



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

Office of the Sangguniang Bayan



September 22, 2026

MR. EDGAR G. PEREZ II, J.D.

Provincial Secretary
Sangguniang Panlalawigan
Tandag City, Surigao del Sur

Sir:

Greetings of peace and goodwill!

We respectfully submit herewith **Ordinance No. 41, Series of 2026** entitled “AN ORDINANCE CREATING THE POSITION OF DISABILITY AFFAIRS ASSISTANT, SALARY GRADE 8, UNDER THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO) OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, PRESCRIBING ITS QUALIFICATION STANDARDS, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR.”

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 ALAZARCON, J.D.
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 54TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON SEPTEMBER 14, 2026 AT THE LEGISLATIVE SESSION HALL.

PRESENT:

HON. JESSIE JAMES T. VALLE

SB Member

Presiding Officer Pro Tempore

Regular Members

Hon. Keith Vincent P. Pimentel

Hon. Richard L. Hotchkiss

Hon. Oliver Han D. Villarosa

Hon. Chito O. Eliot

Hon. Arnel C. Sunico

Ex-Officio Members

Hon. Kidd Elijah P. Pebojot

- SK Federation President

ON OFFICIAL BUSINESS:

Hon. Datu Dennis H. Dagno

- IPMR

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- Municipal Vice Mayor

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- LNMB

ORDINANCE NO. 41, SERIES OF 2026

“AN ORDINANCE CREATING THE POSITION OF DISABILITY AFFAIRS ASSISTANT, SALARY GRADE 8, UNDER THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO) OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, PRESCRIBING ITS QUALIFICATION STANDARDS, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR.”

INTRODUCED BY:

HONORABLE ARNEL C. SUNICO

“WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers local government units to exercise such powers and perform such functions as are necessary, appropriate, or incidental for the efficient and effective governance and promotion of the general welfare of their constituents;

M.O. NO. 41, SERIES OF 2026 – AN ORDINANCE CREATING THE POSITION OF DISABILITY AFFAIRS ASSISTANT, SALARY GRADE 8, UNDER THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO), PRESCRIBING ITS QUALIFICATION STANDARDS, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR.

“WHEREAS, Republic Act No. 7277, otherwise known as the *Magna Carta for Persons with Disability*, as amended by Republic Act No. 10070, mandates the establishment of a Persons with Disability Affairs Office (PDAO) in every municipality and provides for the implementation of programs and services for the promotion and protection of the rights and welfare of persons with disabilities;

“WHEREAS, there is a need to create the position of Disability Affairs Assistant, Salary Grade 8, to provide administrative and operational support to the Municipal Persons with Disability Affairs Office (MPDAO) in the delivery of programs, services, and assistance to persons with disabilities; and

“WHEREAS”, the creation of the said position will strengthen the administrative and support capacity of the MPDAO and facilitate the efficient implementation of its programs, activities, and services for persons with disabilities within 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. Creation of Position. There is hereby created the position of *Disability Affairs Assistant, Salary Grade 8*, under the *Municipal Persons with Disability Affairs Office*.

SECTION 2. Duties and Functions. The *Disability Affairs Officer II* shall perform the following duties and functions:

1. Provide frontline assistance to PWDs and their families regarding available government programs and services;
2. Receive and refer inquiries, requests, and concerns of PWDs to the appropriate personnel or office;
3. Assist in community outreach, consultations, information campaigns, and field activities;
4. Assist PWDs in completing basic forms and documentary requirements;
5. Assist in coordinating the participation of PWDs in approved programs and activities;
6. Assist in meetings, trainings, consultations, and other PWD-related activities;
7. Gather basic information from PWDs during field activities and refer matters requiring technical action to the appropriate Disability Affairs Officer; and
8. Perform other functions as instructed by the immediate supervisor or the Local Chief Executive.

SECTION 3. Qualifications.

Education : Completion of Two (2) years in College
Experience : One (1) year of relevant experience on disability affairs
Training : Four (4) hours of relevant training
Eligibility : Career Service Sub-Professional/ First Level Eligibility

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SECTION 4. Compensation. The position shall receive compensation corresponding to Salary Grade 8, including such benefits and allowances as may be authorized by law and applicable rules and regulations.

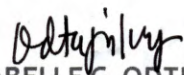
SECTION 5. Appropriation and Funding. Funding shall be sourced from the available funds, subject to existing budgeting, accounting, and auditing laws, rules, and regulations.

SECTION 6. Separability Clause. If any provision of this Ordinance is declared invalid, other provisions not affected shall remain in force.

SECTION 7. Effectivity. This Ordinance shall take effect upon posting in at least three conspicuous places within the Municipality of Carrascal, in accordance with Section 59 of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, and other applicable laws, rules, and regulations.

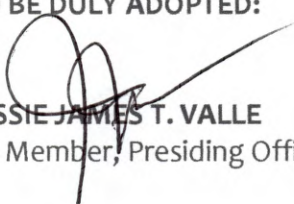
DONE this 14th day of September, 2026 at the Municipality of Carrascal, Province of Surigao del Sur.

