



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

OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

July 27, 2026

THE HONORABLE VICE-GOVERNOR

AND

THE HONORABLE SANGGUNIANG PANLALAWIGAN MEMBERS



THRU: **THE SECRETARY TO THE SANGGUNIANG PANLALAWIGAN**
Tanggapan ng Sangguniang Panlalawigan,
Capitol Hills, Tandag City
Surigao del Sur

Sirs/Mesdames:

Respectfully submitting to your level, **ORDINANCE NO. 72, Series of 2026**, entitled "**AN ORDINANCE AMENDING SECTION 3.1 OF MUNICIPAL ORDINANCE NO. 37, SERIES OF 2026 ENTITLED *AN ORDINANCE RESTRUCTURING THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (LDRRMO) AS A DEPARTMENT IN THE LOCAL GOVERNMENT UNIT OF CARMEN, SURIGAO DEL SUR, INCORPORATING THE EXISTING POSITIONS, WITH ITS OWN STANDARD ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, MANDATES AND FUNCTIONS, AND SUBSEQUENTLY CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER) SALARY GRADE (SG)-24*, TO ALIGN WITH CIVIL SERVICE COMMISSION (CSC) MEMORANDUM CIRCULAR NO. 10, SERIES OF 2025**" dated July 21, 2026.

Attached herewith are the following:

- 1) Ordinance No. 37, Series of 2026
- 2) SP Resolution No. 1404-2026, Series of 2026

For your review and appropriate action.

Thank you and more power.

Very truly yours,


MA. JULINA T. BORDA- JUTILO, LLB., J.D.
Secretary to the Sangguniang Bayan



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

POSTED:
DATE: 07-27-2026
By: **MA. JULINA B. JUTILO**
SB SECRETARY

TANGGAPAN NG SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 51ST REGULAR SESSION OF THE 14TH SANGGUNIANG BAYAN
OF CARMEN, SURIGAO DEL SUR HELD AT THE SB SESSION HALL, LEGISLATIVE BUILDING ON JULY 21,
2026

PRESENT:

Hon. Jane V. Plaza Municipal Vice- Mayor/
Presiding Officer

REGULAR SANGGUNIANG BAYAN MEMBERS:

Hon. Carlos S. Estrada		SB Member
Hon. Harvey S. Manawatao		SB Member
Hon. Tanie A. Quillano		SB Member
Hon. Nilo S. Bigno		SB Member
Hon. Daniel A. Tejol		SB Member
Hon. Elvie U. Ohao		SB Member
Hon. Rencio P. Valeroso		SB Member



EX-OFFICIO MEMBERS:

Hon. Blandena V. Sugian		ABC President
Hon. Jeff Anthony D. Beloria		SK Federation President

ON LEAVE:

REGULAR SANGGUNIANG BAYAN MEMBER:

Hon. Michael C. Escuyos		SB Member
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ORDINANCE NO. 72
Series of 2026

"AN ORDINANCE AMENDING SECTION 3.1 OF MUNICIPAL ORDINANCE NO. 37, SERIES OF 2026 ENTITLED *AN ORDINANCE RESTRUCTURING THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (LDRRMO) AS A DEPARTMENT IN THE LOCAL GOVERNMENT UNIT OF CARMEN, SURIGAO DEL SUR, INCORPORATING THE EXISTING POSITIONS, WITH ITS OWN STANDARD ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, MANDATES AND FUNCTIONS, AND SUBSEQUENTLY CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER) SALARY GRADE (SG)-24*, TO ALIGN WITH CIVIL SERVICE COMMISSION (CSC) MEMORANDUM CIRCULAR NO. 10, SERIES OF 2025"

Author: Hon. Carlos S. Estrada

Enacted: All Members Present

EXPLANATORY NOTE

WHEREAS, the Sangguniang Bayan of Carmen enacted Ordinance No. 37, Series of 2026 on March 17, 2026, creating and restructuring the Local Disaster Risk Reduction and Management Office (LDRRMO) as a full department;

[Handwritten signatures]

WHEREAS, the Sangguniang Panlalawigan of Surigao del Sur, through Resolution No. 1404-26 dated July 7, 2026, returned the aforementioned Ordinance for specific technical rectifications regarding position qualification standards;

