



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](mailto: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. 2019-1855**

**ORDINANCE CREATING THE POSITION OF BOOKBINDER III, SALARY GRADE 7 AT THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE.**

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)

APPROVED  
SANGGUNIANG BAYAN  
KAPASID-AN NG PLD 483-B-S-2019  
DEYSA 9/25/19

*Miko C. Pelegrina*

*Josephine Sumangil-Evangelista*

SECTION 2. The specific duties and responsibilities:

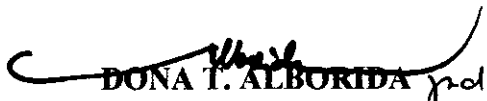
- a) Attach endpapers to tops and bottoms of book bodies, using sewing machines;
- b) Glue endpapers and signatures together along spines, using brushes or glue machines;
- c) Cut cover material to specified dimensions, and fit and glue material to binder boards manually or by machine;
- d) Perform a variety of clerical tasks;
- e) Word processing, printing and collating documents;
- f) Performing light bookkeeping, coordinating with other departments, and completing any other assigned tasks.

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.

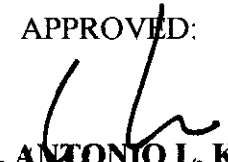
ENACTED : JULY 26, 2019.

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

RECEIVED  
 SANGGUNIANG BAYAN ALABANG  
 KAPUSULANAN  
 485-B-S-2019  
 9/25/19