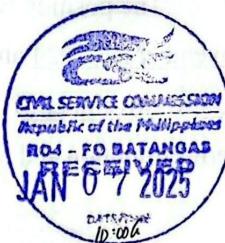


CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

(Stamp of Date of Receipt)



Ms. NOREEN M. LOJO

You are hereby appointed as Social Welfare Aide (SG-4)
(Position Title)
under Permanent status at the Office of the Municipal Social Welfare & Development
(Permanent, Temporary, etc.)
with a compensation rate of Twelve Thousand One Hundred Fifty Seven P 12,157.00
pesos per month.
The nature of this appointment is Promotion vice _____
(Original, Promotion, etc.)
Ms. ELLEN M. ABRAHAM, who Promoted with Plantilla Item No. 121
(Transferred, Retired, etc.)
Page 9.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

December 16, 2024
Date of Signing

Accredited/Deregulated Pursuant to
CSC Resolution No 2200778 s. 2022
dated December 29, 2022

DRY SEAL

(Stamp of Date of Release)

Certification

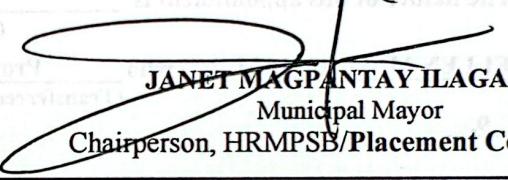
This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found to be in order.

The position was published at CSC Job Portal from November 12, 2024 to November 27, 2024 and posted in CSC-FO Batangas, Public Market, Office Lobby from November 12, 2024 to November 27, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on November 28, 2024.


GALLY D. TIPAN
Mun. Human Res. Mgt. Officer

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on December 10, 2024.


JANET MAGPANTAY ILAGAN,
Municipal Mayor
Chairperson, HRMPSB/Placement Committee

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
□ Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
□ Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Acknowledgement

Received original/photocopy of appointment on December 16, 2024


NOREEN M. LOJO
Appointee

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	LOJO			NAME EXTENSION (JR., SR) N/A
FIRST NAME	NOREEN			
MIDDLE NAME	MATANGUIHAN			
3. DATE OF BIRTH (mm/dd/yyyy)	May 20, 1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization If holder of dual citizenship, please indicate the details. Peru	
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS			Pls. indicate country: IV
5. SEX	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17 RESIDENTIAL ADDRESS	N/A House/Block/Lot No. VICTOMAR SUBD. Subdivision/Village MATAASNAKAHOY City/Municipality	N/A Street IV Barangay BATANGAS Province
7. HEIGHT (m)	1.52	ZIP CODE	4223	
8. WEIGHT (kg)	70	18. PERMANENT ADDRESS	502 House/Block/Lot No. Subdivision/Village MATAASNAKAHOY City/Municipality	Dimayuga Street Street II-A Barangay BATANGAS Province
9. BLOOD TYPE	B+	ZIP CODE	4223	
10. GSIS ID NO.	2005693524	19. TELEPHONE NO.	N/A	
11. PAG-IBIG ID NO.	919316807950	20. MOBILE NO.	09991939737/ 09273115480	
2. PHILHEALTH NO.	230021300344	21. E-MAIL ADDRESS (if any)	noreenjun@gmail.com	
3. SSS NO.	0425549861			
14. TIN NO.	252-558-874			
15. AGENCY EMPLOYEE NO.	SWD005			

