



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 29, 2025, MONDAY, 9:25 IN THE MORNING AT THE BATASANG BAYAN, ESCOLAPIA BUILDING, SANTA CRUZ, LAGUNA.

PRESENT:

Honorable LAARNI A. MALIBIRAN

Honorable Ambiel John C. Panganiban

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 Mark Anthony M. Juangco

VICE-MAYOR

Presiding Officer

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor/ President – SK Federation

ABSENT:

Honorable Lea A. Almarvez

Honorable Laura P. Obligacion

Councilor - on vacation leave

Councilor/ABC Federation President - sick

MUNICIPAL ORDINANCE NO. 16-S2025

AN ORDINANCE CREATING THE POSITION OF PRIVATE SECRETARY II WITH SALARY GRADE 15, ITEM NO. 2 UNDER THE OFFICE OF THE VICE-MAYOR OF SANTA CRUZ, LAGUNA.

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

WHEREAS, the Office of the Vice-Mayor plays a crucial role in ensuring the efficient functioning of the Sangguniang Bayan and the legislative processes of the local government, with the Vice-Mayor presiding over the sessions, facilitating discussions, and ensuring the proper enactment of ordinances, resolutions, and other legislative actions;

WHEREAS, there is a recognized need to establish the position of Private Secretary II within the Office of the Vice-Mayor to assist in the day-to-day administrative and legislative functions, and to support the smooth operation of the Vice-Mayor's Office;

WHEREAS, the Private Secretary II will hold a confidential position, as defined under Civil Service Commission (CSC) Memorandum Circular No. 22, Series of 2007, which provides guidelines for the classification of positions that handle sensitive and confidential information, provide executive support to high-ranking officials, and require a high level of trust and discretion;

WHEREAS, in accordance with the Local Government Code of 1991 (Republic Act No. 7160), the creation of new positions within Local Government Units (LGUs) must be authorized by ordinance, with compliance to existing laws and regulations concerning public service personnel;

WHEREAS, the position shall be classified under Salary Grade 15, in line with the Salary Standardization Law (Republic Act No. 6758), which sets the standard for compensating public employees and ensures that the salary of the position is appropriate for the responsibilities and functions it will entail;

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. Rizaldy N. Kalaw and Hon. Mark Anthony M. Juangco 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. TITLE

This Ordinance shall be known as the "**Ordinance Creating the Position of Private Secretary II with Salary Grade 15, Item No. 2 under the Office of the Vice-Mayor of Santa Cruz, Laguna.**"

SECTION 2. OBJECTIVE

The objective of this Ordinance is to create the position of Private Secretary II within the Office of the Vice-Mayor of Santa Cruz, Laguna, to assist in both the administrative and legislative duties of the office, thereby ensuring efficiency in the operation of the Vice-Mayor's office.

SECTION 3. CREATION OF THE POSITION

The position of Private Secretary II is hereby created under the Office of the Vice-Mayor of Santa Cruz, Laguna. This position shall be co-terminus with the incumbent Vice-Mayor and classified under Salary Grade 15 in accordance with the Salary Standardization Law and the Local Government Code of 1991 (Republic Act No. 7160).

HON. ROSELON F. PAMATMAT
Councilor

HON. JERICO V. ASINAS
Councilor

HON. NORMAN T. TOLENTINO
Councilor

HON. AMBIEL JOHN C. PANGANIBAN
Councilor

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

HON. RIZALDY N. KALAW
Councilor

HON. LOUIE C. DE LEON
Councilor

HON. MARK ANTHONY M. JUANGCO
SK Federation President



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SECTION 4. CONFIDENTIAL POSITION

As the position of Private Secretary II is classified as confidential, the individual occupying this position will be privy to sensitive and confidential information related to both administrative and legislative functions of the Vice-Mayor's Office. As the position is confidential in nature, it requires the individual occupying the position to have a high level of trust and discretion, serving at the pleasure of the Vice-Mayor.

SECTION 5. TERM OF OFFICE

The Private Secretary II shall hold office co-terminus with the incumbent Vice-Mayor, and the position shall automatically terminate upon the resignation, death, or removal of the Vice-Mayor.

SECTION 6. FUNDING

The funds necessary for the implementation of this Ordinance, including the salary and other related expenses for the Private Secretary II, shall be sourced from the Office of the Vice-Mayor's budget under the Personnel Services allocation. If additional funds are required, the Municipal Government of Santa Cruz shall provide for such in the annual budget.

SECTION 7. EFFECTIVITY

This Ordinance shall take effect immediately upon its approval and publication in a newspaper of general circulation or posting in the official bulletin board of the Municipality of Santa Cruz, Laguna, as required by law.

SECTION 8. REPEALING CLAUSE

All ordinances, resolutions, or parts thereof, that are inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

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 Human Resource Management Officer; the Civil Service Commission and all others concerned offices, for their information and appropriate action.

APPROVED. September 29, 2025.

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

AMYCAR O. SANTOS

Acting Secretary to the Sangguniang Bayan

HON. AMBIEL JOHN C. PANGANIBAN

Councilor

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. 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