



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 THIRTY-FOURTH (34TH) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON NOVEMBER 23, 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  
S.B. Member Arlene P. delos Santos, Liga President  
S.B. Member Jozylyn N. Manansala, SK Fed. President  
Secretary Dona T. Alborida  
Ms. Felomina I. Lincallo, LLSO I

Absent : S.B. Member Mike Dexter A. Concio, (O.B.)

Visitors : Mr. Gino M. Lawas, President of LGBTQ+ - Los Baños  
Mr. Rolly Regalado, Vice President of LGBTQ+ - Los Baños  
Mr. Marvin G. Lapid, Treasurer of LGBTQ+ - Los Baños  
Mr. Roel T. Haresco, Secretary of LGBTQ+ - Los Baños

INAC LIBAY  
SANGGUNIANG PANGALAWIGAN  
PANGASAPAHAN R.L. 180, S. 2021  
P.T.S.A. February 2, 2021

**ORDINANCE NO. 2020-2079**

**AN ORDINANCE CREATING THE POSITION OF DRAFTSMAN I WITH SALARY GRADE 6 AT THE OFFICE OF THE MUNICIPAL ASSESSOR.**

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 standard are as follows:

**EDUCATION :** Completion of two years studies in college or High school graduate with relevant vocational/trade course  
**EXPERIENCE :** None Required  
**TRAINING :** None Required  
**ELIGIBILITY :** Career Service (Subprofessional) / Draftsman (MC 10 s.2013) Cat. II

APPROVED: As per provision of Art 108 (a) & (b) of the IRR OF R.A. 7161; otherwise known as the Local Government Code of 1991

- SECTION 2.** The duties and responsibilities shall be as follows:
- a. Assist in actual lot sketching work in the field;
  - b. Create technical drawings based on location map;
  - c. Review drawings, plans and specifications;
  - d. Re-sectioning of Tax Maps and, assignment of new permanent identification number to real properties;
  - e. Draw land parcel to Field Appraisal and Assessment Sheet (FAAS) based on location maps of newly declared owner;
  - f. Responsible for the preparation of all maps from Based Map to Final Tax Map; and,
  - g. Issue Certified True Copy of Tax Maps.

**SECTION 3.** The source of funds shall be taken from the Annual Budget for FY 2021.

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

**ENACTED :** November 23, 2020

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

*[Signature]*  
**DONA T. ALBORIDA**  
 Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:  
*[Signature]*  
**HON. ANTONIO L. KALAW**  
 Vice Mayor / Presiding Officer

PINAC TIBAY  
 SANGGUNIANG PANLALAWIGAN  
 (APASIHANAN BLW. 180, S. 202)  
 \*ETSA February 8, 2021

APPROVED:  
**HON. CAESAR P. PEREZ**  
 Municipal Mayor *[Signature]*

APPROVED: AS per provision of Art 108 (a) & (b)  
 of the IRR OF R.A. 7160; otherwise known as the  
 Local Government Code of 1991