II. FAMILY BACKGROUND

22 SPOUSE'S SURNAME	LOJO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JUN	NAME EXTENSION (JR., SR) N/A	MA. COLLEEN M. LOJO	06/14/2003
MIDDLE NAME	N/A		STEPHEN M. LOJO	03/28/2006
OCCUPATION	SELF-EMPLOYED		JOHN HENRY M. LOJO	05/05/2008
EMPLOYER/BUSINESS NAME	N/A		- NOTHING FOLLOWS -	
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MATANGUIHAN			
FIRST NAME	HENRY	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	SANDOVAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	VERGARA			
FIRST NAME	NORA			
MIDDLE NAME	GONZALES		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26	LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED	YEAR GRADUATED	SCHOLARSHIP/Academic Honors Received
				From	To			
	ELEMENTARY	CANOSSA ACADEMY	PRIMARY SCHOOL	1998	1992	GRADUATE D	1998	PARISH INVOLVEMENT
	SECONDARY	CANOSSA ACADEMY	SECONDARY SCHOOL	2002	1998	GRADUATE D	2002	PARISH INVOLVEMENT
	VOCATIONAL / TRADE COURSE	ABSOLUTE HEALTH CARE INSTITUTE	CAREGIVER PROGRAM TRAINING COURSE	04/05/2004	10/01/2004	GRADUATE D	2004	N/A
	COLLEGE	DE LA SALLE COLLEGE	BS COMPUTER SCIENCE	2002	2003	18 UNITS	UNDERGRADUATE	N/A
	COLLEGE	BATANGAS COLLEGE OF ARTS & SCIENCES, INC.	BS INFORMATION TECHNOLOGY	2015	2017	53 UNITS	UNDERGRADUATE	N/A
	GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 18, 2024
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IV. CIVIL SERVICE ELIGIBILITY							
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)		
					NUMBER	Date of Validity	
BARANGAY ELIGIBILITY		N/A	APRIL 14, 2014	CSC BATANGAS	220104140350	N/A	
NOTHING FOLLOWS							
(Continue on separate sheet if necessary)							
V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28.	INCLUSIVE DATES (mm/dd/yyyy)	POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP /INCREMENT	STATUS OF APPOINTMEN T	
	From	To				GOVT SERVICE (Y/N)	
11/07/2023	PRESENT	ADMINISTRATIVE AIDE III (Utility Worker II)	MSWDO, LGU MATAASNAKAHOY	11,009/MOS.	SG-3	PERMANENT	Y
1/01/2023	11/6/2023	ADMINISTRATIVE AIDE I (Utility Worker I)	MSWDO, LGU MATAASNAKAHOY	9,832/MOS.	SG-1-2	PERMANENT	Y
10/11/2022	12/31/2022	ADMINISTRATIVE AIDE I (Utility Worker I)	MSWDO, LGU MATAASNAKAHOY	9,466/MOS.	SG-1-2	PERMANENT	Y
1/01/2022	10/10/2022	ADMINISTRATIVE AIDE I (Utility Worker I)	MSWDO, LGU MATAASNAKAHOY	9,388/MOS.	SG-1-1	PERMANENT	Y
01/01/2021	12/31/2021	ADMINISTRATIVE AIDE I (Utility Worker I)	MSWDO, LGU MATAASNAKAHOY	9,026/MOS.	SG-1-1	PERMANENT	Y
01/01/2020	12/31/2020	ADMINISTRATIVE AIDE I (Utility Worker I)	MSWDO, LGU MATAASNAKAHOY	8,663/MOS.	SG-1-1	PERMANENT	Y
10/11/2019	12/31/2019	ADMINISTRATIVE AIDE I (Utility Worker I)	MSWDO, LGU MATAASNAKAHOY	8,301/MOS.	SG-1	PERMANENT	Y
05/03/2018	10/10/2019	J.O. SOCIAL SERVICE AIDE	MSWDO, LGU MATAASNAKAHOY	250/DAY	N/A	JOB ORDER	N
2016	2018	COMPUTER ENCODER/SECRETARY/STOCK CONTROLLER	MCM WINE EXPRESS	9,000/MOS.	N/A	PERMANENT	N
2014	2016	J.O. SOCIAL SERVICE AIDE	LGU MATAASNAKAHOY	180/DAY	N/A	JOB ORDER	N
2013	2014	OVEARSE FILIPINO WORKER	UNITED EMIRATES-DUBAI	10,000/MOS.	N/A	CONTRACTUAL	N
2007	2013	ELECTIVE BARANGAY COUNCILOR	BARANGAY II-A, MATAASNAKAHOY, BATANGAS	1,500/MOS.	N/A	ELECTIVE	Y
March 2006	October 2006	NURSING AIDE	METRO HOSPITAL, LIPA CITY	4,500/MOS.	N/A	CONTRACTUAL	N
2002	2007	SANGGUNIANG KABATAAN (SK CHAIRMAN)	BARANGAY II-A, MATAASNAKAHOY, BATANGAS	1,000/MOS	N/A	ELECTIVE	Y
- NOTHING FOLLOWS -							
(Continue on separate sheet if necessary)							
SIGNATURE				DATE	November 18, 2024		

VI VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT PEOPLE / VOLUNTARY ORGANIZATION/S					
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	BARANGAY WOMEN COORDINATING COUNCIL (BWCC II-A)	2005	2013	N/A	PRESIDENT
	KASAMAKA YOUTH ASSOCIATION	2000	2002	N/A	PRESIDENT
	LEGION OF MARY	2001	2002	N/A	PRESIDENT
	- NOTHING FOLLOWS -				

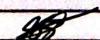
(Continue on separate sheet if necessary)

