



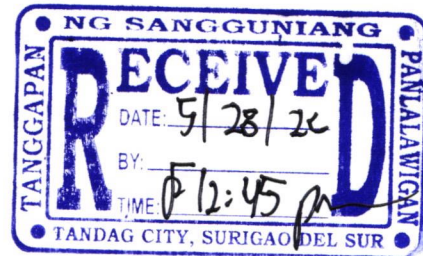
Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF CARRASCAL



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:

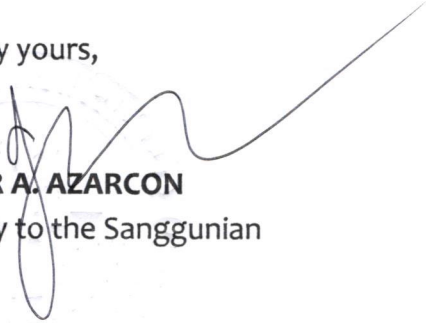
Greetings of peace and goodwill!

We are forwarding herewith **Ordinance No. 24, Series of 2026** entitled “An Ordinance Creating the Office of Senior Citizens Affairs (OSCA) in the Municipality of Carrascal, Surigao del Sur, Defining its Organizational Structure, Functions, Duties and Responsibilities, 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



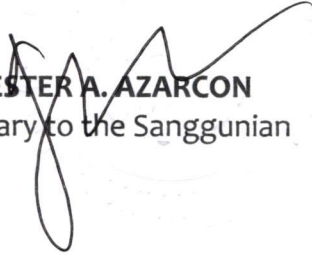
OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION

THIS IS TO CERTIFY that Ordinance No. 24, series of 2026, entitled **“An Ordinance Creating the Office of Senior Citizens Affairs (OSCA) in the Municipality of Carrascal, Surigao del Sur, Defining its Organizational Structure, Functions, Duties and Responsibilities, 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

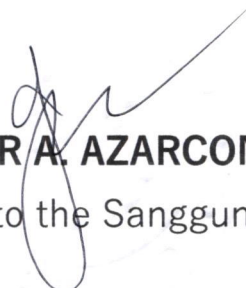
POSTED

CARRASCAL BUS TERMINAL

MAYOR'S OFFICE BULLETIN BOARD

CARRASCAL PUBLIC MARKET

May 26, 2026


CHESTER A. AZARCON
Secretary to the Sanggunian

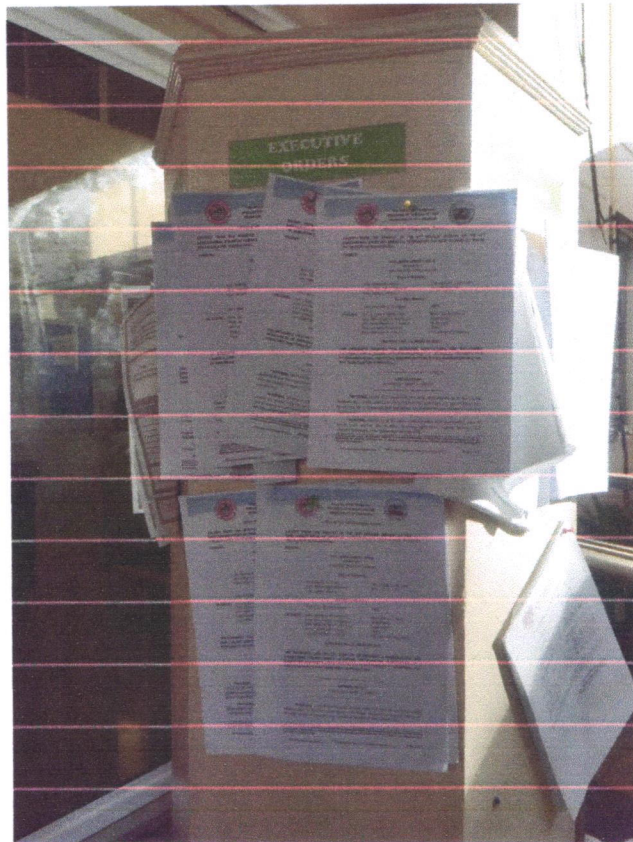
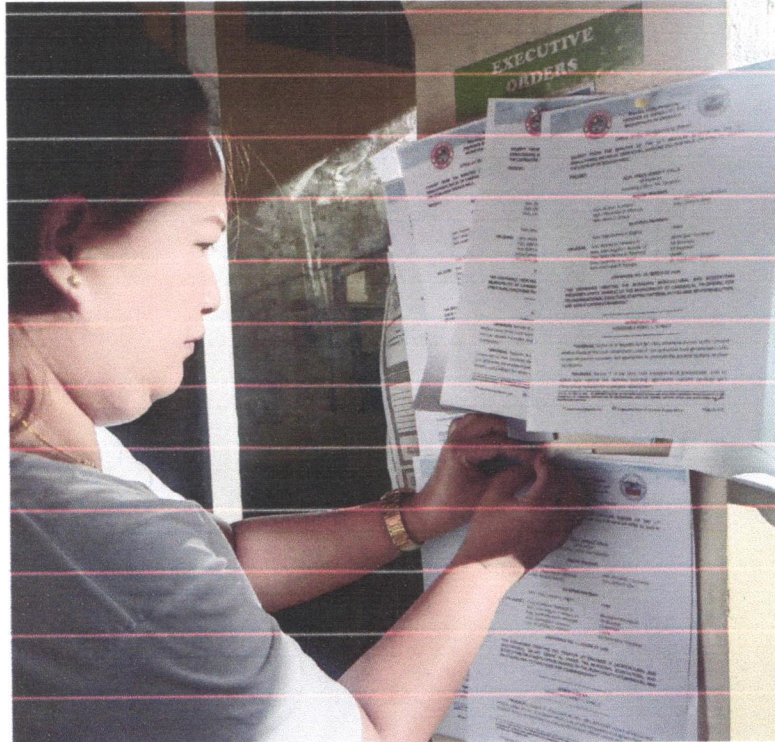


