



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 TWELFTH (12TH) REGULAR SESSION  
OF THE SANGGUNIANG BAYAN HELD ON SEPTEMBER 27, 2019 AT THE  
SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY.  
TIMUGAN, LOS BAÑOS, LAGUNA.**

Present : Vice Mayor Antonio L. Kalaw, Presiding Officer  
S.B. Member Josephine S. Evangelista  
S.B. Member Miko C. Pelegrina  
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  
Secretary Dona T. Alborida  
Ms. Jellyn S. De Una, LLSA II

Absent : S.B. Member Janos S. Lapiz (O.B)  
S.B. Member Jozylyn N. Manansala, SK Fed. President (O.B)

Visitor(s) : None

**ORDINANCE NO. 2019-1880**

**AN ORDINANCE CREATING THE POSITION OF DENTAL AIDE WITH SALARY  
GRADE 4 AT THE MUNICIPAL HEALTH 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 are as follows:

EDUCATION : High School Graduate  
EXPERIENCE : None Required  
TRAINING : None Required  
ELIGIBILITY : None Required  
(MC 11, s.96 – Cat. III)

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SANGGUNIANG PANKALAWIGAN  
KAPASIHAHAN BL. 14, S. 2020  
MESA Jan. 8, 2020



SECTION 2. The duties and responsibilities shall be as follows:

- a. Help in the maintenance of the clinic and keep dental equipment, materials and supplies in order;
- b. Help in the registration of patients, facilitate the flow of patients before and during clinic hours;
- c. Assist dentist as needed during dental procedures;
- d. Clean and sterilize dental instruments. Hand over instruments to dentist in the process of treating patients. Disinfect dental equipment before and after each procedure;
- e. Prepare filing materials;
- f. Help in preparing requisitions of supplies under the guidance of the dentist;
- g. Under the direction of the dentist, make arrangement of appointment and file records;
- h. Under the guidance of the dentist, make the clinic an educational place for children to visit;
- i. Actively participate in instructional and demonstration activities under the guidance of the dentist such as tooth brushing drills;
- j. Perform other function which may be delegated by higher authority.


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

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

ENACTED: SEPTEMBER 27, 2019

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

  
**DONA T. ALBORIDA**  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

  
**HON. ANTONIO L. KALAW**  
Vice Mayor/Presiding Officer

APPROVED:

  
**HON. CAESAR P. PEREZ**  
Municipal Mayor

PINAC TIBAY  
SANGGUNIANG PANLALAWIGAN  
KAPASAYAHAN P.L. 14, S. 2020  
P.T.S.A. Jan. 8, 2020