



Republic of the Philippines
Province of Laguna
Municipality of Santa Cruz



SANGGUNIANG BAYAN OFFICE

EXCERPS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SANTA CRUZ, LAGUNA HELD ON SEPTEMBER 23, 2025, TUESDAY, 9:23 IN THE MORNING AT THE BATASANG BAYAN, ESCOLAPIA BUILDING, SANTA CRUZ, LAGUNA.

PRESENT:

Honorable LAARNI A. MALIBIRAN

Honorable Norman T. Tolentino
Honorable Jericho V. Asinas
Honorable Roselon F. Pamatmat
Honorable Esmeraldo C. De Las Armas, Jr.
Honorable Rizaldy N. Kalaw
Honorable Louie C. De Leon
Honorable Laura P. Obligacion
Honorable Mark Anthony M. Juangco

VICE-MAYOR

Presiding Officer
Councilor
Councilor
Councilor
Councilor
Councilor
Councilor/ABC Federation President
Councilor/ President – SK Federation

ABSENT:

Honorable Ambiel John C. Panganiban
Honorable Lea A. Almarvez

Councilor
Councilor - on vacation leave

MUNICIPAL ORDINANCE NO. 15- S2025

AN ORDINANCE RENAMING THE MUNICIPAL INFORMATION COMMUNICATIONS TECHNOLOGY OFFICE TO MANAGEMENT INFORMATION SYSTEMS OFFICE (MISO), CREATING ADDITIONAL POSITIONS, DEFINING THEIR RESPECTIVE DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES.

SPONSOR: HON. ESMERALDO C. DE LAS ARMAS, JR.

WHEREAS, a copy of an ordinance was endorsed by the Honorable Municipal Mayor Joseph Kris Benjamin B. Agarao to this august body with the purpose of renaming the Municipal Information Communications Technology to Management Information System Office (MISO), creating additional positions, defining their respective Duties and functions and for other purposes;

WHEREAS, the said endorsement was referred to the Committee on Good Governance, Public Ethics and Public Accountability for evaluation and recommends the same to be approved.

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. Mark Anthony M. Juangco and Hon. Rizaldy N. Kalaw and with the approval of the members of the Sangguniang Bayan present, it was

RESOLVED, as it is hereby **RESOLVED**, to enact the following:

SECTION 1. Renaming of the Existing Municipal Information Technology Communication Office into the Management Information Systems Office. The existing Municipal Information Technology Communications Office is hereby renamed as Management Information Systems Office, under the Office of the Mayor.

SECTION 2. Renaming the Position of Information Systems Researcher I into Records & Information Management Officer VI. The existing position of Information Systems Researcher I is hereby renamed as Records & Information Systems Officer VI, with the same Salary Grade 10.

SECTION 3. Creation of Additional Positions in the Municipal Information Systems Office. There is hereby created the following positions in the Municipal Information Systems Office, to wit:

a. Under System Development Division (Programming):

- * One (1) Information Technology Officer II, SG-22
- * One (1) Computer Maintenance Technologist III, SG-17
- * One (1) Computer Programmer II, SU-15
- * One (1) Data Encoder, SG-9

b. Computer & System Maintenance Division

- * One (1) Information System, Analyst 1, SG-12
- * One (1) Computer Programmer 1, SG-11
- * One Computer Operator II. SG-9

HON. ESMERALDO C. DE LAS ARMAS, JR.
Councilor

HON. ROSELON F. PAMATMAT
Councilor

HON. JERICO V. ASINAS
Councilor

HON. NORMAN T. TOLENTINO
Councilor

HON. RIZALDY N. KALAW
Councilor

HON. LOUIE C. DE LEON
Councilor

HON. LAURA P. OBLIGACION
ABC Federation President

HON. MARK ANTHONY M. JUANGCO
SK Federation President



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Continuation of Municipal Ordinance No. 15-S2025

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c. IT Infrastructure Operations

- * One (1) Computer Maintenance Technologist II, SG-15
- * One (1) Computer Operator III, SG-12
- * One (1) Computer Operator II, SG-9
- * One (1) Computer Operator 1, SG-7

SECTION 4. Funding. Funding requirement for the Office and the positions herein created shall be sourced from whatever available funds in the Annual Budget of the Municipal Government of Santa Cruz, Laguna.

SECTION 5. Separability Clause. Any provision hereof which may be declared unconstitutional by a competent court shall not affect the rest of the provisions hereof not otherwise so declared.

SECTION 6. Effectivity. This Ordinance shall take effect immediately upon approval.

ORDERED: Let copies of this ordinance be furnished the Honorable Sangguniang Panlalawigan; the Hon. Mayor Joseph Kris Benjamin B. Agarao, the Municipal Administrator, the Municipal Accountant, the Municipal Budget Officer, the Municipal Treasurer, the Municipal Planning and Development Coordinator, the Civil Service Commission and all others concerned offices, for their information and appropriate action.

APPROVED, September 23, 2025.

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

AMYCAR O. SANTOS

Acting Secretary to the Sangguniang Bayan

HON. NORMAN T. TOLENTINO
Councilor

HON. JERICHO V. ASINAS
Councilor

HON. ROSELON F. PAMATMAT
Councilor

HON. ESMERALDO C. DE LAS ARMAS, JR.
Councilor

HON. RIZALDY N. KALAW
Councilor

HON. LOUIE C. DE LEON
Councilor

HON. LAURA P. OBLIGACION
ABC – Federation President

HON. MARK ANTHONY M. JUANGCO
SK – Federation President

ATTESTED :

HON. LAARNI A. MALIBIRAN
Municipal Vice-Mayor
Presiding Officer

APPROVED:

HON. JOSEPH KRIS BENJAMIN B. AGARAO
Municipal Mayor