



Republic of the Philippines
Province of Surigao del Sur
Municipality of Carmen

OFFICE OF THE HRMO/PERSONNEL OFFICER

Second Floor of Municipal Building
Carmen, Surigao del Sur

Mrs. Catherine A. Arienza - **Administrative Officer IV/HRMO**

The Personnel Office/HRMO is looking after the welfare of its employees. Persons who desire to enter civil service and work shall be processed by the Personnel Officer/HR Office. Employees may also request the Personnel Office for :

- Copies of service records, certificate of employment and other certificates
- Processing of requests for vacation and sick leaves
- Job Application

ADMINISTRATIVE SECTION:

The administrative section is under the broad policy guidance of the Municipal Mayor, performing high-level administrative, technical and professional work in directing and supervising the Municipal Government Unit with the following functions:

- Oversees the day-to-day operations, long-term and strategic planning and financial management of the Municipality
- Responsible for the professional development of the Municipal Officials and employees
- Implements and monitors the policies and directives issued by the municipal mayor and the members of the council
- Responds promptly to all inquiries and requests of the constituents
- Disseminates information concerning the LGU activities.



Republic of the Philippines
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OFFICE OF THE MUNICIPAL MAYOR

Second Floor of Municipal Building
Carmen, Surigao del Sur

Hon. Jane V. Plaza - Municipal Mayor

The Office of the Municipal Mayor exercises general supervision and control all programs, projects, services and activities of the Municipality. It imposes all laws and ordinances relative to the governance of the Municipality and in the exercise of the appropriate corporate powers provided for under Sec. 22 of the Local Government Code. This also implements all policies, programs, projects, services and activities of the LGU.

VISION:

“AN AGRO-INDUSTRIAL OF SURIGAO DEL SUR, MANAGED BY ITS DYNAMIC LEADERS IN RESILIENT PARTNERSHIP WITH THE EMPOWERED, PROGRESSIVE AND GOD-LOVING COMMUNITY IN A BALANCED AND SUSTAINABLE ECOLOGY”

MISSION:

“TO HARNESS EVERY CARMENANON’S COMPETENCE IN A THRIVING AGRO-INDUSTRIAL ECONOMY ANCHORED ON A MODERNIZED TECHNOLOGY AND VIABLE MARKET LINKAGES FOR EFFECTIVE AND EFFICIENT DELIVERY OF QUALITY BASIC SERVICES”



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OFFICE OF THE MUNICIPAL VICE MAYOR

Second Floor of Municipal Building
Carmen, Surigao del Sur

Hon. Teofila G. Cabatuan - Municipal Vice Mayor

The Office of the Municipal Vice Mayor serves as the presiding office of the Sangguniang Bayan and signs all warrants drawn on the municipal treasury for all expenditures appropriate for the operation of the Sanggunian. Subject to civil service laws, rules and regulations, appoints all officials and employees the Sangguniang Bayan except those whose manner of appointment is specifically provided in the Local Government Code.

The Vice Mayor assumes the Mayor's office for the unexpired term if the latter in the event of permanent vacancy as provided for in Sec. 44, Book 1 of the Local Government Code. Exercises the powers and performs the duties and functions of the Municipal Mayor in cases of temporary vacancy as provided for in Sec. 46., Book 1 of the Local Government Code.

The Office of the Vice Mayor is also tasked to plan and implement an integrated, monitored and evaluated action plan and program for the municipal government for the prevention and control of drug abuse of the municipality.



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OFFICE OF THE MUNICIPAL VICE MAYOR

Second Floor of Municipal Building
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Hon. Teofila G. Cabatuan - Municipal Vice Mayor

The Municipal Vice Mayor shall be the Presiding Officer of the Sangguniang Bayan and assumes the office of the Municipal Mayor in the event of temporary or permanent vacancy and exercise such other powers and performs such other duties and functions as may be prescribed by the laws or ordinances, exercise other functions provided under RA 7160 and other existing laws.

