



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 Jozylyn 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. 2022-2247**

**AN ORDINANCE CREATING THE POSITION OF INFORMATION TECHNOLOGY OFFICER II WITH SALARY GRADE 22 AT THE INFORMATION AND COMMUNICATION SYSTEMS OFFICE (ICSO).**

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** : Bachelor's Degree relevant to the job  
**EXPERIENCE** : Three (3) years of relevant experience  
**TRAINING** : Sixteen (16) hours of relevant training  
**ELIGIBILITY** : Career Service Professional / Second Level Eligibility



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


- Oversee the implementation and maintenance of systems software, hardware and network of Municipal Government of Los Baños;
- Formulate plans, programs, and procedure for effective database management;
- Provide technical assistance in the installation, layout, and maintenance of all data communications network components;
- Conduct research and evaluation of the performance of network technology/equipment and recommend replacement/procurement, if necessary;
- Supervise custom application and database systems development for fast tracking of processing time;
- Monitor the operations of all the above-mentioned systems as part of the maintenance procedures or protocols;
- Monitor and ensure that all systems and communication equipment are in working conditions;
- Assist all departments or offices in the usage and preventive maintenance of the systems installed thereof;
- Spearhead innovations on the systems as the need arises;
- Encourage all system users to partake in the maintenance of the systems by the strictly following directions or instructions on how to use the same;
- Coordinate with other department, government agencies, private entities for purposes of enhancing existing system and further improving its capabilities and efficiency, and
- Act as in-charge of office of Information and Communication Systems Office.

**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

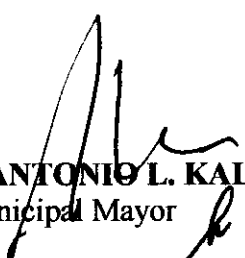
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.

  
**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