



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE JOURNAL OF THE 27TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 12 JANUARY 2026, 1:45 P.M. AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Municipal Vice Mayor Robert S. Quiatchon	- Presiding Officer
Councilor Lucille T. Bacay	- Member
Councilor Marietta R. Pajila	- Member
Councilor David D. De La Cruz	- Member
Councilor Michael O. Pongyan	- Member
Councilor King Philip B. Dimapilis	- Member
Councilor Christopher Y. Carvajal	- Member
Councilor Gualberto V. Magno	- Member
Councilor Robert A. Baticos	- Member
Councilor Hermis S. Catapang	- President, Liga ng Barangay
Councilor Sheikinah Grace C. Sanz	- Member, MSKF President

Absent:

NONE

RESOLUTION NO. 164
Series of 2026

RESOLUTION DESIGNATING MRS. MA. AGNES M. PARAOAN, ADMINISTRATIVE OFFICER IV (HRMO II), AS THE LOAN PROCESSOR FOR SALARY LOAN APPLICATIONS OF LGU OFFICIALS AND EMPLOYEES WITH THE LAND BANK OF THE PHILIPPINES

WHEREAS, the Land Bank of the Philippines (LBP) provides various credit facilities, including salary loans, to government officials and employees to provide financial assistance and improve their welfare;

WHEREAS, to ensure the smooth and efficient delivery of administrative services and to assist employees in their financial requirements, there is a need to appoint a dedicated personnel to handle the coordination and documentation required by the bank;

WHEREAS, Mrs. Ma. Agnes M. Paraoan, Administrative Officer IV (HRMO II), possesses the technical competence and is currently tasked with the management of personnel records and benefits, making her the most suitable officer for this designation;

WHEREAS, Mrs. Paraoan is hereby authorized to perform the following duties:

- Verify the authenticity of loan application documents;
- Certify the employment status and net take-home pay of the applicants;
- Prepare the Batch Control Listing (BC Listing) of loan borrowers of the electronic salary loan;
- Coordinate directly with the Land Bank of the Philippines regarding loan requirements and status updates;
- Ensure that all loan-related transactions comply with existing rules and regulations;


ROBERT S. QUIATCHON


FERDINAND V. TALENS, MPA

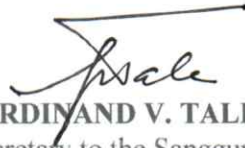
NOW THEREFORE, on motion of Councilor Christopher Y. Carvajal duly seconded by all –

BE IT RESOLVED to designate as it hereby designates Mrs. Ma. Agnes M. Paraoan, Administrative Officer IV (HRMO II) as the loan processor for salary loan applications of the LGU Officials and employees with the Land Bank of the Philippines.

RESOLVED FURTHER to furnish copies of this resolution the Hon. Jerwin S. Dimapilis, Municipal Mayor and Mrs. Ma. Agnes M. Paraoan, HRMO II both of Roxas, Oriental Mindoro, and Ms. Rachele J. Atienza, Branch Head, Land Bank of the Philippines Roxas-Branch for their information and favorable action.

Adopted : 12 January 2026

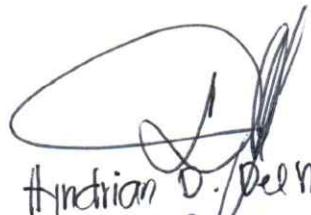
CERTIFIED CORRECT:


FERDINAND V. TALENS, MPA
Secretary to the Sangguniang Bayan

ATTESTED:


ROBERT S. QUIATCHON
Municipal Vice Mayor

mjr/01.12.2026


Andrian D. Del Mundo
JAN 13 2026


RECORDED: CHRISTIAN P. PATACOR
01-13-2026




1/13/26
3:19 PM