The organization outcome is to have a quality ordinance and resolutions presided over and other functions and duties performed as prescribed by law.

VISION:

“A PROVIDER OF HIGHEST QUALITY SERVICE TO THE PEOPLE OF THE MUNICIPALITY, BY BEING AN AUTONOMOUS, TRANSPARENT, SUPPORTIVE AND CREDIBLE OFFICE.”

MISSION:

“ TO ENDEAVOR TO EMPOWER THE MEMBER OF THE SANGGUNIANG BAYAN TO ENACT QUALITY RESOLUTIONS AND ORDINANCES IN SUPPORT TO THE PROGRAMS, PROJECTS AND ACTIVITIES OF THE LOCAL GOVERNMENT UNIT.”



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OFFICE OF THE MUNICIPAL ACCOUNTANT

1st Floor of Municipal Building
Carmen, Surigao del Sur

Mr. Nathaniel G. Garas, CPA – Municipal Accountant

The Municipal Accounting Office is tasked to provide fair and accurate financial information to users, particularly the oversight agencies, creditors, officials and employees, taxpayers, donors and the public. It ensures effective check and balance in the receipts, disposition and utilization of funds and property of the municipality. It also sees to it that the accounting system is understood and appreciated by the end-users.

The Office is responsible for accounting and internal audit functions and the proper implementation of rules and regulations in the receipts and disbursement and its eventual pre-posting of financial reports.

VISION:

A competent office worthy of trust to safeguard government funds and property in line with the LGU's quest for progress.

MISSION:

To ensure the prudent utilization of financial and other resources of the government by promoting transparency and strict compliance to policies, rules and regulations in the accounting of all financial transactions in the course of program and project implementation.

SERVICES AND FUNCTIONS:

- Provision of timely, quality and relevant financial and related information to various stakeholders to include among others, management and legislative body for decision making and determination of the efficiency and effectiveness of internal controls and mechanism.
- Prepare collection adjustment monthly to determine the actual share of the municipality and the 8 barangays against collected revenues,
- Prepare statement of cash advances, liquidation, salaries, allowances, reimbursement and remittances pertaining to the local government unit.
- Prepare and issue the Certificate of Income Tax withheld for all Municipal Officials and Employees.
- Prepare and issue certifications of GSIS contribution, GSIS salary loan, Pag-ibig loan, and other deductions.
- Prepare and submit financial statements to the Commission on Audit (COA), local government officials and other national government agencies.



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OFFICE OF THE MUNICIPAL MSWDO

1st Floor of Municipal Building
Carmen, Surigao del Sur
Ms. Sharon Fe A. Tisang – MSWDO

MANDATE:

The office is mandated to ensure effective and efficient delivery of basic services. To empower people achieving better quality of life. To promote the rights and well-being of the marginalized in the community.

VISION:

We envision a society where the poor vulnerable and disadvantaged are empowered for an improved and better quality of life.

MISSION:

To deliver, implement and coordinate social protection and poverty reduction solution for and with the poor, vulnerable and disadvantaged.

PROGRAMS AND SERVICES:

FAMILY:

- Livelihood and skills development
- Marriage Counseling
- Parent Effective Service
- Solo Parent

CHILDREN & YOUTH

- Day Care Services
- Sports Festival
- Community Participation
- Vocational Course (TESDA)
- Moral & Capacity Development
- Intervention per RA 7610

WOMEN LIVELIHOOD/ SKILLS DEVELOPMENT:

- SEA - K
- Sessions on selected modules
- Services to battered, neglected, exploited and abused women
- Intervention per RA 9262

EMERGENCY ASSISTANCE

- Assistance in crisis situation
- Crisis interventions and debriefing
- Mitigation
- Relief and emergency Assistance

ELDERLY WELFARE PROGRAM:

- Referral/Assistance for physical restoration
- Social pension for indigent senior citizen

SPECIAL PROGRAM:

- Pantawid Pampamilyang Pilipino Program (4P's)



Republic of the Philippines
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OFFICE OF THE MPDC

2nd floor of Municipal Building
Carmen, Surigao del Sur
Engr. Virgilio J. Bomediano – MPDC

VISION:

A well-organized and systematic planning office that could be the anchor of development for social, economic and other sectoral services of the Local Government Unit.

