



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 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. 2022-2248

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE IV (CLERK II) WITH SALARY GRADE 4 AT THE TRANSPORTATION AND REGULATORY UNIT (TRU).

Author : Councillor *[Signature]* **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 : Completion of two (2) years studies in college

EXPERIENCE : None Required

TRAINING : None Required

ELIGIBILITY : Career Service (Sub-Professional) / First Level Eligibility

[Handwritten signatures]

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

- Responsible in record keeping and releasing of franchise/permit to operate, issuance of MTPFRB sticker, and other pertinent records and documentation;
- Encodes all reports, documentation, and other important matters related to transportation;
- Accepts and processes the application and petition for Tricycle/Padyak/E-bike franchise/ permit to operate;
- Handles minutes/dictation, type's correspondence, receives, sorts and classifies incoming and outgoing mails, memos, circular and other similar items;
- Performs other duties as maybe necessary in the implementation of the Ordinances related to TRU.

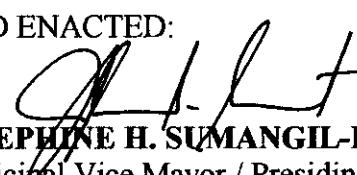
SECTION 3. The source of funds shall be taken from the Annual Budget of CY 2022.**SECTION 4.** This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.**ENACTED :** January 13, 2022

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



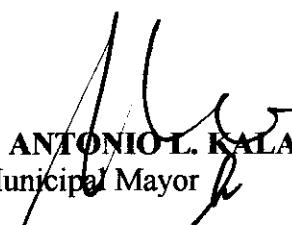
DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:



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

APPROVED:



HON. ANTONIO L. KALAW
Municipal Mayor