



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. 2022-2259**


**AN ORDINANCE CREATING THE POSITION OF PLANNING OFFICER III WITH SALARY GRADE 18 AT THE OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE.**

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 relevant to the job  
**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 Planning and Development Coordinator (MPDC) in the operation of the Municipal Planning and Development Office and all its mandated functions;
- Draft plans and strategies which have to do with planning and design programs and projects which the LCE is empowered to implement;
- Conduct researches on development policies and strategies for localization;
- Formulate pre-feasibility, feasibility, environmental assessment studies for the LGU;
- Prepare plan and design for the LGU or a part hereof, including appropriate planning of water, lake and foreshore areas;
- Review for appropriate action of the LGU the plans and designs submitted by other government agencies, non-government organizations and individuals for possible acceptance and implementation in accordance with standard project/cycle process;
- Monitor, prepare and submit various reports to national government;
- Perform other duties and responsibilities as may be 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