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

OFFICE OF THE SANGGUNIANG BAYAN

July 13, 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. 32, Series of 2026** entitled "An Ordinance Transferring Certain Plantilla Positions from the Office of the Sangguniang Bayan to the Office of the Municipal Vice Mayor, Amending for this Purpose the Approved Staffing Pattern of the Municipal Government of Carrascal, 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

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

July 13, 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

CERTIFICATION

THIS IS TO CERTIFY that Ordinance **No. 32, series of 2026** entitled **"An Ordinance Transferring certain Plantilla Positions from the Office of the Sangguniang Bayan to the Office of the Municipal Vie Mayor, Amending for this purpose the approved staffing pattern of the Municipal Government of Carrascal, 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 13th day of July, 2026 at Carrascal, Surigao del Sur, Philippines.

CHESTER A. AZARCON
Secretary to the Sanggunian

SB FILE COPY

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

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 46TH REGULAR SESSION | 4TH FLYING SESSION OF THE 12TH SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON JULY 6, 2026 AT BARANGAY BABUYAN COVERED COURT.

PRESENT:

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

Regular Members

Hon. John Angelo T. Arreza, CE	Hon. Jessie James T. Valle*
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. Carmelita V. Correos	-	LNMB
Hon. Kidd Elijah P. Pebojot	-	SK Federation President
Hon. Datu Dennis H. Dagno	-	IPMR
ON LEAVE: Hon. Keith Vincent P. Pimentel	-	SB Member

***NOTE:** *Hon. Jessie James T. Valle acted as the Presiding Officer Pro Tempore during the deliberation and final approval of this specific measure after the Presiding Officer temporarily relinquished the chair.*

ORDINANCE NO. 32, SERIES OF 2026

"AN ORDINANCE TRANSFERRING CERTAIN PLANTILLA POSITIONS FROM THE OFFICE OF THE SANGGUNIANG BAYAN TO THE OFFICE OF THE MUNICIPAL VICE MAYOR, AMENDING FOR THIS PURPOSE THE APPROVED STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT OF CARRASCAL, AND FOR OTHER PURPOSES."

INTRODUCED BY:
HONORABLE JOHN ANGELO T. ARREZA, CE

"WHEREAS, the Municipal Government of Carrascal recognizes the need to continuously enhance organizational efficiency and ensure the effective delivery of legislative support services;

"WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, authorizes local government units to design and implement their own organizational structure and staffing pattern, taking into consideration service requirements and capability to administer and sustain such structure;

sbocarrascalsds@gmail.com
Sangguniang Bayan of Carrascal, Surigao del Sur

"WHEREAS, the Office of the Municipal Vice Mayor requires adequate personnel support to effectively carry out its administrative and legislative functions;

"WHEREAS, the transfer of certain plantilla positions from the Office of the Sangguniang Bayan to the Office of the Municipal Vice Mayor is intended to strengthen administrative supervision, improve operational efficiency, and align personnel resources with the functional requirements of the respective offices; *and*

"WHEREAS, the proposed transfer of positions shall not adversely affect the rank, salary, benefits, and security of tenure of the concerned personnel and shall be implemented in accordance with existing laws, rules, and regulations.

" NOW THEREFORE "

BE IT ORDAINED by the Sangguniang Bayan of the Municipality of Carrascal, Surigao del Sur, in session assembled:

SECTION 1. *Purpose.* It is hereby declared the policy of the Municipal Government of Carrascal to promote efficiency in the delivery of legislative support services and ensure the effective utilization of personnel resources.