CERTIFIED TRUE AND CORRECT:


IVY YSABELLE G. ODTUJAN

Administrative Officer I (Records Officer I)

**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. 41, SERIES OF 2026 – AN ORDINANCE CREATING THE POSITION OF DISABILITY AFFAIRS ASSISTANT, SALARY GRADE 8, UNDER THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO), PRESCRIBING ITS QUALIFICATION STANDARDS, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR.



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Office of the Sangguniang Bayan

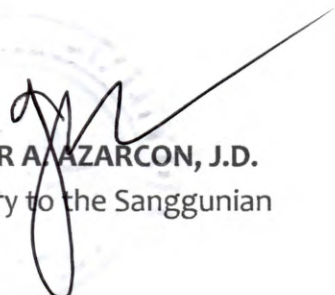


CERTIFICATION

THIS IS TO CERTIFY that **Ordinance No. 41, Series of 2026** entitled “AN ORDINANCE CREATING THE POSITION OF DISABILITY AFFAIRS ASSISTANT, SALARY GRADE 8, UNDER THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO) OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, PRESCRIBING ITS QUALIFICATION STANDARDS, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR” has been posted in three (3) conspicuous places within the Local Government Unit of Carrascal, Surigao del Sur, namely: **(1) Carrascal Bus Terminal; (2) Carrascal Public Market; and (3) Office of the Municipal Mayor.** Photographs of the posted ordinance are attached to this Certification as proof of compliance.

This is in compliance with the applicable provisions of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, requiring ordinances and resolutions to be posted in three (3) conspicuous places within the local government unit, as applicable, in connection with the prescribed requirements for their effectivity.

Issued this **22nd day of September 2026** at Carrascal, Surigao del Sur, Philippines.


CHESTER A. AZARCON, J.D.
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 CARRASCAL PUBLIC MARKET OFFICE OF THE MUNICIPAL MAYOR

September 22, 2026


CHESTER A. AZARCON, J.D.

Secretary to the Sanggunian

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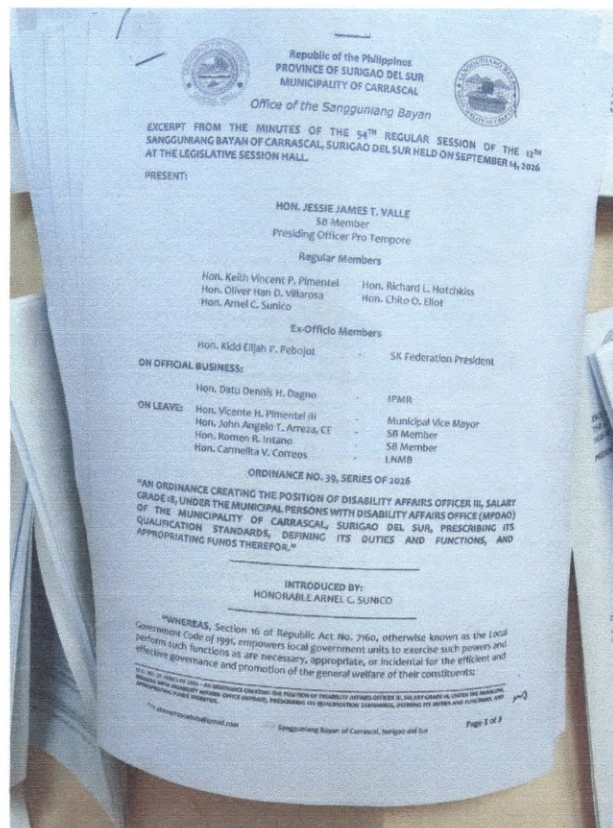


Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF CARRASCAL



OFFICE OF THE SANGGUNIANG BAYAN

MAYOR'S OFFICE





Republic of the Philippines
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OFFICE OF THE SANGGUNIANG BAYAN

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Hon. Arnel C. Sunico

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ORDINANCE NO. 40, SERIES OF 2026

"AN ORDINANCE CREATING THE POSITION OF DISABILITY AFFAIRS OFFICER II, SALARY GRADE 15, UNDER THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO) OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, PRESCRIBING ITS QUALIFICATION STANDARDS, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR."

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ALL NO. 40, SERIES OF 2026 - AN ORDINANCE CREATING THE POSITION OF DISABILITY AFFAIRS OFFICER II, SALARY GRADE 15, UNDER THE MUNICIPAL PERSONS WITH DISABILITY AFFAIRS OFFICE (MPDAO), PRESCRIBING ITS QUALIFICATION STANDARDS, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR.

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MUNICIPALITY OF CARRASCAL
Office of the Sangguniang Bayan

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EXCERPT SANGGUNIANG BAYAN AT THE LEGISLATIVE SESSION HALL

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SB Member
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ORDINANCE NO. 42, SERIES OF 2026

"AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD - I (MUNICIPAL PESO MANAGER), SALARY GRADE 26, UNDER THE MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE (MPESO) OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, PRESCRIBING ITS QUALIFICATION STANDARDS, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR."

