



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. Lapiz  
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. 2020-1961**

**AN ORDINANCE CREATING THE POSITION OF CLERK II WITH SALARY GRADE 4 AT THE MUNICIPAL BUDGET 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 two years in college  
**EXPERIENCE** : None Required  
**TRAINING** : None Required  
**ELIGIBILITY** : Career Service (Sub-professional) /  
First Level Eligibility

FINAL LIBRARY  
SANGGUNIANG BAYAN LALAWIGAN  
KAPASIVAHAN BLVD. 389-1 S. 2020  
APR 27, 2020

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

- a. Disseminate outgoing documents;
- b. Assist in the Annual Budget preparation;
- c. Prepare office's Annual Supplies and Equipment Procurement Plan;
- d. Review all A/SPP, PPT and PPMP of different offices;
- e. Maintain master list of Job Orders;
- f. Review program of works as to availability of appropriation;
- g. Prepare inventory of supplies and equipment;
- h. Prepare utilization of gasoline, telephone, water and electricity expenses;
- i. Assist in the posting of documents for disclosure; and
- j. Performs other related tasks that may be assigned.

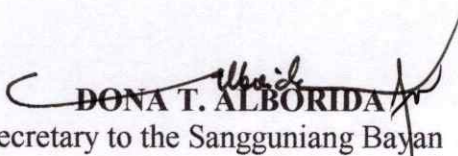
**SECTION 3.** The source of funds shall be taken from the Annual Budget of CY 2020.

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

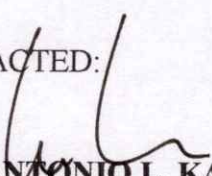
**ENACTED :** February 7, 2020

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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

MINAC TIBAY  
SANGGUNIANG PANLALAWIGAN  
KAPASIKAHAN BL. 389-A, S. 2020  
PFTSA May 07, 2020

APPROVED:

  
**HON. CAESAR F. PEREZ**  
Municipal Mayor