



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 TWENTY - SEVENTH (27TH) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON JULY 19, 2021 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

Present : Vice Mayor Josephine H. Sumangil - Evangelista, Presiding Officer
S.B. Member Miko C. Pelegrina
S.B. Member Geronimo A. Ciceron
S.B. Member Marlo PJ A. Alipon
S.B. Member Mike Dexter A. Concio
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
Secretary Dona T. Alborida
Ms. Felomina I. Lincallo, LLSO I

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

Visitor : None

ORDINANCE NO. 2021- 2168

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE OFFICER I WITH SALARY GRADE ELEVEN (11) AT THE MUNICIPAL HEALTH OFFICE (MHO).

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	:	None required
TRAINING	:	None required
ELIGIBILITY	:	Career Service Professional / Second Level Eligibility

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KAPASIVAHAN BL. 929, C. 2021
METSA September 15, 2021

M *JK* *DR*

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

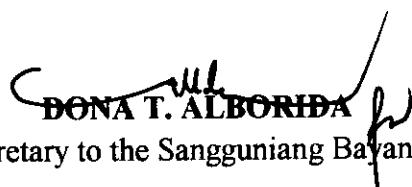
- a. Receives, records and routes documents addressed to the MHO;
- b. Maintain a filing system that makes records and documents retrievable and accessible;
- c. Act as secretariat in meeting conducted or presided by the MHO;
- d. Documentation of health programs and activities;
- e. Preparation of budget documents;
- f. Prepare program of work;
- g. Prepare purchase requests/orders;
- h. Maintain inventory of supplies and logistics of health office;
- i. Shall act as custodian of office supplies and logistics;
- j. Ensure security of office equipment and availability of office supplies;
- k. Follow up documents and facilitate procurement of supplies or facilitate implementation of health programs; and,
- l. Coordinate meetings and appointments with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned.

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 : July 19, 2021

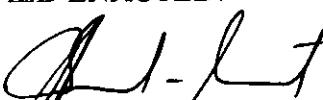
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.



DONA T. ALBORIDA

Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:



HON. JOSEPHINE H. SUMANGIL-EVANGELISTA

Municipal Vice Mayor / Presiding Officer

APPROVED:

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•ETSA September 15, 2021



HON. ANTONIO L. KALAW

Municipal Mayor