MISSION:

To formulate, initiates, consolidate and promote development plans, programs and projects of the LGU.

SERVICES AND FUNCTIONS:

- Issues Zoning Certificate
- Provides information/reference materials to researchers, investors, visitors and others, as well as access to exhibits showing of LGU Carmen past, present and future scenarios e.g. Social – Economic Profile, Development, Plans, Zoning ordinances and Comprehensive Land Use Plan.
- Develop/packages project proposal, project study, project briefing manuals et als. For the Municipality.
- Constantly updates the Municipal Social- Economic Profile and Municipal Development Strategy (MDS)

Requirements:

- Photocopies of land title and tax declaration (for zoning certificate)
- Letter of request and identification (for researchers)



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OFFICE OF THE MUNICIPAL TREASURER

1ST floor of Municipal Building
Carmen, Surigao del Sur
Ms. Marilou A. Aspril – Municipal Treasurer

The office is mandated to update tax records on Real Properties and the local composition and delinquencies. To enforce all administrative procedures, policies and system in revenue generation to include personnel development training.

VISION:

A catalyst in Revenue generation of the LGU, to be financially capable in sustaining its operation for Socio-Economic upliftment

MISSION:

To adopt innovative and timely measures in the effective collection of taxes levies, permit fees and other impositions and intensify information dissemination to achieve sufficiency and efficiency.

SERVICES AND CLIENTELE:

I – COLLECTION

Collect all kinds of revenues, all taxpayers (real property owners, and other receipts such as businessmen, professionals, users allotments, donations, and grants of government facilities), donors, financial institutions, government agencies.

II – DEPOSIT

Deposit daily collections
Authorized depository bank and other receipts

III – DISBURSEMENT

Payment of obligations, suppliers, employees, financial salaries, incentives, allowances, institutions, mandatory contributions and other educators, government agencies, payables and other payees.



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OFFICE OF THE MUNICIPAL BUDGET

2nd Floor of Municipal Building
Carmen, Surigao del Sur

Ms. Isabelita C. Ansing – Municipal Budget Officer

The Municipal Budget Office shall review and consolidate budget proposal of the different offices and is a mandatory office tasked to assist the LCE in the preparation of the Annual and Supplemental Budgets and exercise other functions provided under RA 7160 and other existing laws.

VISION:

Fully integrated, efficient and effective budget management and enhance the LGU's ability in management of local resources.

MISSION:

To ensure the financial stability of resources through proper utilization of funds.

IMPLEMENTATION OF THE MUNICIPAL BUDGET:

- Preparation of allotment
- Issuance of Certificate of availability of funds
- Processing of Obligation Requests

INTERNAL CONTROL SYSTEM:

- Systematic recording and monitoring of expenditures versus allocated resources
- Ensuring that all obligated expenses are backed up available resources.
- Coordinate efforts with accounting and treasury offices.
- For infrastructure projects: Requiring submission of Work Programs to determine sufficiency appropriation.

FUNCTIONS AND ACTIVITIES:

- Budget planning, research and programming
- Preparation and execution of the Municipal Budget
- Budget Operations, accounting and finance
- Management Services
- Review of barangay budget proposals

PREPARING THE MUNICIPAL BUDGET:

- Issuance of the budget call
- Conduct of Budget Forum
- Preparation and submission of Budget Proposals (Department Heads)
- Conduct of budget hearings
- Preparation of Executive Budget
- Submission of Executive Budget to Local Sanggunian for approval
- Enactment of an Appropriation Ordinance

ACCOMPLISHMENTS:

- No overdrafts incurred
- No deficit spending



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OFFICE OF THE MUNICIPAL ENGINEER

2nd Floor of Municipal Building
Carmen, Surigao del Sur

Engr. Jhonamie S. Manawatao – Municipal Engineer

The Municipal Engineering Office mandated to administer, coordinate, supervise and control the construction, maintenance, improvement and repair of roads, bridges and other engineering and public works projects of the LGU concerned.

