



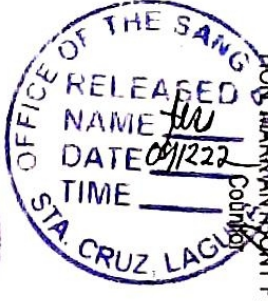
# OFFICE OF THE SANGGUNIANG BAYAN Sta. Cruz, Laguna



EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SANTA CRUZ, LAGUNA HELD ON AUGUST 22, 2022, MONDAY, 09:34 IN THE MORNING AT THE BATASANG BAYAN, ESCOLAPIA BUILDING, SANTA CRUZ, LAGUNA.

**PRESENT:**

- |  |       |                                      |
|--|-------|--------------------------------------|
| Honorable LAARNI A. MALIBIRAN            | ..... | VICE MAYOR                           |
| Honorable Ambiel John C. Panganiban      | ..... | Presiding Officer                    |
| Honorable Lea A. Almarvez                | ..... | Councilor                            |
| Honorable Norman T. Tolentino            | ..... | Councilor                            |
| Honorable Esmeraldo C. De Las Armas, Jr. | ..... | Councilor                            |
| Honorable Rizaldy N. Kalaw               | ..... | Councilor                            |
| Honorable Mark Anthony P. Joven          | ..... | Councilor                            |
| Honorable Lucena R. Odejar               | ..... | Councilor                            |
| Honorable Alan T. Pamatmat               | ..... | Councilor                            |
| Honorable Patrocinia S. Kalaw            | ..... | Councilor - ABC Federation President |
- ABSENT:**
- |                              |       |  |
|------------------------------|-------|--|
| Honorable Regine S. Regalado | ..... | Councilor – SK Federation President on official business |
|------------------------------|-------|--|



HON. MARK ANTHONY P. JOVEN  
Councilor

**MUNICIPAL ORDINANCE NO. 08- S2022**

**AN ORDINANCE CREATING THE POSITION OF TWO (2) PRIVATE SECRETARY II WITH SALARY GRADE 15 A CO-TERMINOUS POSITIONS IN THE OFFICE OF THE MAYOR OF THE MUNICIPALITY OF SANTA CRUZ, LAGUNA.**

**WHEREAS**, in the exigency of service, the Local Chief Executive has requested the creation of two (2) Private Secretary II, Co-terminous positions in the Office of the Municipal Mayor who will be responsible in performing confidential duties and coordination with the barangays and other Civil Society Organization in the community and other related administrative services;

**WHEREAS**, Section 76 of Republic Act No. 7160 otherwise known as the Local Government Code 1991, provides that every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

**NOW THEREFORE**, on motion of Hon. Esmeraldo C. De Las Armas, Jr. (Chairman of Committee on Good Governance, Public Ethics and Public Accountability), duly seconded by Hon. Ambiel John C. Panganiban, Hon. Norman T. Tolentino, Hon. Mark Anthony P. Joven, Hon. Lucena R. Odejar, Hon. Alan T. Pamatmat, and Hon. Patrocinia S. Kalaw and with the approval of the members of the Sangguniang Bayan present, it was

**RESOLVED**, as it is hereby resolved to create **THE POSITION OF TWO (2) PRIVATE SECRETARY II WITH SALARY GRADE 15 A CO-TERMINOUS POSITIONS IN THE OFFICE OF THE MAYOR OF THE MUNICIPALITY OF SANTA , LAGUNA.**

**SECTION 1.** Creating the position of two (2) Private Secretary II with Salary Grade 15 a Co-terminous position in the Office of the Municipal Mayor.

**SECTION 2.** The following are functions of Private Secretary II

- Responsible in performing confidential duties and coordination with the barangays and other Civil Society Organization in the community.
- Perform administrative services to the Office of the Mayor.

**SECTION 3.** Repealing Clause. All ordinances, resolutions, memoranda, orders provision of this Ordinance or parts thereof which inconsistent with any of the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 4.** Separability Clause. If, for any reason or reasons, any part or provision of this Ordinance is declared unconstitutional or invalid.

**SECTION 5.** Effectivity This Ordinance shall take effect upon its approval.

HON. RIZALDY N. KALAW  
Councilor

HON. ESMERALDO C. DELAS ARMAS, JR.  
Councilor

HON. NORMAN T. TOLENTINO  
Councilor

HON. LEA A. ALMARVEZ  
Councilor

HON. AMBIEL JOHN C. PANGANIBAN  
Councilor

HON. LUCENA R. ODEJAR  
Councilor

HON. ALAN T. PAMATMAT  
Councilor

HON. PATROCINIA S. KALAW  
ABC Federation President

*Alan T. Pamatmat*





# OFFICE OF THE SANGGUNIANG BAYAN Sta. Cruz, Laguna



Continuation of Municipal Ordinance No. 08-S2022

-02-

**ORDERED:** Let copies of this ordinance be furnished the Honorable Sangguniang Panlalawigan, the Honorable Mayor, the Municipal Budget Officer, the Municipal Treasurer, the Municipal Planning and Development Officer, the Municipal Accountant, the Human Resource Management Officer, and all other concerned offices, for their information and appropriate action.

**APPROVED. August 22, 2022**

I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

*Maria Teresa Robles Labog*  
**MARIA TERESA ROBLES LABOG**  
Secretary to the Sangguniang Bayan

*[Signature]*  
**HON. AMBIEL JOHN C. PANGANIBAN**  
Councilor

*[Signature]*  
**HON. LEA A. ALMARVEZ**  
Councilor

*[Signature]*  
**HON. NORMAN T. TOLENTINO**  
Councilor

*[Signature]*  
**HON. ESMERALDO C. DE LAS ARMAS, JR.**  
Councilor

*[Signature]*  
**HON. RIZALDY N. KALAW**  
Councilor

*[Signature]*  
**HON. MARK ANTHONY P. JOVEN**  
Councilor

*[Signature]*  
**HON. LUCENA R. ODEJAR**  
Councilor

*Alan T. Pamatmat*  
**HON. ALAN T. PAMATMAT**  
Councilor

*[Signature]*  
**HON. PATROCINIA S. KALAW**  
ABC Federation President

ATTESTED :

*[Signature]*  
**HON. LAARNIA A. MALIBIRAN**  
Municipal Vice Mayor  
Presiding Officer

APPROVED:

*[Signature]*  
**HON. EDGAR S. SAN LUIS**  
Municipal Mayor  
9/9/22