



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. 2019-1816

AN ORDINANCE CREATING THE POSITION OF MECHANIC II WITH SALARY GRADE 6 AT THE MUNICIPAL GENERAL SERVICES OFFICE.

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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 : High School Graduate or completion of relevant vocational / trade course
EXPERIENCE : none required
TRAINING : none required
ELIGIBILITY : Mechanic (MC.11,s.1996-Cat.I)

SECTION 2. JOB DESCRIPTION: Mechanic shall assemble, maintain and repair machinery and vehicles, and be responsible in ensuring functionality and reliability of machines, engines and mechanical systems.

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


- 3.1 Build and assemble machines or mechanical components according to requirements;
- 3.2 Inspect machines, engines, transmission etc. and run diagnostic test to discover functionality issues;
- 3.3 Conduct repairs aiming for maximum reliability;
- 3.4 Troubleshoot reported problems and resolve them in a timely manner;
- 3.5 Perform thorough maintenance on machinery, equipment and systems;
- 3.6 Clean and apply lubricants to machinery components;
- 3.7 Replenish fluids and components of engines and machinery;
- 3.8 Provide consultation on correct maintenance and preventive measures to machine or vehicle users;
- 3.9 Regularly clean and maintain tools and equipment;
- 3.10 Ensure a safe, organized, and tidy workplace;
- 3.11 Keep machinery in good working condition;
- 3.12 Track inventory and order new parts when required;
- 3.13 Undertake other duties as assigned (e.g. repair of hydraulic system, painting vehicles etc.)

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

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