WHEREAS, the Provincial Human Resource Management Office (PHRMO) cited the need to align the qualifications of newly created administrative positions with the strict guidelines set under CSC Memorandum Circular No. 10, Series of 2025;

WHEREAS, the Municipality of Carmen is fully committed to immediate compliance with Provincial and National Civil Service standards to secure final approval and implementation of this priority department restructuring;

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

SECTION 1. AMENDMENT- Section 3.1 of Ordinance No. 37, Series of 2026, is hereby amended and updated to correctly reflect the standard qualification requirements for the following positions:

RECTIFIED QUALIFICATION STANDARD	
FROM	TO
1.Administrative Officer IV (Administrative Officer II)	1.Administrative Officer IV (Administrative Officer II)
1.1) Education: Bachelor’s Degree	1.1)Education: Bachelor’s Degree relevant to the job
2. Administrative Officer II (Administrative Officer I)	2. Administrative Officer II (Administrative Officer I)
2.1.) Experience: 1 year of relevant experience	2.1.) Experience: None required
2.2) Training : 4 hours of relevant training	2.2.) Training : None required

SECTION 2. INTEGRATION- All other provisions, sections, staffing structures, and the creation of the position of Municipal Government Department Head I (SG-24) as detailed in the original Ordinance No. 37, Series of 2026 shall remain unchanged, valid and in full force.

SECTION 3. EFFECTIVITY- This Ordinance shall take effect immediately upon its approval.

ENACTED this 21st day of July 2026 at Carmen, Surigao del Sur.

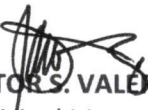
I HEREBY ATTEST to the correctness of the foregoing ordinance.

MA. JULINA T. BORDA- JUTILO, LLB., J.D.
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT:


JANE V. PLAZA
Municipal Vice- Mayor/
Presiding Officer

APPROVED:


NESTOR S. VALEROSO
Municipal Mayor
07/27/2026



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

POSTED:
DATE: 3/27/2026
BY: **M. JULINA B. JUTILÓ**
SB SECRETARY

TANGGAPAN NG SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 33RD REGULAR SESSION OF THE 14TH SANGGUNIANG BAYAN OF CARMEN, SURIGAO DEL SUR HELD AT THE SB SESSION HALL, LEGISLATIVE BUILDING ON MARCH 17, 2026

PRESENT:

Hon. Jane V. Plaza Municipal Vice- Mayor/
Presiding Officer

REGULAR SANGGUNIANG BAYAN MEMBERS:

Hon. Carlos S. Estrada		SB Member
Hon. Harvey S. Manawatao		SB Member
Hon. Tanie A. Quillano		SB Member
Hon. Nilo S. Bigno		SB Member
Hon. Daniel A. Tejol		SB Member
Hon. Rencio P. Valeroso		SB Member
Hon. Elvie U. Ohao		SB Member
Hon. Michael C. Escuyos		SB Member

ON OFFICIAL BUSINESS:

EX-OFFICIO MEMBERS:

Hon. Blandena V. Sugian		ABC President
Hon. Jeff Anthony D. Beloria		SK Federation President

ORDINANCE NO. 37
Series of 2026

"AN ORDINANCE RESTRUCTURING THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (LDRRMO) AS A DEPARTMENT IN THE LOCAL GOVERNMENT UNIT OF CARMEN, SURIGAO DEL SUR, INCORPORATING THE EXISTING POSITIONS, WITH ITS OWN STANDARD ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, MANDATES AND FUNCTIONS, AND SUBSEQUENTLY CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER) SALARY GRADE (SG)-24"

Author: Hon. Carlos S. Estrada

Enacted: All Members Present

EXPLANATORY NOTE

Joint Memorandum Circular No. 14-1 of the National Disaster Risk Reduction and Management Council (NDRRM), Department of interior and Local Government (DILG), Department of Budget and Management (DBM) and the Civil Service Commission provides among others, the implementing guidelines for the establishment of Local Disaster Risk Reduction and Management (LDRRM).

R.A. 10121 otherwise known as the Philippine Risk Reduction and Management (PDRRM) Act of 2010 aimed at strengthening the country's national DRRM system towards sustainable economic development by mainstreaming the same in all national and local development processes and requiring the institutionalization and organization of its structures in all levels of government nationwide where local DRRM plans and policies will be developed and where implementation of actions and measures pertaining to all aspects of DRRM will be initiated.