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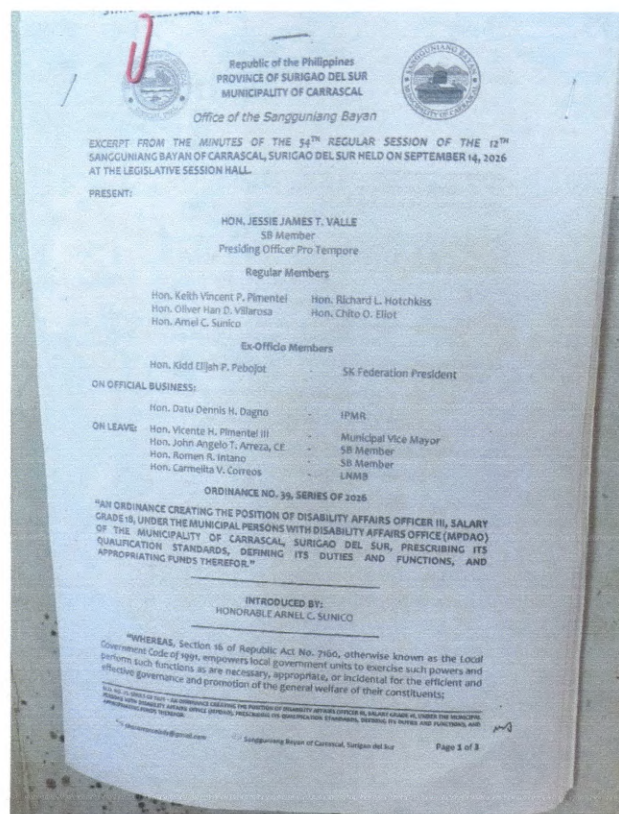


Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF CARRASCAL



OFFICE OF THE SANGGUNIANG BAYAN

CARRASCAL PUBLIC MARKET





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



OFFICE OF THE SANGGUNIANG BAYAN

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

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sbocarrascalsds@gmail.com Sangguniang Bayan of Carrascal, Surigao del Sur Page 1 of 3

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PROVINCE OF SURIGAO DEL SUR
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Office of the Sangguniang Bayan

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Office of the Sangguniang Bayan

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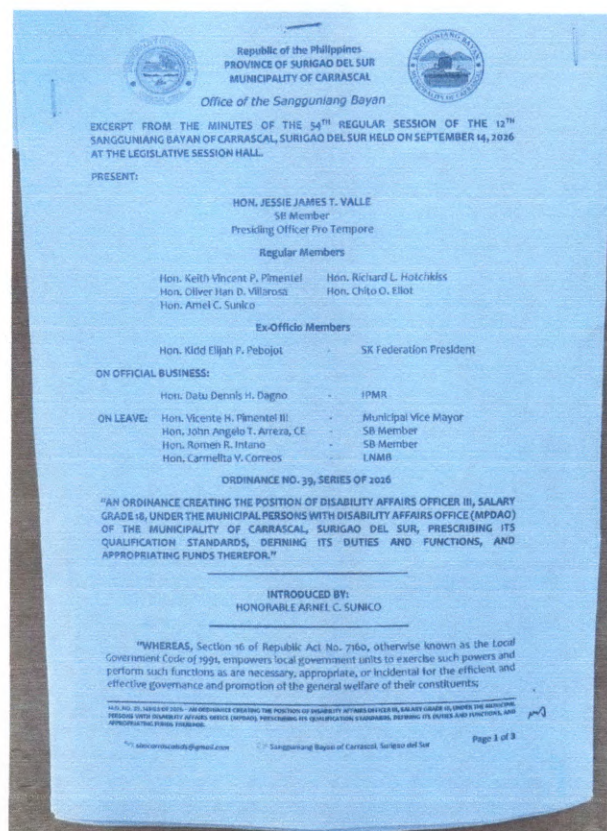


Republic of the Philippines
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MUNICIPALITY OF CARRASCAL



OFFICE OF THE SANGGUNIANG BAYAN

CARRASCAL TERMINAL





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



OFFICE OF THE SANGGUNIANG BAYAN

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MUNICIPALITY OF CARRASCAL
Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 54TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON SEPTEMBER 14, 2026 AT THE LEGISLATIVE SESSION HALL.

PRESENT:

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

Regular Members

Hon. Keith Vincent P. Pimentel Hon. Richard L. Hotchkiss
Hon. Oliver Han D. Villarosa Hon. Chito O. Elliot
Hon. Arnel C. Sunico

Ex-Officio Members

Hon. Kidd Elijah P. Pebojot SK Federation President

ON OFFICIAL BUSINESS:

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. Roman R. Intano SB Member
Hon. Carmelita V. Correas LNMB

ORDINANCE NO. 42, SERIES OF 2026

"AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (MUNICIPAL PESO MANAGER), SALARY GRADE 26, UNDER THE MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE (MPESO) OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR, PRESCRIBING ITS QUALIFICATION STANDARDS, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR."

INTRODUCED BY:
HONORABLE ARNEL C. SUNICO

"WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers local government units to exercise such powers and perform such functions as are necessary, appropriate, or incidental for the efficient and effective governance and promotion of the general welfare of their constituents;

Page 1 of 3