



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: losbanos@laguna.net

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**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. 2022-2254**

**AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) WITH SALARY GRADE 8 AT THE OFFICE OF THE MUNICIPAL TREASURER.**

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Author : Councilor  Miko C. Pelegrina

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

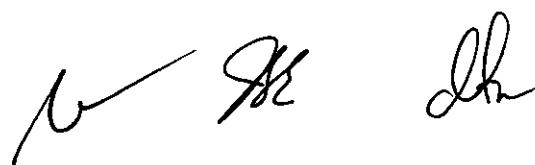
**SECTION 1.** Civil Service Commission (CSC) basic qualification standards are as follows:

**EDUCATION** : Completion of two (2) years studies in college

**EXPERIENCE** : 1 year of relevant experience

**TRAINING** : Four (4) hours of relevant training

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



2.00      Ordinance No. 2022-2254      01/13/22

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

- Prepare and disburse purchase for all municipal obligation;
- Prepare report for cash advances and liquidation report;
- Assist in disbursing of Municipal Payroll;
- Maintain Cash Books for cash advances and liquidation;
- Prepare report for re-issued and issued check;
- Inform (call) owner/recipient of unclaimed checks; and
- Prepare report for stale checks

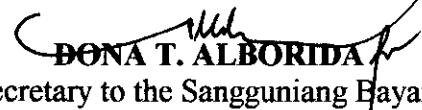
**SECTION 3.** The source of funds shall be taken from the Annual Budget of CY 2022.

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

**ENACTED :** January 13, 2022

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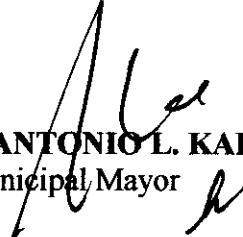
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.

  
**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