



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.

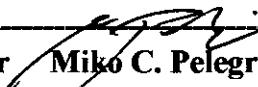
Present : Vice Mayor Josephine H. Sumangil - Evangelista, Presiding Officer
S.B. Member Miko C. Pelegrina
S.B. Member Janos S. Lapiz
S.B. Member Geronimo A. Ciceron
S.B. Member Marlo PJ A. Alipon
S.B. Member Mark Lester B. Dizon
S.B. Member Cris Dayril B. Bagnes
S.B. Member Rodora P. Loares
S.B. Member 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. 2022-2250

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE OFFICER IV WITH SALARY GRADE 15 AT THE OFFICE OF THE MUNICIPAL ADMINISTRATOR.

Author : Councillor  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	:	Bachelor's Degree relevant to the job
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Professional / Second Level Eligibility

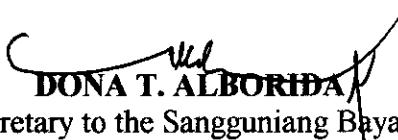


SECTION 2. The duties and responsibilities shall be as follows:

- Serves as Administrative Officer and assists in directing the activities of the Municipal Administrator;
- Functions as representative of the Administrative Department;
- Performs liaison work on behalf of the Administrator with other Official Departments;
- Drafts legal documents such as contracts, agreements, notices and correspondences on the operation and use of Admin;
- Reviews drafts of Executive Orders, Ordinances and Resolutions;
- Prepares reports, response letters on areas of Legal Concern;
- Assists in the formulation of Administrative Policies and Procedure;
- Disseminates information involving interpretation of policies, laws, and activities of the Admin. Department;
- Analyzes administrative problems and makes recommendations for new or revised policies and procedures;
- Responsible for solving technical issues; the enforcement of laws and regulations and frequent public contacts in promoting established projects;
- Participates in the Planning and Programming of department activities and assists in formulating work and meeting schedules;
- Provides administrative staff support in the areas of management and other administrative function;
- Ensures confidentiality and security of Administrative Files and Records;
- Performs related duties as required.

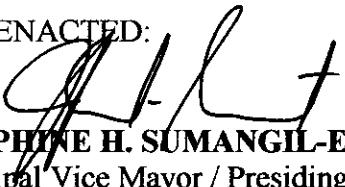
SECTION 3. The source of funds shall be taken from the Annual Budget of CY 2022.**SECTION 4.** This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.**ENACTED :** January 13, 2022

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 I. KALAW
Municipal Mayor