



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. 2022-2258

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE OFFICER V (BUDGET OFFICER III) WITH SALARY GRADE 18 AT THE OFFICE OF THE MUNICIPAL BUDGET.

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

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

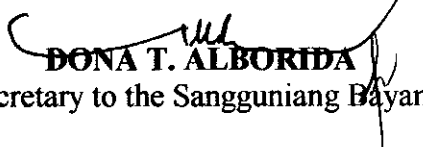
- Assist the Municipal Budget Officer in the general supervision of the Municipal Budget Office;
- Prepare orders and circular embodying instruction on budgetary matter for signature of the Municipal Budget Office;
- Prepare, review, analyze financial plan/budget estimates of different programs/projects/activities;
- Review and consolidate the budget estimate of different offices/departments;
- Provide technical assistance during budget deliberation/hearing;
- Provide technical assistance and monitor budget utilizations of devolved programs/services;
- Evaluate allotment report and prepare corresponding records;
- Prepares periodic budgetary reports and other required documents by the managements, DBM, DILG, COA, BLGF and other agencies;
- Prepare different types of communications as may be required; and
- Perform other duties that maybe assigned from time to time;

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

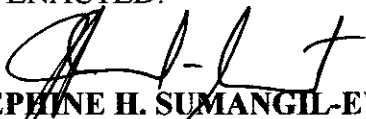
SECTION 4. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

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