



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

EXCERPTS FROM THE MINUTES OF THE FIRST (1ST) REGULAR SESSION OF THE SANGGUNIANG BAYAN ON JANUARY 7, 2019 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

Present	:	Vice Mayor Procopio A. Alipon, Presiding Officer S.B. Member Norvin L. Tamisin S.B. Member Josephine S. Evangelista S.B. Member Benedicto S. Alborida S.B. Member Antonio L. Kalaw S.B. Member Geronimo A. Ciceron S.B. Member Julius A. Molinawe S.B. Member Cris Dayril B. Bagnes S.B. Member Jay G. Rolusta S.B. Member Janos S. Lapiz, Liga President S.B. Member Jozlyn N. Manansala, SK Federation President Secretary Dona T. Alborida Ms. Felomina I. Lincallo, LLSO I
Absent	:	None
Visitor(s)	:	None

ORDINANCE NO. 2019-1817

AN ORDINANCE CREATING THE POSITION OF UTILITY WORKER II WITH SALARY GRADE 3 AT THE MUNICIPAL GENERAL SERVICES OFFICE.

Melcommo

Author : Councilor Norvin L. Tamisin, MBA

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	:	Must be able to read and write (at least elementary graduate)
EXPERIENCE	:	none required
TRAINING	:	none required
ELIGIBILITY	:	none required (MC.11,s.1996-Cat.III)

PINAC 11841
SANGGUNIANG PRINALAWIGAN
KAPASIHAN BL. 63-S-2019
PFTSA 2/3/19

SECTION 2. JOB DESCRIPTION: Performs routine vulcanizing jobs such as repair and replacement of tires

SECTION 3. The duties and responsibilities shall be as follows:

- 3.1 Raise vehicles using hydraulic jack;
- 3.2 Vulcanizes breaks and holes in casing and treads of motor vehicles tires;
- 3.3 Remount wheels onto vehicles (install vehicle parts / accessories)
- 3.4 Unbolt and remove tires from vehicles (remove parts / components from vehicles)
- 3.5 Identify tire size and ply and inflate tires accordingly;
- 3.6 Replace valve stems and remove puncturing objects;
- 3.7 Locate punctures and seal in tubeless tires;
- 3.8 Inspect tire casing for defects (inspect mechanical components to identify problems)
- 3.9 Assist mechanics and performs various mechanical duties, such as changing oil or checking and replacing batteries;
- 3.10 Clean work areas;
- 3.11 Performs other related tasks that maybe required from time to time.

SECTION 4. The source of funds for the created position shall be included in the fiscal year 2019 budget.

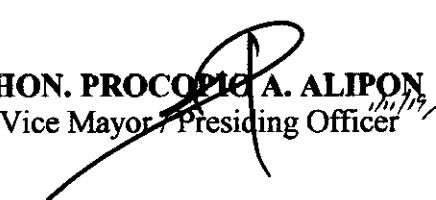
SECTION 5. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED : January 7, 2019

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


DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. PROCOPIO A. ALIPON
Vice Mayor / Presiding Officer

APPROVED:


HON. CAESAR P. PEREZ
Municipal Mayor

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