



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 TWELFTH (12TH) REGULAR SESSION  
OF THE SANGGUNIANG BAYAN HELD ON SEPTEMBER 27, 2019 AT THE  
SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY.  
TIMUGAN, LOS BAÑOS, LAGUNA.**

Present : Vice Mayor Antonio L. Kalaw, Presiding Officer  
S.B. Member Josephine S. Evangelista  
S.B. Member Miko C. Pelegrina  
S.B. Member Geronimo A. Ciceron  
S.B. Member Marlo PJ A. Alipon  
S.B. Member Dexter A. Concio  
S.B. Member Mark Lester B. Dizon  
S.B. Member Cris Dayril B. Bagnes  
S.B. Member Arlene P. delos Santos, Liga President  
Secretary Dona T. Alborida  
Ms. Jellyn S. De Una, LLSA II

Absent : S.B. Member Janos S. Lapiz (O.B)  
S.B. Member Jozylyn N. Manansala, SK Fed. President (O.B)

Visitor(s) : None

**ORDINANCE NO. 2019-1884**

**AN ORDINANCE CREATING THE POSITION OF REVENUE COLLECTION CLERK  
III WITH SALARY GRADE 9 AT THE OFFICE OF THE MUNICIPAL TREASURER**

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 years studies in college
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service (Sub-professional)

PANALIBAY  
SANGGUNIANG PANLALAWIGAN  
KAPASIHAMAN BL. 16, S. 2020  
PE/SA Jan. 8, 2020

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

- a. Collect Mayor's permit fees, business taxes and other fees and charges for the application and renewal of mayor's and business permit fees;
- b. Collect contractor's taxes;
- c. Issues and official receipts for payment received;
- d. Remit daily collections to the Municipal Treasurer or any authorized personnel of the Treasury Office;
- e. Prepare daily abstract of collection;
- f. Perform other functions that may be assigned from time to time.


SECTION 3. The source of funds shall be taken from the Annual Budget of CY 2019;

SECTION 4. This ordinance shall take force and effect upon approval subject to all existing auditing rules and regulations.

ENACTED: SEPTEMBER 27, 2019

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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. ANTONIO L. KALAW**  
Vice Mayor/Presiding Officer

APPROVED:

  
**HON. CAESAR P. PEREZ**  
Municipal Mayor

MINAC LIBAY  
SANGGUNIANG PUNLALAWIGAN  
KAPASITAHAN R.I.C. 16, S. 2020  
P.E.S.A. Jan. 8, 2020