VII LEARNING AND DEVELOPMENT (LD) / INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ORIENTATION ON THE IMPLEMENTING GUIDELINES OF RA 11861 ALSO KNOWN AS THE EXPANDED SOLO PARENTS WELFARE ACT	11/21/2024	11/21/2024	8.0	TECHNICAL	PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE IV-A
	TRAINING-WORKSHOP ON THE 2016 REVISED IRR OF R.A. 9184, THE GOVERNMENT PROCUREMENT REFORM ACT AND ITS UPDATES, AND THE TRANSITORY PROVISION OF R.A. 12009	09/19/2024	09/21/2024	24.0	TECHNICAL	PHILLBO- CALABARZON, INC.
	CHAPTER'S 2ND BI-ANNUAL LECTURE- FORUM WITH THE THEME "SELF- COMPASSION: MAINTAINING YOURSELF WHILE CARING FOR OTHERS."	12/01/2023	12/01/2023	8.0	TECHNICAL	PHILIPPINE MENTAL HEALTH ASSOCIATION BATANGAS CHAPTER
	Orientation on RA 11861: Expanded Solo Parents Welfare Act	09/16/2023	09/16/2023	8.0	TECHNICAL	LGU MATAASNAKHOY
	PRE- MIGRATION ORIENTATION SEMINAR for MIGRANT	09/15/2023	09/15/2023	8.0	TECHNICAL	LGU MATAASNAKHOY
	LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)	06/29/2023	06/30/2023	16.0	TECHNICAL	CSC REGIONAL OFFICE IV
	"Republic Act. no. 9184 and its 2016 Revised IRR: Key Concept Practical Tools on Procurement Planning, Procedures and Documents Control System"	06/20/2022	06/22/2022	24.0	TECHNICAL	PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS
	REFRESHER COURSE ON THE PRIVILEGES, DUTIES AND RESPONSIBILITIES OF AN LGU EMPLOYEE	11/25/2021	11/25/2021	8.0	TECHNICAL	LGU MATAASNAKHOY
	GOVERNMENT WIDE EMAIL SYSTEM (GovMail) and GOVERNMENT CONFERENCING SERVICE (GVCS) TRAINING	09/20/2021	09/21/2021	16.0	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY(REGIONAL OFFICE-LUZON CLUSTER 2)
	GUIDELINES ON EVACUATION CENTER COORDINATION AND MANAGEMENT	07/14/2021	07/14/2021	8.0	TECHNICAL	DSDW-REGION IV-A
	Third Level Training for the Implementation of the Guidelines of Administrative Adoption under Republic Act 11222 "Simulated Birth Rectification Act"	04/22/2021	04/23/2021	16.0	TECHNICAL	PSA RSSO- 4A
	Sustainable Development Goal Seminars: Effective Tools in Presenting and Analyzing SDG Data Amidst the COVID-19 Pandemic	02/02/2021	02/04/2021	24.0	TECHNICAL	PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE
	VALUES ORIENTATION WORKSHOP	11/26/2019	11/27/2019	16.0	TECHNICAL	CONDUCTED BY LASC LEARNING SOLUTIONS
	FIRST AID TRAINING COURSE	10/22/2015	10/22/2015	8.0	TECHNICAL	UNIVERSITY OF THE PHILIPPINES UGNAYAN NG PAHINUNGOD HEALTH TRAINING PROGRAM
	LAY RESCUERS' BASIC LIFE SUPPORT PROVIDERS COURSE	10/22/2015	10/22/2015	8.0	TECHNICAL	UNIVERSITY OF THE PHILIPPINES UGNAYAN NG PAHINUNGOD HEALTH TRAINING PROGRAM
	BASIC LIFE SUPPORT CPR-HEALTHCARE PROVIDER	06/21/2004	06/22/2004	16.0	TECHNICAL	THE PHILIPPINE NATIONAL RED CROSS
	FIRST AID TRAINING STANDARD	06/23/2004	06/26/2004	32.0	TECHNICAL	THE PHILIPPINE NATIONAL RED CROSS
	- NOTHING FOLLOWS -					

(Continue on separate sheet if necessary)

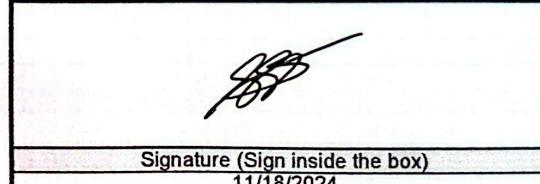
VIII OTHER INFORMATION					
31 SPECIAL SKILLS and HOBBIES	32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE		N/A			N/A
DANCING		2ND RUNNER-UP REYNA NG SAMAHANG BATANGUEÑA 2005			SAMAHANG BATANGUEÑA MATAASNAKHOY CHAPTER, INC.
- NOTHING FOLLOWS -		- NOTHING FOLLOWS -			- NOTHING FOLLOWS -

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 18, 2024
			CS FORM 212 (Revised 2017), Page 3 of 4

