



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. 2019-1855

**ORDINANCE CREATING THE POSITION OF BOOKBINDER III, SALARY GRADE 7
AT THE MUNICIPAL HUMAN RESOURCE MANAGEMENT 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:

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

P-NAL 100P
SANGGUNIANG BAYAN ALAMO
KAPASITATEN PL. 403-15-S - 2019
DFTSA - 9/25/19

[Handwritten signatures: Un, dta, and a signature starting with J.]

2.00 Ordinance No. 2019-1855 07/26/2019

SECTION 2. The specific duties and responsibilities:

- a) Attach endpapers to tops and bottoms of book bodies, using sewing machines;
- b) Glue endpapers and signatures together along spines, using brushes or glue machines;
- c) Cut cover material to specified dimensions, and fit and glue material to binder boards manually or by machine;
- d) Perform a variety of clerical tasks;
- e) Word processing, printing and collating documents;
- f) Performing light bookkeeping, coordinating with other departments, and completing any other assigned tasks.

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

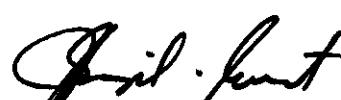
SECTION 4. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED : JULY 26, 2019.

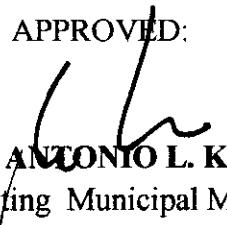
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.


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

RECEIVED
SANGGUNIANG MUNICIPAL BALANGKAN
KABATANANG SAGAWAYAN
PFTSA 485-B-S-2019
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