Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City
OFFICE OF THE SANGGUNIANG BAYAN
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BAGONG PILIPINAS

EXCERPTS FROM THE MINUTES OF THE TWENTY-THIRD (23RD) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON JANUARY 19, 2026 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. 2026-2464

AN ORDINANCE AUTHORIZING THE ABOLITION, CREATION AND CHANGE OF NOMENCLATURE OF CERTAIN PLANTILLA POSITIONS IN THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN (OSSP) OF VARIOUS DEPARTMENTS, OFFICES, AND UNITS OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES, PURSUANT TO THE APPROVED ANNUAL BUDGET ORDINANCE FOR FISCAL YEAR 2026.

Author : Councilor Aldous Amiel B. Perez

WHEREAS, Section 76 of RA No. 7160 s. 1991 provides that, *"Every local government unit (LGU) shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;"*

WHEREAS, Section 3(b) of the same Code states that, *"there shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities;"*

WHEREAS, Section 447 of RA No. 7160 s. 1991 stipulates that *"The Sangguniang Bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions,*

and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the municipality as provided under Section 22";

WHEREAS, such power carries with it the power to abolish and thereby create positions if it deems necessary;

WHEREAS, Ordinance No. 2025-2450 authorized the Annual Budget of the Municipal Government of Los Baños for Fiscal Year 2026, which includes the abolition, creation, and change in nomenclature of certain plantilla positions;

WHEREAS, the creation of positions as a result of the abolition will provide additional support positions which will significantly reduce document backlogs, ensure the timely submission of reports and will allow existing technical staff to concentrate on their respective functions;

WHEREAS, after concurrence and deliberation of the heads of concerned Departments/Offices of the Municipal Government of Los Baños (MGLB), the abolished positions do not affect the rights of incumbent employees as the said positions are already declared vacant and no longer needed under the current OSSP;

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

BE IT ORDAINED BY THE SANGGUNIANG BAYAN, in session assembled, that:

SECTION 1. ABOLITION, CREATION AND CHANGE IN NOMENCLATURE OF PLANTILLA POSITIONS.

(a) To enable the Local Government Unit to create more vital and appropriate positions and to ensure compliance with the Personnel Services (PS) limitation, the following fifteen (15) permanent positions and one (1) coterminous position are hereby abolished, to wit:

Department/Office	Positions	Item No.	Salary Grade
Mayor's Office (MO)	Security Guard I	CoT8	3
MO - Public Employment Services Office	Administrative Assistant V (Data Controller III)	7	11
MO- Tourism Office	Administrative Aide IV (Clerk II)	23	4
MO – POSO/Transportation and Regulation Unit	Administrative Aide IV (Clerk II)	248	4
Municipal Civil Registry	Registration Officer II	179	14
General Services Office	Administrative Aide IV (Clerk II)	137	4
	Metro Aide I	262	2
	Metro Aide I	268	2
	Metro Aide I	269	2

Department/Office	Position	Item No.	Salary Grade
Municipal Health Office	Supervising Administrative Officer (Administrative Officer IV)	297	22
	Dentist	209	14
Municipal Social Welfare and Development Office	Social Welfare Officer III	160	18
	Administrative Aide VI (Clerk III)	165	6
Municipal Agriculture Office	Agricultural Technologist	221	10
Slaughterhouse Operation	Administrative Aide III (Utility Worker II)	241	3
	Revenue Collection Clerk I	240	5

(b) The following seven (7) permanent and two (2) casual positions with the corresponding salary grade, are hereby created, to wit:

Department/Office	Position	Item No.	Salary Grade
Mayor's Office (MO)	Administrative Aide I (Casual)	Ca59	1
	Administrative Aide I (Casual)	Ca60	1
MO – Public Employment Service Office	Administrative Aide III (Bookbinder I)	308	3
Sangguniang Bayan Secretariat	Local Legislative Staff Officer III	313	16
	Administrative Assistant I (Bookbinder III)	314	7
Municipal Social Welfare and Development Office	Social Welfare Officer II	309	15
	Social Welfare Officer I	310	11
Municipal Health Office	Health Education and Promotion Officer I	311	10
Municipal Agriculture Office	Aquaculturist II	312	15

