



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 THIRD (3RD) REGULAR SESSION OF  
THE SANGGUNIANG BAYAN HELD ON JULY 26, 2019, AT THE SANGGUNIANG  
BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS,  
LAGUNA .**

Present : Acting Vice Mayor Josephine Sumangil-Evangelista, Acting Presiding Officer

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 Dexter A. Concio  
S.B. Member Mark Lester B. Dizon  
S.B. Member Cris Dayril B. Bagnes  
S.B. Member Arlene P. delos Santos, Liga President  
S.B. Member Jozlyn N. Manansala, SK Fed. President  
Secretary Dona T. Alborida  
Ms. Jellyn S. de Una, LLSA II

Absent : None

Visitor(s) : Mr. Wilfredo Driz, Mayondon, Los Banos, Laguna

**ORDINANCE NO. 2019-1854**

**ORDINANCE CREATING THE POSITION OF BOOKBINDER II, SALARY GRADE 4  
AT THE OFFICE OF THE MUNICIPAL MAYOR.**

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:

|             |   |                                           |
|-------------|---|-------------------------------------------|
| EDUCATION   | : | Elementary School Graduate                |
| EXPERIENCE  | : | None Required                             |
| TRAINING    | : | None Required                             |
| ELIGIBILITY | : | None Required<br>(MC 11, S. 96- Cat. III) |



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SANGGUNIANG BAYAN  
TAPAS, LOS BAÑOS, LAGUNA  
S.E.T.S.A. 9/25/19 S 2019  
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SECTION 2. The specific duties and responsibilities:

- a) Bind new or rebind old or damaged office documents/reports manually or by machine;
- b) Cut cover materials to specified dimensions and fit to binder boards to specified dimensions for office documents/report using board shears or hand cutters;
- c) Trim edges of materials for binding to size, using hand cutters;
- d) Perform other functions such as:
  - i. Receives and records incoming and outgoing office correspondence and other documents.
  - ii. Sorts and files documents according to numerical or alphabetical designation.
  - iii. Types communications and other papers needed in the office.

SECTION 3. The source of funds shall be taken from the Annual Budget for CY 2019.

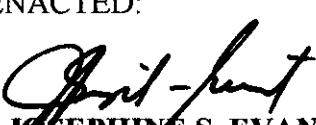
SECTION 4. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED : JULY 26, 2019.

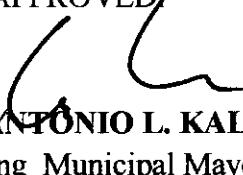
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.

  
DONA T. ALBORIDA  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

  
HON. JOSEPHINE S. EVANGELISTA  
Acting Vice Mayor/Acting Presiding Officer

APPROVED

  
HON. ANTONIO L. KALAW  
Acting Municipal Mayor

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