



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: losbaños@laguna.net

**EXCERPTS FROM THE MINUTES OF THE SIXTH (6TH) REGULAR SESSION OF
THE SANGGUNIANG BAYAN HELD ON FEBRUARY 7, 2020 AT THE
SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY.
TIMUGAN, LOS BAÑOS, LAGUNA.**

Present : Vice Mayor Antonio L. Kalaw, Presiding Officer

S.B. Member Josephine S. Evangelista

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

Secretary Dona T. Alborida

Ms. Felomina I. Lincallo, LLSO I

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

S.B. Member Arlene P. delos Santos, Liga President (O.B)

S.B. Member Jozlyn N. Manansala, SK Fed. President (O.B)

Visitors : Ms. Mary Ann Delantar, Barangay San Antonio

Mr. Levy Tatad, Media

ORDINANCE NO. 2020-1963

**AN ORDINANCE CREATING THE POSITION OF SOCIAL WELFARE ASSISTANT
WITH SALARY GRADE 8 AT THE MUNICIPAL SOCIAL WELFARE AND
DEVELOPMENT OFFICE.**

Author : Councilor *[Signature]* Mike 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 | : | Completion of two years in college |
| EXPERIENCE | : | 1 year of relevant experience |
| TRAINING | : | 4 hours of relevant training |
| ELIGIBILITY | : | Career Service (Sub-professional) /
First Level Eligibility |

NAGLIBAT
SANGGUNIANG PANLALAWIGAN
KAPASITAHAN BL. NO. 389-A, S. 2020
PETSA May 27, 2020

[Signature]

[Signature]

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

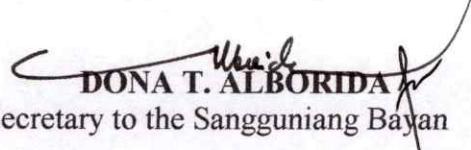
- a. Provides assistance in case management;
- b. Assists and support clients and their families;
- c. Be a part of the rehabilitation team in case management of clients;
- d. Escorts clients during referral and court hearing;
- e. Assists MSWDO in organizing and conducting activities of clients;
- f. Records and documents clients' activities and submits the same to the social worker;
- g. Performs other duties that may be assigned from time to time.

SECTION 3. The source of funds shall be taken from the Annual Budget of CY 2020.

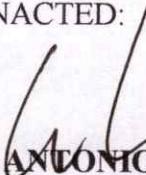
SECTION 4. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED : February 7, 2020

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

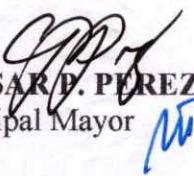

DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. ANTONIO L. KALAW
Vice Mayor / Presiding Officer

ANVAC 210861
SANGGUNIANG PANLALAWIGAN
KAPASITIMAN BL. 1, 389-1, S. 2020
PETSA May 07, 2020

APPROVED:


HON. CAESAR P. PEREZ
Municipal Mayor