Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City
OFFICE OF THE SANGGUNIANG BAYAN
2/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 2001

BAGONG PILIPINAS

EXCERPTS FROM THE MINUTES OF THE NINETEENTH (19TH) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON DECEMBER 15, 2025 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

PRESENT:

Hon. Marlo PJ A. Alipon	Municipal Vice Mayor/Presiding Officer
Hon. Miko C. Pelegrina	S.B. Member
Hon. Aldous Amiel B. Perez	S.B. Member
Hon. Muriel Laisa B. Dizon	S.B. Member
Hon. Leren Mae M. Bautista	S.B. Member
Hon. Benedicto S. Alborida	S.B. Member
Hon. Rand Edouard R. De Jesus	S.B. Member
Hon. Myla E. Alinsunurin	S.B. Member
Hon. Jay G. Rolusta	S.B. Member
Hon. Gaudencio P. Macatangay	Ex-Officio Member/Liga President
Hon. Samantha Nicole A. Banasihan-Ortega	Ex-Officio Member/SK Federation President

ABSENT:

None

ORDINANCE NO. 2025-2459

AN ORDINANCE CHANGING THE NOMENCLATURE OF THE VACANT PLANTILLA POSITION IN THE MUNICIPAL URBAN DEVELOPMENT AND HOUSING OFFICE (MUDHO), IN PARTICULAR HOUSING AND HOMESITE REGULATION OFFICER I TO ADMINISTRATIVE ASSISTANT V (DATA CONTROLLER III) TO BOOST THE MORALE OF EXISTING TWO-MAN OFFICE.

Author : Councilor Aldous Amiel B. Perez

WHEREAS, the Municipal Urban Development and Housing Office (MUDHO) plays a vital role in the formulation, coordination, and implementation of urban development and housing programs of the Municipality;

WHEREAS, the MUDHO is currently operating as a two-man office, requiring its personnel to perform multiple administrative, technical, and data management functions to effectively deliver its mandated services;

WHEREAS, there exists a vacant plantilla position of Housing and Homesite Regulation Officer I in the MUDHO whose current nomenclature no longer fully reflects the actual functions and operational requirements of the office;

WHEREAS, the reclassification and change in nomenclature of said vacant position to Administrative Assistant V (Data Controller III) will better align the position with the present workload, functions, and administrative support needs of the MUDHO;

WHEREAS, changing the nomenclature of the vacant plantilla position is deemed necessary to enhance operational efficiency and boost the morale of the existing personnel of the two-man office, without creating an additional financial burden to the Municipality.

NOW THEREFORE, on motion of Councilor Aldous Amiel B. Perez duly seconded by Councilor Miko C. Pelegrina and approved by the Councilors present;

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

SECTION 1. CHANGE OF NOMENCLATURE. There is hereby adopted changes in the nomenclature of position under the Municipal Urban Development and Housing Office, to wit:

From	:	Housing and Homesite Regulation Officer I
To	:	Administrative Assistant V (Data Controller III)
Salary Grade	:	11

SECTION 2. QUALIFICATIONS. Civil Service Commission (CSC) basic qualification standards for Administrative Assistant V are as follows:

EDUCATION	:	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
EXPERIENCE	:	One (1) year of relevant experience
TRAINING	:	Eight (8) hours of relevant training
ELIGIBILITY	:	Career Service (Subprofessional) Data Encoder (MC 11. S. 96-Cat.1) First Level Eligibility

SECTION 3. DUTIES AND RESPONSIBILITIES. The duties and responsibilities shall be as follows:

a. Prepare project/activity proposals, emails, correspondence, memos and letters;
b. Maintain a calendar and schedule of activities, meetings and various events of the office.
c. Set up meetings and appointments. Coordinate activities.
d. Transcribe and prepare minutes of meetings, dialogues and post-activity reports for review and approval of the Local Chief Executive;
e. Provide secretarial assistance during the conduct of meetings, workshops, and other activities of the office;

f. Provide front-desk coverage by managing incoming/outgoing calls, emails, and other communication and maintaining an organized, clean office environment;
g. Maintain an effective workflow in the office through effective communication;
h. Prepare and maintain an effective filing system for all correspondence related to the office and establish an easy retrieval method;
i. Assist in the processing of salaries, vouchers, trip tickets, and travel orders of the office;
j. Address queries most knowledgeably and effectively;
k. Responsible for the dissemination of information of all office programs/projects/activities;
l. Performs other duties and responsibilities as may be directed by the Local Chief Executive.

SECTION 4. **REPEALING CLAUSE.** All ordinances and provisions contrary to or inconsistent with this Ordinance shall be deemed repealed or modified accordingly.

SECTION 5. **SEPARABILITY CLAUSE.** If any part of this Ordinance is declared unlawful or unconstitutional, such declaration shall not affect the enforceability of the remaining provisions of this Ordinance.

SECTION 6. **EFFECTIVITY.** This Ordinance shall take effect immediately upon approval.

ENACTED : December 15, 2025.

I HEREBY CERTIFY to the correctness of the above–quoted Ordinance.

DONA T. ALBORIDA-DIZON
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

HON. MARLO PJ A. ALIPON, MPA, REE, RMP
Municipal Vice Mayor/Presiding Officer

APPROVED:

HON. NEIL ANDREW N. NOCON
Municipal Mayor