



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 (12<sup>th</sup>) SPECIAL SESSION OF THE SANGGUNIANG BAYAN HELD ON MAY 27, 2020 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

Present : S.B. Member Josephine Sumangil – Evangelista, Temporary Presiding Officer  
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  
S.B. Member Arlene P. delos Santos, Liga President  
S.B. Member Jozylyn N. Manansala, SK Fed. President  
Secretary Dona T. Alborida  
Ms. Jellyn S. De Una, LLSA II

Absent : Vice Mayor Antonio L. Kalaw (O.B.)  
S.B. Member Mike Dexter A. Concio (O.B.)

Visitor(s) : None

\*INAC LIBAY  
SANGGUNIANG PANGALAWIGAN  
(APASITAHAN) BL. 757 S 2020  
\*ETSA August 14, 2020

**ORDINANCE NO. 2020-2029**

**AN ORDINANCE CREATING THE POSITION OF TOURISM OPERATIONS ASSISTANT WITH SALARY GRADE 7 AT THE OFFICE OF THE MAYOR – TOURISM UNIT.**

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 (2) years studies in college  
EXPERIENCE : None Required  
TRAINING : None Required  
ELIGIBILITY : Career Service (Sub professional) / First Level Eligibility



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

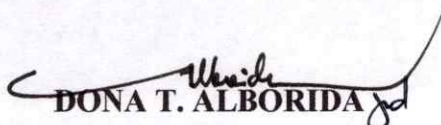
- a. Performs administrative, reconciliation and customer service duties;
- b. Works with clients by answering their queries and giving right information;
- c. Performs record keeping and administrative duties;
- d. Assists visitors and tourists;
- e. Couriers important files;
- f. Provides innovative ideas;
- g. Writes reports, business plans and press releases, and makes presentations;
- h. Maintains statistical and financial records;
- i. Undertakes day-to-day center management and administration;
- j. Liaises with local business and the media market research;
- k. Manages records of company policies and procedures;
- l. Coordinates meeting, events and sessions with other department/unit assistants;
- m. Prepares financial documents such as budget, program of work, etc.;
- n. Other tasks that may be assigned.

SECTION 3. The source of funds shall be taken from the Supplemental Budget Chargeable Against the Lump Sum Appropriation After Deducting the actual appropriation for SSL 2020. (Ordinance No. 2020-2000);


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

ENACTED: MAY 27, 2020.

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

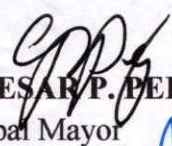
  
**DONA T. ALBORIDA**  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

  
**HON. JOSEPHINE S. EVANGELISTA**  
S.B. Member/ Temporary Presiding Officer

\*INAC IIBAY  
SANGGUNIANG PANGALAWIGAN  
(APASITAHAN) B.L. 757, 2020  
\*ETSA August 14, 2020

APPROVED:

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