



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 FIRST (1ST) SPECIAL SESSION OF THE SANGGUNIANG BAYAN HELD ON JANUARY 13, 2022 VIA ZOOM.

Present : Vice Mayor Josephine H. Sumangil - Evangelista, 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 Mark Lester B. Dizon
S.B. Member Cris Dayril B. Bagnes
S.B. Member Rodora P. Loares
S.B. Member Arlene P. delos Santos, Liga President
S.B. Member Jozlyn N. Manansala, SK Fed. President
Secretary Dona T. Alborida

Absent : S.B. Member Mike Dexter A. Concio, (O.B.)

Visitors : Hon. Marcelo C. Alvarez, Barangay Chairman of Brgy. Bagong Silang

ORDINANCE NO. 2022-2251

AN ORDINANCE CREATING THE POSITION OF LOCAL LEGISLATIVE STAFF OFFICER II WITH SALARY GRADE 13 AT THE OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT.

Author : Councilor  Mike 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:

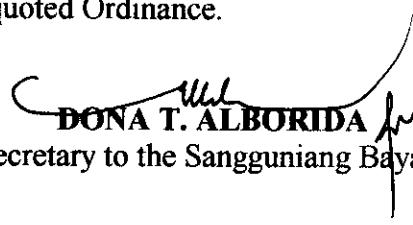
EDUCATION	:	Bachelor's Degree relevant to the job
EXPERIENCE	:	None Required
TRAINING	:	None Required
ELIGIBILITY	:	Career Service Professional / Second Level Eligibility



SECTION 2. The duties and responsibilities shall be as follows:

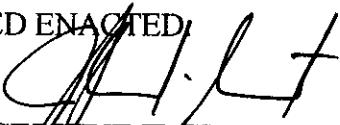
- Conduct Research, studies, surveys, and gathers information about public issues and problems demanding legislative action;
- Assist in drafting / formulation of proposed resolutions / ordinances as directed by the Secretary to the Sangguniang Bayan, Vice Mayor and Sangguniang Bayan Members;
- Attend and assists in taking down notes during sessions and committee / public meetings / hearings conducted by the Sangguniang Bayan;
- Assist in the preparation of committee reports of the different committees of the Sangguniang Bayan;
- Assists in preparation / drafting of communication; and
- Performs such other duties and functions that the Vice Mayor and / or Secretary to the Sangguniang Bayan may assign / prescribe / direct and / or such other functions provided by law and/ or Ordinance.

SECTION 3. The source of funds shall be taken from the Annual Budget of CY 2022.**SECTION 4.** This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.**ENACTED :** January 13, 2022

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

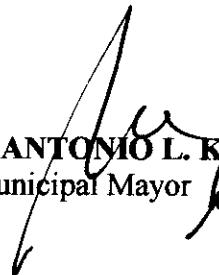
DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED



HON. JOSEPHINE H. SUMANGIL-EVANGELISTA
Municipal Vice Mayor / Presiding Officer

APPROVED:



HON. ANTONIO L. KALAW
Municipal Mayor