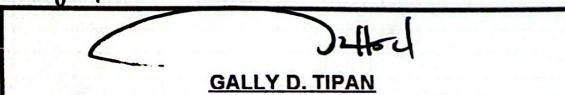
<p>34. Are you related by consanguinity or affinity to appointing or recommending chief of bureau or office or to the person who has immediate supervision over you Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details:</p> <hr/>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details:</p> <hr/> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: Date Filed: _____ Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details:</p> <hr/>
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <p>If YES, give details: <u>Finished contract</u></p> <hr/>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: _____</p> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: _____</p> <hr/>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details (country): _____</p> <hr/>
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, please specify: _____</p> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, please specify ID No.: _____</p> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <p>If YES, please specify ID No.: <u>019-40</u></p> <hr/>

<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p>			  NOREEN M. LOJO
<p>NAME</p> <p>KAREN U. KASILAG, RSW</p> <p>LILIAN E. CARINGAL</p> <p>ELLEN M. ABRAHAM</p>	<p>ADDRESS</p> <p>BRGY UPA, MKAHOY</p> <p>BARANGAY II, MKAHOY</p> <p>BARANGAY IV, MKAHOY</p>	<p>TEL. NO.</p> <p>09171269460</p> <p>09060333660</p> <p>09771423142</p>	
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>			

<p>Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p>	 <p>Signature (Sign inside the box) 11/18/2024 Date Accomplished</p>
<p>Government Issued ID UMID I.D.</p>	
<p>ID/License/Passport No: 0111-5763868-3</p>	
<p>Date/Place of Issuance MATAASNAKAHOY</p>	



SUBSCRIBED AND SWORN to before me this 18th day of Nov. 2024, affiant exhibiting his/her validly issued government ID as indicated above.

 <p>GALLY D. TIPAN Municipal Human Resources Management Officer Person Administering Oath</p>

WORK EXPERIENCE SHEET

- Instructions:**
1. Include only the work experiences relevant to the position being applied to.
 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: October 11, 2019– present
- Position: Admin Aide III (Utility Worker II)
- Name of Office/Unit: MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE
- Immediate Supervisor: Karen U. Kasilag
- Name of Agency/Organization and Location: LGU Mataasnakahoy
- Summary of Actual Duties

Responsible in performing administrative; Plan Implementation Monitoring; Coordinating meetings and appointments and performing clerical tasks Assist walk-in-clients;Keeps record of incoming and outgoing communication;Check requirements for requested clearances and maintains log book for visitors; Check and respond to emails;Encoding documents; Preparation and Encoding I.D. such as Senior, PWD and Solo Parent; Process of documents such as Purchase Request, Purchase Order, Canvass, Obligation Request, Requisition and Issuance Slip, Inspection and Acceptance Report and Voucher; and Perform other duties and responsibilities that maybe assigned from time to time by the immediate supervisor.


Noreen M. Lojo
(Signature over Printed Name
of Employee/Applicant)

Date: 11/18/2024



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of Ms. NOREEN M. LOJO as Social Welfare Aide in the Office of the Municipal Social Welfare & Development of this municipality, all pertinent requirements contained in RA 7160 in Section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.

JANET MAGPANTAY ILAGAN

Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



OFFICE OF THE MUNICIPAL ACCOUNTANT

CERTIFICATION

THIS IS TO CERTIFY that funds are available for the position of Social Welfare Aide in the Office of the Municipal Social Welfare & Development of this municipality, with Salary Grade 4 amounting to ONE HUNDRED FORTY FIVE THOUSAND EIGHT HUNDRED EIGHTY FOUR PESOS (P 145,884.00) per annum as per Annual Budget CY-2024 of this municipality.

Issued this 6th day of December , 2024 at Mataasnakahoy, Batangas.


LENILYN C. CARAAN
Municipal Accountant

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
(Revised Version No. 1, s. 2018)

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

Social Welfare Aide

2. ITEM NUMBER

3. SALARY GRADE

121

4

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

Province
 City
 Municipality

1st Class
 2nd Class
 3rd Class
 4th Class

5th Class
 6th Class
 Special

**5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT**

6. BUREAU OR OFFICE

Local Government Unit of Mataasnakahoy, Batangas

Office of the Municipal Social Welfare and Development

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

Office of the Municipal Social Welfare and Development

Office of the Municipal Social Welfare and Development

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

SB Resolution No.
182-S-2024/
Ordinance of Budget
No. 25-S-2024

N/A

P 12,157.00

PERA	P 2,000.00
Clothing Allow.	7,000.00
Cash Gift	5,000.00
Year End Bonus	12,157.00
Mid-year Bonus	12,157.00
PEI	5,000.00

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Municipal Social Welfare and Development Officer

N/A

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

N/A

N/A

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Computer/laptop, printer, calculator, logbook, telephone, ballpen

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive /

General Public

Managerial

Supervisors

Non-Supervisors

Staff

Other Agencies

Others (Please Specify): _____

18. WORKING CONDITION

Office Work

Other/s (Please Specify)