Republic of the Philippines
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MUNICIPALITY OF CARRASCAL



OFFICE OF THE SANGGUNIANG BAYAN

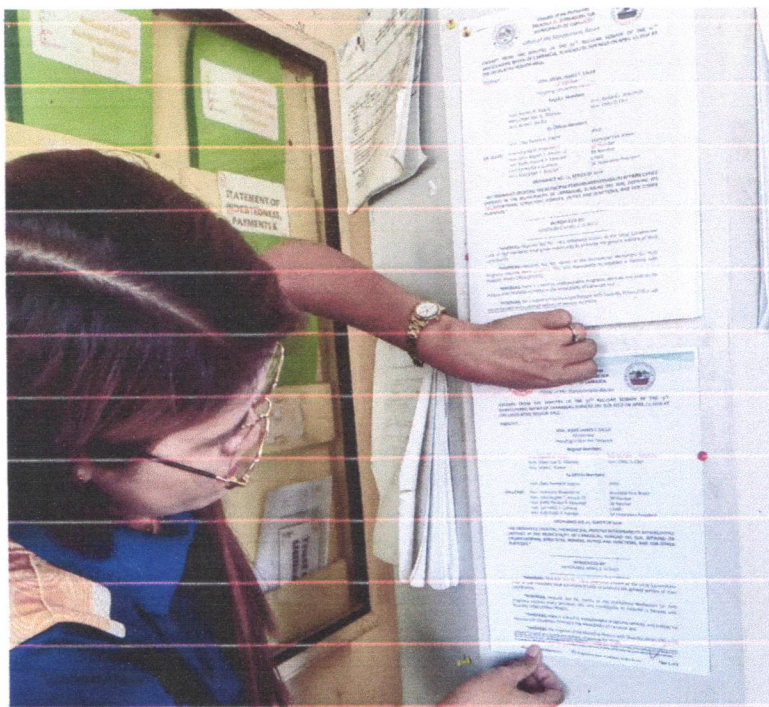
MAYOR'S OFFICE





OFFICE OF THE SANGGUNIANG BAYAN

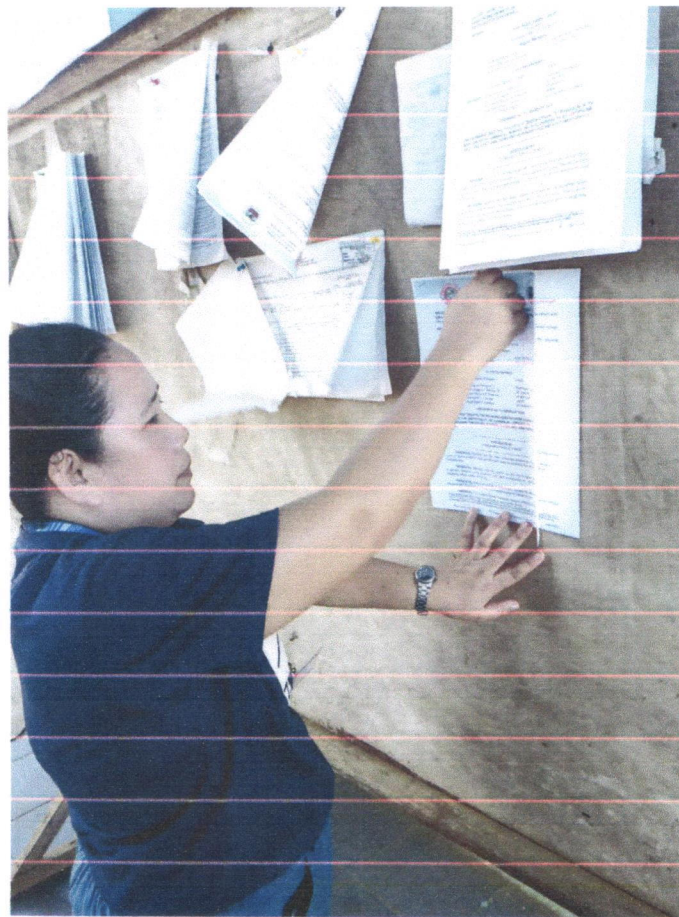
CARRASCAL PUBLIC MARKET





OFFICE OF THE SANGGUNIANG BAYAN

CARRASCAL TERMINAL





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



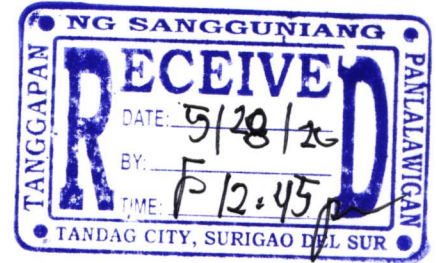
Office of the Sangguniang Bayan

Refer to: Committee on Good Government, Public Ethics and Accountability.

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.

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. 24, SERIES OF 2026

“AN ORDINANCE CREATING THE OFFICE OF SENIOR CITIZENS AFFAIRS (OSCA) IN THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, DEFINING ITS ORGANIZATIONAL STRUCTURE, FUNCTIONS, DUTIES AND RESPONSIBILITIES, AND FOR OTHER PURPOSES.”



INTRODUCED BY:
 HONORABLE ARNEL C. SUNICO

“WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the *General Welfare Clause* of the Local Government Code of 1991 authorizes local government units to exercise powers necessary and appropriate to promote the general welfare of their constituents;

“WHEREAS, Republic Act No. 9994, otherwise known as the *Expanded Senior Citizens Act of 2010* mandates the establishment of an Office of Senior Citizens Affairs (OSCA) in every city and municipality to ensure the effective implementation of programs, benefits, and privileges for senior citizens;

M.O. NO. 24, SERIES OF 2026 – AN ORDINANCE CREATING THE OFFICE OF THE SENIOR CITIZENS AFFAIRS (OSCA) IN THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, DEFINING ITS ORGANIZATIONAL STRUCTURE, FUNCTIONS, DUTIES AND RESPONSIBILITIES, AND FOR OTHER PURPOSES.

“WHEREAS, there is a need to institutionalize a dedicated office in the Municipality of Carrascal to oversee, coordinate, and monitor all programs, services, and activities for senior citizens, including compliance with the law granting discounts and other privileges; and

“WHEREAS, the creation of the Office of Senior Citizens Affairs, with defined organizational structure, staffing pattern, and functions, will strengthen the delivery of services and uphold the rights and welfare of senior citizens in the municipality.