In compliance with the mandate, this Honorable Body deemed it imperative to upgrade its existing Local Disaster Risk Reduction Office (LDRRMO), a division under the Office of the Mayor to a full department in response to the ever-increasing public service demand in setting-up the direction, development, implementation and coordination of disaster risk management programs including devolved functions of the approved LGU-Carmen Devolution Transition Plan (DTP).

It is essential for the municipality's Disaster Risk Reduction Management programs to be implemented effectively and efficiently that a Local Disaster Risk Reduction Office be established, followed by the creation of the position of Municipal Government Department Head I (Local Disaster Risk Reduction Management Officer), Salary Grade (SG)-24, being a mandatory position to all Local Government Units as identified Mandatory Positions in accordance with CSC Memorandum Circular No. 12, Series of 2022.

The Municipality of Carmen currently has two (2) existing positions under the LDRRMO, namely Local Disaster Risk Reduction and Management Officer II (LDRRMO II) and Local Disaster Risk Reduction and Management Officer I (LDRRMO I), who oversee the implementation of DRRM programs, projects, and activities in the municipality.

Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that each Local Government Unit shall have such Organizational Structure and Staffing Pattern as may be prescribed by the Sanggunian concerned based on service requirements and financial capability.

There is a need to strengthen and filly structure MDRRMO to effectively perform its mandate in disaster prevention, preparedness, response, and rehabilitation, in accordance with national policies and local priorities.

BE IT ORDAINED, by the Sangguniang Bayan of Carmen, Surigao del Sur in Regular Session assembled, that:

Section 1. TITLE- This Ordinance shall be known as "AN ORDINANCE RESTRUCTURING THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (LDRRMO) AS A DEPARTMENT IN THE LOCAL GOVERNMENT UNIT OF CARMEN, SURIGAO DEL SUR, INCORPORATING THE EXISTING POSITIONS, WITH ITS OWN STANDARD ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, MANDATES AND FUNCTIONS."

The existing positions of Local Disaster Risk Reduction and Management Officer II (LDRRMO II) and Local Disaster Risk Reduction and Management Officer I (LDRRMO I) shall be retained and integrated within the office's new organizational structure.

Section 2. ESTABLISHING OF LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (LDRRMO) AS A DEPARTMENT WITH ITS MANDATE, FUNCTIONS, ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN- There shall be establishment of the Local Disaster Risk Reduction and Management Office (LDRRMO), as a Department of the Local Government Unit of Carmen with the following mandate, functions, organizational structure and staffing pattern.

2.1 OFFICE MANDATE:

The primary objective LDRRMO is to ensure effective and efficient implementation of civil protection programs through an integrated, multi-sectoral and community-based approach and strategies for the protection and preservation of life, properly and environment.

