



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: losbanos@laguna.net

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**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. 2022-2261**

**AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE IV (STOREKEEPER I) WITH SALARY GRADE 4 AT THE GENERAL SERVICES OFFICE.**

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Author : Councilor *Miko C. Pelegrina* *Miko*

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**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>	:	Elementary School Graduate
<b>EXPERIENCE</b>	:	None Required
<b>TRAINING</b>	:	None Required
<b>ELIGIBILITY</b>	:	None Required (MC No. 10,s.2013 Cat.III)

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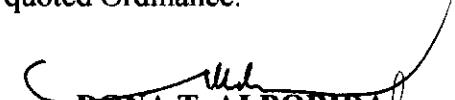
*ME* *DR*

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

- Assist the storekeeper;
- Manual duties in receiving, storing, issuing, distributing, shipping and inventory of supplies, materials and equipment;
- Assist in receipt of goods by unloading, moving and counting packages and other items;
- Check for obvious damage and log in goods received; and
- Other task that may be given by the Mayor, Sangguniang Bayan and supervisor.

**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

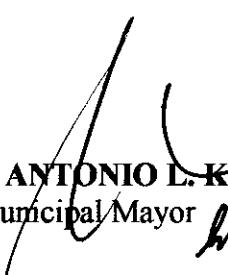
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.

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

CERTIFIED ENACTED:

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

APPROVED:

  
**HON. ANTONIO L. KALAW**  
Municipal Mayor