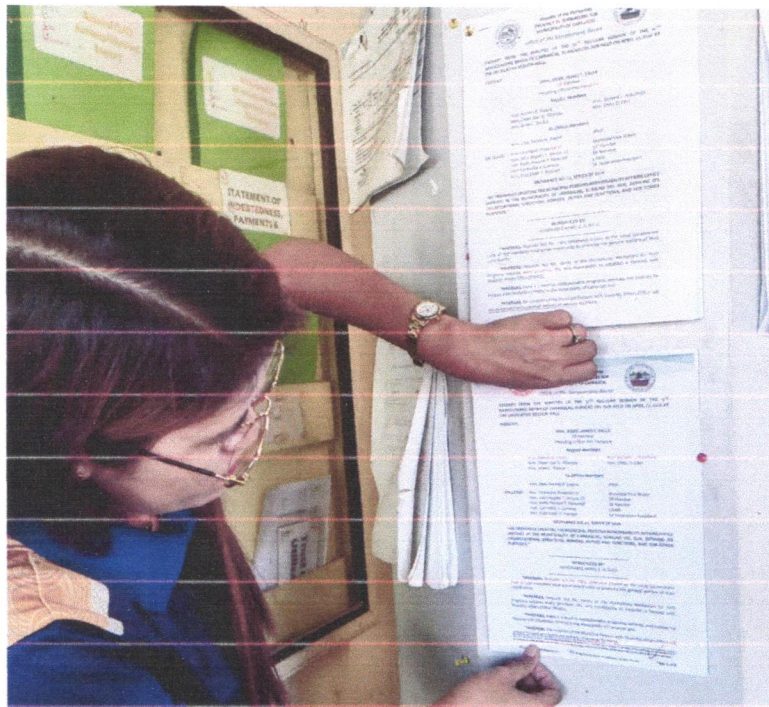
MAYOR'S OFFICE





OFFICE OF THE SANGGUNIANG BAYAN

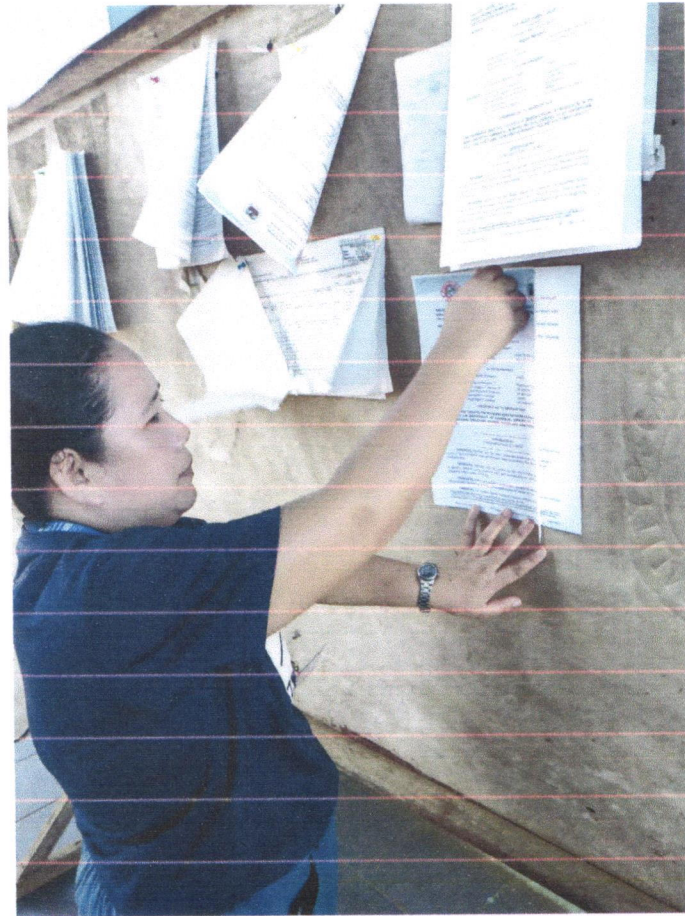
CARRASCAL PUBLIC MARKET





OFFICE OF THE SANGGUNIANG BAYAN

CARRASCAL TERMINAL





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

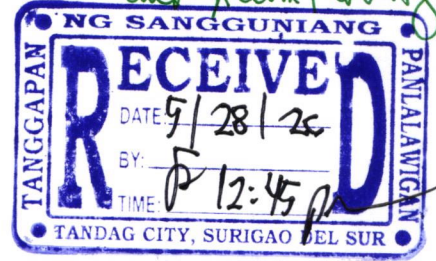


Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 37TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON APRIL 27, 2026 AT THE LEGISLATIVE SESSION HALL. *Refer To: Committee on Good Government, Public Office and Accountability*

PRESENT:

