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 FORTY-FIRST (41st) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON MAY 25, 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. 2026-2493

AN ORDINANCE ABOLISHING AND CREATING CERTAIN PLANTILLA POSITIONS AND REGULAR CASUAL POSITIONS IN THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN (OSSP) OF VARIOUS DEPARTMENTS, OFFICES, AND UNITS OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS, LAGUNA, INCLUDING THE GENERAL SERVICES OFFICE, AND CHANGING THE NOMENCLATURE OF A PLANTILLA POSITION UNDER THE MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE FROM ADMINISTRATIVE AIDE III (BOOKBINDER I) TO ADMINISTRATIVE AIDE III (UTILITY WORKER II), PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES.

Author : Councilor Aldous Amiel B. Perez

WHEREAS, the Municipality of Los Baños continuously endeavors to strengthen and improve the efficiency, responsiveness, and effectiveness of its local government operations and public service delivery through appropriate organizational development and personnel management measures;

WHEREAS, pursuant to the provisions of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, local government units are authorized to create, abolish, reorganize, and modify positions in accordance with existing laws, rules, regulations, and the requirements of public service, subject to the availability of funds and pertinent civil service regulations;

WHEREAS, in his letter dated May 11, 2026, the Honorable Municipal Mayor requested for the enactment of an Ordinance providing for the reorganization and updating of certain positions in the Organizational Structure and Staffing Pattern (OSSP) of the Municipal Government of Los Baños, Laguna, including the necessary appropriations therefor;

WHEREAS, an assessment and review of the existing Organizational Structure and Staffing Pattern (OSSP) of various departments, offices, and units of the Municipal Government of Los Baños, Laguna revealed the necessity to abolish and create certain plantilla positions and regular casual positions in order to address operational requirements, improve workforce distribution, and enhance the delivery of basic services to the public;

WHEREAS, there is likewise a need to change the nomenclature of a plantilla position under the Municipal Public Employment Service Office from Administrative Aide III (Bookbinder I) to Administrative Aide III (Utility Worker II) in order to make the position title more responsive and appropriate to the actual functions and operational needs of the office;

WHEREAS, the proposed abolition, creation, and modification of positions have been determined to be necessary and beneficial to the effective administration of municipal affairs and the continued improvement of public service delivery in the Municipality of Los Baños;

WHEREAS, funds necessary for the implementation of the provisions of this Ordinance shall be sourced from available appropriations and other lawful sources, subject to applicable budgeting, accounting, and auditing laws, rules, and regulations;

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 permanent vacant positions are hereby abolished, to wit:

Department/Office	Positions	Item No.	Salary Grade
General Services Office	Administrative Aide IV (Mechanic I)	145	4
General Services Office	Administrative Aide II (Construction and Maintenance Man)	150	2

(b) The creation of three (3) Regular Casual position which serves as a replacement to the abolished positions with the corresponding salary grade, are hereby created, to wit:

Department/Office	Position	Item No.	Salary Grade
Office of the Mayor	Casual	Ca61	1
	Casual	Ca62	1
	Casual	Ca63	1

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

Department/Office	Position	Item No.	Salary Grade
Public Employment Service Office (PESO)	From: Administrative Aide III (Bookbinder I) To: Administrative Aide III (Utility Worker II)	308	3

SECTION 2. DUTIES AND RESPONSIBILITIES. Specific Duties and Responsibilities of the Administrative Aide III (Utility Worker II):

(a) Maintain cleanliness and orderliness of the PESO and surrounding areas.
(b) Assist in the setup and preparation of venues, equipment and materials for PESO activities.
(c) Deliver, receive and transport documents, supplies and other office materials.
(d) Performs minor maintenance and upkeep of office facilities and equipment.
(e) Assist PESO staff during job fairs, trainings and other programs.
(f) Ensure the safety and proper storage of office supplies and materials.
(g) Perform other related duties assigned by the supervisor.

SECTION 3. QUALIFICATION STANDARDS. Qualification Standards of the Administrative Aide III (Utility Worker II):

Eligibility	:	None Required (MC 10 s. 2013 – Cat. III
Education	:	Must be able to read and write
Training	:	None required
Experience	:	None required

SECTION 4. BUDGETARY REQUIREMENTS. The amount necessary for the implementation of this Ordinance shall be charged against the General Fund and thereafter included in the Annual Budget of the Municipality.

SECTION 5. **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 6. **EFFECTIVITY CLAUSE**. This Ordinance shall take force and effect upon approval, subject to all and existing accounting and auditing rules and regulations.

ENACTED : May 25, 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