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

October 6, 2026

MR. EDGAR G. PEREZ II, J.D.
Provincial Secretary
Sangguniang Panlalawigan
Tandag City, Surigao del Sur

NG SANGGUNIANG PANLALAWIGAN
TANGGAPAN
RECEIVED
DATE: 10/7/26
BY:
TIME: 11:10
TANDAG CITY, SURIGAO DEL SUR

Sir:

Greetings of peace and goodwill!

We respectfully submit herewith **Ordinance No. 45, Series of 2026** entitled "*AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL COOPERATIVES OFFICER), SALARY GRADE 24, UNDER THE MUNICIPAL COOPERATIVES DEVELOPMENT OFFICE (MCDO) 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

sbocarrascalsds@gmail.com
Sangguniang Bayan of Carrascal, Surigao del Sur
Legislative Building, Municipal Hall, Brgy. Embarcadero, Carrascal

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

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 55TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON SEPTEMBER 21, 2026 AT THE LEGISLATIVE SESSION HALL.

PRESENT:

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

Regular Members

Hon. John Angelo T. Arreza, CE	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. Datu Dennis H. Dagno	-	IPMR
Hon. Kidd Elijah P. Pebojot	-	SK Federation President

ON LEAVE:

Hon. Jessie James T. Valle	-	SB Member
Hon. Keith Vincent P. Pimentel	-	SB Member

TANGGAPAN NG SANGGUNIANG PANLALAWIGAN
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TANDAG CITY, SURIGAO DEL SUR

ORDINANCE NO. 45, SERIES OF 2026

"AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL COOPERATIVES OFFICER), SALARY GRADE 24, UNDER THE MUNICIPAL COOPERATIVES DEVELOPMENT OFFICE (MCDO) 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;

WHEREAS, Republic Act No. 9520, otherwise known as the *Philippine Cooperative Code of 2008*, provides for the establishment and strengthening of cooperative development programs and the coordination of government efforts to support, assist, and develop cooperatives within their respective areas of jurisdiction;

PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan
Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph
OSSP-26-06409

"WHEREAS, there is a need to strengthen the organizational structure of the Municipality by establishing a dedicated position to oversee and manage the functions of the Municipal Cooperatives Development Office (MCDO);

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

"WHEREAS, the establishment of the said position will provide clear institutional responsibility for the performance and continuity of the functions assigned to the MCDO;

" 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 Cooperatives Officer), Salary Grade 24,* is hereby created and established within the Municipal Cooperatives Development Office (MCDO).

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

1. Formulate measures for the consideration of the Sanggunian, and provide technical assistance and support to the mayor in carrying out measures to ensure the delivery of basic services and provision of facilities through the organizing, promotion and development of cooperatives, and in providing access to such services and facilities;
2. Develop plans and strategies in consultation with the cooperative sector and, upon approval thereof by the mayor, implement the same, particularly those which have to do with the integration of cooperatives values, principles, and practices in programs and projects which the mayor is empowered to implement and which the Sanggunian is empowered to provide for under the Code;
3. In addition to the foregoing duties and functions, the cooperatives development officer shall:
    a) Take the lead in identifying groups, sectors or communities that can be organized into cooperatives with the objective that the cooperatives to be organized shall be vehicles in poverty reduction, job creation, and socioeconomic development of the municipality.
    b) In collaboration with the Cooperative Development Authority (CDA), provide assistance to prospective cooperatives in the conduct of the required pre-registration seminar and/or pre-membership education seminar and in the preparation required documents for registration;
    c) In partnership with the CDA, Department of Trade and Industry, other government agencies, cooperative unions and federations, the academe, and other private organizations, provide technical and other forms of assistance to duly registered cooperatives to enhance their viability as an economic enterprise and social organization including, but not limited to, training and education, business management, finance and financial management;

d) Assist cooperatives in establishing linkages with the government agencies, cooperative unions and federations, the academe and nongovernment organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities;

4. Assist cooperatives in the development and implementation of risk management plans and business continuity plans and management as a response to anticipated or unexpected man-made and natural calamities and disasters, to aid in their survival and, if necessary subsequent rehabilitation.

