



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

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**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. 2020-1967**

**AN ORDINANCE CREATING THE POSITION OF COOPERATIVE DEVELOPMENT SPECIALIST I WITH SALARY GRADE 11 AT THE OFFICE OF THE MUNICIPAL AGRICULTURIST.**

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Author : *[Signature]* 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:

<b>EDUCATION</b>	:	Bachelor's degree relevant to the job
<b>EXPERIENCE</b>	:	None Required
<b>TRAINING</b>	:	None Required
<b>ELIGIBILITY</b>	:	Career Service (Professional) / Second Level Eligibility

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

- Provide administrative support to the Office of the Municipal Agriculturist;

*[Signature]*

*[Signature]*

- b. Develop plans and strategies for fostering cooperative development in Los Baños;
- c. Develop plans and strategies for livelihood development in Los Baños;
- d. Assist in the implementation, monitoring and evaluation of livelihood projects and programs under and in coordination with the Office of the Municipal Agriculturist;
- e. Coordinate with government offices, private organizations, and individuals for the strengthening of existing livelihood programs and projects of the Office of the Municipal Agriculturist;
- f. Coordinate and foster collaboration with the primary and secondary cooperatives of Los Baños through the Los Baños Municipal Cooperative Development Council;
- g. Coordinate the programs and projects for cooperative development among the primary and secondary cooperatives in Los Baños;
- h. Maintain a directory of the primary and secondary cooperatives in Los Baños;
- i. Ensure effective information delivery among the primary and secondary cooperatives of Los Baños;
- j. Coordinate with the Cooperative Development Authority with issuances and memoranda for the compliance of primary and secondary cooperatives in Los Baños;
- k. Assist organizations or institutions that are interested into transitioning into a cooperative;
- l. Implement and monitor information, education, and communication plans and/or campaigns in the promotion of cooperativism in Los Baños; and,
- m. Perform other duties and functions and exercise such other powers as ordered by the Municipal Agriculturist, stated in R.A. 7160 otherwise known as the Local Government Code of 1991, and those as prescribed by other laws and/ or ordinances.

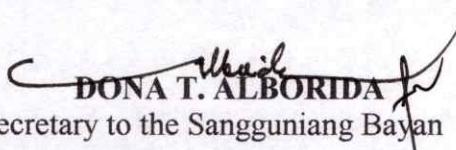
**SECTION 3.** The source of funds shall be taken from the Annual Budget of CY 2020.

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

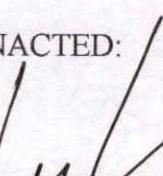
**ENACTED :** February 7, 2020

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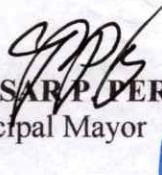
I HEREBY CERTIFY to the correctness of the above –quoted Ordinance.

  
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  
*M*

PINAKUTBAY  
SANGGUNIANG PANLALAWIGAN  
KAPASIHAYAHAN BL. 389-A, S. 2020  
PETS A May 7, 2020