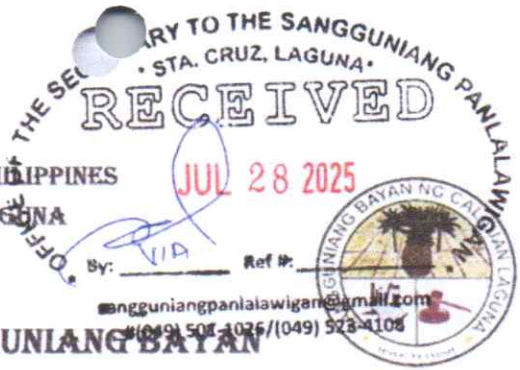


Receiving File:



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LAGUNA
CALAUAN



OFFICE OF THE SANGGUNIANG BAYAN

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EXCERPTS FROM THE MINUTES OF THE FIRST (1st) SPECIAL SESSION OF THE 12th SANGGUNIANG BAYAN OF CALAUAN, LAGUNA HELD ON JULY 09, 2025 AT THE SANGGUNIANG BAYAN SESSION HALL.

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. 01-12-2025

Sponsored by the Committee on Human Resource Management and Development

AN ORDINANCE RETITLING THE VARIOUS POSITIONS IN THE PLANTILLA OF PERSONNEL IN THE MUNICIPAL GOVERNMENT OF CALAUAN, LAGUNA, IN COMPLIANCE WITH THE RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION AND DBM LOCAL BUDGET CIRCULAR NO. 2022-2 DATED APRIL 5, 2022 ALSO KNOWN AS INDEX OF OCCUPATIONAL SERVICES, OCCUPATIONAL GROUPS, CLASSES AND SALARY GRADES, CY 2022 EDITION.

WHEREAS, Section 76 of RA 7160 states that every local government unit 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, the Civil Service Commission (CSC) issued Memorandum Circular No. 12 s 2022 entitled "2022 Guidelines and Standards in the establishment of Organizational Structures and Staffing Patterns (OSSP) in the Local Government Units";

WHEREAS, the DBM also issued Local Budget Circular No. 2022-2 dated April 5, 2022 also known as index of occupational services, occupational groups, classes and salary grades CY 2022 edition;

WHEREAS, according to the said CSC circular, the responsibility of every LGU to design, approve, and implement its OSSP in accordance with the 2022 Guidelines and Standards in the Establishment of OSSPs in LGUs;

WHEREAS, to ensure that the above policy is complied with, the Honorable Mayor, Roseller G. Caratihan endorsed to this August body, the retitling of various positions in the existing Plantilla of Personnel in the Municipal Government of Calauan, Laguna

WHEREAS, the sangguniang bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and Subject to the provisions of the Code and pertinent laws, determine the powers and duties of officials and employees of the municipality; and 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;

NOW THEREFORE, on motion of **Hon. JOAN PAMELA M. BABATID**, duly seconded by **Hon. JUNE JOSEPH F. BRION** and unanimously approved by all the Members of the Sangguniang Bayan:

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:

1.A. OFFICE OF THE MUNICIPAL MAYOR

Ordinance Item Number	EXISTING POSITION TITLE	SALARY GRADE	UPDATED POSITION TITLE	SALARY GRADE
6	Human resource Management Officer II	15	Administrative Officer IV (Human resource Management Officer II)	15
21-A	Messenger	2	Administrative Aide II(Messenger)	2
21-E	Utility Worker I	1	Administrative Aide I (Utility Worker I)	1

CASUALS

**	Utility Worker	1	Administrative Aide I (Utility Worker I)	1
**	Utility Worker	1	Administrative Aide I (Utility Worker I)	1
**	Utility Worker	1	Administrative Aide I (Utility Worker I)	1
**	Utility Worker	1	Administrative Aide I (Utility Worker I)	1
**	Utility Worker	1	Administrative Aide I (Utility Worker I)	1
**	Utility Worker	1	Administrative Aide I (Utility Worker I)	1
**	Utility Worker	1	Administrative Aide I (Utility Worker I)	1
**	Utility Worker	1	Administrative Aide I (Utility Worker I)	1
**	Clerk	1	Administrative Aide I	1
**	Clerk	1	Administrative Aide I	1
**	Clerk	1	Administrative Aide I	1

**	Clerk	1	Administrative Aide I	1
**	Driver	1	Administrative Aide I	1
**	Driver	1	Administrative Aide I	1
**	Driver	1	Administrative Aide I	1
**	Driver	1	Administrative Aide I	1

