



Republic of the Philippines  
Province of Laguna  
**Municipality of Los Baños**  
Special Science and Nature City

**OFFICE OF THE SANGGUNIANG BAYAN**

2/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030  
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**EXCERPTS FROM THE MINUTES OF THE EIGHTEENTH (18<sup>TH</sup>) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON DECEMBER 1, 2025 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

**PRESENT:**

Hon. Marlo PJ A. Alipon	Municipal Vice Mayor/Presiding Officer
Hon. Miko C. Pelegrina	S.B. Member
Hon. Aldous Amiel B. Perez	S.B. Member
Hon. Muriel Laisa B. Dizon	S.B. Member
Hon. Leren Mae M. Bautista	S.B. Member
Hon. Benedicto S. Alborida	S.B. Member
Hon. Rand Edouard R. De Jesus	S.B. Member
Hon. Myla E. Alinsunurin	S.B. Member
Hon. Jay G. Rolusta	S.B. Member
Hon. Gaudencio P. Macatangay	Ex-Officio Member/Liga President
Hon. Samantha Nicole A. Banasihan-Ortega	Ex-Officio Member/SK Federation President

**ABSENT:**

None

**ORDINANCE NO. 2025-2458**

**AN ORDINANCE PROVIDING WELFARE AND SUPPORT SUBSIDY FOR PUBLIC SCHOOL PERSONNEL IN THE MUNICIPALITY OF LOS BAÑOS AND PROVIDING FUNDS THEREOF.**

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Authors : Councilors

Muriel Laisa B. Dizon, Miko C. Pelegrina,   
Leren Mae M. Bautista, Aldous Amiel B. Perez,   
Rand Edouard R. De Jesus, Benedicto S. Alborida,   
Gaudencio P. Macatangay, Jay G. Rolusta,   
Samantha Nicole A. Banasihan - Ortega,

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**WHEREAS**, education is a vital component of national development and the Municipality of Los Baños recognizes the important role of public school personnel in shaping the youth;

**WHEREAS**, teachers and other public school personnel serve as frontliners in the delivery of quality education, often extending service beyond regular hours and duties;

**WHEREAS**, there is a need to provide additional welfare support to promote the well-being, morale, and continued commitment of public school personnel assigned in the Municipality of Los Baños;

**WHEREAS**, the Local Government Code of 1991 authorizes local government units to appropriate funds for programs that support education through the Special Education Fund (SEF);

**NOW THEREFORE**, on motion of Councilor Jay G. Rolusta duly seconded by Councilor Leren Mae M. Bautista and approved by the Councilors present;

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

**SECTION 1.** **TITLE.** This Ordinance shall be known as: "**An Ordinance Providing Welfare and Support Subsidy for Public School Personnel in the Municipality of Los Baños and Providing Funds Thereof.**"

**SECTION 2.** **PURPOSE.** This Ordinance aims to provide financial welfare assistance to public school personnel assigned in Los Baños to support their basic needs, improve morale, and recognize their contribution to education.

**SECTION 3.** **DEFINITION OF TERMS.** For purposes of this Ordinance, the following terms are defined as:

Personnel – refers to public school employees officially assigned in the Municipality of Los Baños, including but not limited to:

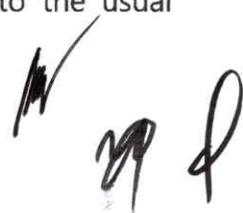
- a. Teachers
- b. Principals
- c. District Supervisor
- d. Administrative Officers
- e. Administrative Assistants
- f. Nurses

**SECTION 4.** **COVERAGE.** This Ordinance shall cover all qualified public school personnel assigned in public schools within the territorial jurisdiction of the Municipality of Los Baños.

**SECTION 5.** **ENTITLEMENT.** A welfare and support subsidy in the amount of Six Thousand Pesos (Php 6,000.00) shall be granted to each personnel as defined in Section 3 hereof, subject to pro-rated computation as provided under Section 8.

The welfare and support subsidy shall be released as a one-time annual grant, computed based on the total number of credited months rendered within the calendar year.

**SECTION 6.** **SOURCE OF FUNDS.** The amount necessary for the implementation of this Ordinance shall be charged annually against the Special Education Fund (SEF) of the Municipality of Los Baños, subject to the usual accounting and auditing rules and regulations. *gg*



**SECTION 7.** **IMPLEMENTING OFFICE.** The Department of Education - Los Baños Sub-Office, in coordination with the Office of the Municipal Mayor, the Municipal Budget Office, the Municipal Accounting Office, and the Municipal Treasurer's Office shall implement this Ordinance and ensure the orderly release of subsidy.

**SECTION 8. IMPLEMENTING GUIDELINES.** To ensure the proper, transparent, and consistent implementation of the Welfare and Support Subsidy for Public School Personnel, the following guidelines are hereby adopted:

- a. All public school personnel holding permanent status and officially assigned in public schools within the Municipality of Los Baños at any time during the period January 1 to December 31 of each calendar year shall be eligible for the subsidy, which shall be computed based on the actual number of credited months of service or official assignment rendered within said period.
- b. No minimum aggregate service requirement shall apply, as the subsidy shall be computed strictly at **Five Hundred Pesos (Php 500.00)** per credited month.

For purposes of this Ordinance, a month shall be credited only if the personnel has rendered at least fifteen (15) days of duty within that month, as validated by the Los Baños Sub-Office.

- c. Personnel who retired, resigned, or transferred out of the Municipality during the year shall remain eligible to receive the pro-rated amount corresponding to the credited months in which they were officially employed and assigned in Los Baños.
- d. Personnel who rendered fewer credited months of service shall receive only the amount equivalent to their credited service months, while those who have rendered service, or are still in active service as of December 1 of the calendar year, shall be entitled to the maximum subsidy of **Six Thousand Pesos (Php 6,000.00)**.
- e. The Los Baños Sub-Office shall certify each personnel's permanent status, the credited months, official assignment in Los Baños, and, where applicable, their date and reason for separation from service. Such certification shall serve as the sole basis for computing and releasing the subsidy.
- f. The release of the subsidy shall not be earlier than December 15 of every year.

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**SECTION 9.** **SEPARABILITY CLAUSE.** If, any provision of this Ordinance is declared invalid or unconstitutional, other provisions not affected shall continue to be in full force and effect.

**SECTION 10.** **REPEALING CLAUSE.** All ordinances, resolutions, rules and regulations inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 11.** **EFFECTIVITY.** This Ordinance shall take effect upon approval.

**ENACTED** : December 1, 2025.  
*[Signature]*

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

*Dona T. Alborida Dizon*  
DONA T. ALBORIDA DIZON  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

*[Signature]*  
HON. MARLO PJ A. ALIPON, MPA, REE, RMP  
Municipal Vice Mayor/Presiding Officer

APPROVED:

*[Signature]*  
HON. NEIL ANDREW N. NOCON  
Municipal Mayor