2.2 FUNCTIONS:

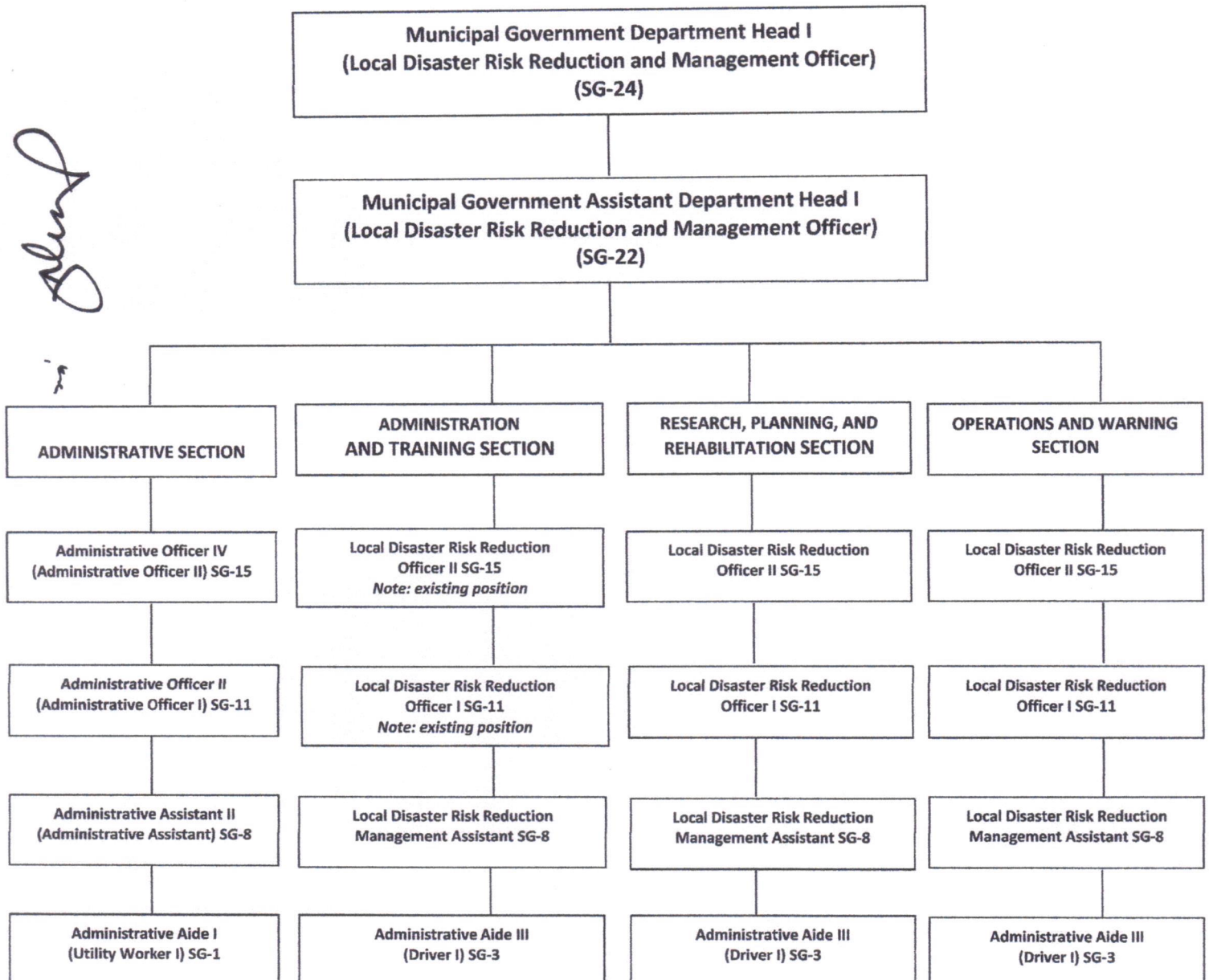
2.2.1. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;

2.2.2. Identify and implement cost-effective risk reduction measures and or strategies;

2.2.3. Disseminate information and raise public awareness about those hazards, vulnerabilities and risks.

2.3 ORGANIZATIONAL STRUCTURE- There shall be standard organizational structure of the Local Disaster Risk Reduction and Management Office (LDRRMO) as follows;

OFFICE OF THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT (LDRRMO)



2.4 STAFFING PATTERN- There shall be standard Staffing Pattern of the Local Disaster Risk Reduction and Management Office (LDRRMO) as follows:

LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE STAFFING PATTERN

NUMBER	POSITION	SALARY GRADE	STEP
1	Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	24	1
1	Municipal Government Assistant Department Head I (Local Disaster Risk Reduction and Management Officer)	22	1
ADMINISTRATIVE MANAGEMENT SECTION			
1	Administrative Officer IV (Administrative Officer II)	15	1
1	Administrative Officer II (Administrative Officer I)	11	1
1	Administrative Assistant II (Administrative Assistant)	8	1
1	Administrative Aide I (Utility Worker I)	1	1
ADMINISTRATION AND TRAINING SECTION			
1	Local Disaster Risk Reduction Management Officer II	15	1
1	Local Disaster Risk Reduction Management Officer I	11	1
1	Local Disaster Risk Reduction Management Assistant	8	1
1	Administrative Aide III (Driver I)	1	1
RESEARCH, PLANNING AND REHABILITATION SECTION			
1	Local Disaster Risk Reduction Management Officer II	15	1
1	Local Disaster Risk Reduction Management Officer I	11	1
1	Local Disaster Risk Reduction Management Assistant	8	1
1	Administrative Aide III (Driver I)	1	1
OPERATION AND WARNING SECTION			
1	Local Disaster Risk Reduction Management Officer II	15	1
1	Local Disaster Risk Reduction Management Officer I	11	1
1	Local Disaster Risk Reduction Management Assistant	8	1
1	Administrative Aide I (Driver I)	1	1

