



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: losbanos@laguna.net

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**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. 2022-2252**

**AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II) WITH SALARY GRADE 4 AT THE OFFICE OF THE MUNICIPAL TREASURER.**

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Author : Councilor  Miko C. Pelegrina

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**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** : Elementary School Graduate

**EXPERIENCE** : None Required

**TRAINING** : None Required

**ELIGIBILITY** : None Required (MC 10,s.2013-Cat III)

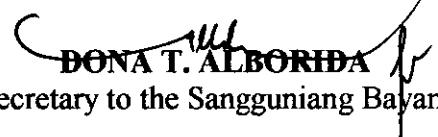


**SECTION 2.** The duties and responsibilities shall be as follows:

- Operate reproduction machine like duplicating machine, copiers, computer operated equipment and heat press machine;
- Perform periodic checks on equipment and troubleshoot minor problem not requiring service from outside source;
- Work with others in order to ensure that the equipment is in good running conditions;
- Adjust machine settings to complete tasks accurately, according to specifications and in timely fashion;
- Must be able to reformat requested printed forms if needed;
- Maintaining a database with regards to requested reproduction.

**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.



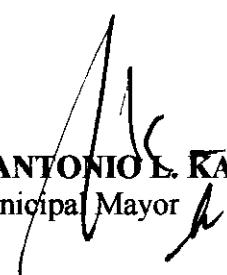
DONA T. ALBORIDA  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:



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

APPROVED:



HON. ANTONIO E. KALAW  
Municipal Mayor