



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) 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. 2022-2246**

**AN ORDINANCE CREATING THE POSITION OF LOCAL DRRM ASSISTANT WITH SALARY GRADE 8 AT THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE ( MDRRMO).**

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 standards are as follows:

**EDUCATION** : Completion of two (2) years in college  
**EXPERIENCE** : One (1) year of relevant experience on DRRM  
**TRAINING** : 4 hours relevant training  
**ELIGIBILITY** : Career Service (Sub-Professional) / First Level Eligibility



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

**I. Research**

- Tracks performance of team members and takes appropriate action;
- Proactively develops a collaborative relationship with the organization;
- Ensures that there are clear communication paths within the office and the organization/council;
- Acts as main point of contact between the other institution and the organization;
- Encourages the transfer of knowledge and skills to the appropriate staff within the organization;
- Record and managing office issues and concerns;
- Working closely with client to ensure the job meets institution needs;
- Monitors all reports including entry and maintenance of all actual time;
- Documentation and analysis of current and future processes/systems;
- Maintain office records;
- Ensure protection and security of files and records;
- Produces consolidated report of the office, including response, training and monitoring summary;
- Updates, maintains and improve Information Technologies;
- Hazard and vulnerability mapping.

**II. Planning**

- Staffing, organizing and supervising the planning section;
- Set up and go behind Incident Command System;
- Responsible for updating and developing existing plan;
- Ensures that mandatory requirements of plan are met;
- Makes effective use of plan within the approved budget;
- Identification and mapping of information needs;
- Developing and maintaining a detailed annual implementation plan, procurement plan and other plans;
- Plan and implement office systems layout and equipment procurement;
- Understand the current situation of the office;
- Predict the probable course of incident events;
- Prepare alternative strategies for every incident;
- Submit required incident status report.




3.00 Ordinance No. 2022-2246 01/13/22

**SECTION 3.** The source of funds shall be taken from the Annual Budget of CY 2022.


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

**ENACTED :** January 13, 2022

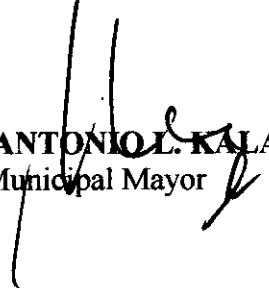
-----  
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.

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

CERTIFIED ENACTED:

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

APPROVED:

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