



Republic of the Philippines
Province of Laguna
MUNICIPALITY OF LOS BAÑOS
Special Science and Nature City
OFFICE OF THE SANGGUNIANG BAYAN
Municipal Hall, National Highway, Brgy. Timugan,
Los Baños, Laguna 4030 Philippines
Email: losbaños@laguna.net

**EXCERPTS FROM THE MINUTES OF THE SIXTH (6TH) REGULAR SESSION OF
THE SANGGUNIANG BAYAN HELD ON FEBRUARY 7, 2020 AT THE
SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY.
TIMUGAN, LOS BAÑOS, LAGUNA.**

Present : Vice Mayor Antonio L. Kalaw, Presiding Officer
S.B. Member Josephine S. Evangelista
S.B. Member Miko C. Pelegrina
S.B. Member Janos S. Lapiz
S.B. Member Geronimo A. Ciceron
S.B. Member Marlo PJ A. Alipon
S.B. Member Mark Lester B. Dizon
S.B. Member Cris Dayril B. Bagnes
Secretary Dona T. Alborida
Ms. Felomina I. Lincallo, LLSO I

Absent : S.B. Member Mike Dexter A. Concio (O.B)
S.B. Member Arlene P. delos Santos, Liga President (O.B)
S.B. Member Jozlyn N. Manansala, SK Fed. President (O.B)

Visitors : Ms. Mary Ann Delantar, Barangay San Antonio
Mr. Levy Tatad, Media

ORDINANCE NO. 2020-1961

**AN ORDINANCE CREATING THE POSITION OF CLERK II WITH SALARY
GRADE 4 AT THE MUNICIPAL BUDGET OFFICE**

Author : Councilor Miko C. Pelegrina

**BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS,
LAGUNA, in session assembled, THAT:**

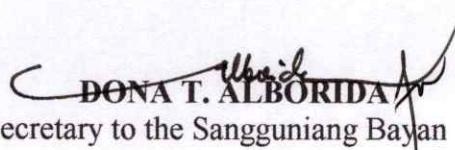
SECTION 1. Civil Service Commission (CSC) basic qualification standards are as follows:

EDUCATION	:	Completion of two years in college
EXPERIENCE	:	None Required
TRAINING	:	None Required
ELIGIBILITY	:	Career Service (Sub-professional) / First Level Eligibility

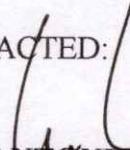
**INALIBAY
SANGGUNIANG PAULALAWIGAN
CAPASIHAN BLW. 389-1.5.2020
SETSA May 27, 2020*

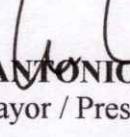
- SECTION 2.** The duties and responsibilities shall be as follows:
- a. Disseminate outgoing documents;
 - b. Assist in the Annual Budget preparation;
 - c. Prepare office's Annual Supplies and Equipment Procurement Plan;
 - d. Review all A/SPP, PPT and PPMP of different offices;
 - e. Maintain master list of Job Orders;
 - f. Review program of works as to availability of appropriation;
 - g. Prepare inventory of supplies and equipment;
 - h. Prepare utilization of gasoline, telephone, water and electricity expenses;
 - i. Assist in the posting of documents for disclosure; and
 - j. Performs other related tasks that may be assigned.
- SECTION 3.** The source of funds shall be taken from the Annual Budget of CY 2020.
- SECTION 4.** This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.
- ENACTED :** February 7, 2020

I HEREBY CERTIFY to the correctness of the above –quoted Ordinance.

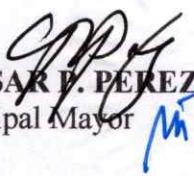

DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. ANTONIO L. KALAW
Vice Mayor / Presiding Officer


PINAC TIBAY
BANGGUNIANG PANLALAWIGAN
KAPASIHAYAHAN BL. 389-A, S. 2020
PFTSA May 07, 2020

APPROVED:


HON. CAESAR P. PEREZ
Municipal Mayor 