



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. 2020-1960

**AN ORDINANCE CREATING THE POSITION OF CLERK II WITH SALARY
GRADE 4 AT THE BIDS AND AWARDS COMMITTEE (BAC).**

Author : *[Signature]* Councilor Miko C. Pelegrina

[Signature]

**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

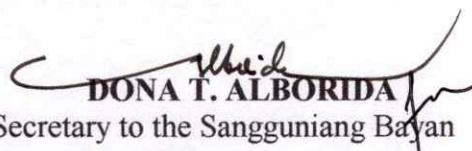
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SANGGUNIANG PANLALAWIGAN
KAPASIHAYAN BLW. 389-A, S. 2020
ETSA May 27, 2020

*[Signature]**[Signature]*

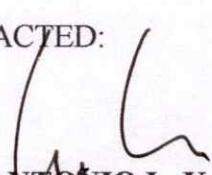
2.00 Ordinance No. 2020-1960 02/07/2020

- SECTION 2.** The duties and responsibilities shall be as follows:
- a. Prepares bidding documents;
 - b. Posts projects for bidding and small value procurement in the Philgeps System;
 - c. Prepares notices or documents for awarding of projects to winning bidders;
 - d. Awards successful bidding in the Philgeps System;
 - e. Prepares notice of meetings and attendance sheet;
 - f. Assists during bidding and BAC meetings;
 - g. Prepares Project Monitoring Report (PMR); and
 - h. Performs other related activities assigned by the BAC.
- 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

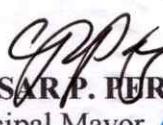
I HEREBY CERTIFY to the correctness of the above -quoted Ordinance.


DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. ANTONIO L. KALAW
Vice Mayor / Presiding Officer

APPROVED:


HON. CAESAR P. FERREZ
Municipal Mayor
M

BINAC LIBAY
SANGGUNIANG PANLALAWIGAN
KAPASIVAHAN BLV., 389-A, S. 2020
BUTKA May 27, 2020