



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 TWELFTH (12TH) REGULAR SESSION
OF THE SANGGUNIANG BAYAN HELD ON SEPTEMBER 27, 2019 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 Geronimo A. Ciceron
S.B. Member Marlo PJ A. Alipon
S.B. Member Dexter A. Concio
S.B. Member Mark Lester B. Dizon
S.B. Member Cris Dayril B. Bagnes
S.B. Member Arlene P. delos Santos, Liga President
Secretary Dona T. Alborida
Ms. Jellyn S. De Una, LLSA II

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

Visitor(s) : None

ORDINANCE NO. 2019-1877

**AN ORDINANCE CREATING THE POSITION OF COMMUNICATION EQUIPMENT
OPERATOR I WITH SALARY GRADE 4 AT THE OFFICE OF THE
MAYOR/MUNICIPAL ACTION CENTER.**

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	:	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
EXPERIENCE	:	None Required
TRAINING	:	None Required
ELIGIBILITY	:	Appropriate License

NAC 115AY
SANGGUNIANG PAULALIWIGAN
APASIVAHAN BLW. 12 S. 2020
ETSA Jan. 8, 2020

(MC 11, s.96 – Cat.II)

NO. OF VACANCY : 2

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

- a. Monitor, receive, and transmit signal, message, phone call, radio transmission, or other communication from a person or device indicating the existence of an emergency;
- b. Dispatch police, fire, EMS and other emergency units and personnel as needed;
- c. Receive authorized requests for towing of motor vehicles, determine "on call" wrecker service, and dispatch tow truck(s) to appropriate location;
- d. Prepare and maintain up-to-date telephone listings, including confidential listings, for hospitals, veterinarians, medical personnel, court personnel, public transportation and utilities, local businesses, municipal officials and other persons and entities;
- e. Record and log radio transmissions and telephone calls as needed;
- f. Prepare and maintain up-to-date street locations and residency listings for use by municipal police, fire, and medical emergency personnel;
- g. Ensure timely testing of all equipment and communication services and advise supervisors of needed repairs as necessary;
- h. Maintain a variety of other records related to municipal departments' statistics, and prepare reports related to activities as requested by appropriate municipal authorities;
- i. Receive all public complaints/grievances with regards to peace and order, waste management, erring municipal personnel and other concern;
- j. Refer to and coordinate with concern departments/offices/units of the municipal government and all public complaints/grievances for immediate action;
- k. Assigns motor vehicles and drivers for conveyance of freight or passengers. Complies list of available vehicles. Issues keys, record sheets, and credentials to drivers;
- l. Record time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. Directs activities of drivers, using two-way radio. May maintain record of mileage, fuel used, repairs made, and other expenses;
- m. Performs other related duties assigned.

SECTION 3. The source of funds shall be taken from the Annual Budget of CY 2019;

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

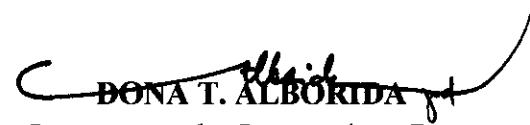
ENACTED: SEPTEMBER 27, 2019

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

MALIBAY
SPONGUNIHANG PAMLAWIGAN
KAPASIVANAN PL. 12, c. 2020
PETS. Jan. 8, 2022



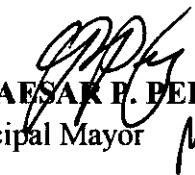
2.00 Ordinance No. 2019-1877 09/27/2019


DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

HON. ANTONIO L. KALAW
Vice Mayor/Presiding Officer

APPROVED:


HON. CAESAR P. PEREZ
Municipal Mayor 

PINAC LIBAY
SANGGUNIANG PANLALAWIGAN
KAPASIHAN PI. 12 S. 2020
PETSA Jan. 8, 2020