The Municipal Engineering Office handles the municipal infrastructure projects to ensure its flood-free and hassle-free roadways. The office is also responsible for approval of all construction works undertaken by public and private entities in the Municipality.

VISION:

“A well-equipped engineering office with empowered personnel in the delivery of infrastructure facilities to pave the way for development.”

MISSION:

“To exercise and demonstrate professionalism and discipline in the administration and implementation of engineering services.”



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OFFICE OF THE MUNICIPAL ASSESSOR

1st Floor Municipal Building
Carmen, Surigao del Sur
Ms. Belinda R. Dico – Municipal Assessor

The office is mandated to appraise and assess for taxation purposes of the real properties situated within the municipality. To make physical survey, check and determined all real properties within the municipality, which are properly listed in the assessment roll, cancel the duplicated assessment and retain the original one.

VISION:

To develop real property taxes' prudent potentials as a revenue sources of the LGU to help the municipality attain self-reliance.

MISSION:

To evolve a comprehensive system of real property appraisal that will ensure and realistic property valuation for taxation purposes by establishing uniform assessment methods and procedures to standardize property valuation and ensuring that the ad valorem tax on real property taxes shall be just, uniform and equitable though adopting the necessary measures that will promote maximum tax collection efficiency and formulation of policies and procedures to improve technical skills and development of reasonable standards of performance in the assessment services



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OFFICE OF THE LOCAL CIVIL REGISTRAR

2nd Floor , Municipal Building
Carmen, Surigao del Sur
Ms. Sylvi A. Sumod-ong – LCR

The Local Civil Registry (LCR) is the government's repository of legal documents pertaining to a citizen's birth, marriage, and death.

VISION:

Towards a dynamic and progressive Municipality aimed at being a model Local Government Unit on knowledge – based, efficient, effective and highly-responsive Civil Registration System.

MISSION:

To serve and help out constituents avail of civil registration services irrespective of creed, class and culture by implementing with sincerity, courtesy, honesty, efficiency and responsibility the civil registration laws of country.



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OFFICE OF THE MUNICIPAL HEALTH

Located at Sablas Street
Carmen, Surigao del Sur

Dr. Michelle R. Paganpan. – Municipal Health Officer

The Municipal Health Office is responsible for providing healthcare services to the municipality's citizenry; particularly the poor and vulnerable groups in the community and participate meaningfully in community life and practice healthy lifestyles.

Formulate and implement policies, plans, programs and projects to promote the health of the people in the municipality.

VISION:

A Healthy and Empowered community working collaboratively towards socio-economic progress and resiliency.

MISSION:

To ensure just and equitable access to quality basic health services in the promotion of a complete physical, mental and emotional well-being among Carmenanons.



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OFFICE OF THE MUNICIPAL AGRICULTURE

1st Floor of Municipal Building
Carmen, Surigao del Sur

Mr. Rodolfo B. Celada – Municipal Agriculturist

The Office is mandated to have self-food sufficient with all farming families. The organizational outcome shall have an effective leadership and management of technology transfer.

VISION:

A modernized small holds agriculture and fisheries diversified rural recovery that is dynamic technologically competitive. Its transformation is guided by the practices of social justice and strong private sector participation.

MISSION:

To help and empower the farming and fishing communities and private sector to produce enough accessible and affordable food for every Filipinos and a decent income to all.



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OFFICE OF THE MUNICIPAL SANGGUNIANG BAYAN & SB SECRETARY

Second Floor of Municipal Building
Carmen, Surigao del Sur

SANGGUNIANG BAYAN

SB SECRETARY – MA. JULINA B. JUTILO

The Sangguniang Bayan is mandated to enact ordinances, approve resolutions and appropriate funds for the welfare of the LGU and its inhabitants. Approve ordinances and pass resolutions necessary for an efficient and effective local government and approve annual and supplemental budgets of the LGU. The organizational outcome is the enactment of legislative measures.

