



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. 2022-2266**

**AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE IV CLERK II WITH SALARY GRADE 4 AT THE OFFICE OF MUNICIPAL CIVIL REGISTRAR.**

Author : Councilor  Miko C. Pelegrina

**BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA, in session assembled, THAT:**

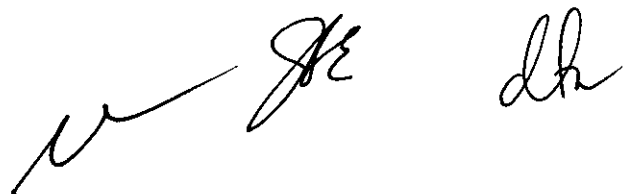
**SECTION 1.** Civil Service Commission (CSC) basic qualification standards are as follows:

**EDUCATION** : Completion of Two (2) years studies in College

**EXPERIENCE** : None Required

**TRAINING** : None Required

**ELIGIBILITY** : Career Service Subprofessional / First Level Eligibility



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

- Receives and processes Civil Registry Documents (CRDS) such as birth, death and marriage certificates;
- Receives and prepares AUSF and legitimation;
- Receives and processes delayed registrations;
- Prepares early / late endorsements of CRDS;
- Receives and processes RA 9048, RA 9255, RA 10172, MC 2010-04, and supplemental report;
- Provides checklist and interviews couple in preparation of application for marriage license;
- Transcribes CRDS to registry books;
- Receives and encodes BREQS application;
- Attend and participates in the training, workshops, symposium and conventions among others; and
- Performs such other duties and responsibilities as may be prescribed by the head of the office.

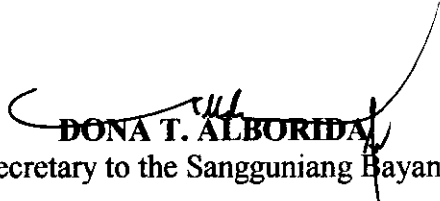
**SECTION 3.** The source of funds shall be taken from the Annual Budget of CY 2022.

**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