Field Work

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Frontliner in the delivery of social services to the needy, disadvantaged, and impoverished members of the community and those which has to do with the immediate relief during and assistance in the aftermath of manmade and natural disasters and calamities.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Assist the Municipal Social Welfare and Development Officer in the implementation of programs and services to the most vulnerable members of the community.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	None required	None required	None Required (MC 11, s. 96-Cat III)

21e. Core Competencies

None Yet

Competency Level

None Yet

21f. Leadership Competencies

None Yet

Competency Level

None Yet

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
25%	Assist the Municipal Social Welfare and Development Officer in the assessment and referral of clients for assistance, socio-economic survey, and community profiling;	
15%	Assist the Municipal Social Welfare and Development Officer in attending court hearings/ proceedings;	
20%	Assist in the implementation of programs and services to victims of child abuse, disadvantaged women, youth, and other sectoral groups;	
15%	Organize life education and group work sessions;	None Yet
10%	Prepare accomplishments report and other necessary reports in compliance to different agencies;	
10%	Prepare communications and other outgoing correspondence;	
5%	Perform other duties and responsibilities that may be assigned from time to time.	

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

NOREEN M. LOJO 12/16/2024

Employee's Name, Date and Signature

KAREN U. KASILAG 12/16/2024

MSWDO, Date and Signature



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy



OATH OF OFFICE

I, Noreen M. Lojo of Brgy. IV, Mataasnakahoy, Batangas having been appointed to the position of Social Welfare Aide hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

NOREEN M. LOJO
(Signature over Printed Name of the Appointee)

Government ID: UMID ID
ID Number : 0111-5763868-3
Date Issued : n/a

Subscribed and sworn to before me this 16th day of December, 2024 in Mataasnakahoy Batangas, Philippines.

JANET MAGPANTAY ILAGAN
Municipal Mayor



CS Form No. 4
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. NOREEN M. LOJO has assumed the duties and responsibilities as Social Welfare Aide in the Office of the Municipal Social Welfare & Development effective December 16, 2024.

This certification is issued in connection with the issuance of the appointment of Ms. Lojo as Social Welfare Aide,

Done this 16th day of December 2024 in Mataasnakahoy, Batangas.


JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: December 16, 2024

Attested by:


GALLY D. TIPAN
Mun. Human Res. Mgt. Officer

201 file
Admin
COA
CSC



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. No: (043) 784-1088
Email Add: hrmo_1gumataasnakahoy@yahoo.com.ph



OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

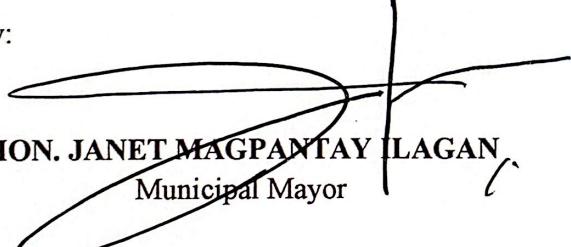
CERTIFICATION

This is to certify that **Ms. NOREEN M. LOJO**, Administrative Aide III (Utility Worker II) of the Municipal Social Welfare and Development Office, got a Very Satisfactory Performance, with a numerical rating of 4.4167 in her Individual Performance Commitment Review (IPCR) for the January-June 2024 rating period.

Issued this 16th day of December 2024 at Mataasnakahoy, Batangas.


GALLY D. TIPAN
MGDH-MHRMO

Noted by:


HON. JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
BATANGAS COLLEGE OF ARTS AND SCIENCES, INC.
Banaybanay Concepcion, Lipa City

OFFICE OF THE REGISTRAR
OFFICIAL TRANSCRIPT OF RECORDS

Name: Lojo, Noreen M.

Address: Victomar Subd., Mataasnakahoy, Batangas

Degree/Course: Bachelor of Science in Information Technology

Student Number: 2015-066

Birthdate: May 20, 1985

Date/Year Admitted: June 2015

SOURCE OF ENTRANCE CREDITS:

Secondary: Canossa Academy

Year:

