



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
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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 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. 2022-2254

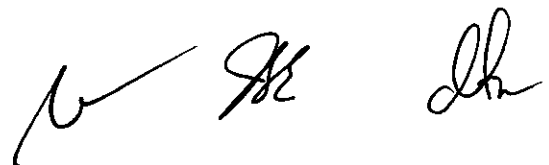
AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) WITH SALARY GRADE 8 AT THE OFFICE OF THE MUNICIPAL TREASURER.

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 (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



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

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