



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 TWENTY - NINTH (29TH) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON AUGUST 2, 2021 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

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 Mike Dexter A. Concio  
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  
Secretary Dona T. Alborida  
Ms. Felomina I. Lincallo, LLSO I

Absent : S.B. Member Jozlyn N. Manansala, SK Fed. President, (O.B.)

Visitor : None

**ORDINANCE NO. 2021 -2175**

**AN ORDINANCE ABOLISHING CERTAIN POSITIONS UNDER THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS, LAGUNA AND CREATING POSITIONS AND DEFINING THE FUNCTIONS AND QUALIFICATION STANDARDS OF SAID POSITIONS.**

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Author : Councilor Miko C. Pelegrina

**WHEREAS**, the Honorable Antonio L. Kalaw, Municipal Mayor, in his letter to the Sangguniang Bayan dated July 12, 2021, sought the concurrence of this august body over his request to abolish certain positions under the different offices of the Municipal Government of Los Baños, Laguna and to create three (3) positions on same offices.

**WHEREAS**, the Honorable Mayor seeks to abolish the following positions under their respective offices:

ITEM NO.	OFFICE	POSITION
78	Office of the Municipal Treasurer	Computer Operator I (Contractual) Salary Grade: 7 - Vacant
237	Office of the Municipal Economic Enterprise (Slaughterhouse)	Slaughterhouse Master II Salary Grade: 14 - Vacant
238	Office of the Municipal Economic Enterprise (Slaughterhouse)	Meat Inspector I Salary Grade: 6 - Vacant

**WHEREAS**, the abolition of certain positions of certain positions in the different offices of the Municipal Government of Los Baños, Laguna for the creation of new positions is resorted to maintain the compliance of the Municipality within the budgetary limitations for personal services;

**NOW THEREFORE**, on motion of Councilor Miko duly seconded by Councilor Janos S. Lapiz and Councilor Cris Dayril B. Bagnes and concurred by all Councilors present;

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

**SECTION 1.** **ABOLITION OF POSITION** The following vacant positions under their respective offices are hereby abolished:

ITEM NO.	OFFICE	POSITION
78	Office of the Municipal Treasurer	Computer Operator I <i>(Contractual)</i> Salary Grade: 7 - Vacant
237	Office of the Municipal Economic Enterprise (Slaughterhouse)	Slaughterhouse Master II Salary Grade: 14 - Vacant
238	Office of the Municipal Economic Enterprise (Slaughterhouse)	Meat Inspector I Salary Grade: 6 - Vacant

**SECTION 2.** **CREATION OF POSITION.** The following positions and its corresponding Salary Grade (SG) are hereby created under their respective offices, to wit:

**Office of the Municipal Treasurer:**  
Bookbinder III SG 7

**Office of the Municipal Economic Enterprise (Slaughterhouse):**  
Meat Inspector III SG 11  
Meat Inspector II SG 8

**SECTION 3.** **DUTIES, FUNCTIONS AND RESPONSIBILITIES OF THE POSITION.** The following are the prescribed duties, functions and responsibilities attached to the positions:

**BOOKBINDER III:**

1. Responsible in sorting and safekeeping reports and other documents related to business.
2. Repair worn-out and torn business record.
3. Compile and bind application form for business permit.
4. Compile and arranges for binding all business permit according to their barangay.
5. Arranges book and file in shelves according to their name.
6. Adopts, safeguards and checks from time to time the condition of file or record of business permit application.
7. Perform such other related function that may be assigned by the Municipal Treasurer.

**MEAT INSPECTOR III:**

1. Inspects carcasses and entrails to detect evidence of diseases and other abnormal conditions.
2. Condemns and sees the proper disposal of seemed carcasses and entrails.
3. Recommends confiscations of hot meats.
4. Inspects the slaughterhouse equipment and premises to ensure that they are properly cleaned and disinfected.
5. Reports to the office concerned the presence of animal disease in the abattoir.
6. Inspects meat processing establishment to ensure that the meat processed are fit for human consumption and that the establishment is clean and sanitized.
7. Responsible for quality control of meat for human consumption.
8. Perform such other related function that may be assigned by the Slaughterhouse Master III.

**MEAT INSPECTOR II:**

1. Inspects carcasses and entrails to detect evidence of diseases and other abnormal conditions.
2. Condemns and sees the proper disposal of seemed carcasses and entrails.
3. Recommends confiscations of hot meats.
4. Inspects the slaughterhouse equipment and premises to ensure that they are properly cleaned and disinfected.
5. Reports to the office concerned the presence of animal disease in the abattoir.
6. Inspects meat processing establishment to ensure that the meat processed are fit for human consumption and that the establishment is clean and sanitized.
7. Perform such other related function that may be assigned by the Slaughterhouse Master III.

**SECTION 4. QUALIFICATION STANDARDS OF THE POSITION.** A competent person who meets the minimum qualification as provided hereunder shall be appointed by the Municipal Mayor subject to Civil Service laws, rules and regulations.

**BOOKBINDER III**

Education :	Elementary School Graduate
Experience :	None required
Training :	None required
Eligibility :	None required (MC 10, s. 2013-Cat.III)

**MEAT INSPECTOR III**

Education :	Completion of two years studies in college
Experience :	2 years of relevant experience
Training :	8 hours of relevant training
Eligibility :	Career Service Subprofessional/ First Level Eligibility

\*INAC LIBAY  
SANGGUNIANG PANLALAWIGAN  
TAPASAYAHAN BL. 772 S. 2021  
MFTSA September 20, 2021



4.00

Ordinance No. 2020-2175

08/02/2021

### MEAT INSPECTOR II

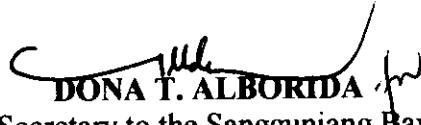
Education	:	Completion of two years studies in college
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	Career Service Subprofessional/ First Level Eligibility

**SECTION 5. REMUNERATIONS.** The newly created positions shall have corresponding salaries and allowances as provided by law.

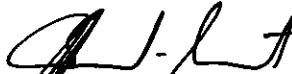
**SECTION 6. EFFECTIVITY.** This Ordinance shall take effect upon approval.

**ENACTED :** August 02, 2021

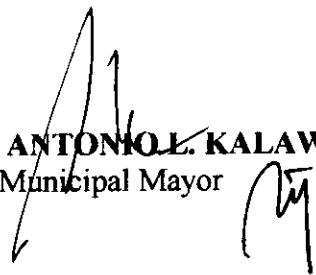
I HEREBY CERTIFY to the correctness of the above -quoted Ordinance.

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

CERTIFIED ENACTED:

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

APPROVED:

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

PINALIBAY  
SANGGUNIANG PANLAWIGAN  
KAPASITAHAN BL. 972 S. 2021  
AFSA September 20, 2021