The secretary to the Sanggunian is mandated to take charge of the office of the secretary to the Sanggunian that primary exercise its power and functions provided under the Local Government Code and perform such other duties and functions as may be prescribed by law. The organizational outcome is the provision of secretariat support services.

VISION:

“SANGGUNIANG BAYAN – AN INTENSIFIED LEGISLATIVE SERVICES FOR THE LOCAL GOVERNANCE AND EFFECTIVE LEGISLATION FOR THE LGU- CARMEN”

“SECRETARY TO THE SANGGUNIAN – AM EFFICIENT AND EFFECTIVE SECRETARIAT SERVICES TO THE SANGGUNIAN.”

MISSION:

“ SANGGUNIANG BAYAN – AWARENESS OF THE MAJOR ROLE IS LEGISLATION BY ADOPTING LEGISLATIVE MEASURES THAT ARE GEARED TOWARDS LIVELIHOOD AND ECONOMIC UPLIFTMENT OF THE RESIDENTS FOR A PROGRESSIVE AND PEACEFUL COMMUNITY.”

“SECRETARY TO THE SANGGUNIAN – TO PROVIDE TECHNICAL SUPPORT TO THE SANGGUNIANG BAYAN AS A BODY AND THE INDIVIDUAL SB MEMBER IN THE PERFORMANCE OF THEIR LEGISLATIVE FUNCTION.



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OFFICE OF THE MUNICIPAL MENRO

2nd Floor of Municipal Building
Carmen, Surigao del Sur
For. Alain P. Cabanilla – MENRO

The Office is mandated to implement the devolved and partnership activities with DENR to monitor and evaluate the development programs/projects in accordance with the approved LFUP and other plan. To adopt adequate measures to safeguard and conserve forest and other resources of the Municipality of Carmen, Surigao del Sur. The organizational outcome is to have an effective conservation, protection and management of the environment.

VISION:

AN OFFICE THAT OVERSEE THE DEVOLVED FUNCTIONS OF THE DENR THROUGH SYSTEMATIC PLANNING AND ENSURE THE PROTECTION, CONSERVATION AND MANAGEMENT OF THE FOREST RESOURCES OF THE MUNICIPALITY.”

MISSION:

TO EMPOWER AND CAPACITATE STAKEHOLDERS THROUGH PARTNERSHIP IN THE PROTECTION, MANAGEMENT AND DEVELOPMENT OF FOREST OF CARMEN TO HAVE HEALTHY AND SUSTAINABLE NATURAL RESOURCES.”



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**OFFICE OF THE MUNICIPAL DISASTER RISK
REDUCTION AND MANAGEMENT OFFICER**

At the Municipal Farmer's Training Center
Carmen, Surigao del Sur
JUNE A. JARAMILLO - MDRMO

The Office is mandated uphold the people constitutional right to life and property by addressing the root causes of vulnerabilities, strengthening the municipality's institutional capacity for disaster including climate change impacts, and inconsideration of the increasing frequency, security and unpredictability of disaster occurrence.

VISION:

“ A PEACEFUL MUNICIPALITY PROPELLED BY DYNAMIC LEADERSHIP ANCHORED ON THE PRINCIPLES OF JUSTNESS AND EQUITY WITH THE SUPPORT OF DISASTER RESILIENT, CHANGE-ADOPTIVE AND GOD-CENTERED COMMUNITY IN ITS PURSUIT FOR SUSTAINABLE SOCIO-ECONOMIC GROWTH DEVELOPMENT.”

MISSION:

“ TO EDUCATE COMMUNITY THE PRACTICE OF SHARED RESPONSIBILITY FOR THE PROMOTION OF LIVES AND PUBLIC SAFETY BY ENSURING THE INTEGRATION OF DISASTER RISK-REDUCTION AND CLIMATE ADAPTATION.”

