



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. 2022-2245

AN ORDINANCE CREATING THE POSITIONS OF TWO (2) ADMINISTRATIVE AIDE III WITH SALARY GRADE 3 AT THE MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE (PESO).

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-year studies in college
EXPERIENCE	:	None Required
TRAINING	:	None Required
ELIGIBILITY	:	Career Service Sub-Professional / First Level Eligibility

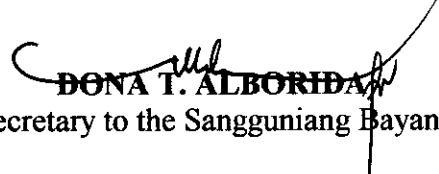
  

SECTION 2. The duties and responsibilities shall be as follows:

- Assists in the development of instructional materials, facilitation of learning activities, administration of tests and evaluation of student programs;
- Assists in implementation of classroom and facilities management;
- Assists in updating of curriculum, in preparing of learning manual and modules;
- Assists in the management of production activities;
- Participated in community extension program and other civic projects; and
- Performs other related functions.

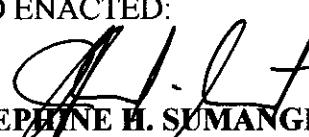
SECTION 3. The source of funds shall be taken from the Annual Budget of CY 2022.**SECTION 4.** This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.**ENACTED :** January 13, 2022

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