Tertiary: De La Salle Lipa

Year: 1st Sem, 2002-2003

Course Number	Descriptive Title of the Course	Grades		Credits
		Final	Re-Exam	
	DE LA SALLE LIPA - BS in Computer Science			
	FIRST SEMESTER, 2002-2003			
ALGEBRA	COLLEGE ALGEBRA	5.00		0
COMPONE	INTRODUCTION TO COMPUTER	2.50		3.0
COMPROG	FUNDAMENTALS OF PROGRAMMING	5.00		0
HTMLGRA	HTML GRAPHICS	2.75		3.0
BUSIORG	BUSINESS ORG. & MANAGEMENT	2.50		3.0
BASICRI	BASIC CHRISTIAN DOCTRINE	3.00		3.0
PHYSFIT	PHYSICAL FITNESS	5.00		0
NASERP1	NATIONAL SERVICE PROGRAM 1	1.50		3.0
ENGPLUS	ENGLISH PLUS	3.00		3.0
	BATANGAS COLLEGE OF ARTS AND SCIENCES, INC.			
	FIRST SEMESTER, 2015-2016			
NAT SCI 1	Biological Science	2.25		3
SOC SCI 1	General Psychology	1.75		3
SOC SCI 2	Basic Economics (with Taxation and Agrarian Reform)	2.5		3
PE 1	Physical Fitness and Gymnastics	1.5		2
NSTP 1	National Service Training Program 1	2.25		3
	SECOND SEMESTER, 2015-2016			
NAT SCI 2	Earth and Environmental Science	2.5		3
VAL ED	Values Education w/ Personality Development	2.75		3
NSTP 2	National Service Training Program 2	2.0		3
IT 102	Programming 1	1.75		3
	FIRST SEMESTER, 2016-2017			
MATH 1	Basic Mathematics	2.0		3
FIL 1	Komunikasyon sa Akademikong Filipino	2.75		3
ENG 1	Thinking and Study Skills 1	2.25		3
RIZAL	Life and Works of Rizal	2.75		3
HUM 1	Logic	3.0		3
	SECOND SEMESTER, 2016-2017			
ENG 2	Thinking and Study Skills 2	INC	5.0	0
LIT 2	World Literature	INC	5.0	0
FIL 2	Pagbasa at Pagsulat Tungo sa Pananaliksik	2.25		3
PHIL HIST	Philippine History	3.0		3
MATH 2	College Algebra	2.25		3
MATH 3a	Trigonometry	2.25		3
PE 2	Fundamentals of Rhythmic Activities	INC	5.0	0
*** NOTHING FOLLOWS***				

Remarks: "Copy for employment purposes"

Grading System: 1.0 (97-100), 1.25 (94-96), 1.5 (91-93), 1.75 (88-90), 2.0 (85-87), 2.25 (82-84), 2.5 (79-81), 2.75 (77-78), 3.0 (75-76)
4.0 (74), 5.0 (73 & below), INC (Incomplete), DR (Dropped)

Not valid without seal and
original signature in ink

Certified true copy:

Certified Correct:

Date issued: _____
Records prepared by: _____
Verified by: Evelyn D. Zara

EVELYN D. ZARA, CE
Registrar

EVELYN D. ZARA, CE
Registrar



DE LA SALLE LIPA

OFFICE OF THE COLLEGE REGISTRAR

1962 J.P. Laurel National Highway 4217 Lipa City, Philippines
Trunklines (+63 43) 756 1849 • 756 2491 • 756 2391
Telefax (+63 43) 981 1781 * www.dlsl.edu.ph

**DE LA SALLE LIPA
OFFICE OF THE REGISTRAR**

CERTIFIED TRUE COPY

R. LEVINIA B. SILVA
COLLEGE REGISTRAR

COLLEGE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORD

RECORD OF : MATANGUIHAN, NOREEN V.
HIGH SCHOOL : CANOSSA ACADEMY
ADMITTED ON : 1ST SEMESTER, 02-03

COLLEGE : COMPUTER SCIENCE
GRADUATED : / /
DEGREE : XXX XXX

TERM	COURSE DESCRIPTION	GRADE	HRS. / WEEK		UNITS
			Lec.	Lab.	
1st Sem. 02-03	ALGEBRA	COLLEGE ALGEBRA	5.00		0
	COMPONE	INTRODUCTION TO COMPUTER	2.50		3.0
	COMPROG	FUNDAMENTALS OF PROGRAMMING	5.00		0
	HTMLGRA	HTML GRAPHICS	2.75		3.0
	BUSIORG	BUSINESS ORG. & MANAGEMENT	2.50		3.0
	BASICRI	BASIC CHRISTIAN DOCTRINE	3.00		3.0
	PHYSFIT	PHYSICAL FITNESS	5.00		0
	NASERF1	NATIONAL SERVICE PROGRAM 1	1.50		3.0
	ENGPLUS	ENGLISH PLUS	3.00		3.0
END OF TRANSCRIPT					

END OF TRANSCRIPT

DESCRIPTION	GRADING SYSTEM
EX (Excellent)	98 - 100 - 1.0
SP (Superior)	95 - 97 - 1.25
VG (Very Good)	92 - 94 - 1.5
AA (Above Average)	89 - 91 - 1.75
GD (Good)	86 - 88 - 2.0
AV (Average)	83 - 85 - 2.25
SA (Satisfactory)	80 - 82 - 2.5
FR (Fair)	77 - 79 - 2.75
PA (Passing)	75 - 76 - 3.0
RT (Repeat)	Below 75 - 5.0

SPECIAL ORDER NO.:

REMARKS:

FOR LOCAL EMPLOYMENT

MR. P.
RUFUN ALAN/LEHERNANDEZ

R LEVINIA B SILVA

RUBEN T. RUBIS

(Not valid for transfer without seal)

