



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 SIXTH (6TH) REGULAR SESSION OF  
THE SANGGUNIANG BAYAN HELD ON FEBRUARY 7, 2020 AT THE  
SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY.  
TIMUGAN, LOS BAÑOS, LAGUNA.**

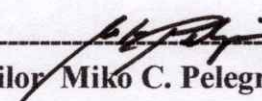

Present : Vice Mayor Antonio L. Kalaw, Presiding Officer  
S.B. Member Josephine S. Evangelista  
S.B. Member Miko C. Pelegrina  
S.B. Member Janos S. Lapid  
S.B. Member Geronimo A. Ciceron  
S.B. Member Marlo PJ A. Alipon  
S.B. Member Mark Lester B. Dizon  
S.B. Member Cris Dayril B. Bagnes  
Secretary Dona T. Alborida  
Ms. Felomina I. Lincallo, LLSO I

Absent : S.B. Member Mike Dexter A. Concio (O.B)  
S.B. Member Arlene P. delos Santos, Liga President (O.B)  
S.B. Member Jozylyn N. Manansala, SK Fed. President (O.B)

Visitors : Ms. Mary Ann Delantar, Barangay San Antonio  
Mr. Levy Tatad, Media

**ORDINANCE NO. 2020-1956**

**AN ORDINANCE CREATING THE POSITION OF LOCAL DRRM ASSISTANT  
WITH SALARY GRADE 8 AT THE MUNICIPAL DISASTER RISK REDUCTION  
AND 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 are as follows:

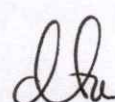
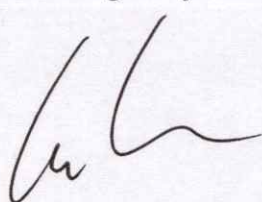
**EDUCATION** : Completion of 2 years in college

**EXPERIENCE** : 1 year of relevant experience on DRRM

**TRAINING** : 4 hours of relevant training

**ELIGIBILITY** : Career Service (Sub-professional) /  
First Level Eligibility

MINAC IIBAY  
SANGGUNIANG PANLALAWIGAN  
CAPASITAHANAN BL. 389-A, S. 2020  
\*ETSA May 27, 2020





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

**I. Operation**

- a. Staffing, organizing, and supervising the operation section;
- b. Set up and follow Incident Command System;
- c. Assemble and disassemble team/task forces assigned to operation section;
- d. Organize the operation section effectively to ensure manageable span of control and safe operations of all operation personnel;
- e. Provide functional expertise in operation process;
- f. Work with client to ensure the action meets organization mission;
- g. Documentation and analysis of current and future incident;
- h. Identification and mapping of information needs;
- i. Defining requirements for proper reporting;
- j. Developing and maintaining a detailed operational plan;
- k. Set up and manages support functions covering planning, reporting, quality management and internal communication;
- l. Updating/Coordinating with the MDRRM Officer.

**II. Warning**

- a. Broadcasting of weather condition, impending typhoon and other disaster-related event to M/BDRRM Office;
- b. Responsible for all early warning system situate in the Barangay;
- c. Monitors and coordinates with different agencies regarding existing and planned projects regarding Early Warning System;
- d. Managing project evaluation and dissemination activities;
- e. Communicating with other key organization representatives;
- f. Back-up and disaster recovery measures;
- g. Maintains Early Warning System Inventory;
- h. Distribute leaflets/posters regarding man-made and natural hazards.

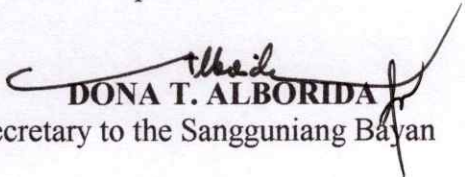
**SECTION 3.** The source of funds shall be taken from the Annual Budget of CY 2020.

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

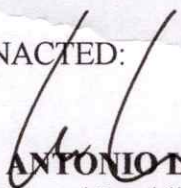
**ENACTED :** February 7, 2020

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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

"PAG-IBAY"  
SANGGUNIANG PANGALAWIGAN  
"PAPARIHAN" BLG. 387 A, S. 2020  
ETSA May 27, 2020