



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. 2020-1962**

**AN ORDINANCE CREATING THE POSITION OF REPRODUCTION MACHINE  
OPERATOR II WITH SALARY GRADE 4 AT THE GENERAL SERVICES OFFICE.**


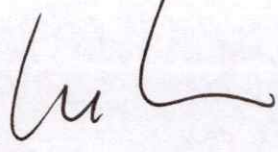
Author : Councilor  Miko C. Pelegrina 

**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** : Elementary School Graduate  
**EXPERIENCE** : None Required  
**TRAINING** : None Required  
**ELIGIBILITY** : None Required (MC 11,s.96-Cat.III)

FINAL LIST  
SANGGUNIANG PANKALAWIGAN  
KAPUSAYANAN BLG. 389-A, S. 2020  
PARTSA May 27, 2020



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

- a. Operate reproduction machine like duplicating machine, copiers, computer operated equipment and heat press machine;
- b. Perform periodic checks on equipment and troubleshoot minor problem not requiring service from outside source;
- c. Work with others in order to ensure that the equipment is in good running conditions;
- d. Adjust machine settings to complete tasks accurately, according to specifications and in timely fashion;
- e. Must be able to reformat requested printed forms if needed;
- f. Maintaining a database with regards to requested reproduction either printed forms or souvenir items and consumable used;
- g. Assist colleagues when the need arises;
- h. Performs other functions such as but not limited to:
  - i. Receives incoming documents;
  - ii. Cover-up for colleague's duties and responsibilities in his/her absence;
  - iii. Keep office area neat and tidy.

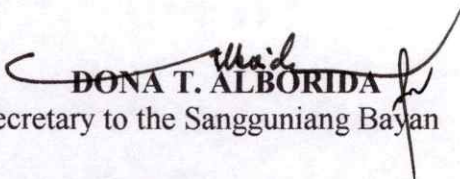
**SECTION 3.** The source of funds shall be taken from the Annual Budget of CY 2020.

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

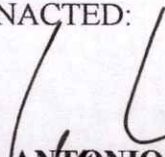
**ENACTED :** February 7, 2020

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

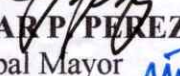
  
**DONA T. ALBORIDA**  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

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

TITUL HONORARIO  
SANGGUNIANG PANLALAWIGAN  
AGPABAYAN BL. 389-A, S. 2020  
PETA May 27, 2020

APPROVED:

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