



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 THIRD (3RD) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON JULY 26, 2019, AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

Present : Acting Vice Mayor Josephine Sumangil-Evangelista, Acting 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 Dexter A. Concio
S.B. Member Mark Lester B. Dizon
S.B. Member Cris Dayril B. Bagnes
S.B. Member Arlene P. delos Santos, Liga President
S.B. Member Jozylyn N. Manansala, SK Fed. President
Secretary Dona T. Alborida
Ms. Jellyn S. de Una, LLSA II

Absent : None

Visitor(s) : Mr. Wilfredo Driz, Mayondon, Los Banos, Laguna

ORDINANCE NO. 2019-1854

ORDINANCE CREATING THE POSITION OF BOOKBINDER II, SALARY GRADE 4 AT THE OFFICE OF THE MUNICIPAL MAYOR.

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:

EDUCATION : Elementary School Graduate
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : None Required
(MC 11, S. 96- Cat. III)

PINAGULATIN
SANGGUNIANG BAYAN NG LOS BAÑOS
KAPANGYARIHAN NG 465-A S 2019
MAYOR 9/25/19

SECTION 2. The specific duties and responsibilities:


- a) Bind new or rebind old or damaged office documents/reports manually or by machine;
- b) Cut cover materials to specified dimensions and fit to binder boards to specified dimensions for office documents/report using board shears or hand cutters;
- c) Trim edges of materials for binding to size, using hand cutters;
- d) Perform other functions such as:
 - i. Receives and records incoming and outgoing office correspondence and other documents.
 - ii. Sorts and files documents according to numerical or alphabetical designation.
 - iii. Types communications and other papers needed in the office.

SECTION 3. The source of funds shall be taken from the Annual Budget for CY 2019.


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

ENACTED : JULY 26, 2019.

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


DONA T. ALBORIDA
 Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. JOSEPHINE S. EVANGELISTA
 Acting Vice Mayor/Acting Presiding Officer

APPROVED:

HON. ANTONIO L. KALAW
 Acting Municipal Mayor

MUNICIPAL CLERK
 SANGGUNIANG BAYAN ALAYOGAN
 (ADDRESS) ... 483-A -S 2019
 DATE: 9/25/19