



EXCERPTS FROM THE MINUTES OF THE FORTY EIGHTH (48th) REGULAR SESSION OF THE 12th SANGGUNIANG BAYAN OF CALAUAN, LAGUNA HELD ON JUNE 01, 2026 AT SANGGUNIANG BAYAN SESSION HALL, CALAUAN, LAGUNA.

PRESENT:

HON. VICE MAYOR ALLAN JUN V. SANCHEZ	-	PRESIDING OFFICER
HON. ALLAN ANTONIO V. SANCHEZ II	-	SB MEMBER
HON. JUNE JOSEPH F. BRION	-	SB MEMBER
HON. DANTE C. ESCAREZ	-	SB MEMBER
HON. HOMER JEFFRILLE E. HILARIO	-	SB MEMBER
HON. JOSELITO M. MANALO	-	SB MEMBER
HON. KENNETH B. KRAFT	-	SB MEMBER
HON. MAC JEFFERSON T. ROXAS	-	SB MEMBER
HON. OLYMPIO S. AMANTE	-	EX-OFFICIO MEMBER (SK PAMBAYANG PEDERASYON PRES.)

ABSENT:

HON. JOEWEL M. GONZALES	-	SB MEMBER
HON. JOAN PAMELA M. BABATID	-	EX-OFFICIO MEMBER (LnB PRESIDENT)

MUNICIPAL ORDINANCE NO. 07-12-2026

Sponsored by: Committee on Human Resource Management, Development and Appointments

Chairperson: Hon. Joan Pamela M. Babatid, Vice-Chairperson: Hon. Dante C. Escarez

Members: Hon. Joselito M. Manalo, Hon. Kenneth B. Kraft, Hon. Olympio S. Amante

AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS, DEFINING FUNCTIONS AND QUALIFICATION STANDARDS THEREOF IN THE MUNICIPAL GOVERNMENT OF CALAUAN, LAGUNA.

WHEREAS, Section 76 of RA No. 7160 s. 1991 provides that, "Every local government unit (LGU) shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission,"

WHEREAS, Section 447 (a) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries, wages, allowances, and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

WHEREAS, the Municipal Mayor Hon. Roseller G. Caratihan endorsed to this Sanggunian the creation of various positions in the Municipal Government of Calauan, Laguna and the Committee on Human Resource Management, Development and Appointments studied and approved the proposed measure;

WHEREAS, the creation of positions are consistent with the principles of organizational development and administrative efficiency, subject to the rules and regulations of the Civil Service Commission and other relevant laws;

WHEREAS, the creation of these positions is necessary to ensure continuity in operations, functions and services of the offices in the Municipal Government of Calauan, Laguna;

NOW THEREFORE, upon motion of **HON. DANTE C. ESCAREZ** duly seconded by **HON. JUNE JOSEPH F. BRION** and unanimously approved by the members of the Sangguniang Bayan present;

Be it ordained by the Sangguniang Bayan of Calauan, Laguna, in a session duly assembled to enact.

SECTION 1. CREATION OF POSITIONS.

The following plantilla positions are hereby created in the Municipal Government of Calauan, Laguna.

POSITION	OFFICE	SALARY GRADE
Social Welfare Aide	Municipal Social Welfare and Development Office	SG 4
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Administrative Officer IV (Budget Officer II)	Municipal Budget Office	SG 15
Zoning Officer I	Municipal Planning and Development Office	SG 11
Administrative Officer II (Budget Officer I)	Municipal Budget Office	SG 11
Nurse I	Municipal Health Office	SG 15
Veterinarian II	Municipal Agriculture Office	SG 16
Environmental Management Specialist II	Municipal Environment and Natural Resources Office	SG 15
Administrative Aide I (Casual)	Municipal Budget Office	SG 1
Administrative Aide I (Casual)	Municipal Budget Office	SG 1
Administrative Aide I (Casual)	Municipal Budget Office	SG 1
Administrative Aide I (Casual)	Municipal Civil Registrar	SG 1
Administrative Aide I (Casual)	Calauan Community College	SG 1
Administrative Aide I (Casual)	Municipal Environment and Natural Resources Office	SG 1

SECTION 2. QUALIFICATIONS, DUTIES AND RESPONSIBILITIES.

The qualifications, primary duties and responsibilities of the newly created positions shall be in consonance with the existing guidelines prescribed by the Civil Service Commission and other relevant laws, rules and regulations.

SECTION 3. PLANTILLA AND FUNDING.

The subject positions shall be included in the plantilla of personnel of the Municipal Government of Calauan, Laguna and funded from savings under the Personal Services appropriation for Fiscal Year 2026, as certified by the OIC-Municipal Accountant and the OIC-

Municipal Budget Officer. Thereafter, the positions shall be automatically funded from the Personal Services component of the annual budget of the Municipality.

SECTION 4. SEPARABILITY CLAUSE.

If any provision of this Ordinance is declared invalid, the remaining provisions shall not be affected and shall remain valid and enforceable.

SECTION 5. REPEALING CLAUSE.

All Ordinances, Rules, and Regulations or part thereof where provisions are in conflict or contrary to the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 6. EFFECTIVITY.

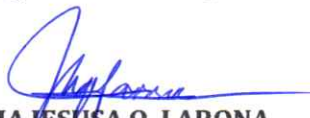
This Ordinance shall take effect upon approval and compliance of the necessary requirements set by law.

ENACTED: JUNE 01, 2026

ORDER: To send copies of this ordinance to all concerned offices for their information and guidance.

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I HEREBY CERTIFY the correctness of the foregoing ordinance duly enacted by the Sangguniang Bayan.


MARIA JESUSA Q. LARONA
Secretary to the Sangguniang Bayan

Concurred:


HON. ALLAN ANTONIO V. SANCHEZ II
SB Member

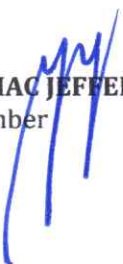

HON. JUNE JOSEPH F. BRION
SB Member

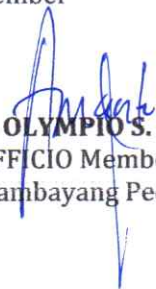

HON. DANTE C. ESCAREZ
SB Member


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HON. KENNETH B. KRAFT
SB Member


HON. MAC JEFFERSON T. ROXAS
SB Member


HON. OLYMPIO S. AMANTE
EX-OFFICIO Member
(SK Pambayang Pederasyon President)

**ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:**

HON. ALLAN JUN V. SANCHEZ
Municipal Vice Mayor
Sanggunian Presiding Officer

APPROVED:


HON. ROSELLER G. CARATIHAN,
Municipal Mayor
Date Approved: 06/10/24