Section 3. CREATION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER) SALARY GRADE (SG) 24- There is hereby created a plantilla position of Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer), Salary Grade (SG) 24, in the Local Disaster Risk Reduction and Management Office (LDRRMO) with the following qualification standards and functions, duties and responsibilities:

3.1 QUALIFICATION STANDARDS- for the LDRRMO Department Head I and Assistant Department Head I shall adhere to CSC MC No. 06, s. 2023, Annex C-1 QS for Department and Assistant Department Head Positions created under special laws, other LDRRMO positions lower than Assistant Department Head shall adhere to JMC No. 2014-1, dated April 4, 2014, while all other Administrative Officer, and Aide positions shall adhere to the standard qualification standard set forth by the Civil Service Commission. Herewith, is the table of qualification standards for the LDRRMO:

POSITIONS	QUALIFICATION STANDARDS					
	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	24	2	Bachelor's Degree	4 years in position involving management and supervision, 1 year of which is relevant to Disaster Risk Reduction and Management	24 hours of training on Management and Supervision on Disaster Risk Reduction and Management	Career Service Professional (Second Level Eligibility)
Municipal Government Assistant Department Head I (Local Disaster risk Reduction and Management Officer)	22	2	Bachelor's Degree	3 years of relevant experience on Disaster Risk Reduction and Management	16 hours of relevant training on Disaster Risk Reduction and Management	Career Service Professional (Second Level Eligibility)
Local Disaster Risk Reduction Management Officer II	15	2	Bachelor's Degree	1 year of relevant experience on Disaster Risk Reduction and Management	4 hours of relevant training on Disaster Risk Reduction and Management	Career Service Professional (Second Level Eligibility)
Local Disaster Risk Reduction Management Officer I	11	2	Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)
Local Disaster Risk Reduction Management Assistant	8	1	Completion of 2 years in college	1 year of relevant experience on Disaster Risk Reduction and Management	4 hours of relevant training	Career Service Sub Professional (First Level Eligibility)
Administrative Officer IV (Administrative Officer II)	15	2	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)
Administrative Officer II (Administrative Officer I)	11	2	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)
Administrative Aide I (Utility Worker I)	1	1	Must be able to read and write	None required	None required	None Required (MC 11.S. 1996-Cat. III)
Administrative Aide III (Driver I)	3	1	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11.S. 1996-Cat. IV)

3.2 FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER)-

3.2.1. The Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer) shall take charge of the Office of the Municipal Disaster Risk Reduction Management Officer of the Local Government Unit of Carmen and shall:

- 3.2.1.1 Be responsible for the day-to-day operation of the LDRRM Office;
- 3.2.1.2 Designs, program and coordinates DRRM activities;
- 3.2.1.3. Facilitates and support risk assessment and planning activities at the local level;
- 3.2.1.4. Consolidates local disaster risk information which includes natural hazards, vulnerabilities and climate change risks and maintain local risk maps;
- 3.2.1.5 Conduct research and development initiatives on DRRM;
- 3.2.1.6. Formulate and implement LDRRMP in close coordination with the MDRRMC;
- 3.2.1.7. Prepares and submit to the Local Sanggunian through the LDRRMC and LDC the different plans and budget;
- 3.2.1.8. Report on LDRRM fund utilization, and other reports to COA, OCD and DILG;
- 3.2.1.9. Serve as the secretariat and executive arm of the Local DRMM Council (LDRRMC);
- 3.2.1.10. Ensure the involvement of the most vulnerable sectors in risk assessment planning;
- 3.2.1.11. Supervised and monitors the BDRRM fund utilization and implementation of BDRRM Programs, Projects and Activities (PPA's);
- 3.2.1.12. Implement policies, approved plans and programs of the LDRRMC consistent with the policies and guidelines laid down in this Act;
- 3.2.1.13. Established Municipal Disaster Risk Reduction and Management Operation Center;
- 3.2.1.14. Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated disaster risks reduction and management resources of the local COA, copy furnished the Regional Director of the CD and the Local Government Operations Officer of the DILG;
- 3.2.1.15. Act on matters that may be authorized by the LDRRMC

3.2.2. Administrative Section Functions

- 3.2.2.1. Responsible for planning and executing a comprehensive range of administrative services that supports office operations. These services encompass the areas of human resource management, financial management, systems and information management, facilities management and support services in the LDRRMO;
- 3.2.2.2. Manage office correspondence, records and documentation;