SECTION 2. *Transfer of Positions.* The following Plantilla positions are hereby transferred from the Office of the Sangguniang Bayan to the Office of the Municipal Vice Mayor:

1. **Administrative Officer I** *(Records Officer I) – Salary Grade 10;*
2. **Administrative Aide VI** *(Clerk III) – Salary Grade 6;*
3. **Process Server** *– Salary Grade 5;*
4. **Local Legislative Staff Employee II** *(Messenger) – Salary Grade 4;*
5. **Administrative Aide III** *(Driver I) – Salary Grade 3;*
6. **Administrative Aide II** *(Messenger) – Salary Grade 2; and*
7. **Administrative Aide I** *(Utility Worker I) – Salary Grade 1*

SECTION 3. *Supervision and Functions.* Upon effectivity of this Ordinance, the said positions shall be placed under the direct supervision and control of the Office of the Municipal Vice Mayor and shall perform duties in accordance with existing laws, Civil Service rules, and applicable issuances.

SECTION 4. *No Diminution of Rank or Compensation.* The transfer shall not result in any reduction of salary grade, rank, benefits, or security of tenure of the incumbents, if any.

SECTION 5. *Funding and Appropriations.* The salaries, wages, allowances, and other authorized benefits pertaining to the transferred plantilla positions shall be charged against the Personal Services appropriations of the Office of the Municipal Vice Mayor.

The amount necessary to cover the funding requirements of the transferred positions shall be realigned from the appropriations of the Office of the Sangguniang Bayan to the Office of the Municipal Vice Mayor, subject to existing budgeting, accounting, and auditing rules and regulations.

SECTION 6. *Implementation.* The implementation of this Ordinance shall be subject to the approval, attestation, or confirmation of the appropriate government agencies, where required under existing laws, rules, and regulations.

SECTION 7. *Repealing Clause.* All ordinances, resolutions, and issuances inconsistent herewith are hereby repealed or modified accordingly.

SECTION 8. *Effectivity.* This Ordinance shall take effect after compliance with the posting and publication requirements of the Local Government Code of 1991 and after due review, where applicable.

ENACTED this 6th day of July, 2026 at Barangay Babuyan, Municipality of Carrascal, Province of Surigao del Sur, Philippines.

CERTIFIED TRUE AND CORRECT:

CHESTER A. AZARCON
Secretary to the Sanggunian

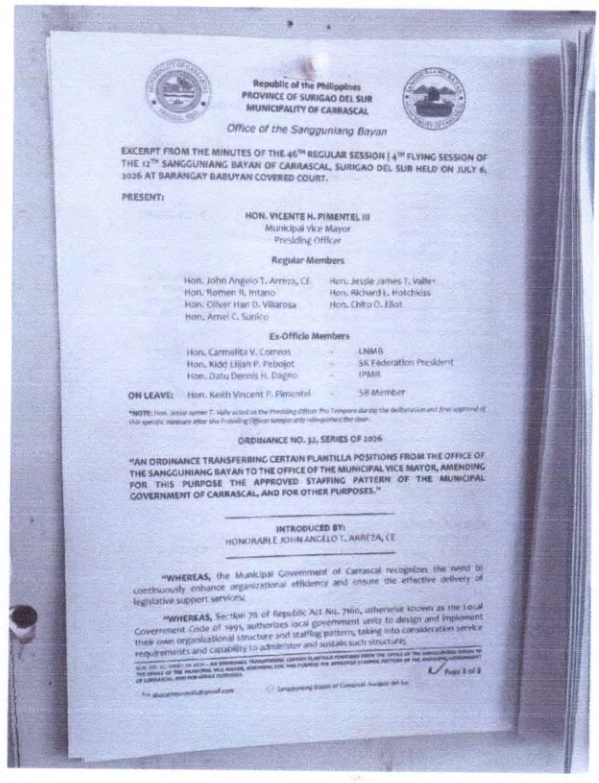
ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:

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

APPROVED:

JOSEPH L. URGEL
Municipal Mayor

MAYOR'S OFFICE



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
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Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 46TH REGULAR SESSION | 4TH FLYING SESSION OF THE 12TH SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON JULY 6, 2026 AT BARANGAY BABUYAN COVERED COURT.

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*NOTE: Hon. Jessie James T. Valle acted as the Presiding Officer Pro Tempore during the deliberation and final approval of this specific measure after the Presiding Officer temporarily relinquished the chair.