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



Regular Members

- | | |
|------------------------------|---------------------------|
| Hon. Romen R. Intano | Hon. Richard L. Hotchkiss |
| Hon. Oliver Han D. Villarosa | Hon. Chito O. Eliot |
| Hon. Arnel C. Sunico | |

Ex-Officio Members

Hon. Datu Dennis H. Dagno - IPMR

- ON LEAVE:**
- | | | |
|--------------------------------|---|-------------------------|
| Hon. Vicente H. Pimentel III | - | Municipal Vice Mayor |
| Hon. John Angelo T. Arreza, CE | - | SB Member |
| Hon. Keith Vincent P. Pimentel | - | SB Member |
| Hon. Carmelita V. Correos | - | LNMB |
| Hon. Kidd Elijah P. Pebojot | - | SK Federation President |

ORDINANCE NO. 22, SERIES OF 2026

“AN ORDINANCE CREATING THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO) IN THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, DEFINING ITS ORGANIZATIONAL STRUCTURE, POWERS, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES.”

INTRODUCED BY:
 HONORABLE ARNEL C. SUNICO

“WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991 mandates local government units to promote the general welfare of their constituents;

“WHEREAS, Republic Act No. 10070, or the *Institutional Mechanism for PWD Programs* requires every province, city, and municipality to establish a Persons with Disability Affairs Office (PDAO);

“WHEREAS, there is a need to institutionalize programs, services, and policies for Persons with Disabilities (PWDs) in the Municipality of Carrascal; and

“WHEREAS, the creation of the Municipal Persons with Disability Affairs Office will ensure focused and sustained delivery of services for PWDs.

M.O. NO. 22, SERIES OF 2026 – AN ORDINANCE CREATING THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO) IN THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, DEFINING ITS ORGANIZATIONAL STRUCTURE, POWERS, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES.

PROVINCE OF SURIGAO DEL SUR
 Office of the Secretary to the Sangguniang Pantlalawig an
 Tel. No.: 086-2115832
 Email: ossp@surigao.gov.ph
OSSP-26-05895



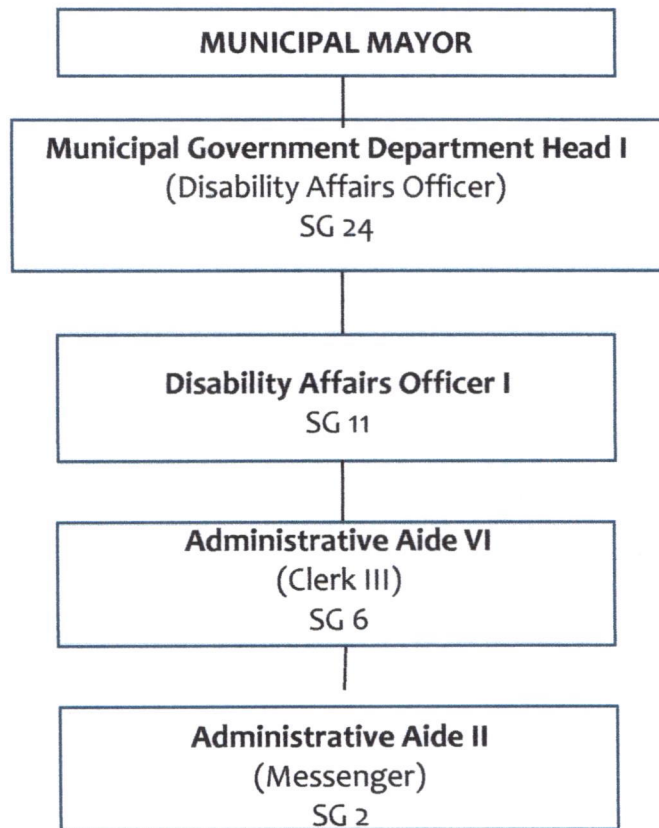
“ NOW THEREFORE ”

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 “Municipal Persons with Disability Affairs Office (MPDAO) Ordinance of 2026.”

SECTION 2. Creation of the MPDAO. There is hereby created the Municipal Persons with Disability Affairs Office (MPDAO) in the Municipality of Carrascal.

SECTION 3. Organizational Structure. The MPDAO shall adopt the following organizational structure:



SECTION 4. Powers And Functions. The MPDAO shall perform the following powers and functions:

1. Formulate and implement policies, plans, and programs for PWD welfare;
2. Ensure implementation of Batas Pambansa Blg. 344 and related laws;
3. Represent PWDs in local bodies;
4. Maintain database and records of PWDs;
5. Coordinate with national agencies, NGOs, and POs;
6. Promote awareness, inclusion, and access to services;
7. Perform other functions necessary to advance PWD welfare.

