



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 TWELFTH (12TH) REGULAR SESSION
OF THE SANGGUNIANG BAYAN HELD ON SEPTEMBER 27, 2019 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 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
Secretary Dona T. Alborda
Ms. Jellyn S. De Una, LLSA II

Absent : S.B. Member Janos S. Lapiz (O.B)
S.B. Member Jozlyn N. Manansala, SK Fed. President (O.B)

Visitor(s) : None

ORDINANCE NO. 2019-1876

**AN ORDINANCE CREATING THE POSITION OF CLERK II WITH SALARY GRADE
4 AT THE OFFICE OF THE MUNICIPAL MAYOR/LOCAL YOUTH DEVELOPMENT
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 studies in College
EXPERIENCE	:	None Required
TRAINING	:	None Required
ELIGIBILITY	:	Career Service (Sub professional)

INAC LIBAY
SANGGUNIANG PANLALAWIGAN
(APASIHAN RL. 11/5/2020)
ETSA *Jan. 6, 2020*



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

- a. Perform various administrative and clerical tasks to support the office;
- b. Help in maintaining smooth operations in variety of activities in the office ranging from filing and answering the phone to basic bookkeeping;
- c. Maintain files and records so they remain updated and easily accessible;
- d. Assist in office management and organization procedures;
- e. Serve as secretariat to the Local Youth Development Office (LYDO);
- f. Provide assistance to the LYDO in other support in the conduct of the mandatory and continuing training programs, and to such programs of the Commission and DILG;
- g. Coordinate with the LYDO, with regard to the youth invitations from received memo programs with their jurisdiction;
- h. Perform such other functions as may be prescribed by law, ordinance, or as the LYDO, the DILG or the Commission may require.

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

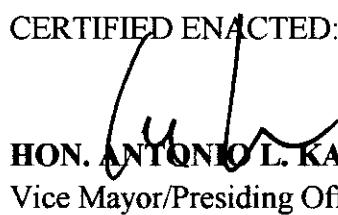
SECTION 4. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED: SEPTEMBER 27, 2019

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

APPROVED:


HON. CAESAR P. PEREZ
Municipal Mayor
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