Prepared by:

Checked by:

Registrar



ABSOLUTE HEALTH CARE INSTITUTE

DCM Bldg., J.P. Laurel Hi-way Tambo, Lipa City, Batangas

Tel. No. (043) 756-01-47 • 312-05-91

E-mail: absolutehealth2002@yahoo.com

TESDA PROGRAM WTR No. 0404A032028



Certificate of Completion

Be it known, that the Board of Trustees, by authority of the Technical Education and Skills Development Authority, has conferred upon

Noreen M. Lojo

who has successfully completed the

Six Months Live-in Caregiver Program Training Course

Started April 05, 2004 and ended October 01, 2004.

IN TESTIMONY whereof, the seal of the Institution and the signature of the President and the Vice President are hereunto affixed.

Given in Lipa City, Philippines this 1st day of October in
the Year of our Lord 2004.

CERTIFIED TRUE COPY

SERIAL NO. (B.R.K.W.): _____

Series: _____

Dated: _____

BY: _____

[Signature]
JUL 10 2005

DATE:

[Signature]
Danilo L. Gamit
Vice President

[Signature]
Floriphine Joy L. Halabaso
President / General Manager



Regional Office IV

RO4-191007-191



NOREEN M. LOJO

Republic of the Philippines
Civil Service Commission
Quezon City



Certification of Eligibility

This is to certify that
NOREEN M. LOJO

has been conferred a Civil Service Eligibility for
BARANGAY OFFICIAL

pursuant to CSC Resolution # 93-3666, as Amended
under Certificate Number 220104140350 effective APRIL 14, 2014.

His/her name has been entered in the official Register of Eligibles.
Issued this 7th day of OCTOBER, 2019.

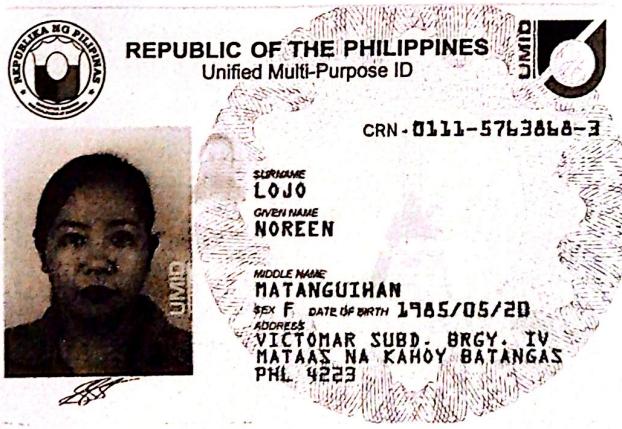
Date of Birth May 20, 1985
Place of Birth Mataas Na Kahoy, Batangas
Book Number SPELS May 2014
Page Number 21
SN/LN 61
EN/CN 220104140350
Date Issued May 5, 2014

By Authority of the Commission

RODOLFO M. MANALO
Acting Chief HR Specialist, ESD
CSC RO-IV

WARNING: *Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution.
Any alteration, erasure, or without the official seal of the Commission shall invalidate this certification.*

Rodolfo M. Manalo



CERTIFIED AUTHENTICATED COPY

RODOLFO M. MANALO
Acting Chief Human Resource Specialist
Examination Services Division

2019/06/29

Bawat Kawani, Lingkod Bayani



Regional Office IV

RO4-191007-191



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Acting Chief HR Specialist, ESD
CSC RO-IV

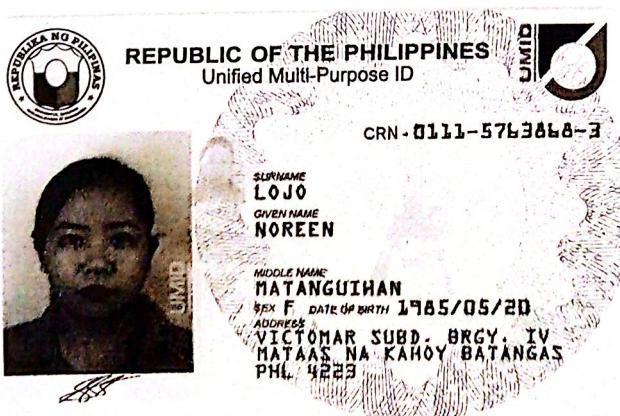
WARNING: *Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution.
Any alteration, erasure, or without the official seal of the Commission shall invalidate this certification.*

2019/07/13 10:52

CERTIFIED AUTHENTICATED COPY

RODOLFO M. MANALO
Acting Chief Human Resource Specialist
Examination Services Division