“ 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:

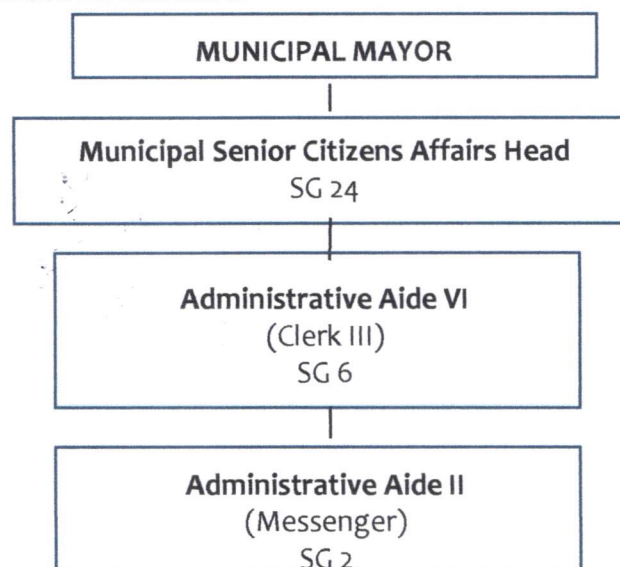
SECTION 1. Title. This Ordinance shall be known as the “Office of Senior Citizens Affairs (OSCA) Ordinance of 2026.”

SECTION 2. Creation of the Office. There is hereby created the Office of Senior Citizens Affairs (OSCA) in the Municipality of Carrascal.

SECTION 3. Mandate and Functions. The OSCA shall perform the following functions:

1. Serve as the central coordinating body for all senior citizen programs;
2. Ensure implementation of laws granting benefits and privileges to senior citizens;
3. Maintain updated records and database of senior citizens;
4. Act as liaison between senior citizens and government agencies;
5. Monitor compliance of establishments with senior citizen laws;
6. Provide assistance in filing complaints and accessing services; and
7. Perform such other functions as may be necessary.

SECTION 4. Organizational Structure and Staffing Pattern. The Office shall adopt the following organizational structure:



M.O. NO. 24, SERIES OF 2026 – AN ORDINANCE CREATING THE OFFICE OF THE SENIOR CITIZENS AFFAIRS (OSCA) IN THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, DEFINING ITS ORGANIZATIONAL STRUCTURE, FUNCTIONS, DUTIES AND RESPONSIBILITIES, AND FOR OTHER PURPOSES.

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

MUNICIPAL SENIOR CITIZENS AFFAIRS HEAD, SG 10

1. To plan, implement and monitor yearly work programs in pursuance of the objectives of Expanded Senior Citizens Act of 2010;
2. To draw up a list of available and required services which can be provided by the senior citizens;
3. To maintain and regularly update on a quarterly basis the list of senior citizens and to issue national individual identification cards, free of charge, which shall be valid anywhere in the country;
4. To serve as a general information and liaison center for senior citizens;
5. To monitor compliance of the provisions of Expanded Senior Citizens Act of 2010, particularly the grant of special discounts and privileges to senior citizens;
6. To report to the mayor, any individual, establishments, business entity, institutions or agency found violating any provision; and
7. To assist the senior citizens in filing complaints or charges against any individual, establishments, business entity, institution, or agency refusing to comply with the privileges under the Expanded Senior Citizens Act of 2010 before the Department of Justice (DOJ), the Provincial Prosecutor's Office, the regional or the municipal trial court, the municipal trial court in cities, or the municipal circuit trial court.

ADMINISTRATIVE AIDE VI (CLERK III), SG 6

1. Prepares and encodes documents, including reports, correspondence, and presentation materials related to senior citizens' programs, benefits, and services;
2. Provides administrative and logistical support during senior citizen assemblies, health and wellness activities, social pension distribution, and other OSCA-related programs and events;
3. Ensures the proper use, safety, and maintenance of office equipment, and monitors the availability of office supplies necessary for OSCA operations;
4. Maintains an organized filing system of senior citizens' records and other documents, ensuring accessibility while upholding confidentiality and data privacy; and
5. Does other related functions as directed by the immediate supervisor or department head.

ADMINISTRATIVE AIDE II (MESSENGER), SG 2

1. Delivers communications, documents, and official correspondences to and from the Office of Senior Citizens Affairs; and
2. Does other related functions as directed by the immediate supervisor or department head.

SECTION 6. Appropriations. The funding requirements for the implementation of this Ordinance shall be charged against available municipal funds, subject to budgeting, accounting, and auditing rules.

M.O. NO. 24, SERIES OF 2026 – AN ORDINANCE CREATING THE OFFICE OF THE SENIOR CITIZENS AFFAIRS (OSCA) IN THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, DEFINING ITS ORGANIZATIONAL STRUCTURE, FUNCTIONS, DUTIES AND RESPONSIBILITIES, AND FOR OTHER PURPOSES.

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