



Republic of the Philippines  
Province of Laguna  
**Municipality of Los Baños**  
*Special Science and Nature City*

**OFFICE OF THE SANGGUNIANG BAYAN**

2/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030  
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 2001



**EXCERPTS FROM THE MINUTES OF THE NINTH (9<sup>TH</sup>) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON SEPTEMBER 15, 2025 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

**PRESENT:**

Hon. Marlo PJ A. Alipon	Municipal Vice Mayor/Presiding Officer
Hon. Miko C. Pelegrina	S.B. Member
Hon. Aldous Amiel B. Perez	S.B. Member
Hon. Muriel Laisa B. Dizon	S.B. Member
Hon. Leren Mae M. Bautista	S.B. Member
Hon. Benedicto S. Alborida	S.B. Member
Hon. Rand Edouard R. De Jesus	S.B. Member
Hon. Myla E. Alinsunurin	S.B. Member
Hon. Jay G. Rolusta	S.B. Member
Hon. Samantha Nicole A. Banasihan-Ortega	Ex-Officio Member/SK Federation President

**ABSENT:**

Hon. Gaudencio P. Macatangay	Ex-Officio Member/Liga President- O.B.
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**ORDINANCE NO. 2025-2443**

**AN ORDINANCE ABOLISHING AND CREATING CERTAIN PLANTILLA POSITIONS IN THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN (OSSP) OF THE OFFICE OF THE MUNICIPAL ADMINISTRATOR, OFFICE OF THE MUNICIPAL ACCOUNTANT, OFFICE OF THE MUNICIPAL BUDGET OFFICER AND OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS (MGLB), PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES.**

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**Author** : **Councilor Jay G. Rolusta**  
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**WHEREAS**, Section 76 of RA No. 7160 s. 1991 provides that, *"Every local government unit (LGU) shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;"*

**WHEREAS**, Section 3(b) of the same Code states that, *"there shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities;"*

**WHEREAS**, Section 447 of RA No. 7160 s. 1991 stipulates that *"The Sangguniang Bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions, and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the municipality as provided under Section 22";*

*[Handwritten signatures]*

**WHEREAS**, the creation of positions as a result of the abolition will provide additional support positions which will significantly reduce document backlogs, ensure the timely submission of reports and will allow existing technical staff to concentrate on their respective functions;

**WHEREAS**, after concurrence and deliberation of the heads of concerned Departments/Offices of the Municipal Government of Los Baños (MGLB), the abolished positions do not affect the rights of incumbent employees as the said positions are already declared vacant and no longer needed under the current OSSP;

**NOW THEREFORE**, on motion of Councilor Jay G. Rolusta duly seconded by Councilor Miko C. Pelegrina, and approved by all councilors present;

**BE IT ORDAINED BY THE SANGGUNIANG BAYAN**, in session assembled, that:

**SECTION 1.** The following three (3) vacant Plantilla Item Positions under the different offices of the Municipal Government of Los Baños (MGLB), Laguna are hereby abolished, to wit:

Position Title	MGLB Department/ Office	Salary Grade (SG) Level
Administrative Officer IV (Budget Officer II)	Budget Office	15
Accountant II	Accounting Office	16
Administrative Officer IV	Municipal Administrator	15

**SECTION 2.** In lieu of the abolished positions, as provided for under Section 1 hereof, the following five (5) Plantilla Item Positions, with the corresponding salary grade, corresponding Plantilla Item Numbers are hereby created, to wit:

Position Title	MGLB Department/ Office	Salary Grade (SG) Level
Administrative Assistant II (Budgeting Assistant)	Budget Office	8
Administrative Assistant I (Bookbinder III)	Budget Office	7
Administrative Assistant II (Accounting Clerk III)	Accounting Office	8
Administrative Assistant II (Accounting Clerk III)	Accounting Office	8
Executive Assistant I (Coterminous)	Office of the Mayor	14





**SECTION 3.** Corresponding Qualification Standards of the Plantilla Item Positions for Creation under Section 2.

Position Title	SG	Plantilla Item Number	Education	Experience	Training	Eligibility
Administrative Assistant II (Budgeting Assistant)	8	304	Completion of two years studies in College (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant I (Bookbinder III)	7	305	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III
Administrative Assistant II (Accounting Clerk III)	8	306	Completion of two years studies in College (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant II (Accounting Clerk III)	8	307	Completion of two years studies in College (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Executive Assistant I** (Primarily Confidential Staff; Coterminous)	14	CoT16	Bachelor's degree	1 year of experience	4 hours of training	Career Service (Professional) Second Level Eligibility

\*\*Appointees to primarily confidential/personal staff positions are exempt from the qualification standard requirements (Sec. 39, 2025 Omnibus Rules on Appointments and Other Human Resource Actions).

