



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

**EXCERPTS FROM THE MINUTES OF THE FIRST (1ST) REGULAR SESSION OF THE SANGGUNIANG BAYAN ON JANUARY 7, 2019 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

Present	:	Vice Mayor Procopio A. Alipon, Presiding Officer S.B. Member Norvin L. Tamisin S.B. Member Josephine S. Evangelista S.B. Member Benedicto S. Alborida S.B. Member Antonio L. Kalaw S.B. Member Geronimo A. Ciceron S.B. Member Julius A. Molinawe S.B. Member Cris Dayril B. Bagnes S.B. Member Jay G. Rolusta S.B. Member Janos S. Lapiz, Liga President S.B. Member Jozlyn N. Manansala, SK Federation President Secretary Dona T. Alborida Ms. Felomina I. Lincallo, LLSO I
Absent	:	None
Visitor(s)	:	None

**ORDINANCE NO. 2019-1814**

**AN ORDINANCE CREATING THE POSITION OF COMPUTER OPERATOR III WITH SALARY GRADE 12 AT THE MUNICIPAL ACCOUNTING OFFICE.**

*M. Tamisin*  
**Author: Councilor Norvin L. Tamisin, MBA**

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:

EDUCATION	:	Completion of two years studies in College or High School Graduate with relevant vocational / trade course
EXPERIENCE	:	2 years of relevant experience
TRAINING	:	8 hours of relevant training
ELIGIBILITY	:	Career Service (Sub-professional) Data Controller (MC.11,s.1996 – Cat.I)

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PINAKITA  
SANGGUNIANG PANLALAWIGAN  
KAPASIHAYAN BL. 03-S - 2019  
ETSA 2/13/19

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**SECTION 2.** JOB DESCRIPTION: Under general supervision, serves as the lead computer technician of the department and assist in bookkeeping of financial transactions.

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

- 3.1 Conducts regular preventive maintenance and test of the computer hardware system in the Department;
- 3.2 Performs basic trouble shooting of computer malfunctions in the Department;
- 3.3 Ensures that network connections are in place and server is functioning properly;
- 3.4 Performs electronic data processing of the Municipality's disbursements in the eNGAS accounting software;
- 3.5 Monitors the Municipality's Accounts Payable in eNGAS;
- 3.6 Prepares the necessary adjusting entries in eNGAS;
- 3.7 Reconciles the actual expenditure generated from eNGAS with the Registry of Allotment and Obligations for PS, MOOE and CO;
- 3.8 Prepares report of utilization for SEF and MDRRM Fund;
- 3.9 Prepares Statement of releases and expenditure from National Government Fund;
- 3.10 Performs other related tasks that maybe required from time to time.

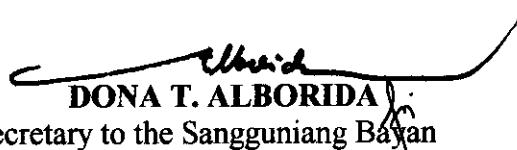
**SECTION 4.** The source of funds for the created position shall be included in the fiscal year 2019 budget.

**SECTION 5.** This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

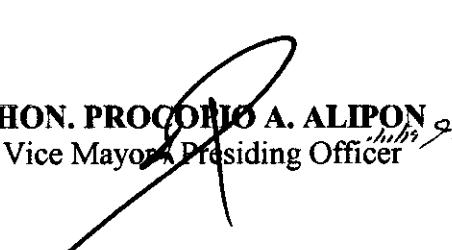
**ENACTED :** January 7, 2019

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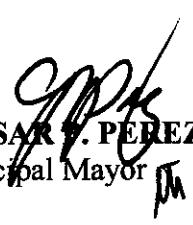
I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

  
DONA T. ALBORIDA  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

  
HON. PROCORIO A. ALIPON  
Vice Mayor / Presiding Officer

APPROVED:

  
HON. CAESAR S. PEREZ  
Municipal Mayor

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PFTSA 21319