3.2.2.3. Provide administrative support to all sections and coordinate logistical needs;

3.2.2.4. Maintain an inventory of equipment, supplies and training materials;

3.2.2.5. Prepare report and documentation of trainings and administrative undertakings.

3.2.3. Administration and Training Section Functions.

3.2.3.1. Plan, Organize and conduct training, orientation, capacity-building and knowledge management activities on DRRM at the local level;

3.2.3.2. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;

3.2.3.3. Identify and implement cost-effective risk reduction measures and or strategies;

3.2.3.4. Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;

3.2.3.5. Take all necessary steps on continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area;

3.2.3.6. Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs) ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;

3.2.3.7. Within its area, promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;

3.2.3.8. Implement policies, approve plans and program of the LDRRMC consistent with the policies and guidelines laid down in RA 10121;

3.2.3.9. Performs other related duties from time to time as directed by his/her superior;

3.2.4. Research and Planning and Rehabilitation Section Functions

3.2.4.1 Formulate and regularly updated the Local Disaster Risk Reduction and Management Plan (LDRRMP) and Contingency Plans;

3.2.4.2. Design, program, and coordinate DRRM activities, consistent with the NDRRMC's standards and guidelines;

3.2.4.3. Facilitate and support risk assessments and contingency planning activities at the local level;

3.2.4.4. Consolidate local disaster risk information which includes natural hazards, vulnerabilities and climate change risks, and maintain a local risk map;

3.2.4.5. Conduct hazard mapping, vulnerability assessments and data analysis;

3.2.4.6. Documentation DRRM activities and maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;

3.2.4.7. Coordinate post-disaster rehabilitation and recovery programs with line agencies;

3.2.4.8. Prepare progress reports and submit recommendations for policy formulation.

3.2.4.9. Conduct research and development initiatives in DRRM;

3.2.4.10. Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC);

3.2.4.11. Prepare and submit to the Local Sanggunian through the Local LDRRMF Council and the LDC the annual LDRRMO Plan and Budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO or BDRRMC;

3.2.4.12. Serve as the Secretariat and Executive arm of the Local DRRM Council (LDRRMC);

3.2.4.13. Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121;

3.2.4.14. Prepare and submit, Through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the Regional Director of the Office of Civil Defense (OCD) and the Local government operations officer of the DILG;

3.2.4.15. Involve the most vulnerable sectors (women, children, Senior Citizens, and PWD) in risk assessment and planning;

3.2.4.16. Performs other related duties from time to time as directed by his/her superior

3.2.5. Operations and Warning Section Functions

3.2.5.1. Operate a multi-hazard warning system, linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to generate public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;

3.2.5.2. Conduct continues disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;

3.2.5.3 Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;

3.2.5.4. Coordinate other DRRM activities;

3.2.5.5. Establish linkage and or network with other LGUs for DRR and emergency response;

3.2.5.6. Give early warning to the most vulnerable sectors (women, children, senior Citizens, and (PWD) to respond to their needs;

3.2.5.7. Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas specially to the vulnerable sectors (women, children, senior citizens and PWD);

3.2.5.8. Monitor and disseminate weather bulletins and hazard advisories;

3.2.5.9. Ensure the functionality of communication systems and early warning devices;

3.2.5.10. Lead and coordinate disaster response operations in coordination with BDRRMCs and response clusters;

3.2.5.11. Maintain readiness of rescue, evacuation and emergency facilities;

3.2.5.12. Conduct simulation exercises and operational drills;

3.2.5.13. Perform other related duties from time to time as directed by his/her supervisor.

Section 4. SOURCE OF FUNDS- Funding requirements for the position for creation under this Ordinance is duly appropriated in the year 2026 Supplemental Budgets of the Municipality of Carmen, Surigao del Sur.

Section 5. SELECTION AND APPOINTMENT- The selection and appointment of the above position under the Local Disaster Risk Reduction Management Office shall be in accordance with Civil Service Rules and Regulations.

Section 6. REPEALING CLAUSE- Any existing ordinance or resolutions of this Municipality specifically in the Plantilla of Position are hereby amended/repealed for the inclusion of the position.

Section 7. SEPARABILITY CLAUSE- If for any reason, any section or provision of this Ordinance is declared invalid or unconstitutional, other sections or provisions thereof which are not affected shall remain in full force and effect.