SECTION 5. Duties and Responsibilities of Personnel. All positions under the MPDAO shall perform the following duties and responsibilities:

M.O. NO. 22, SERIES OF 2026 – AN ORDINANCE CREATING THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO) IN THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, DEFINING ITS ORGANIZATIONAL STRUCTURE, POWERS, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES.

MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (DISABILITY AFFAIRS OFFICER), SG 24

1. Formulate and implement policies, plans and programs for the promotion of the welfare of PWDs in coordination with concerned national and local government agencies;
2. Coordinate the implementation of the provisions of this Act, Batas Pambansa Blg. 344, otherwise known as the Accessibility Law, and other relevant laws at the local level;
3. Represent PWDs in meetings of local development councils and other special bodies;
4. Recommend and enjoin the participation of nongovernment organizations (NGOs) and people's organizations (POs) in the implementation of all disability-related laws and policies;
5. Gather and compile relevant data on PWDs in their localities;
6. Disseminate information including, but not limited to, programs and activities for PWDs, statistics on PWDs, including children with disability, and training and employment opportunities for PWDs;
7. Submit reports to the office of the local chief executive on the implementation of programs and services for the promotion of the welfare of PWDs in their respective areas of jurisdiction;
8. Ensure that the policies, plans and programs for the promotion of the welfare of PWDs are funded by both the national and local government;
9. Monitor fundraising activities being conducted for the benefit of PWDs;
10. Seek donations in cash or in kind from local or foreign donors to implement an approved work plan for PWDs, in accordance with existing laws and regulations; and
11. Perform such other functions as may be necessary for the promotion and protection of the welfare of the PWDs.

DISABILITY AFFAIRS OFFICER I, SG 11

1. Assist in the dissemination of information regarding disability-related services, benefits and policies;
2. Responsible in the preparation of reports and other documentation required for program monitoring and evaluation;
3. In-charge in providing assistance to PWDs and their families in accessing programs, services, and benefits offered by the government;
4. Serve as a liaison between the PDAO and PWD organizations or community groups to foster collaboration;
5. Participate in training and development programs to improve knowledge and skills related to disability affairs;
6. Responsible in drafting program proposals by gathering necessary information, organizing content, and preparing initial drafts; and
7. Perform other functions as instructed by the immediate supervisor/Local Chief Executive.

ADMINISTRATIVE AIDE VI (CLERK III), SG 6

1. Prepares and encodes documents, including reports, communications, and presentation materials related to programs, projects, and activities for Persons with Disabilities (PWDs);

M.O. NO. 22, SERIES OF 2026 - AN ORDINANCE CREATING THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO) IN THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, DEFINING ITS ORGANIZATIONAL STRUCTURE, POWERS, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES.

2. Provides administrative and logistical support during trainings, meetings, consultations, and conferences concerning PWD programs and services;
3. Assists in the registration and updating of records of Persons with Disabilities, ensuring accuracy and confidentiality of data in the PWD database;
4. Ensures the proper use, safety, and maintenance of office equipment, and monitors the availability of office supplies necessary for MPDAO operations;
5. Maintains an organized and systematic filing system for PWD records, reports, and other relevant documents, ensuring accessibility while upholding data privacy and security; and
6. Perform other functions as instructed by the immediate supervisor/Local Chief Executive.

ADMINISTRATIVE AIDE II (MESSENGER), SG 2

1. Delivers communications, documents, and official correspondences to and from the Municipal Persons with Disability Affairs Office; and
2. Perform other functions as instructed by the immediate supervisor/Local Chief Executive.

SECTION 6. Funding. The initial funding shall be charged against available funds of the Municipality, subject to existing accounting and auditing rules. Thereafter, such sums shall be included in the annual budget.

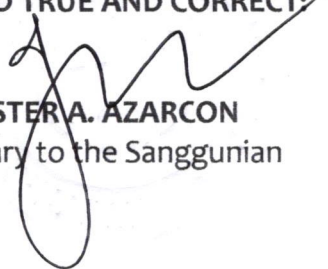
SECTION 7. Implementing Rules. The Municipal Mayor may issue implementing rules and regulations to carry out the provisions of this Ordinance.

SECTION 8. Separability Clause. If any provision of this Ordinance is declared invalid, other provisions not affected shall remain in force.

SECTION 9. Effectivity. This Ordinance shall take effect upon approval and publication in accordance with law.

DONE this 27th day of April 2026 at Carrascal, Surigao del Sur.

CERTIFIED TRUE AND CORRECT:


CHESTER A. AZARCON
 Secretary to the Sanggunian

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


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

APPROVED:


JOSEPH L. URGEL
 Municipal Mayor

M.O. NO. 22, SERIES OF 2026 – AN ORDINANCE CREATING THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO) IN THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, DEFINING ITS ORGANIZATIONAL STRUCTURE, POWERS, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES.