



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 SIXTH (6TH) REGULAR SESSION OF
THE SANGGUNIANG BAYAN HELD ON FEBRUARY 7, 2020 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 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 Secretary Dona T. Alborida Ms. Felomina I. Lincallo, LLSO I
Absent :	S.B. Member Mike Dexter A. Concio (O.B) S.B. Member Arlene P. delos Santos, Liga President (O.B) S.B. Member Jozlyn N. Manansala, SK Fed. President (O.B)
Visitors :	Ms. Mary Ann Delantar, Barangay San Antonio Mr. Levy Tatad, Media

ORDINANCE NO. 2020-1958

**AN ORDINANCE CREATING THE POSITION OF CLERK II WITH SALARY
GRADE 4 AT THE MUNICIPAL TOURISM OFFICE.**

Author : Councilor *[Signature]* *[Signature]* 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 in college
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Sub-professional) / First Level Eligibility

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

- Provide visitors with travel suggestions and information such as guides, directories, brochures, and maps;

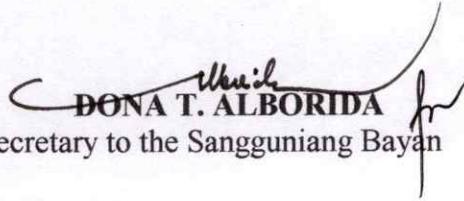
- b. Contact motel, hotel, resort, and travel operators by mail or telephone to obtain advertising literature and tourist arrival records;
- c. Confirm travel arrangements and reservations for the visitors of Los Baños;
- d. Plan itinerary for travel and accommodations using knowledge of routes, types of carriers, and regulations;
- e. Confer with visitors by telephone, writing, or in person to answer questions regarding services and determine travel preferences;
- f. Maintain files and records so they remain updated and easily accessible;
- g. Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.);
- h. Answer the phone to take messages or redirect calls to appropriate colleagues and visitors;
- i. Utilize office appliances such as photocopier, printers, and computers for word processing, spreadsheet creation, etc.;
- j. Take minutes of meetings and dictations;
- k. Assist in office management and organization procedures;
- l. Monitor stocks of office supplies (paper clips, stationery, etc.) and report when there are shortages;
- m. Assist in making travel arrangements and booking venues for conferences and events;
- n. Perform other office duties as assigned;
- o. Assist the Tourism Officer at all times.

SECTION 3. The source of funds shall be taken from the Annual Budget of CY 2020.

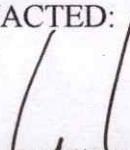
SECTION 4. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED : February 7, 2020

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

PINALIBAY
SANGGUNIANG PANLALAWIGAN
KAPASIHAN BL. 389-A, S. 2020
PETSA May 27, 2020

APPROVED:


HON. CAESAR P. PEREZ
Municipal Mayor