



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 TWELFTH (12TH) REGULAR SESSION  
OF THE SANGGUNIANG BAYAN HELD ON SEPTEMBER 27, 2019 AT THE  
SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY.  
TIMUGAN, LOS BAÑOS, LAGUNA.**

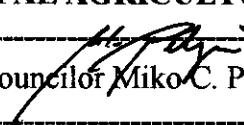
Present : Vice Mayor Antonio L. Kalaw, Presiding Officer  
S.B. Member Josephine S. Evangelista  
S.B. Member Miko C. Pelegrina  
S.B. Member Geronimo A. Ciceron  
S.B. Member Marlo PJ A. Alipon  
S.B. Member Dexter A. Concio  
S.B. Member Mark Lester B. Dizon  
S.B. Member Cris Dayril B. Bagnes  
S.B. Member Arlene P. delos Santos, Liga President  
Secretary Dona T. Albordida  
Ms. Jellyn S. De Una, LLSA II

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

Visitor(s) : None

**ORDINANCE NO. 2019-1875**

**AN ORDINANCE CREATING THE POSITION OF AGRICULTURIST II WITH  
SALARY GRADE 15 AT THE MUNICIPAL AGRICULTURIST OFFICE.**

Author:  Councilor 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 relevant to the job
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service (Professional)

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

- a. Works in various field and office duties;
- b. Gives technical assistance and seminars to farmers on modern technologies on farming;
- c. Coordinates and informs farmers about agricultural programs implemented by the local and national government, technical support, funding programs and policies;
- d. Supervises the dispersal of farm inputs and seedlings;
- e. Consolidates with other line agencies regarding agricultural programs that will be implemented;
- f. Prepares and submits to the Municipal Agriculturist the master list of farmers of the municipality which is updated yearly;
- g. Prepares documentary requirements for Agricultural machineries awarded to local farmers' association by the LGU and other line agencies;
- h. Prepares and maintains agricultural database for office record;
- i. Promotes best management practices for the advancement of agriculture;
- j. Provides liaison and general counselling in the various fields of agriculture such as livestock, crops, poultry and engineering;
- k. Finds solutions to problems and issues posed by clients;
- l. Conducts research and consults with agriculture specialists;
- m. Assists with the promotion and delivery of the Environmental Farm Planning and other initiatives through workshops, educational presentations and one-on-one correspondence with farmers throughout the municipality;

SECTION 3. The source of funds shall be taken from the Annual Budget of CY 2019;

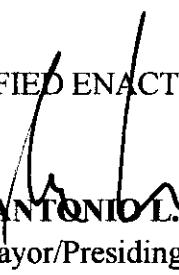
SECTION 4. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED: SEPTEMBER 27, 2019

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:

  
**HON. CAESAR F. PEREZ**  
Municipal Mayor  
*[Handwritten signature]*