



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

EXCERPTS FROM THE MINUTES OF THE FIRST (1ST) REGULAR SESSION OF THE SANGGUNIANG BAYAN ON JANUARY 7, 2019 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

Present : Vice Mayor Procopio A. Alipon, Presiding Officer
S.B. Member Norvin L. Tamisin
S.B. Member Josephine S. Evangelista
S.B. Member Benedicto S. Alborida
S.B. Member Antonio L. Kalaw
S.B. Member Geronimo A. Ciceron
S.B. Member Julius A. Moliñawe
S.B. Member Cris Dayril B. Bagnes
S.B. Member Jay G. Rolusta
S.B. Member Janos S. Lapiz, Liga President
S.B. Member Jozylyn N. Manansala, SK Federation President
Secretary Dona T. Alborida
Ms. Felomina I. Lincallo, LLSO I

Absent : None

Visitor(s) : None

ORDINANCE NO. 2019-1815

AN ORDINANCE CREATING THE POSITION OF COMPUTER OPERATOR II WITH SALARY GRADE 9 AT THE MUNICIPAL ACCOUNTING OFFICE.

Norvin L. Tamisin
Author: Councilor Norvin L. Tamisin, MBA

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 years studies in College or High School Graduate with relevant vocational / trade course
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service (Sub-professional)
Data Controller (MC.11,s.1996-Cat.I)

PINACILIBAN
SANGGUNIANG PANGALAWIGAN
KAPASITAHAN BL. 83-S-2019
MESA 2/13/19

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SECTION 2. JOB DESCRIPTION: Under general supervision, serves as the assistant computer technician of the department and assist in bookkeeping of financial transactions.

SECTION 3. The duties and responsibilities shall be as follows:

- 3.1 Performs software maintenance tasks such as checking for viruses, backing up tape, upgrading software, and other basic maintenance;
- 3.2 Assist in the computer hardware system preventive maintenance and tests;
- 3.3 Assist in troubleshooting of computer malfunctions in the Department;
- 3.4 Performs electronic data processing of the Municipality's liquidations of Cash Advances in the eNGAS accounting software;
- 3.5 Monitor and encodes the cash advances of the officials and employees in eNGAS;
- 3.6 Generates aging of receivables and payables in eNGAS;
- 3.7 Prepares reports required in the Full Disclosure policy;
- 3.8 Assists in the preparation statement of releases and expenditures from National Government Fund;
- 3.9 Performs other related tasks that maybe required from time to time.

SECTION 4. The source of funds for the created position shall be included in the fiscal year 2019 budget.

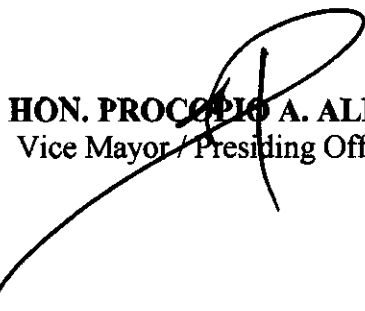
SECTION 5. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED : January 7, 2019

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


DONA T. ALBORIDA
 Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. PROCOPIO A. ALIPON
 Vice Mayor / Presiding Officer

APPROVED:


HON. CAESAR F. PEREZ
 Municipal Mayor