



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. 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. 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. Lapiz, Treasurer of LGBTQ+ - Los Baños  
Mr. Roel T. Haresco, Secretary of LGBTQ+ - Los Baños

MAKILABAY  
SANGGUNIANG PANGALAWIGAN  
APASITAHAN BL. 134-S. 2021  
ETSIA February 8, 2021

**ORDINANCE NO. 2020-2083**

**AN ORDINANCE CREATING THE POSITION OF COMMUNITY AFFAIRS OFFICER II WITH SALARY GRADE 15 AT THE PUBLIC INFORMATION 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 standard are as follows:

**EDUCATION** : Bachelor's degree  
**EXPERIENCE** : 1 year of relevant experience  
**TRAINING** : 4 hours relevant training  
**ELIGIBILITY** : Career Service (Professional) / Second Level Eligibility

APPROVED: As per provision of Art 109 (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:

1. Recognizes that a positive and continuing relationship is one in which both the LGU and the community benefit;
2. Recognizes and is sympathetic to the concerns and problems of both;
3. Establishes a relationship of trust and understanding between the LGU and the community;
4. Assists the LGU in realizing its objectives of survival and profitability while being sensitive to the needs and concerns of the community;
5. Local Government Unit – Image Management:
  - a. Identify desired perception of the LGU in the community and identifying the real, existing perception of the LGU in the community for enhancement and development.
6. Conduit – Primary Point:
  - a. Serves as contact and communication point, allowing the community to approach the LGU with ideas, proposal, questions, requests, and complaints.
  - b. Assures responsible frequent contact between the LGU and the community; allowing the LGU to receive information from the community about the situation thus, recognizing the opportunities and problems at an early stage. Along with the community, once the information cascaded, it can be analyzed as to its potential positive or negative impact on LGU – community relationships.
7. Support Services to Subsidiaries:
  - a. Promotional assistance to any programs and projects of LGU through different departments, sections, units for information dissemination.
  - b. Organization or association involvement with inter-agencies and partnership through special events of the community.
  - c. Act as speaker’s bureaus to create positive awareness on the LGU’s projects and programs.
8. Volunteer Managing Program:
  - a. Acts as volunteer support for the community to function.
  - b. Offers excellent opportunity for the LGU involvement that will both help the community and provide recognition and visibility for the LGU.

PUNALUBAY  
 SANGGUNIANG PUNALUBAYAN  
 KAPANGAYUNAN  
 194, S. 202/  
 February 8, 2021

APPROVED: AN DER PROVISION OF Art 108 (a) & (b)  
 of the IRR OF R.A. 7160 OTHERWISE KNOWN AS THE  
 Local Government Code of 1991



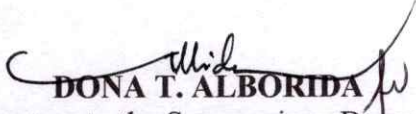
3.00 Ordinance No. 2020-2083 11/23/2020

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

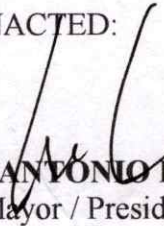
**SECTION 4.** This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

**ENACTED :** November 23, 2020

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

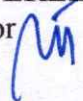
  
**DONA T. ALBORIDA**  
Secretary to the Sangguniang Bayan

**CERTIFIED ENACTED:**

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

UNAC. TIBAY  
SANGGUNIANG PANLALAWIGAN  
PAPASIKAHAN BLW. 184, S. 2021  
PETA February 8, 2021

**APPROVED:**

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

**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