



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 FIRST (1ST) SPECIAL SESSION OF THE SANGGUNIANG BAYAN HELD ON JANUARY 13, 2022 VIA ZOOM.

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 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
S.B. Member Jozlyn N. Manansala, SK Fed. President
Secretary Dona T. Alborida

Absent : S.B. Member Mike Dexter A. Concio, (O.B.)

Visitors : Hon. Marcelo C. Alvarez, Barangay Chairman of Brgy. Bagong Silang

ORDINANCE NO. 2022-2265

AN ORDINANCE CREATING THE POSITION OF REGISTRATION OFFICER III WITH SALARY GRADE 18 AT THE MUNICIPAL CIVIL REGISTRY 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:

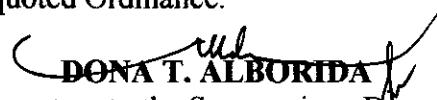
- | | | |
|--------------------|---|---|
| EDUCATION | : | Bachelor's Degree |
| EXPERIENCE | : | Two (2) years of relevant experience |
| TRAINING | : | Eight (8) hours of relevant training |
| ELIGIBILITY | : | Career Service Professional /
Second Level Eligibility |

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

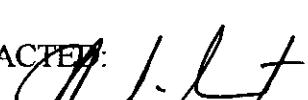
- Checks and reviews Civil Registry Documents (CRDS) such as certificates of Birth, Death, and Marriage for registration;
- Checks and reviews monthly report of CRDS duplicates to be forwarded to the Provincial Statistics Office as well as the annual budget proposal;
- Receives and process court decrees: annulment, adoption of minors, legal separation, correction of entry and Foreign Divorce Recognition/Shari'a;
- Processes, evaluates and reviews Petitions for Corrections (RA 9048 / RA 10172) and MC 2010-04, AUSF, Legitimation, Out-of-Town Delayed Registration and Supplemental Reports;
- Check and reviews application for Marriage License;
- Signs Certified True Copies and transcriptions of CRDS;
- Monitor the tracking for Data Monitoring System (DMS);
- Checks and reviews preparation of purchase requests and purchase orders;
- Prepares OPCR and IPCR;
- Supervises BREQS, Transcription, Scanning and digitization of CRDS;
- Monitors and evaluates CRD registration;
- Facilitates learning and development trainings / workshops / symposium;
- Attends and participates in the training, workshops, conventions, among others;
- In-charge of Office in the absence of the Municipal Civil Registrar (MCR); and
- Perform such other functions as may be prescribed by the head of the office.

SECTION 3. The source of funds shall be taken from the Annual Budget of CY 2022.**SECTION 4.** This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.**ENACTED :** January 13, 2022

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


DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. JOSEPHINE H. SUMANGIL-EVANGELISTA
Municipal Vice Mayor / Presiding Officer

APPROVED:


HON. ANTONIO L. KALAW
Municipal Mayor