**SECTION 4.** Specific Duties and Functions of each Plantilla Item Position under Section 2.

**(a) Administrative Assistant II (Budgeting Assistant)**

*Key Functions:*

- (1) Assist in the preparation of the Annual and Supplemental Budgets;
- (2) Records the Appropriations, Allotments, and Obligations in the registries;
- (3) Review, records/encodes all the received requests for funding and other documents from various offices/departments;
- (4) Prepares monthly utilization report of fund allocation of Climate Change Adaptation (CCA), Gender and Development (GAD), Local Council for the Protection of Children (LCPC), and Peace and Order Program (POP);
- (5) Prepare budgetary reports as well as other report for the budget hearing purposes, Department of Budget and Management (DBM) and other oversight agencies requirements;
- (6) Prepare draft letters, memoranda and the likes;
- (7) Provision of technical assistance;
- (8) Performs other tasks that may be assigned by the immediate supervisor/s.

**(b) Administrative Assistant I (Bookbinder III)**

*Key Functions:*

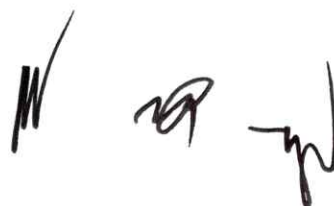
- (1) Takes charge of the backing, binding, compiling of budget files;
- (2) Ensure the efficient production and reproduction of copies of budget documents and other related references/materials;
- (3) Do regular inventories and prepare reports on the status and request for replenishment of bookbinding materials and equipment;
- (4) Ensure that budget documents and other reference materials bounded are ready before deadlines;
- (5) Perform other functions and duties as may be required by the Supervisor.

**(c) Administrative Assistant II (Accounting Clerk III)**

*Key Functions:*

This position will focus on records management and processing tasks vital for the accuracy and completeness of the Municipality's accounting records. Duties include:

- (1) Recording and maintaining Property, Plant, and Equipment (PPE) transactions, including computation and posting of depreciation;
- (2) Recording and monitoring all inventory transactions to ensure accurate balances;



- (3) Recording disbursements under the Municipal Development Fund (MDF);
- (4) Preparing and recording payroll for permanent employees;
- (5) Reconciling Obligation Request and Status (ORs) with accounting records;
- (6) Recording and maintaining BIR remittance schedules and related transactions.
- (7) Performs other tasks that may be assigned by the immediate supervisor/s.

**(d) Administrative Assistant II (Accounting Clerk III)**

*Key Functions:*

This position will strengthen monitoring, auditing, and reconciliation functions in support of internal control. Duties include:

- (1) Auditing and monitoring cash advances and liquidation reports to ensure compliance with COA rules;
- (2) Preparation and maintenance of bank reconciliation statements;
- (3) Auditing and monitoring retention money from contractors and suppliers;
- (4) Auditing of fuel, utilities, travel, and training expenses;
- (5) Converting payroll and liquidation documents into organized digital files for secured archiving and recovery.
- (6) Performs other tasks that may be assigned by the immediate supervisor/s.

**(e) Executive Assistant I (EA I) Coterminous**

*Appointees to primarily confidential/personal staff positions are exempt from the qualification standard requirements (Sec. 39, 2025 Omnibus Rules on Appointments and Other Human Resource Actions) –*

- (1) Perform a wide variety of support, technical, and administrative functions under the Office of the Municipal Mayor;
- (2) As directed, assist in the coordination of workflows of the different Departments/Offices/Units of the MGLB;
- (3) Prepare, review, and summarize reports and documents, as necessary;
- (4) Respond to a wide range of inquiries (e.g., written, telephone, and in-person) and with respective clearance/s, ensure appropriate response from the Office;
- (5) Maintain and generate regular and additional reports, as necessary;
- (6) Conduct needed research and clerical works, and;
- (7) Perform other duties and functions as may be assigned from time to time.





- SECTION

5.

**INCLUSION IN THE SUPPLEMENTAL INVESTMENT PROGRAM.** To ensure the implementation of this Ordinance, the creation of the herein authorized Plantilla positions is hereby incorporated and supplemented in the Investment Program of the Municipality for the applicable fiscal year.
- SECTION

6.

**FUNDING.** The necessary funds for the implementation of this Ordinance shall be charged against the General Fund of the Municipal Government of Los Baños, subject to existing budgeting, accounting, and auditing rules and regulations.
- SECTION

7.

**SEPARABILITY CLAUSE.** If for any reason/s, any provision or portion of this Ordinance found to be violative of the Constitution, shall not impair the other provisions or portions thereof and thereby shall continue to be in full force and effect.
- SECTION

8.

**REPEALING CLAUSE.** All ordinances, resolutions, rules and regulations, or parts thereof that are inconsistent or in conflict with the provisions of this ordinance are hereby repealed and/or modified accordingly.
- SECTION

9.

**EFFECTIVITY CLAUSE.** This Ordinance shall take force and effect upon approval, subject to all and existing accounting and auditing rules and regulations.


ENACTED:September 15, 2025

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



MIRASOL P. MOJICA  
Local Legislative Staff Officer II

CERTIFIED ADOPTED:



HON. MARLO PJ A. ALPON, MPA, REE, RMP  
Municipal Vice Mayor/Presiding Officer

APPROVED:



HON. NEIL ANDREW N. NOCON  
Municipal Mayor