



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. 2022-2257**

**AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE OFFICER IV (MANAGEMENT AND AUDIT ANALYST II) WITH SALARY GRADE 15 AT THE OFFICE OF THE MUNICIPAL ACCOUNTANT.**

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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:

<b>EDUCATION</b>	:	Bachelor's Degree relevant to the job
<b>EXPERIENCE</b>	:	1 year of relevant experience
<b>TRAINING</b>	:	Four (4) hours of relevant training
<b>ELIGIBILITY</b>	:	Career Service (Professional)/ Second Level Eligibility

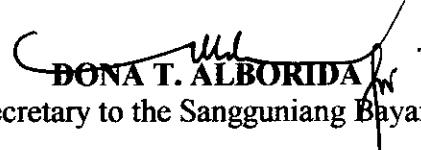
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**SECTION 2.** The duties and responsibilities shall be as follows:

- Oversees the Administrative and Control Section of the Accounting Department;
- Responsible for the pre-audit of the Municipality's Financial Transactions to ensure the legality of payments and completeness of supporting documents;
- Attends to numerous queries of various departments concerning financial risks and processes as well as documentary requirements;
- Conducts field audit to establish and verify existence of financial transactions;
- Reviews and formulate internal controls of the Municipality;
- Ensures compliance of the Municipality to various tax regulations;
- Monitors the availability of funds for the transactions of all departments;
- Performs other tasks as directed by the Municipal Accountant;

**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.



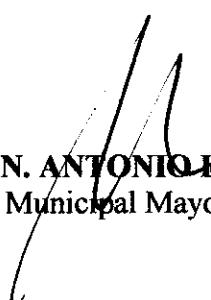
**DONA T. ALBORIDA**  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:



**HON. JOSEPHINE H. SUMANGIL-EVANGELISTA**  
Municipal Vice Mayor / Presiding Officer

APPROVED:



**HON. ANTONIO K. KALAW**  
Municipal Mayor