



MUNICIPALITY OF CALAUAN, LAGUNA
OFFICE OF THE MAYOR
REPUBLIC OF THE PHILIPPINES
PROVINCE OF LAGUNA

DATE: July 13, 2026 TIME: 1:13 PM
SIGNATURE: [Signature]

OFFICE OF THE SANGGUNIANG BAYAN



EXCERPTS FROM THE MINUTES OF THE FIFTY FOURTH (54th) REGULAR SESSION OF THE 12th SANGGUNIANG BAYAN OF CALAUAN, LAGUNA HELD ON JULY 13, 2026 AT THE 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. JOEWEL M. GONZALES - 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. JOAN PAMELA M. BABATID - EX-OFFICIO MEMBER
(LnB PRESIDENT)
HON. OLYMPIO S. AMANTE - EX-OFFICIO MEMBER
(SK PAMBAYANG PEDERASYON PRES.)

ABSENT: NONE

MUNICIPAL ORDINANCE NO. 10-12-2026

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 RETITLING THE VARIOUS POSITIONS IN THE PLANTILLA OF PERSONNEL OF THE MUNICIPAL GOVERNMENT OF CALAUAN, LAGUNA IN COMPLIANCE WITH THE CIVIL SERVICE COMMISSION RULES AND REGULATIONS AND DEPARTMENT OF BUDGET AND MANAGEMENT LOCAL BUDGET CIRCULAR NO. 137 DATED JULY 13, 2021, OTHERWISE KNOWN AS THE "INDEX OF OCCUPATIONAL SERVICES, POSITION TITLES AND SALARY GRADES IN THE LOCAL GOVERNMENT (IOS-LGU), CY 2021 EDITION."

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, grants local government units the authority to exercise such powers as are necessary, appropriate, or incidental for their efficient and effective governance and the promotion of the general welfare;

WHEREAS, Sections 76 and 77 of Republic Act No. 7160 provide that every local government unit shall design and implement its own organizational structure and staffing pattern, subject to the guidelines and standards prescribed by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM);

WHEREAS, the Civil Service Commission and the Department of Budget and Management continuously update and standardize position titles and occupational services in the government to ensure uniformity, consistency, and proper classification of positions throughout the public sector;

WHEREAS, the Department of Budget and Management issued Local Budget Circular No. 137 dated July 13, 2021, adopting the **Index of Occupational Services, Position Titles and**

Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition, which prescribes the authorized position titles and corresponding salary grades to be observed by all local government units;

WHEREAS, pursuant to the provisions of DBM Local Budget Circular No. 137, local government units are required to adopt the prescribed position titles in their respective Plantilla of Personnel to ensure conformity with the updated Index of Occupational Services, Position Titles and Salary Grades;

WHEREAS, the Municipal Government of Calauan, Laguna has identified certain plantilla positions whose titles require retitling to conform with the prescribed nomenclature under the IOS-LGU, CY 2021 Edition, without affecting the nature of the duties and responsibilities, qualification standards, salary grades, or the incumbents occupying such positions, except as may be authorized under existing laws, rules, and regulations;

WHEREAS, it is necessary to enact this Ordinance to officially retitle the affected positions in the Plantilla of Personnel of the Municipal Government of Calauan, Laguna, thereby ensuring compliance with the applicable rules and regulations of the Civil Service Commission and the Department of Budget and Management and maintaining consistency in the classification of positions in the local government service.

NOW THEREFORE, upon motion of **HON. JOAN PAMELA M. BABATID** 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 session assembled that:

SECTION 1. RETITLING OF POSITIONS.

The following positions in the Plantilla of Personnel in the Municipal Government of Calauan are hereby retitled to wit:

POSITION TITLE				
FROM	TO	ITEM NO.	QTY	OFFICE
Utility Worker II	Administrative Aide III (Utility Worker II)	16	1	Mayor's Office- Permanent
Utility Worker I	Administrative Aide I (Utility Worker I)	19	1	Mayor's Office – Permanent
Human Resource Management Officer I	Administrative Officer II (Human Resource Management Officer I)	7	1	Mayor's Office – Permanent
Budget Officer III	Administrative Officer V (Budget Officer III)	35-C	1	Budget Office
Municipal Government – Department Head Municipal Engineer	Municipal Government Department Head I (Municipal Engineer)	55	1	Engineering Office
Administrative Aide I (Utility Worker I)	Administrative Aide I		8	Mayor's Office - Casual
Administrative Aide I (Utility Worker I)	Administrative Aide I		4	Sangguniang Bayan Office - Casual

SECTION 2. SEPARABILITY CLAUSE.

If for any reason, any provision or part hereof is held invalid or declared unconstitutional, the other provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 3. REPEALING CLAUSE.

All Ordinances, rules, and regulations inconsistent with the provision of this ordinance are hereby repealed, modified or amended accordingly.

SECTION 4. RETROACTIVE EFFECTIVITY.

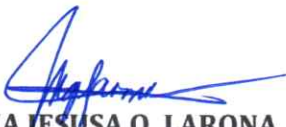
This Ordinance shall have retroactive effect beginning **June 1, 2026**. However, such retroactive application shall not result in any adjustment, increase, or modification of the existing salary rates of covered officials and employees.

ENACTED: JULY 13, 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 resolution 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. JOEWEL M. GONZALES
SB Member


HON. JUNE JOSEPH F. BRION
SB Member

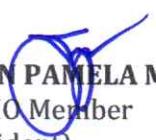

HON. DANTE C. ESCAREZ
SB Member

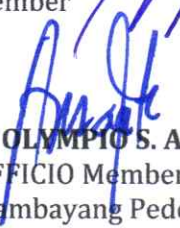

HON. HOMER JEFFRILLE E. HILARIO
SB Member


HON. JOSELITO M. MANALO
SB Member


HON. KENNETH B. KRAFT
SB Member


HON. MAC JEFFERSON T. ROXAS
SB Member


HON. JOAN PAMELA M. BABATID
EX-OFFICIO Member
(LnB President)


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: JULY 15, 2020