SECTION 3. *Qualification Standards.* The qualification standards for the position shall conform to the applicable provisions of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, as amended by Republic Act No. 11535, and relevant rules and regulations of the Civil Service Commission.

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's degree preferably in Cooperatives, Business Administration with special training in Cooperatives, or any related course from a recognized college or university	*Three* (3) years of experience in cooperatives organization and management	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 21st day of September, 2026 at the Municipality of Carrascal, Province of Surigao del Sur.

CERTIFIED TRUE AND CORRECT:

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

ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:

VICENTE H. PIMENTEL III
Municipal Vice Mayor, Presiding Officer

APPROVED:

JOSEPH L. URGEL
Municipal Mayor

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. 45, Series of 2026** entitled *"AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL COOPERATIVES OFFICER), SALARY GRADE 24, UNDER THE MUNICIPAL COOPERATIVES DEVELOPMENT OFFICE (MCDO) 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 **6th day of October 2026** at Carrascal, Surigao del Sur, Philippines.

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

sbocarrascalsds@gmail.com
Sangguniang Bayan of Carrascal, Surigao del Sur
Legislative Building, Municipal Hall, Brgy. Embarcadero, Carrascal

POSTED

CARRASCAL BUS TERMINAL
CARRASCAL PUBLIC MARKET
OFFICE OF THE MUNICIPAL MAYOR

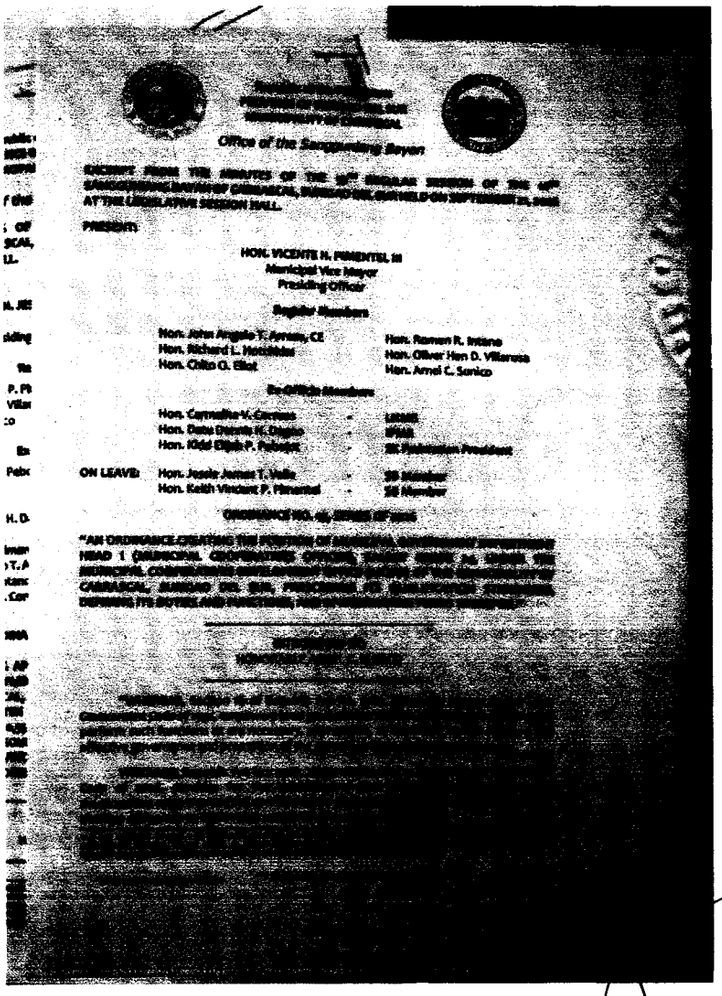
October 6, 2026

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

MAYOR'S OFFICE







Office of the Sangguniang Bayan

PRESENT:

