



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) SPECIAL SESSION OF
THE SANGGUNIANG BAYAN HELD ON MAY 27, 2020 AT THE SANGGUNIANG
BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS,
LAGUNA.**

Present : S.B. Member Josephine Sumangil – Evangelista, Temporary 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 Arlene P. delos Santos, Liga President
S.B. Member Jozlyn N. Manansala, SK Fed. President
Secretary Dona T. Alborida
Ms. Jellyn S. De Una, LLSA II

Absent : Vice Mayor Antonio L. Kalaw (O.B.)
S.B. Member Mike Dexter A. Concio (O.B.)

Visitor(s) : None

*INAC LIBAY
SANGGUNIANG PANLALAWIGAN
(APASIHAN BL.) 27-5-2020
*ETSA August 14, 2020

ORDINANCE NO. 2020-2028

**AN ORDINANCE CREATING THE POSITION OF EXECUTIVE ASSISTANT II
(COTERMINOUS) WITH SALARY GRADE 17 AT THE OFFICE OF THE MAYOR.**

Author: Councilor Miko C. Pelegrina

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA,
in session assembled, THAT:

- SECTION 1. **CREATION OF POSITION.** There is hereby created a position of Executive Assistant II (Coterminous) with Salary Grade 17 at the Office of the Mayor.
- SECTION 2. **QUALIFICATIONS.** Under Section 9, Rule IV of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) which was approved through CSC Resolution No. 1800692 dated July 3, 2018, appointees to primarily confidential positions are exempt from the qualification requirements.

SECTION 3. **DUTIES AND RESPONSIBILITIES.** The duties and responsibilities shall be as follows:

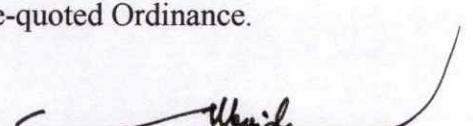
- a. Assists the Municipal Mayor in all executive matters;
- b. Assists the Municipal Mayor in securing enforcement and execution of laws and regulations;
- c. Perform other function as maybe delegated by the Municipal Mayor.

SECTION 4. **SOURCE OF FUNDS.** The source of funds shall be taken from the Supplemental Budget Chargeable Against the Lump Sum Appropriation After Deducting the actual appropriation for SSL 2020. (Ordinance No. 2020-2000);

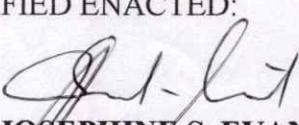
SECTION 5. **EFFECTIVITY.** This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED: MAY 27, 2020

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

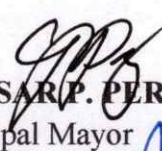

DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. JOSEPHINE S. EVANGELISTA
S.B. Member / Temporary Presiding Officer

MAG TIBAY
SANGGUNIANG PANLALAWIGAN
KAPAS (AHAM BL.) May 27, 2020
ETSA August 14, 2020

APPROVED:


HON. CAESAR P. PEREZ
Municipal Mayor 