



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 FIRST (1ST<sup>TH</sup>) SPECIAL SESSION OF THE SANGGUNIANG BAYAN HELD ON JANUARY 13, 2022 VIA ZOOM.**

Present : Vice Mayor Josephine H. Sumangil - Evangelista, 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 Rodora P. Loares  
S.B. Member Arlene P. delos Santos, Liga President  
S.B. Member Jozylyn N. Manansala, SK Fed. President  
Secretary Dona T. Alborida

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

Visitors : Hon. Marcelo C. Alvarez, Barangay Chairman of Brgy. Bagong Silang

**ORDINANCE NO. 2022-2243**

**AN ORDINANCE AMENDING SECTION 3 OF MUNICIPAL ORDINANCE NO. 2014-1310 DATED MARCH 3, 2014 ENTITLED “ AN ORDINANCE CREATING THE POSITIONS OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I ( HRMO) AND HUMAN RESOURCE MANAGEMENT ASSISTANT IN WHICH THE HRMO UNIT IS CONVERTED / UPGRADED TO A DEPARTMENT PROVIDING ITS COMPOSITION, COMPENSATION, SALARY GRADE AND DEFINING ITS FUNCTIONS AND QUALIFICATIONS STANDARDS AND APPROPRIATING FUNDS THEREOF.”**

Author : Councilor  Miko C. Pelegrina

**WHEREAS**, the Honorable Mayor Antonio L. Kalaw through his letter dated November 8, 2021 addressed to the Sangguniang Bayan requested the amendment of Section 3 of the Municipal Ordinance No. 2014-1310;

**WHEREAS**, after careful review and deliberation of the Sangguniang Bayan Members, they approve the amendment of Section 3 of the Municipal Ordinance No. 2014-1310;

**NOW THEREFORE**, on motion of Councilor Miko C. Pelegrina, duly seconded by Councilor Mark Lester B. Dizon and concurred by all Councilors present;

**BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA**, in session assembled, THAT:



**SECTION 1. AMENDMENT.** Section 3 of Municipal Ordinance No. 214-1310 is hereby amended as per Civil Service Commission Qualification Standards (Revised 1997) to wit:

Particulars	Existing	Amendment as per Civil Service Commission Qualification Standards (Revised 1997)
Position	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HRMO)	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HRMO)
Education	Bachelor's Degree	Bachelor's Degree
Experience	8 years in position/s involving human resource management and supervision	<b>3 years relevant experience</b>
Training	48 hours of Training in Human Resource Management and Supervision	<b>24 hours of training in management and supervision</b>
Eligibility	Career Service Professional	<b>Career Service Professional Second Level Eligibility</b>
Others	With at least very satisfactory performance rating for 4 consecutive performance rating period.  At least 3 years Registered Voter of Los Baños	<b>A Person of good moral character</b>

**SECTION 2. SEPARABILITY CLAUSE.** If for any reasons, a part or provisions of this Ordinance which shall be held to be unconstitutional or invalid, others parts or provision hereof which are not affected shall continue to be in full force and effect.

**SECTION 3. REPEALING CLAUSE.** All ordinances, rules and regulations or parts not consistent with any provision of this Ordinance are hereby repealed, amended or modified accordingly.

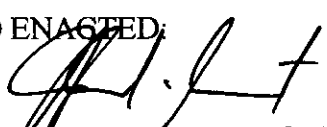
**SECTION 3. EFFECTIVITY.** This ordinance shall take force and effect upon approval.

**ENACTED :** January 13, 2021

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

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

CERTIFIED ENACTED:

  
**HON. JOSEPHINE H. SUMANGIL - EVANGELISTA**  
Vice Mayor / Presiding Officer

APPROVED:

  
**HON. ANTONIO L. KALAW**  
Municipal Mayor