ORDINANCE NO. 32, SERIES OF 2026

"AN ORDINANCE TRANSFERBING CERTAIN PLANTILLA POSITIONS FROM THE OFFICE OF THE SANGGUNIANG BAYAN TO THE OFFICE OF THE MUNICIPAL VICE MAYOR, AMENDING FOR THIS PURPOSE THE APPROVED STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT OF CARRASCAL, AND FOR OTHER PURPOSES."

INTRODUCED BY:
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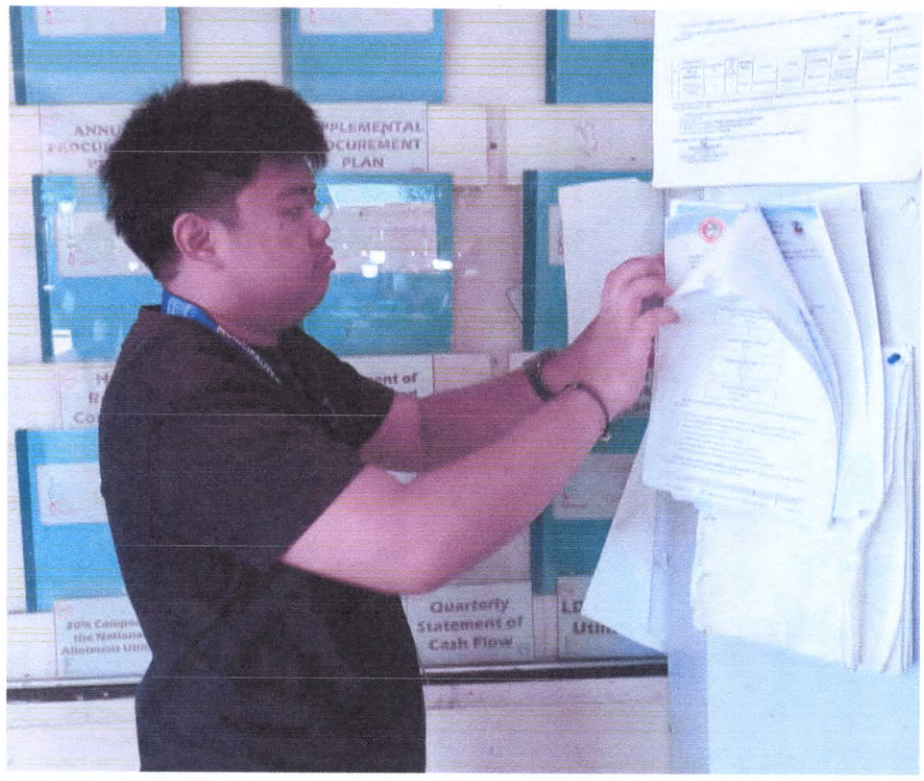
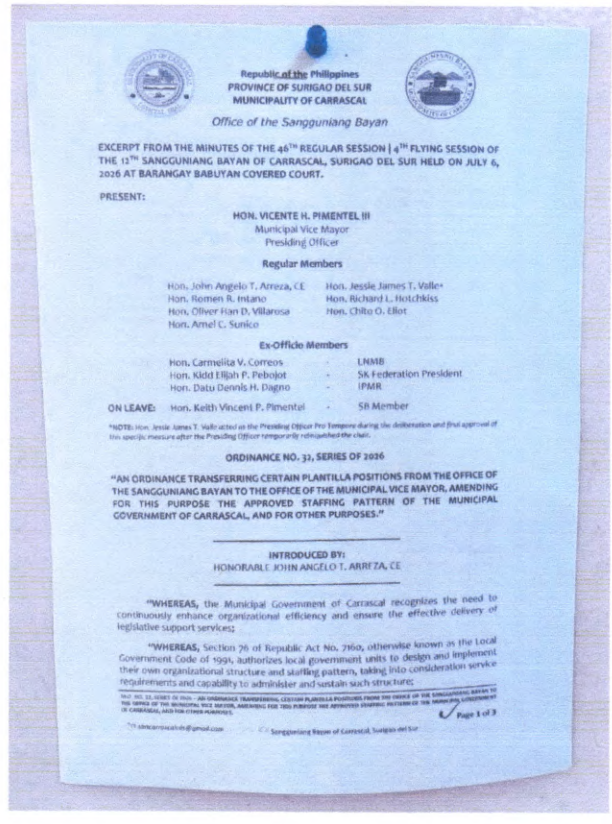
"WHEREAS, the Municipal Government of Carrascal recognizes the need to continuously enhance organizational efficiency and ensure the effective delivery of legislative support services;

"WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, authorizes local government units to design and implement their own organizational structure and staffing pattern, taking into consideration service requirements and capability to administer and sustain such structure;

Page 1 of 2

CARRASCAL PUBLIC MARKET





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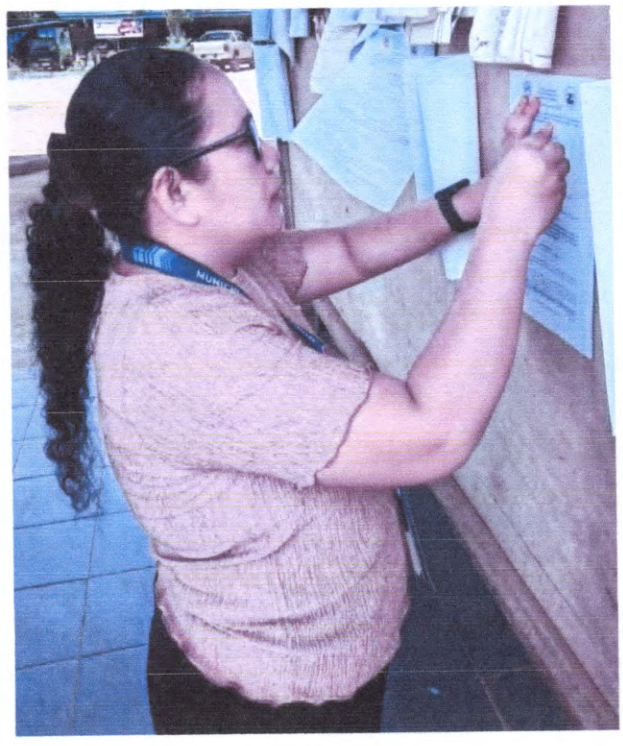
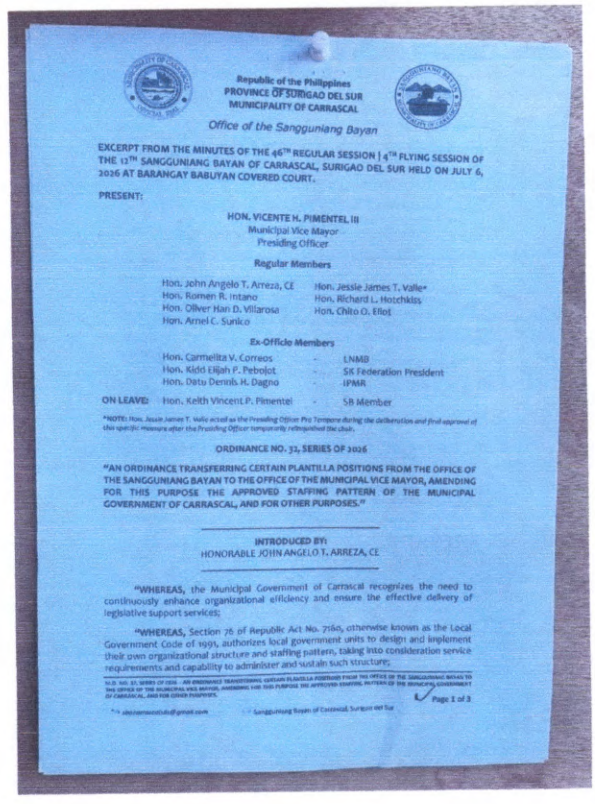
CARRASCAL TERMINAL





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