



**EXCERPTS FROM THE MINUTES OF THE THIRD (3<sup>RD</sup>) SPECIAL SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON NOVEMBER 27, 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. 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:**

Hon. Aldous Amiel B. Perez	S.B. Member, O.B.
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**ORDINANCE NO. 2025-2455**

**AN ORDINANCE AUTHORIZING THE GRANT OF FINANCIAL ASSISTANCE TO ALL QUALIFIED CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) WORKERS OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS, LAGUNA, FOR CY 2025.**

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Authors : Councilors

Leren Mae M. Bautista, Miko C. Pelegrina

Myla E. Alinsunurin, Benedicto S. Alborida,

Jay G. Rolusta,

Samantha Nicole A. Banasihan - Ortega

Muriel Laisa B. Dizon,  
Rand Edouard R. De Jesus,  
Gaudencio P. Macatangay,

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**WHEREAS**, the Municipal Government of Los Baños recognizes the vital role of Contract of Service (COS) and Job Order (JO) workers in the continuous and efficient delivery of public services;

**WHEREAS**, the rising cost of living brought about by sustained inflation and the recent pronouncements on the declaration of a State of National Calamity have placed additional financial strain on COS and JO workers whose compensation is not equivalent to regular government salary standards;

**WHEREAS**, it is a policy of the Municipal Government to extend financial assistance to its workers, including COS and JO personnel, as a support mechanism to maintain productivity, morale, and welfare, subject to availability of funds and applicable auditing rules;

**WHEREAS**, the Municipal Government deems it necessary to grant financial assistance to COS and JO workers to help mitigate the impacts of inflation and calamity conditions;

**NOW THEREFORE**, on motion of Councilor Miko C. Pelegrina duly seconded by Councilor Muriel Laisa B. Dizon 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 the "**Financial Assistance for Contract of Service and Job Order Workers of the Municipal Government of Los Baños, CY 2025.**"
- SECTION 2.** **PURPOSE.** To provide financial assistance to COS and JO workers as relief from the effects of inflation and economic hardship arising from recent calamity declarations.
- SECTION 3.** **COVERAGE.** This Ordinance shall cover all Contract of Service (COS) and Job Order (JO) workers of the Municipal Government of Los Baños whose contracts are:
- a. Valid and effective as of November 30, 2025; and
  - b. Reflecting the required number of months of actual service rendered.
- SECTION 4.** **AMOUNT OF FINANCIAL ASSISTANCE.** Each qualified COS and JO worker shall receive Twenty Thousand Pesos (Php 20,000.00), subject to the eligibility requirements under Section 5.
- SECTION 5.** **ELIGIBILITY REQUIREMENTS.** To qualify for the full amount of Php 20,000.00, a COS or JO worker must meet all of the following:
1. Must have rendered a total or aggregate of at least four (4) months of actual service, as stipulated in the contract, as of November 30, 2025;
  2. The contract must still be effective as of November 30, 2025;
  3. The worker must have rendered actual service, defined as physical reporting to their designated work station, except in cases where alternative work arrangements are officially authorized.
- The Financial Assistance shall be released not earlier than December 15, 2025.
- SECTION 6.** **PRO-RATED FINANCIAL ASSISTANCE FOR COS/JO WORKERS WITH LESS THAN FOUR MONTHS OF ACTUAL SERVICE.** COS and JO workers who have rendered less than four (4) months of actual service as of November 30, 2025, but whose contracts remain effective, shall receive financial assistance on a pro-rated basis, as follows:

Length of Service	Percentage of Assistance
3 months but less than 4 months	40%



Length of Service	Percentage of Assistance
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

- SECTION 7.** **FUNDING SOURCE.** The financial assistance provided under this Ordinance shall be charged to available funds of the General Fund, as certified.
- SECTION 8.** **IMPLEMENTATION AUTHORITY.** The Municipal Mayor is hereby authorized to implement and release the financial assistance to qualified COS and JO workers in accordance with this Ordinance.
- SECTION 9.** **DISBURSEMENT.** All disbursements shall be subject to the usual budgeting, accounting, and auditing rules and regulations.
- SECTION 10.** **SEPARABILITY CLAUSE.** If any portion of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.
- SECTION 11.** **EFFECTIVITY.** This Ordinance shall take effect immediately upon its approval.

**ENACTED** : November 27, 2025.

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



DONA T. ALBORADA - DIZON  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:



HON. MARLO P.J.A. ALIPON, MPA, REE, RMP  
Municipal Vice Mayor/Presiding Officer

APPROVED:



HON. NEIL ANDREW N. NOCON  
Municipal Mayor