



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. 42, Series of 2026** entitled “AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL PESO MANAGER), SALARY GRADE 24, 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.”

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 A. AZARCON, J.D.
Secretary to the Sanggunian



Republic of the Philippines
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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

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Hon. Richard L. Hotchkiss

Hon. Oliver Han D. Villarosa

Hon. Chito O. Eliot

Hon. Arnel C. Sunico

Ex-Officio Members

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- SK Federation President

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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 24, 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;

M.O. NO. 42, SERIES OF 2026 – AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL PESO MANAGER), SALARY GRADE 24, 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.

“WHEREAS, Republic Act No. 8759, otherwise known as the *Public Employment Service Office (PESO) Act of 1999*, as amended by Republic Act No. 10691, provides for the establishment and operation of PESOs in local government units to facilitate the delivery of employment services at the local level;

“WHEREAS, there is a need to strengthen the organizational structure of the Municipality by establishing a dedicated position responsible for the administration and management of the Municipal PESO;

“WHEREAS, the creation of the position of Municipal Government Department Head I (Municipal PESO Manager), Salary Grade 24, is necessary to provide leadership, supervision, and direction in the effective administration of the Municipal PESO; and

“WHEREAS, the establishment of the said position will ensure clear institutional responsibility for the management and continuity of the functions of the Municipal PESO.

“ 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. The position of *Municipal Government Department Head I (Municipal PESO Manager)*, Salary Grade 24, is hereby created and established within the Municipal Public Employment Service Office (MPESO).

SECTION 2. Duties and Functions. The MGDH I (*Municipal PESO Manager*) shall perform the following duties and functions:

1. Develop action plans, proposals, and other documents needed in the implementation of programs and services;
2. Identify training needs and arrange staff training as needed (i.e. in-house or block release) training staff, or delegating appropriate unit/staff;
3. Responsible for informal stages of staff discipline, including coaching and counseling;
4. Leads the implementation of livelihood assistance, emergency employment, skills enhancement, and workforce competency programs for various sectors within the municipality;
5. Maintain a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from clients;
6. Conduct reviews of daily procedures being implemented in order to update and trim down unnecessary processes and carry out remedial action; and
7. Maintain effective communication with the Local Executives appraise and provide recommendations for policy directions.

SECTION 3. Qualification Standards. The qualification standards for the position shall conform to Civil Service Commission Memorandum Circular No. 20, s. 2019, entitled “*Qualification Standards for the Public Employment Service Office (PESO) Positions in the Local Government Units (LGUs) Pursuant to R.A. No. 8759, as Amended by R.A. No. 10691,*” and other applicable laws, rules, and regulations.

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EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	Three (3) years of supervisory/management experience in program management relative to employment facilitation	None required	Career Service Professional/ Second Level Eligibility

SECTION 4. Compensation. The position shall receive compensation corresponding to Salary Grade 24, including such benefits and allowances as may be authorized by law and applicable rules and regulations.

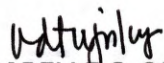
SECTION 5. Appropriation and Funding. Funding shall be sourced from the available funds, subject to existing budgeting, accounting, and auditing laws, rules, and regulations.

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.

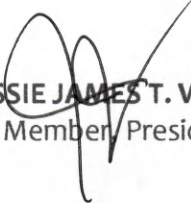
DONE this 14th day of September, 2026 at the Municipality of Carrascal, Province of Surigao del Sur.