Section 8. EFFECTIVITY- This Ordinance shall take effect immediately upon approval.

ENACTED this 17th day of March, 2026 at Carmen, Surigao del Sur.

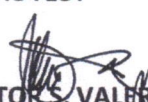
I HEREBY ATTEST to the correctness of the foregoing Ordinance.


MA. JULINA T. BORDA-JUTILO, LLB., J.D.
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT:


JANE V. PLAZA
Municipal Vice- Mayor/
Presiding Officer

APPROVED:


NESTOR S. VALEROSO
Municipal Mayor
3-27-2026

Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
TANDAG CITY

Tanggapan ng Sangguniang Panlalawigan
(Office of the Provincial Council)

EXCERPT FROM THE MINUTES OF THE 50TH REGULAR SESSION OF THE 21ST SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE SANGGUNIANG PANLALAWIGAN SESSION HALL, LEGISLATIVE BUILDING, CAPITOL HILLS, TELAJE, TANDAG CITY, PROVINCE OF SURIGAO DEL SUR ON JULY 07, 2026

PRESENT:

Hon. Henrich M. Pimentel	- Member, Sangguniang Panlalawigan (Temporary Presiding Officer)
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Regular Sangguniang Panlalawigan Members:

District I	District II
Hon. Ruel D. Momo	Hon. Joey S. Pama
Hon. Jose Dumagan, Jr.	Hon. Gines Ricky J. Sayawan, Sr.
Hon. Valerio T. Montesclaros, Jr.	Hon. Margarita G. Garay
	Hon. Anthony Joseph P. Cañedo
	Hon. Raul K. Salazar

Ex – Officio Members:

Hon. Jimmy I. Guinsod	- Indigenous Peoples Mandatory Representative, Surigao del Sur
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On Virtual Attendance:

Hon. Yuri Art Eufy R. Sanchez	- President, Panlalawigang Pederasyon ng mga Sangguniang Kabataan
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ABSENT:

On Sick Leave:

Hon. Antonio C. Azarcon	- Member, Sangguniang Panlalawigan
Hon. John Paul C. Pimentel	- President, Philippine Councilors' League, Surigao del Sur Chapter

On Vacation Leave:

Hon. Melanie Joy M. Guno	- President, Provincial Chapter of the Liga ng mga Barangay sa Pilipinas
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RESOLUTION NO. 1404 – 26
(Series of 2026)

RETURNING ORDINANCE NO. 37 DATED MARCH 17, 2026 OF THE MUNICIPALITY OF CARMEN, THIS PROVINCE ENTITLED “AN ORDINANCE RESTRUCTURING THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (LDRRMO) AS A DEPARTMENT IN THE LOCAL GOVERNMENT UNIT OF CARMEN, SURIGAO DEL SUR, INCORPORATING THE EXISTING POSITIONS, WITH ITS OWN STANDARD ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, MANDATES AND FUNCTIONS, AND SUBSEQUENTLY CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER) SALARY GRADE (SG)-24”, FOR RECTIFICATION

SPONSORS:

HON. HENRICH M. PIMENTEL, HON. GINES RICKY J. SAYAWAN,
SR., HON. MARGARITA G. GARAY, HON. ANTONIO C. AZARCON,
HON. RAUL K. SALAZAR, HON. JIMMY I. GUINSOD, HON.
MELANIE JOY M. GUNO, HON. VALERIO T. MONTESCLAROS, JR.,
HON. JOEY S. PAMA AND HON. ANTHONY JOSEPH P. CAÑEDO

WHEREAS, Chapter 3, Article III, Section 468 Par. (a) No. 1 (1) of the Local Government Code of 1991 provides that, "the sangguniang panlalawigan shall review all ordinances approved by the sanggunians of component cities and municipalities and executive orders issued by the mayors of said component units to determine whether these are within the scope of the prescribed powers of the sanggunian and of the mayor";

WHEREAS, Ordinance No. 37 dated March 17, 2026 of the Municipality of Carmen, this Province entitled "An Ordinance Restructuring the Local Disaster Risk Reduction and Management Office (LDRRMO) as a Department in the Local Government Unit of Carmen, Surigao del Sur, Incorporating the Existing Positions, with its Own Standard Organizational Structure, Staffing Pattern, Mandates and Functions, and Subsequently Creating the Position of Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer) Salary Grade (SG)-24", was submitted to this Body for review and same was referred to the Committees on Good Government, Public Ethics and Accountability (Lead Committee)/Disaster Risk Reduction and Climate Change Adaptation, for appropriate action and was indorsed to the Provincial Human Resource Management Office (PHRMO) and to the Provincial Finance Committee (PFC), all of this Province, for technical review;