(c) There is hereby adopted change in the nomenclature of One (1) Coterminous position under the Mayor's Office, to wit:

Department/Office	Position	Item No.	Salary Grade
Mayor's Office (MO)	From: Security Guard I To: Administrative Aide III (Driver I)	CoT9	3

SECTION 2. Corresponding Qualification Standards of the Plantilla Item Positions that were created under Section 1 (b) and (c), to wit:

Position Title	Item No.	Salary Grade	Education	Experience	Training	Eligibility
Administrative Aide III (Clerk I)	308	3	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016) *	None required	None required	Career Service (Subprofessional) First Level Eligibility
Local Legislative Staff Officer III	313	16	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Assistant I (Bookbinder III)	314	7	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)
Social Welfare Officer II	309	15	Bachelor's degree in Social Work	1 year of relevant experience	4 hours of relevant training	R.A. 1080 (Social Worker)
Social Welfare Officer I	310	11	Bachelor's degree in Social Work	None required	None required	R.A. 1080 (Social Worker)
Health Education and Promotion Officer I	311	10	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Aquaculturist II	312	15	Bachelor's degree relevant to the job OR Bachelor's degree in the field of Fisheries	1 year of relevant experience	4 hours of relevant training	RA 1080, as amended (Fisheries Professionals
Administrative Aide III (Driver I)**	CoT9	3	Elementary School Graduate	None required	None required	Professional Driver's License

***Appointees to primarily confidential/personal staff positions are exempt from the qualification standard requirements (Sec. 39, 2025 Omnibus Rules on Appointments and Other Human Resource Actions)*

SECTION 3. Specific Duties and Functions of each Plantilla Item Position under Section 2.

(a) Administrative Aide III (Clerk I)

(1) Provides efficient frontline and administrative support services, including client reception, registration of jobseekers and employers, data encoding, records management, and preparation of official PESO documents and correspondence.
(2) Assists in employment facilitation activities such as job matching, referral and placement of qualified applicants, monitoring of employment outcomes, and consolidation of labor market information and reports.
(3) Supports the planning, coordination, and implementation of job fairs, recruitment drives, trainings, and other PESO programs, including logistical arrangements and inter-agency coordination.
(4) Performs other related clerical, administrative, and support functions as may be assigned by the PESO Manager or other duly authorized personnel.

(b) Local Legislative Officer III

(1) Assists in drafting, reviewing, and finalizing ordinances, resolutions, committee reports, and other legislative documents.
(2) Conducts policy research and legal analysis to support legislative measures.
(3) Provides technical assistance to Sangguniang Bayan Members during sessions, hearings, and consultations.
(4) Ensures all legislative outputs comply with applicable laws, issuances, and internal standards.
(5) Prepares session materials, Minutes of Sessions, and Journals of Proceedings.
(6) Handles the routing, numbering, indexing, and archiving of legislative measures.
(7) Maintains updated legislative tracking and documentation systems.
(8) Ensures timely transmittal of approved measures to the Mayor, Sangguniang Panlalawigan, and concerned offices.
(9) Assists in preparing accomplishment reports and performance evaluation reports.
(10) Coordinates with municipal offices, barangays, Civil Society Organizations (CSOs), and external partners on legislative matters.
(11) Provides guidance to support personnel and assists in internal trainings and capacity-building activities.

(12) Supports legislative innovations such as e-Legislation systems and digital archiving.
(13) Prepares official communications when assigned.
(14) Performs other duties as assigned by the SB Secretary or Presiding Officer.

