



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  
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**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. 2022-2244**

**ORDINANCE RETITLING THE VARIOUS VACANT POSITIONS IN THE EXISTING PLANTILLA OF PERSONNEL IN THE MUNICIPAL GOVERNMENT OF LOS BAÑOS IN ACCORDANCE WITH DBM LOCAL BUDGET CIRCULAR NO. 137 DATED JULY 13, 2021 ( INDEX OF OCCUPATIONAL SERVICES, POSITION TITLES AND SALARY GRADES IN THE LOCAL GOVERNMENT IOS-LGU), CY 2021 EDITION) AND IN COMPLIANCE WITH SECTION 325 OF THE LOCAL GOVERNMENT CODE OF 1991, CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 14, S, 2018 AND DBM BUDGET CIRCULAR NO. 2018-3.**

Author : Councilor  Miko C. Pelegrina

**WHEREAS**, the Department of Budget and Management issued a Local Budget Circular No. 137, dated July 13, 2021 Re: Index of Occupational Services, Position Titles and Salary Grades in the Local Government IOS-LGU), CY 2021 Edition;

**WHEREAS**, in the said circular, all positions in the Local Government Unit (LGU) shall be allocated to their proper position titles and salary grades in accordance with the said Index;

**WHEREAS**, Section 3 , Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit



*and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. xxxxx;*

**WHEREAS**, to respond to the changing needs in Human Resource Management the Civil Service Commission (CSC), pursuant to CSC Resolution No. 1800692 dated July 3, 2018, approved the amendments and additional provisions to the 2017 Omnibus Rules on Appointments and other Human Resource Action;

**WHEREAS**, to ensure that the above policy is being complied with, Honorable Mayor Antonio L. Kalaw through his letter dated November 25, 2021 request from the august body retitling of the various vacant positions in the existing Plantilla of Personnel;

**WHEREAS**, the Sangguniang Bayan firmly believes that it will bring beneficial reform in the Municipality;

**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. RETITLING OF POSITIONS.** The following vacant Positions in the Existing Plantilla of Personnel in the Municipal Government of Los Baños are hereby retitled to wit:

	Salary Grade	Plantilla Item No.	From	To
1	4	15,225	Clerk II	Administrative Aide IV (Clerk II)
2	3	19	Clerk I	Administrative Aide III (Clerk I)
3	4	32	Communications Equipment Operator I	Administrative Aide IV (Communications Equipment Operator I)
4	5	120	Carpenter II	Administrative Aide V (Carpenter II)
5	3	128	Laborer II	Administrative Aide III (Laborer II)
6	6	142, 143	Mechanic II	Administrative Aide VI (Mechanic II)
7	24	178	Municipal Civil Registrar	Municipal Government Department Head I (Municipal Civil Registrar)
8	1	226	Laborer I	Administrative Aide I (Laborer I)

**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

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**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 D. KALAW**  
Municipal Mayor