WHEREAS, the Provincial Finance Committee (PFC) in its letter dated April 29, 2026 informed the Body that the above-mentioned Ordinance is within the scope of the prescribed powers of the Sanggunian Bayan concerned pursuant to Sections 443 and 447 of R.A. 7160 (Local Government Code of 1991) and LBC No. 137 dated July 13, 2021 of the Department of Budget and Management and that the said LGU has still an allowable Personal Services Cost of Php 1,544,602.25;

WHEREAS, however, Mr. Ace R. Orcullo, MPA, CHRA, Provincial Human Resource Management Officer, this Province in his letter dated June 8, 2026 upon perusal of the subject Ordinance, informed the August Body of the findings/observations, viz:

ORDINANCE	FINDINGS	RECOMMENDATIONS
37	The education requirement for the newly created position of Administrative Officer IV (Administrative Officer II) was erroneously presented in Section 3.1 As presented in the Ordinance: Education: Bachelor's Degree.	The LGU shall adhere to CSC MC No. 10, s. 2025. It shall be presented as: Education: Bachelor's degree relevant to the job
	The experience and training requirement for the created position of Administrative Officer II (Administrative Officer I) was erroneously presented in Section 3.1. The LGU shall adhere to CSC MC No. 10, s. 2025	

As presented in the Ordinance:		
Experience: 1 year of relevant experience	Training: 4 hours of relevant training	
Experience: None required	Training: None required	
it shall be presented as:		

WHEREAS, after a careful deliberation on the matter, the Committees on Good Government, Public Ethics and Accountability (Lead Committee)/Disaster Risk Reduction and Climate Change Adaptation, to which the matter was referred to, during its Committee Meeting on June 30, 2026 recommended to return Ordinance No. 37 dated March 17, 2026 of the Municipality of Carmen, this Province for rectification with a suggestion that the same shall adhere to the corresponding observations/findings by the Provincial Human Resource Management Officer, this Province;

WHEREAS, in view of the foregoing and on motion of Hon. Gines Ricky J. Sayawan, Sr. and unanimously seconded by all Sangguniang Panlalawigan Members present;

NOW THEREFORE

BE IT RESOLVED by the Sangguniang Panlalawigan of Surigao del Sur to return Ordinance No. 37 dated March 17, 2026 of the Municipality of Carmen, this Province entitled "An Ordinance Restructuring the Local Disaster Risk Reduction and Management Office (LDRRMO) as a Department in the Local Government Unit of Carmen, Surigao del Sur, Incorporating the Existing Positions, with its Own Standard Organizational Structure, Staffing Pattern, Mandates and Functions, and Subsequently Creating the Position of Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer) Salary Grade (SG)-24", for rectification.

RESOLVED FINALLY: To furnish copies of this Resolution to Hon. Nestor S. Valeroso, Municipal Mayor and to the Sangguniang Bayan thru Hon. Jane V. Plaza, Municipal Vice Mayor/Presiding Officer, all of the Municipality of Carmen, this Province, for their information, guidance and appropriate action.

ADOPTED this 7th day of July, 2026 at the City of Tandag, Province of Surigao del Sur by unanimous votes of all the Sangguniang Panlalawigan Members present.

X-----X

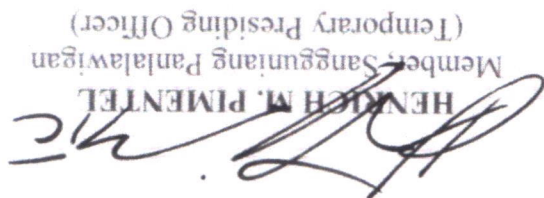
I HEREBY CERTIFY to the correctness of the foregoing Resolution.



EDGAR G. PEREZ II, J.D.

Secretary to the Sangguniang Panlalawigan

ATTESTED AND CERTIFIED:
TO BE DULY ADOPTED:



HENRICH M. PIMENTEL
Member, Sangguniang Panlalawigan
(Temporary Presiding Officer)