(c) Administrative Assistant I (Bookbinder III)

(1) Receives, logs, routes, and tracks all incoming and outgoing communications.
(2) Processes, numbers, stamps, files, and safeguards legislative documents.
(3) Prepares certified copies and complete transmittals of approved ordinances and resolutions.
(4) Ensures proper delivery and monitoring of documents sent to the Mayor and Sangguniang Panlalawigan.
(5) Coordinates with the Municipal Records Office for proper archiving and retrieval of records.
(6) Maintains organized physical and digital filing systems.
(7) Handles photocopying, scanning, printing, compiling, and binding of documents.
(8) Tracks the movement and status of legislative documents and ensures confidentiality.
(9) Manages office supplies related to document reproduction and filing.
(10) Provides general office and logistical support, including document delivery and walk-in requests.
(11) Ensures compliance with records management and quality standards.
(12) Performs other duties as assigned by the SB Secretary or Presiding Officer.

(d) Social Welfare Officer II

(1) Program Planning, Development, and Implementation: Assist in designing, planning, and implementing social welfare programs for the municipality/city. Lead community-based interventions targeting children, women, solo parents, the elderly, PWDS, CICL, OSY, and other vulnerable groups. Conduct field monitoring to ensure efficiency and responsiveness of programs and services.
(2) Advanced Case Management & Supervisory Functions: Handle complex social cases, including GBV, CICL, OSAEC, trafficking, child protection, and VAWC-related incidents. Supervise case handling procedures of SWO I and community workers when assigned. Facilitate case conferences, psychosocial interventions, rescue operations, referrals, and after-care support.

(3) Supervision, Training, and Capacity Building: Assist in training SWOS, social workers, day care workers (CDWs), and barangay officials on social welfare policies and child-protection protocols. Provide coaching, technical guidance, and capacity development for field implementers and partner organizations.

(4) Research, Policy, and Development Conduct social welfare research, needs assessment, surveys, and situational analysis for program enhancement. Develop recommendations for policy formulation, program improvement, and sustainability of welfare projects.

(5) Coordination, Linkages & Partnerships: Represent the MSWDO or LGU in inter-agency meetings, task forces, councils, and technical working groups. Strengthen partnerships with GOS, NGOs, PNP, hospitals, schools, CSOs, and the private sector for service delivery and resources. Establish support networks for high-risk and vulnerable client groups.

(6) Documentation, Monitoring & Report Generation: Prepare comprehensive case studies, assessment forms, evaluation reports, program accomplishment reports, and statistical summaries. Maintain accurate, updated, and confidential client records and program documentation. Lead monitoring of program indicators and facilitate output and outcome evaluation.

(7) Resource Mobilization & Assistance Processing: Oversee the distribution of financial, medical, educational, legal, and emergency assistance. Ensure compliance with documentary requirements, liquidation reports, and procurement protocols.

(8) Compliance with Social Welfare Laws and Standards Ensure enforcement of relevant child protection and welfare laws such as RA 9262, RA 7610, RA 9344, RA 11310, RA 8972, RA 11036, RA 10821, and others. Promote rights-based, gender-responsive, culturally sensitive, and trauma-informed practices.

(9) Administrative and Other Functions: Assist the MSWDO/SWO IV in planning, budgeting, and office operations. Perform other related tasks as may be assigned, aligned with the mandate of the LGU MSWDO/CSWDO.11310, RA 8972, RA 11036, RA 10821, and others. Promote rights-based, gender-responsive, culturally sensitive, and trauma-informed practices.

(e) Social Welfare Officer I

(1) Case Management & Client Assessment Conduct initial intake interviews, home visits, and assessment of clients with welfare-related concerns. Prepare social case studies, case notes, and client progress reports. Facilitate case management processes, including referral, intervention planning, monitoring, and evaluation.

(2) Program Implementation & Community Work Assist in the implementation of social welfare programs for children, women, solo parents, the elderly, PWDS, CICL, OSY, and other vulnerable sectors. Conduct community-based activities, awareness campaigns, advocacy sessions, and capacity-building programs. Monitor beneficiaries' participation and progress in program interventions.

