



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

**EXCERPTS FROM THE MINUTES OF THE THIRD (3RD) REGULAR SESSION OF
THE SANGGUNIANG BAYAN HELD ON JULY 26, 2019, AT THE SANGGUNIANG
BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS,
LAGUNA.**

Present : Acting Vice Mayor Josephine Sumangil-Evangelista, Acting 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 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
S.B. Member Jozlyn N. Manansala, SK Fed. President
Secretary Dona T. Alborida
Ms. Jelyn S. de Una, LLSA II

Absent : None

Visitor(s) : Mr. Wilfredo Driz, Mayondon, Los Banos, Laguna

ORDINANCE NO. 2019-1856

**ORDINANCE CREATING THE POSITION OF CLERK II, SALARY GRADE 4 AT
THE GENERAL SERVICES OFFICE.**

Author : *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:

EDUCATION	:	Completion of two years studies in college
EXPERIENCE	:	None Required
TRAINING	:	None Required
ELIGIBILITY	:	Career Service (Subprofessional) First Level Eligibility

[Signature]

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SECTION 2. The specific duties and responsibilities:

- a) Handling inquiries and incoming work request;
- b) Reviewing files and records to answer requests for information;
- c) Maintain files with confidentiality in an easily accessible format;
- d) Typing documents and correspondence;
- e) Checking and entering data;
- f) Updating and maintaining database;
- g) Occasionally travel off-site to deliver files and reports to various departments within the organization;
- h) Operate and maintain office machinery, including copiers, duplicating machines, scanners and printers;
- i) Performs other functions such as:
 - i. Receives and records incoming and outgoing office documents;
 - ii. Cover-up for colleague's duties and responsibilities in his/her absence;
 - iii. Keeping office area neat and tidy.

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

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

ENACTED : JULY 26, 2019.

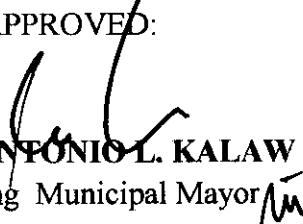
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.


DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. JOSEPHINE S. EVANGELISTA
Acting Vice Mayor/Acting Presiding Officer

APPROVED:


HON. ANTONIO L. KALAW
Acting Municipal Mayor

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