



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

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**EXCERPTS FROM THE MINUTES OF THE SIXTH (6TH) REGULAR SESSION OF  
THE SANGGUNIANG BAYAN HELD ON FEBRUARY 7, 2020 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 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 Secretary Dona T. Alborida Ms. Felomina I. Lincallo, LLSO I
Absent :	S.B. Member Mike Dexter A. Concio (O.B) S.B. Member Arlene P. delos Santos, Liga President (O.B) S.B. Member Jozlyn N. Manansala, SK Fed. President (O.B)
Visitors :	Ms. Mary Ann Delantar, Barangay San Antonio Mr. Levy Tatad, Media

**ORDINANCE NO. 2020-1955**

**AN ORDINANCE CREATING THE POSITION OF SENIOR LABOR AND  
EMPLOYMENT OFFICER WITH SALARY GRADE 19 AT THE PUBLIC  
EMPLOYMENT SERVICE OFFICE (PESO).**

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Author : Councilor Miko C. Pelegrina

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**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 preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields

DINAGTANAY  
SANGGUNIANG PANLALAWIGAN  
KALAYAHAN BLW. 389-A, S. 2020  
PEPSA May 27, 2020

**EXPERIENCE :** 2 years of experience in program management relative to employment facilitation

**TRAINING :** 8 hours of relevant training on employment facilitation

**ELIGIBILITY :** Career Service (Professional) / Second Level Eligibility

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

- a. Formulates policies, programs, standards, guidelines and systems to achieve the objectives and functions of the organization;
- b. Oversees and participates in the conduct of major research studies of which includes formulation of conceptual schemes, design of research instrument, supervision of data collection, data processing, statistical analysis of data, write-ups and reports and the formulation of necessary recommendations towards the achievement of the Division's area of concern;
- c. Examines and evaluates existing laws pertaining to labor and employment and recommends amendments or proposes new policies along the Division's particular field of concern;
- d. Takes charge of the initial review and evaluation of paper/reports/projects proposals information materials and other literatures relative to the organization's area of concern and drafts recommendations on the basis of these studies;
- e. Renders technical assistance to other units of Department and other agencies, both public and private, pertaining to the Division's particular area specialization;
- f. Plan, direct, control and implement programs and services of PESO;
- g. Supervises and integrates the activities and outputs of the personnel under him/her;
- h. Assists in the implementation of labor laws, policies, rules, regulations and standards in the municipality.

**SECTION 3.** The source of funds shall be taken from the Annual Budget of CY 2020.

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

**ENACTED :** February 7, 2020

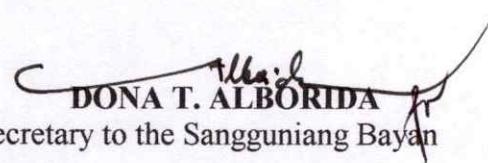
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I HEREBY CERTIFY to the correctness of the above -quoted Ordinance.

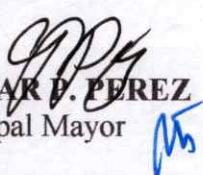
CERTIFIED ENACTED:

**HON. ANTONIO L. KALAW**  
Vice Mayor / Presiding Officer

PINAC TIBAY  
SANGGUNIANG PANLALAWIGAN  
KAPASIHAN BL. 387-A, V. 2020  
PETSA May 27, 2020

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

APPROVED:

  
**HON. CAESAR D. PEREZ**  
Municipal Mayor