



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. 2022-2255**

**AN ORDINANCE CREATING THE POSITION OF LOCAL ASSESSMENT OPERATIONS OFFICER III WITH SALARY GRADE 18 AT THE OFFICE OF THE MUNICIPAL ASSESSOR.**

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** : Bachelor's Degree  
**EXPERIENCE** : 2 years of relevant experience  
**TRAINING** : Eight (8) hours of relevant training  
**ELIGIBILITY** : Career Service Professional / Second Level Eligibility or RA 1080 (Real Estate Service)



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

- Daily execution of core functions as mandated in RA 7160, Book II, Title II, as well as support the Municipal Assessor in carrying out the duties listed Book V, Title V, Section 472, of the same Act.
  - Lead the Appraisal and Assessment Division;
  - Review and pre-approve Field Appraisal and Assessment Sheets;
  - Sign and issue office certification for, and in the absence of the Municipal Assessor;
  
- Perform administrative task as follows:
  - Prepare Annual Investment Plan (AIP) as formulated by the Municipal Assessor;
  - Prepare Budget Proposal aligned with the AIP;
  - Ensures that the department shall have procured ample office supplies necessary for its daily operations.
  
- Prepare office reports in tabular, narrative and presentation form;
- Draft office communications; and
- Perform other duties that may arise from daily operations, as instructed.

**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