



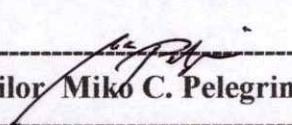
Republic of the Philippines  
Province of Laguna  
**MUNICIPALITY OF LOS BAÑOS**  
*Special Science and Nature City*  
**OFFICE OF THE SANGGUNIANG BAYAN**  
Municipal Hall, National Highway, Brgy. Timugan,  
Los Baños, Laguna 4030 Philippines  
Email: losbaños@laguna.net

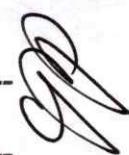
**EXCERPTS FROM THE MINUTES OF THE SIXTEENTH (16TH) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON JUNE 08, 2020 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

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 Mike Dexter A. Concio  
S.B. Member Mark Lester B. Dizon  
S.B. Member Cris Dayril B. Bagnes  
S.B. Member Arlene P. delos Santos, Liga President  
S.B. Member Jozlyn N. Manansala, SK Fed. President  
Secretary Dona T. Alborda  
Ms. Felomina I. Lincallo, LLSO I  
  
Absent : None  
  
Visitors : Sr.Insp. Adrian Dela Cruz, Fire Marshall,Bureau of Fire Protection (BFP)  
SFO3. Rodolfo Ang, BFP  
FO3. Eraño I. Bago, BFP

**ORDINANCE NO. 2020-2037**

**ORDINANCE CHANGING THE NOMENCLATURE OF TWO (2) DAY CARE WORKER I TO TWO (2) CLERK III WITH SALARY GRADE 6, ITEM NUMBERS 159 AND 160, UNDER THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO).**

Author : Councilor *Miko C. Pelegrina* 



**WHEREAS**, the Municipal Social Welfare and Development Office (MSWDO) is the heart of public service that cares, protects, develops and empowers the clientele to become functioning individuals, groups and communities. The operation of the MSWDO is grounded on the commitment of the Local Government to be more efficient and effective in the delivery of basic social services to people;

**WHEREAS**, the MSWDO has requested to change the nomenclature of two (2) Day Care Worker I to two (2) Clerk III with Salary Grade 6 for additional positions of its daily operation;

*TINAG LIBAY:  
SANGGUNIANG PANLALAWIGAN  
LAPASAYAHAN BL. 1, 757 S. 2020  
PETSA August 14, 2020*



**WHEREAS**, the Human Resource and Management Office (HRMO) certifies that all pertinent provisions of Sec. 325 (f) of RA 7160 (Local Government Code of 1991) have been complied with in the reclassification / change of nomenclature of two (2) Day Care Worker I to two (2) Clerk III under Item Numbers 159 and 160;

**WHEREAS**, the HRMO also certifies that the Item Numbers 159 and 160 are actually vacant on the time of its reclassification as shown on the approved 2020 Personnel Schedule (Plantilla) of the agency;

**WHEREAS**, the Sangguniang Bayan is acting favorably on the request of MSWDO and the certification from HRMO;

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

**SECTION 1.** **CHANGE OF NOMENCLATURE.** There is hereby adopted changes in the nomenclature of positions under the Municipal Social Welfare and Development Office , to wit:

**From** : Day Care Worker I  
**To** : Clerk III  
**Salary Grade** : 6  
**Office** : MSWDO  
**Item No.** : 159, 160

**SECTION 2.** **QUALIFICATIONS.** Civil Service Commission (CSC) basic qualification standards for Clerk III Position are as follows:

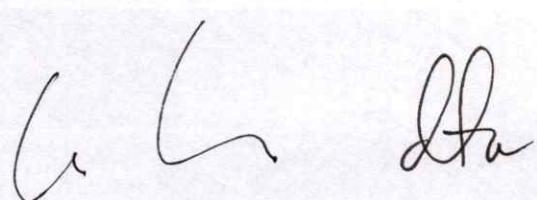
**EDUCATION** : Completion of two years studies in college  
**EXPERIENCE** : None Required  
**TRAINING** : None Required  
**ELIGIBILITY** : Career Service Subprofessional / First Level Eligibility

**SECTION 3.** **DUTIES AND RESPONSIBILITIES.** The duties and responsibilities shall be as follows:

- a. Performs clerical task such as answering telephone calls, handling mails, operating office equipment and maintaining office supplies;
- b. Gathers, complies and verifies information and performs data entry;
- c. Performs other duties that maybe assigned from time to time.

**SECTION 4.** **SOURCE OF FUNDS.** The source of funds shall be taken from the Annual Budget of CY 2020.

"INACTIBAY"  
SANGGUNIANG PANLALAWIGAN  
APASIHAN BL. 757, S. 2020  
APTSA - August 14, 2020



**SECTION 5.** **REPEALING CLAUSE.** All ordinances and provisions contrary to or inconsistent with this Ordinance shall be deemed repealed or modified accordingly.

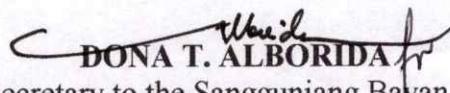
**SECTION 6.** **SEPARABILITY CLAUSE.** If any part of this Ordinance is declared unlawful or unconstitutional, such declaration shall not affect the enforceability of the remaining provisions of this Ordinance.

**SECTION 7.** **EFFECTIVITY.** This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

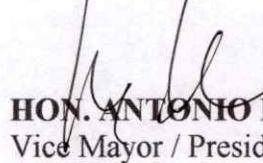
**ENACTED :** June 08, 2020

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

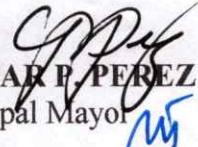
  
DONA T. ALBORIDA  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

  
HON. ANTONIO L. KALAW  
Vice Mayor / Presiding Officer

APPROVED:

PINAGTIBAY:  
SANGGUNIANG PANLAWIGAN  
KAPASITAHAN BL. 757 S. 2020  
PETSA August 11, 2020

  
HON. CAESAR P. PEREZ  
Municipal Mayor  
