



**EXCERPTS FROM THE MINUTES OF THE SEVENTH (7<sup>TH</sup>) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON SEPTEMBER 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. 2025-2437**

**AN ORDINANCE CHANGING THE NOMENCLATURE OF THE VACANT PLANTILLA POSITION IN THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE (MPDO), IN PARTICULAR PROJECT DEVELOPMENT OFFICER II TO ZONING OFFICER II TO STRENGTHEN THE ZONING UNIT OF THE MPDO.**

Author : Councilor Aldous Amiel B. Perez  
Co-Author : Councilor Miko C. Pelegrina

**WHEREAS**, the Municipal Planning and Development Office (MPDO) plays a vital role in the development and enforcement of the Municipality's Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO);

**WHEREAS**, to effectively implement zoning policies and enhance land use administration, there is a need to strengthen the Zoning Unit within the MPDO;

**WHEREAS**, the position of Project Development Officer II (Salary Grade 15) under the MPDO is currently vacant;

**WHEREAS**, the MPDO recommends the change of nomenclature of the said vacant position from Project Development Officer II to Zoning Officer II, without any change in salary grade or qualifications, in order to address the functional needs of the office and improve delivery of zoning-related services;

*[Handwritten signatures]*

**NOW THEREFORE**, on motion of Councilor Aldous Amiel B. Perez, duly seconded by Councilor Miko C. Pelegrina and approved by all the Councilors present,

**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 Planning and Development Office, to wit:

- From

:

Project Development Officer II
- To

:

Zoning Officer II
- Salary Grade

:

15
- Office

:

MPDO

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

- EDUCATION

:

Bachelor’s Degree relevant to the job
- EXPERIENCE

:

One (1) year of relevant experience
- TRAINING

:


Four (4) hours of relevant training
- ELIGIBILITY

:

Career Service Professional /Second Level Eligibility

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

- a. Administer the implementation of the CLUP and Zoning Ordinance under general supervision of the Municipal Planning and Development Coordinator;
- b. Verifies/investigates and issues certifications of zoning compliance or non-compliance of building and/or other vertical and horizontal structures, either proposed or existing in ordinance with the CLUP and ZO of the municipality;
- c. Advises and/or causes to physically remove building and/or other vertical and horizontal structured constructed in violation of the ZO and the CLUP of the municipality;

- d. Monitors the nature and progress of approved land development projects, as well as housing construction in the case of house and lot packages, to ensure faithfulness to the approved plans and specifications thereof, and, impose appropriate measures to enforce compliance therewith. In the exercise of such responsibilities, the municipality concerned shall be guided by the approved work program upon evaluation of the developers' financial, technical and administrative capabilities;
- e. Maintains records of all applications, certifications of zoning compliance, legal documents, devises, plans and other zoning administrations; and
- f. Performs other duties and responsibilities as may be directed by the immediate supervisor.

**SECTION 4. REPEALING CLAUSE.** All ordinances and provisions contrary to or inconsistent with this Ordinance shall be deemed repealed or modified accordingly.

**SECTION 5. 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 6. EFFECTIVITY.** This Ordinance shall take effect immediately upon approval.

**ENACTED :** September 1, 2025 

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

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

CERTIFIED ENACTED:

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

APPROVED:

  
**HON. NEIL ANDREW N. NOCON**  
Municipal Mayor