(3) Coordination & Networking Coordinate with barangays, NGOs, GOS, PNP, schools, health units, and other stakeholders for client referrals and service delivery. Attend and participate in meetings, consultations, and inter-agency case conferences when necessary.

(4) Documentation & Report Preparation: Prepare and submit regular accomplishment reports, progress reports, incident reports, and documentation of interventions. Maintain and update client records, files, database, and other documents in compliance with confidentiality protocols.

(5) Facilitation of Assistance: Assist in the provision of financial, medical, educational, legal, and emergency assistance to eligible individuals or families. Screen and evaluate applicants for assistance and ensure proper documentation and liquidation.

(6) Protection and Safeguarding Advocate for the protection of children, women, and other vulnerable individuals from abuse, exploitation, and neglect. Facilitate rescue operations, placement, and psychosocial interventions when necessary. Ensure compliance with relevant laws, including RA 7610, RA 9262, RA 11310, RA 8972, RA 10630, RA 9344, and other social legislation.

(7) Administrative & Support Functions: Provide technical and administrative support in office operations. Assist in the planning, implementation, and evaluation of MSWDO programs and activities. Perform other related tasks that may be assigned by the Social Welfare Officer III/IV or Municipal Social Welfare & Development Officer.

(f) Health Education and Promotion Officer I

(1) Plan and implement health education and promotion programs/activities to encourage behavioral changes toward healthier community;
(2) Promote various health programs of the Los Baños Municipal Health Office to improve client access and service utilization;
(3) Create, reproduce, and distribute IEC or publication materials for various health programs of the Los Baños Municipal Health Office;
(4) 4. Effectively disseminate health policies and regulations to the community; 5. Manage the social media account of the Los Baños Municipal Health Office HU to post official announcements and health advisories;
(5) Consolidate and create reports on program accomplishments (e.g. Post Activity Reports)
(6) Perform other functions that may be delegated by MHO or higher authorities.

(g) Aquaculturist II

(1) Preparing and maintaining aquaculture facilities, including ponds, tanks or other controlled growing environments.
(2) Assisting in all aspects of aquaculture operations, from fish to grow-out operations.
(3) Ensuring optimal water conditions for aquatic organisms by monitoring and managing water quality.
(4) Monitoring the health, feeding and growth of aquatic species such as fish and shrimps.
(5) Implementing measures to prevent and control pests and diseases that can affect aquatic stock.
(6) Performing fish harvesting operations as part of the grow-out cycle.
(7) Providing technical assistance to other staff or related projects within the agency.
(8) Updating of the Fisherfolks and Boat Registrations.
(9) Perform other functions and duties as may be required by the Supervisor.

(h) Administrative Aide III (Driver I)

(1) Drives the Mayor and authorized officials to official functions and appointments.
(2) Maintains the cleanliness and good condition of the assigned vehicle.
(3) Plans travel routes and ensure safe and timely transport.

(4) Handles information and documents with confidentiality and professionalism.
(5) Performs other tasks such as errands or deliveries as assigned.

SECTION 6. **FUNDING.** The necessary funds for the implementation of this Ordinance shall be charged against the General Fund of the Municipal Government of Los Baños, subject to existing budgeting, accounting, and auditing rules and regulations.

SECTION 7. **SEPARABILITY CLAUSE.** If for any reason/s, any provision or portion of this Ordinance found to be violative of the Constitution, shall not impair the other provisions or portions thereof and thereby shall continue to be in full force and effect.

SECTION 8. **REPEALING CLAUSE.** All ordinances, resolutions, rules and regulations, or parts thereof that are inconsistent or in conflict with the provisions of this ordinance are hereby repealed and/or modified accordingly.

SECTION 9. **EFFECTIVITY.** This Ordinance shall take force and effect upon approval, subject to all and existing accounting and auditing rules and regulations.

ENACTED: **JANUARY 19, 2026**

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