CERTIFIED TRUE AND CORRECT:


IVY YSABELLE G. ODUJAN

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. 42, SERIES OF 2026 – AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL PESO MANAGER), SALARY GRADE 24, 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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PROVINCE OF SURIGAO DEL SUR
MUNICIPALITY OF CARRASCAL
Office of the Sangguniang Bayan

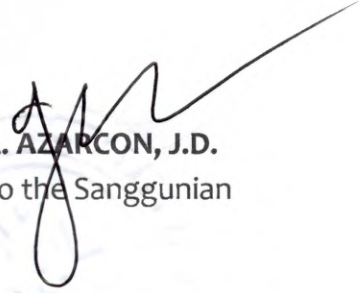


CERTIFICATION

THIS IS TO CERTIFY that **Ordinance No. 42, Series of 2026** entitled “AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL PESO MANAGER), SALARY GRADE 24, 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” 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





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PROVINCE OF SURIGAO DEL SUR
MUNICIPALITY OF CARRASCAL

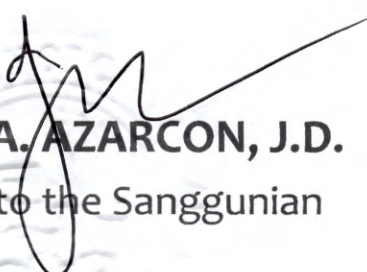
Office of the Sangguniang Bayan



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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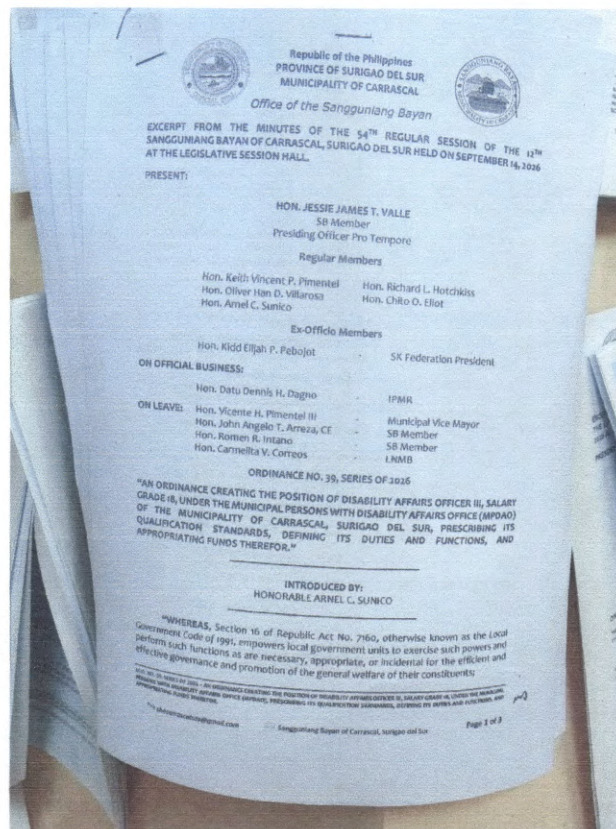


Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF CARRASCAL



OFFICE OF THE SANGGUNIANG BAYAN

MAYOR'S OFFICE





Republic of the Philippines
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OFFICE OF THE SANGGUNIANG BAYAN

Republic of the Philippines
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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:

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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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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."

