



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 TIBAY"  
SANGGUNIANG PANLALAWIGAN  
APASIHAN BL. 183 S. 2021  
ETS - February 8, 2021

**ORDINANCE NO. 2020-2082**

**AN ORDINANCE CREATING THE POSITION OF CLERK II WITH SALARY GRADE 4 AT THE OFFICE OF THE MUNICIPAL AGRICULTURIST.**

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  
**EXPERIENCE** : None Required  
**TRAINING** : None Required  
**ELIGIBILITY** : Career Service (Subprofessional) / First Level Eligibility

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



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

- a. Performs clerical and administrative works such as but not limited to preparation of PW, PR, PO, DV and ALOBS and consolidation of annual PPA's for the different banner programs and office operation as basis in the preparation of annual budget, AIP, APP and PPMP;
- b. Consolidates submitted IPCR of all office personnel to prepare OPCR;
- c. Keeps records of data/reports of the different banner programs;
- d. Maintains an inventory of office supplies and properties;
- e. Receives and files office documents/correspondence according to categories;
- f. Performs reception duties and answer questions of office clients about office services;
- g. Collates and process daily time records and accomplishment reports submitted by JO employees;
- h. Monitors communications sent to the office official e-mail address;
- i. Handles the 4-H Club program of the office;
- j. Facilitates/coordinates with other offices for fast processing of office documents and requests;
- k. Attends meetings, seminars and other functions; and
- l. Performs other assigned tasks related to work.

**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.

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

CERTIFIED ENACTED:

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

"INAC TIBAY"  
 SANGGUNIANG PANLALAWIGAN  
 (APASIHANAN BL. 183, S. 2021  
 TETSA *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