



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) 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. 2022-2249

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT II (CLERK IV) WITH SALARY GRADE 8 AT THE BIDS AND AWARDS COMMITTEE (BAC) UNIT.

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 studies in college

EXPERIENCE : 1 year of relevant experience

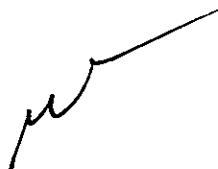
TRAINING : 4 hours of relevant training

ELIGIBILITY : Career Service (Sub-Professional) / First Level Eligibility

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

- Assist in managing the procurement process;
- Monitor procurement activities and milestones for proper reporting to relevant agencies and/or end-users, when required;
- Be the central depository of all procurement related information and continually update itself with the most current GPPB resolutions issuances, circulars and events, and downstream the same to all relevant officer, employees, and parties requiring information. For this purpose all information released by the GPPB can be secured electronically from www.gppb.gov.ph;
- Make arrangement for the pre-procurement and pre-bid conferences and bid openings;
- Act as the central channel of communications for the BAC with the end-users, PMOS, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public;
- Assist the BAC in preparing drafts of BAC resolutions;
- Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty);
- Create, maintain and update the registry of suppliers, contractors, and consultants;
- Create, maintain and update a price monitoring list, if one is maintained by the Procuring Entity;
- Manage and undertake procurements using the following alternative methods – repeat order and shopping – upon prior resolution of the BAC and approval by the Head of the Procuring Entity;
- Administer the PhilGEPS, as the counterpart of the service provider, if the Procuring Entity has outsourced the PhilGEPS for non-common use items. Depending on the Service Level Agreement covering the contract, such administration may be limited to registration of suppliers and other users, assigning access levels, and updating of data;
- Transact with the PhilGEPS and PS-DBM in behalf of the Procuring Entity;
- Prepare the Procurement Monitoring Report (PMR) for submission to GPPB every end of each semester as indicated in Appendix 5 of the Revised IRR of R.A. 9184;
- Prepare the Agency Procurement Compliance and Performance Indicator System for submission to GPPB.



3.00 Ordinance No. 2022-2249


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

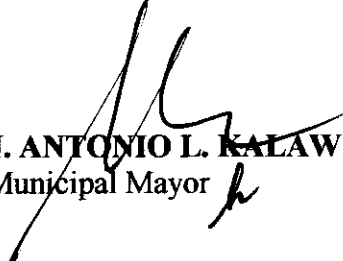
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.


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