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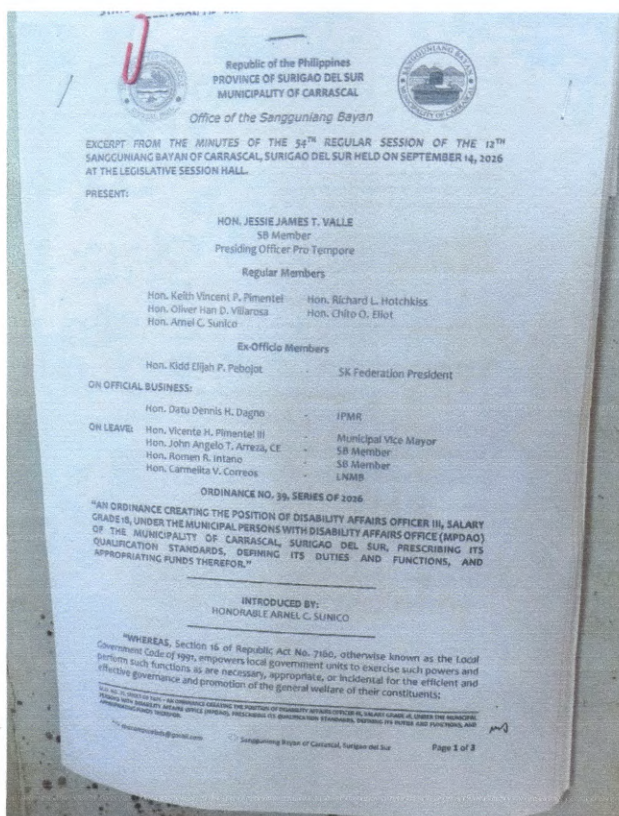
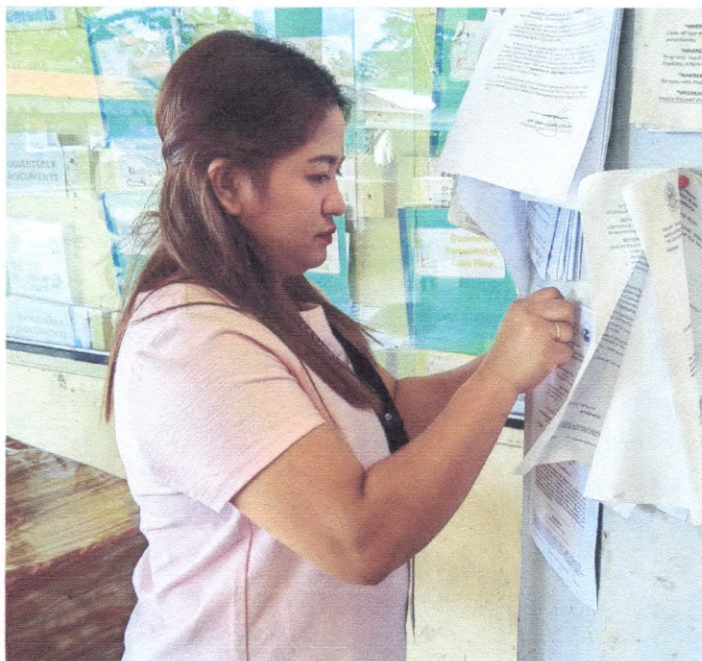


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OFFICE OF THE SANGGUNIANG BAYAN

CARRASCAL PUBLIC MARKET



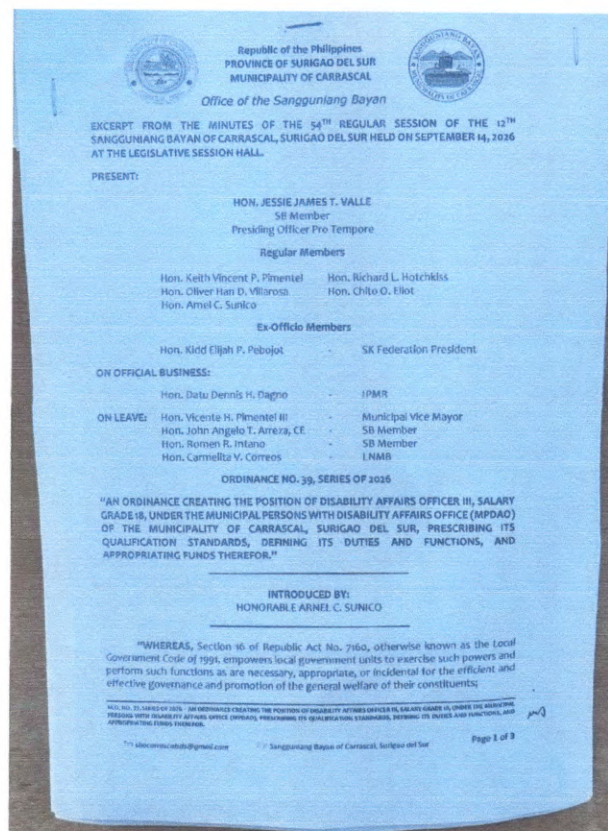


Republic of the Philippines
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OFFICE OF THE SANGGUNIANG BAYAN

CARRASCAL TERMINAL





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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