1.B. SANGGUNIANG BAYAN OFFICE

Ordinance Item Number	EXISTING POSITION TITLE	SALARY GRADE	UPDATED POSITION TITLE	SALARY GRADE
34	Bookbinder I	2	Administrative Aide II (Bookbinder I)	2

CASUALS

**	Clerk	1	Administrative Aide I	1
**	Casual (Clerk)	1	Administrative Aide I	1

1.C. MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR

Ordinance Item Number	EXISTING POSITION TITLE	SALARY GRADE	UPDATED POSITION TITLE	SALARY GRADE
*	Clerk	1	Administrative Aide I	1
*	Clerk	1	Administrative Aide I	1

1.D. OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

*	Clerk	1	Administrative Aide I	1
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1.E. OFFICE OF THE MUNICIPAL ACCOUNTANT

56	Municipal Government Department Head I (Municipal Accountant)	24	Municipal Government Department Head I (Municipal Accountant I)	24
43	Accounting Clerk II	6	Administrative Aide VI (Accounting Clerk II)	6
45	Administrative Assistant II (Bookkeeper)	8	Administrative Assistant II (Bookkeeper I)	8
45-A	Accounting Clerk I	4	Administrative Aide IV (Accounting Clerk I)	4

1.F. OFFICE OF THE MUNICIPAL ASSESSOR

**	Clerk	1	Administrative Aide I	1
*	Clerk	1	Administrative Aide I	1

1.G. MUNICIPAL HEALTH OFFICE

**	Nursing Attendant	1	Administrative Aide I	1
**	Nursing Attendant	1	Administrative Aide I	1
**	Midwife	1	Administrative Aide I	1
**	Midwife	1	Administrative Aide I	1
**	Midwife	1	Administrative Aide I	1
**	Med. Tech.	1	Administrative Aide I	1
**	Clerk	1	Administrative Aide I	1
**	Driver	1	Administrative Aide I	1

1.H. MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE

**	Clerk	1	Administrative Aide I	1
**	Clerk	1	Administrative Aide I	1

1.I. OFFICE OF THE MUNICIPAL ENGINEER

*	Electrician	1	Administrative Aide I	1
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1.J. MUNICIPAL ENVIRONMENT & NATURAL RESOURCES OFFICE

*	Clerk	1	Administrative Aide I	1
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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 provisions of this ordinance are hereby repealed, modified, or amended accordingly.

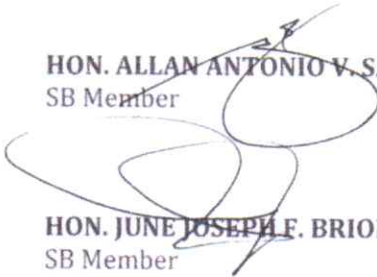
SECTION 4. EFFECTIVITY CLAUSE. This Ordinance shall have a retroactive effect starting July 01, 2025.

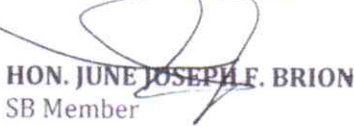
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I HEREBY CERTIFY the correctness of the foregoing Ordinance duly enacted by the Sangguniang Bayan of Calauan, Laguna.

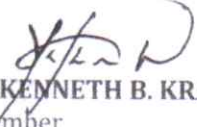
MARIA JESUSA Q. LARONA
Secretary to the Sangguniang Bayan

CONCURRED:


HON. ALLAN ANTONIO V. SANCHEZ II
SB Member


HON. JUNE JOSEPH F. BRION
SB Member


HON. HOMER TEOFRILLO E. HILARIO
SB Member

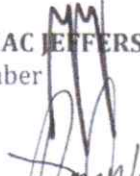

HON. KENNETH B. KRAFT
SB Member

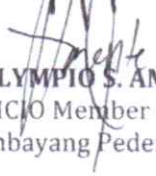

HON. JOAN PAMELA M. BABATID
EX-OFFICIO Member
(LnB President)


HON. JOEL M. GONZALES
SB Member

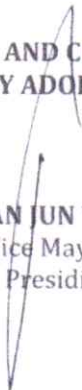

HON. DANTE C. ESCAREZ
SB Member


HON. JOSELITO M. MANALO
SB Member

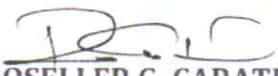

HON. MAC JEFFERSON T. ROXAS
SB Member


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: 07/10/25