



Republic of the Philippines
Province of Laguna
MUNICIPALITY OF LOS BAÑOS
Special Science and Nature City
OFFICE OF THE SANGGUNIANG BAYAN

**EXCERPTS FROM THE MINUTES OF THE FIRST (1ST) SPECIAL SESSION OF THE
SANGGUNIANG BAYAN HELD ON JANUARY 13, 2022 VIA ZOOM.**

Present	<p>: 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</p>
Absent	<p>: S.B. Member Mike Dexter A. Concio, (O.B.)</p>
Visitors	<p>: Hon. Marcelo C. Alvarez, Barangay Chairman of Brgy. Bagong Sila</p>

ORDINANCE NO. 2022-2256

AN ORDINANCE CREATING THE POSITION OF ACCOUNTANT III WITH SALARY GRADE 19 AT THE OFFICE OF THE MUNICIPAL ACCOUNTANT.

Author : Councillor Miko C. Pelegrina

**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	:	Bachelor's Degree in Commerce / Business Administration Major in Accounting
EXPERIENCE	:	2 years of relevant experience
TRAINING	:	Eight (8) hours of relevant training
ELIGIBILITY	:	RA 1080 (CPA)

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

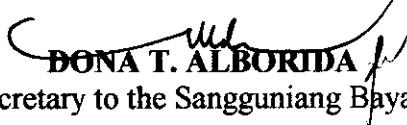
- Oversees the Bookkeeping Section of the Accounting Department;
- Reviews the correctness of all the Journal Entry Vouchers (JEV);
- Prepares the monthly Bank Reconciliation Statements;
- Reviews abnormal balances in the system and prepares the necessary adjustments;
- Prepares the financial reports of the LGU;
- Serves as the Systems Administrator of the eNGAS;
- Certifies all documents in the absence of the Municipal Accountant;
- Performs other tasks as directed by the Municipal Accountant;

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

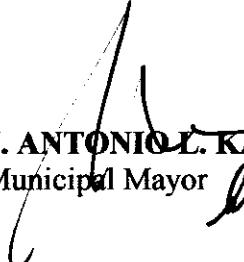
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.


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