



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. Alborda 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. 2020-1962

**AN ORDINANCE CREATING THE POSITION OF REPRODUCTION MACHINE
OPERATOR II WITH SALARY GRADE 4 AT THE GENERAL SERVICES OFFICE.**

Author : Councilor  Miko C. Pelegrina

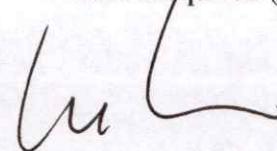


**BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS,
LAGUNA, in session assembled, THAT:**

SECTION 1. Civil Service Commission (CSC) basic qualification standards are as follows:

EDUCATION	:	Elementary School Graduate
EXPERIENCE	:	None Required
TRAINING	:	None Required
ELIGIBILITY	:	None Required (MC 11,s.96-Cat.III)

#MAC 11B/PAY
SANGGUNIANG PANLALAWIGAN
APARSIYAHAN BLDG., 089-A, S. 2020
PFTSA May 07, 2020





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

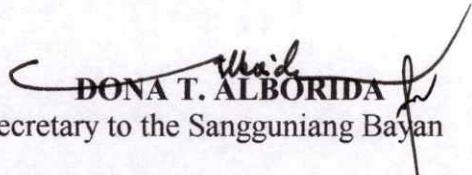
- a. Operate reproduction machine like duplicating machine, copiers, computer operated equipment and heat press machine;
- b. Perform periodic checks on equipment and troubleshoot minor problem not requiring service from outside source;
- c. Work with others in order to ensure that the equipment is in good running conditions;
- d. Adjust machine settings to complete tasks accurately, according to specifications and in timely fashion;
- e. Must be able to reformat requested printed forms if needed;
- f. Maintaining a database with regards to requested reproduction either printed forms or souvenir items and consumable used;
- g. Assist colleagues when the need arises;
- h. Performs other functions such as but not limited to:
 - i. Receives incoming documents;
 - ii. Cover-up for colleague's duties and responsibilities in his/her absence;
 - iii. Keep office area neat and tidy.

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

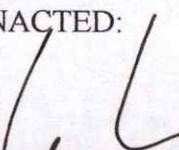
SECTION 4. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED : February 7, 2020

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

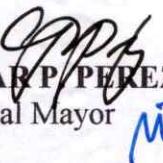

DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. ANTONIO L. KALAW
Vice Mayor / Presiding Officer

MUNICIPAL TITAN
SANGGUNIANG PANLALAWIGAN
AGABAHAN BL. 389-A, S. 2020
ETSA May 27, 2020

APPROVED:


HON. CAESAR P. PEREZ
Municipal Mayor