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-EIGHTH (48TH) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON JULY 13, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

**PRESENT:**

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|---|---|
| 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 |

**ABSENT:**

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| Hon. Gaudencio P. Macatangay | Ex-Officio Member/Liga President, O.B. |
| Hon. Samantha Nicole A. Banasihan-Ortega | Ex-Officio Member/SK Federation President, O.B. |

**ORDINANCE NO. 2026-2512**

**AN ORDINANCE CREATING THE POSITION OF ONE (1) LOCAL LEGISLATIVE STAFF OFFICER IV, SALARY GRADE 19, AT THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN.**

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**Author : Councilor Aldous Amiel B. Perez**

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**WHEREAS,** Section 16 of the Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants local government units the authority to promote the general welfare and undertake measures necessary for efficient and effective governance;

**WHEREAS,** the Office of the Sangguniang Bayan plays a vital role in the legislative process through the preparation, review, documentation, and monitoring of legislative measures, policies, and programs of the municipality;

**WHEREAS,** the increasing volume and complexity of legislative, administrative, and technical functions being performed by the Office of the Sangguniang Bayan necessitate the strengthening of its organizational structure and manpower complement;

**WHEREAS,** there is a need to provide additional technical and administrative support to ensure the efficient discharge of the duties and responsibilities of the Sangguniang Bayan, including legislative research, policy analysis, records management, committee support, and other related functions;

**WHEREAS,** the creation of the position of one (1) Local Legislative Staff Officer IV, Salary Grade 19, will enhance the capability of the Office of the Sangguniang Bayan to effectively deliver its services and support the legislative agenda of the Municipality;

**WHEREAS,** the creation of said position is consistent with the principles of sound local governance, organizational development, and the promotion of efficiency, accountability, and responsiveness in public service;

**WHEREAS,** the Sangguniang Bayan finds it necessary and advantageous to create one (1) Local Legislative Staff Officer IV position, Salary Grade 19, at the Office of the Sangguniang Bayan in order to strengthen its institutional capacity and improve the delivery of legislative services to the people of the Municipality.

**NOW THEREFORE**, on motion of Councilor Aldous Amiel B. Perez duly seconded by Councilor Rand Edouard De Jesus, and approved by all councilors present;

**BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA, IN SESSION ASSEMBLED, THAT:**

**SECTION 1.** **CREATION OF POSITION.** There is hereby created one (1) permanent position of Local Legislative Staff Officer IV under the Office of the Secretary to the Sangguniang Bayan with Salary Grade 19, with Plantilla Item Number 316.

**SECTION 2.** **QUALIFICATION STANDARDS.** The qualification standards for the position shall be as follows:

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| Education: | Bachelor's Degree relevant to the job |
| Experience: | Two (2) years of relevant experience |
| Training: | Eight (8) hours of relevant training |
| Eligibility: | Career Service (Professional) Second Level Eligibility |

**SECTION 3.** **DUTIES AND RESPONSIBILITIES.** The Local Legislative Staff Officer IV shall perform the following functions:

a. Supervises and coordinates in the preparation, review, consolidation and processing of Ordinances, Resolutions, Committee Reports, Legislative Measures and other Official documents of the Sangguniang Bayan;

b. Conducts advanced legislative research, policy analysis and technical studies, provides recommendations and technical advice on proposed legislative measures and local governance concerns;

c. Oversees the preparation of session and committee meeting agenda, notices, minutes, transcripts, and related documents, ensuring accuracy, completeness, and compliance with applicable laws, rules, and procedures;

d. Manages and maintains legislative records, journals, archives, and document tracking systems to ensure the proper safekeeping, retrieval, and dissemination of official legislative documents;

e. Coordinates with national government agencies, local government offices, civil society organizations, and other stakeholders on legislative matters, policy concerns, and information requirements;

f. Monitors and evaluates the implementation of approved ordinances and resolutions; prepares reports, status updates, and legislative performance assessments for management and policy consideration.

g. Performs other duties as assigned by the SB Secretary or Presiding Officer.

**SECTION 4.** **BUDGETARY REQUIREMENTS.** The amount necessary for the implementation of this Ordinance shall be charged against available appropriations under the approved Supplemental Budget No. 6 for Calendar Year 2026 and thereafter included in the annual budget of the Municipality.

**SECTION 5.** **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 6.** **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 7.** **EFFECTIVITY CLAUSE**. This Ordinance shall take force and effect upon approval, subject to all and existing accounting and auditing rules and regulations.

**ENACTED :** July 13, 2026

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**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