



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. 2020-1957

**AN ORDINANCE CREATING THE POSITION OF DEVELOPMENT MANAGEMENT
OFFICER III (DMO III) WITH SALARY GRADE 18 AT THE GENDER AND
DEVELOPMENT OFFICE (GAD).**

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 : Bachelor's degree relevant to the job
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : Career Service (Professional) / Second Level Eligibility

MINAC IIBAY
SANGGUNIANG PANLALAWIGAN
IAPASIHAN BL. 389-A, S. 2020
PETA May 27, 2020

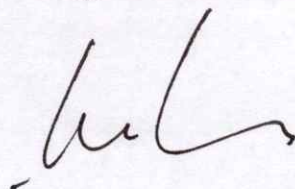
SECTION 2. Additional Qualifications:

EXPERIENCE : 2 years of relevant experience in any of the following: Gender and Development, Gender Mainstreaming, GAD Planning and Budgeting, Gender Analysis, Women's Human Rights, Monitoring and Evaluation on Gad or Development Programs or Projects, Policy Development and Advocacy, Research , development and Gender issues.

TRAINING : 8 hours of relevant training in any of the following: Gender Sensitivity, Gender Analysis and Tools Development, GAD Planning and Budgeting, Facilitation and Presentation Skills, Technical Writing, Strategic Planning, Monitoring and Evaluation / Results-based Monitoring, Policy Development and Advocacy, and Project Development Management.

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

- a. Ensure and sustain LGU's critical consciousness and support to women and gender issues;
- b. Provide technical support on integration of gender into municipality's programming phases;
- c. Take a lead-role in direction-setting, advocacy, planning, monitoring and evaluation, and technical advisory on mainstreaming GAD perspectives in the LGU's program, projects and activities;
- d. Lead the assessment of the gender-responsiveness of policies, strategies, programs, activities, and projects of the LGU based on the priority needs and concerns of its constituency, and formulation of recommendations and ensure their implementation;
- e. Assist in the formulation of new policies i.e. as the advancing of women's status in the LGU;
- f. In collaboration with sectoral colleagues, identify the areas of focus for gender programming/projects with the greatest potential for impact and scale, in alignment with the municipality's priorities;
- g. Lead in setting-up appropriate systems and mechanism to ensure the generation, processing, review and updating of sex-disaggregated data for GAD database to serve as basis in performance-based gender responsive planning;
- h. Lead in the setting-up of LGU GAD Agenda;
- i. Coordinate efforts of different divisions/offices/units and barangays of LGU and advocate for integration of GAD perspectives in all their system and processes;
- j. Spearhead the preparation of agency's annual performance-based GAD Plans, Programs, and Budget in response to the women and gender-issues of employees/constituencies, following the format and procedure prescribed by the Philippine/Commission on Women (PCW);



3.00 Ordinance No. 2020-1957 02/07/2020

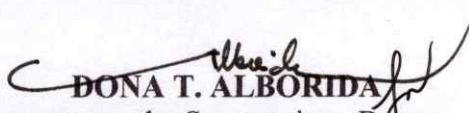
- k. Lead in monitoring the effective implementation of GAD Code and other GAD related policies and the annual GAD Plans, Programs and Budget;
- l. Lead the preparation of annual LGU GAD Accomplishment Report and other GAD reports which may be required under the act;
- m. Promote the participation of women and gender advocates, other civil society groups and private organizations in the various stages of development planning cycle;
- n. Lead in the preparation and dissemination of information related to gender issues that are relevant to the women in the community;
- o. Track progress and provide date on gender and advocacy issues.

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

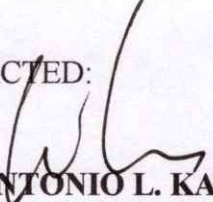
SECTION 4. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED : February 7, 2020

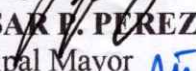

I HEREBY CERTIFY to the correctness of the above –quoted Ordinance.


DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. ANTONIO L. KALAW
Vice Mayor / Presiding Officer

APPROVED:


HON. CAESAR E. PEREZ
Municipal Mayor 

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