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

Regular Members

Hon. John Angelo T. Arrasa, CE
Hon. Richard L. Hotchkiss
Hon. Chito G. Eliot
Hon. Roman R. Intano
Hon. Oliver Hen D. Villarosa
Hon. Amel C. Sunico

Ex-Officio Members

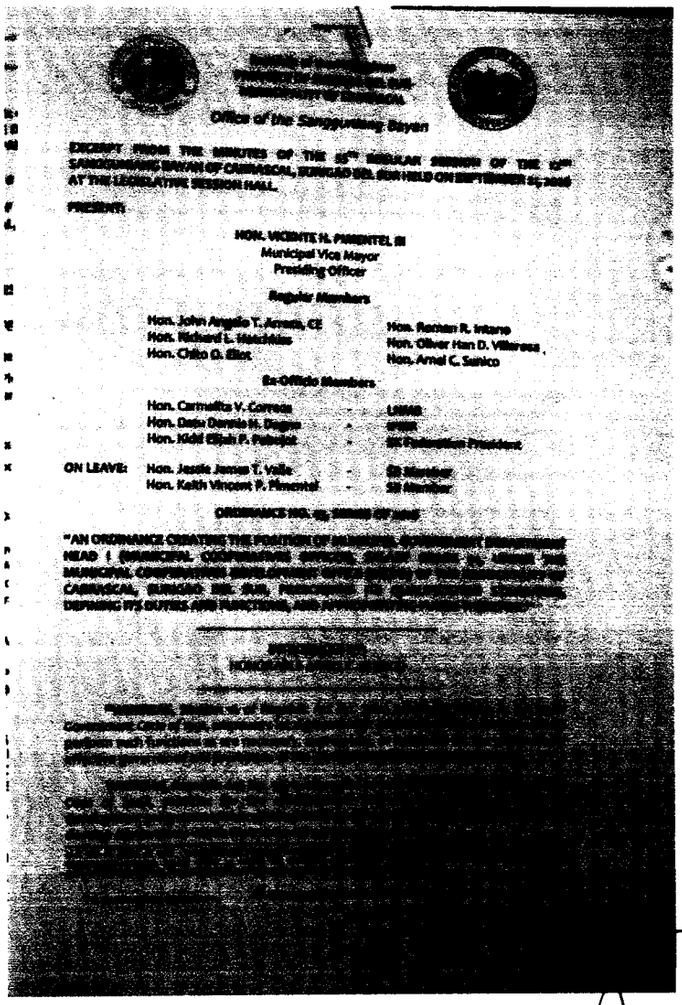
Hon. Carmelita V. Carrasa
Hon. Datu Dennis N. Dagoo
Hon. Kidd Elijah P. Pabajot

ON LEAVE: Hon. Jessie James T. Valle
Hon. Keith Vincent P. Pimentel

CARRASCAL PUBLIC MARKET







Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 55TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON SEPTEMBER 21, 2016 AT THE LEGISLATIVE SESSION HALL.

PRESENT:

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

Regular Members

Hon. John Angelo T. Arrera, CE	Hon. Roman R. Intano
Hon. Richard L. Hatchkiss	Hon. Oliver Han D. Villarosa
Hon. Chito O. Eliot	Hon. Arnel C. Sunico

Ex-Officio Members

Hon. Carmelita V. Correos	-	LNMB
Hon. Dasu Dennis H. Dagoo	-	[illegible]
Hon. Kidd Elijah P. Pabojot	-	SK Federation President

ON LEAVE:

Hon. Jessie James T. Valle	-	SB Member
Hon. Keith Vincent P. Pimentel	-	SB Member

ORDINANCE NO. [illegible], SERIES OF 2016

"AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL COOPERATIVES OFFICER), [illegible] MUNICIPAL COOPERATIVES DEVELOPMENT OFFICE [illegible] CARRASCAL, SURIGAO DEL SUR, PRESCRIBING ITS QUALIFICATION STANDARDS, DEFINING ITS DUTIES AND FUNCTIONS, AND [illegible]"

[illegible]

[illegible]

[illegible]

CARRASCAL TERMINAL





