



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. 2022-2260**

**AN ORDINANCE CREATING THE POSITION OF ENGINEER III WITH SALARY GRADE 19 AT THE OFFICE OF THE MUNICIPAL ENGINEER.**

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 in Engineering relevant to the job  
**EXPERIENCE** : 2 years of relevant experience  
**TRAINING** : Eight (8) hours of relevant training  
**ELIGIBILITY** : RA 1080 (Civil Engineer)



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


- Oversees the operations of the office, site and personnel in the absence of the Municipal Engineer;
- Review the program of work documents prior to final approval of the Municipal Engineer;
- Prepare program of works;
- Make recommendations including updating of the engineering processes and construction management on-site;
- Prepare civil/structural engineering calculations;
- Responsible in project and materials management;
- Perform other related duties and responsibilities as maybe assigned by the Municipal Engineer.

**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


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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