2019/07/29



Bawat Kawani, Lingkod Bayani



Municipal Form No. 97 (Form No. 15) (Revised January 1982)						(To be accomplished in quadruplicate)	REMARKS/ANNOTATION
Republic of the Philippines OFFICE OF THE CIVIL REGISTRAR GENERAL CERTIFICATE OF MARRIAGE							
Province _____ City/Municipality _____			Brgy. Matanangkahoy			Registry No. 2183-680	
Name of Contracting Parties	(first) JUN	(middle initial) V.	(last) LOJO	(first) MOREEN	(middle initial) V.	(last) MATANGUIH	
Date of Birth/Age	(day) 14	(month) October	(year) 1950	(day) 20	(month) May	(year) 1955	(age) 18
Place of Birth	Matanangkahoy, Batangas			Matanangkahoy, Batangas			
Sex (Male or Female)	Male			Female			
Citizenship	Filipino			Filipino			
Residence	Poblacion, Matanangkahoy, Batangas			Brgy. II-A, Matanangkahoy, Batangas			
Religion	Roman Catholic			Roman Catholic			
Civil Status	Single			Single			
Name of Father	(first) xxxxxxxxxxxxxxxxxxxxxxxxx			(first) Henry S. Matanguih			
Citizenship	Filipino			Filipino			
Name of Mother	(first) Leticia V. Lojo			(first) Horn G. Vergara			
Citizenship	Filipino			Filipino			
Persons who gave consent or advice	(first) Leticia V. Lojo			(first) Henry S. Matanguih			
Relationship	Mother			Father			
Residence	Poblacion, Matanangkahoy, Batangas			Brgy. II-A, Matanangkahoy, Batangas			

Place of Marriage
 (Office of the House of Barangay or Church or Mosque of
 Matanangkahoy, Batangas)
 Date: 6 June 2003 Address: 11:00 a.m.
 (day) (month) (year)

THIS IS TO CERTIFY: That I, JUNIOR V. LOJO, both of legal age, of our own free will and accord, and in the presence of the person solemnizing this marriage and of the witnesses named below, take each other as husband and wife and certifying further that we:

- have not entered into a marriage settlement.
 have entered into a marriage settlement, a copy of which is hereto attached.

IN WITNESS WHEREOF, we sign/mark with our finger print, this certificate in quadruplicate this

6th day of June, 2003

MOREEN V. HATANGUIH

(Signature of Husband)

(Signature of Wife)

THIS IS TO CERTIFY: THAT BEFORE ME, on the date and place above-written, personally appeared the above-mentioned parties, with their mutual consent, lawfully joined together in marriage which was solemnized by me in the presence of the witnesses named below, all of legal age.

I CERTIFY FURTHER THAT:

- Marriage License No. A393834 issued on June 6, 2003, at Matanangkahoy, Batangas, in favor of said parties, was exhibited to me.
 no marriage license was necessary, the marriage being solemnized under Art. _____ of Executive Order No. 203.
 the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1983

CALIXTO V. LUNA, JR.

(Signature of Solemnizing Officer)

Municipal Mayor

(Position/Designation)

RECEIVED AT THE OFFICE
OF THE CIVIL REGISTRAR

[Signature]

MENDEZ A. ALVAN

(Title or Position)

June 6, 2003

(Date Received)

Religious Affiliation, Registry No. and Expiration Date, if applicable
WITNESSES
 (Print Name and Sign)

TRISTO VERGARA, JR.

ARMELLA MANUEAT

ROHULDO HATANGUIH

ADRIANA LUNA

Gloria Lojo

07193-91-105DHC-00635-MI002

BEST POSSIBLE IMAGE



T105071931050063509112019002
QN200541006

Documentary
Stamp Tax Paid

CDm
 CLAIRE DENNIS S. MAPA, Ph. D.
 National Statistician and Civil Registrar General
 Philippine Statistics Authority





Municipal Farm No. 102
(Revised 1993)

(To be accomplished in triplicate)

REPUBLIC OF THE PHILIPPINES
CERTIFICATE OF LIVE BIRTH

(Fill out completely, accurately and legibly in ink or typewriter.)

PROVINCE Batangas
CITY / MUNICIPALITY Makabung

LOCAL CIVIL REGISTRY NO. 85-164

85-166

1. NAME NOREEN	(First)	(Middle)	(Last)
2. SEX (Place "X" on appropriate answer)	Vergain Matanguihan		
<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female	20,	(Month)
3. DATE OF BIRTH (Day)	May (Year)		
4. PLACE OF BIRTH (Name of Hospital/institution: If not in hospital, give street/barangay) Brgy. II-A	(City / Municipality)	(Province)	
5a. TYPE OF BIRTH (Place "X" on appropriate answer) <input checked="" type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> Three or more	IF MULTIPLE BIRTH, CHILD WAS: <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third, 4th, etc.		
6. MAIDEN (First) NAME NORA GONZALES Vergara	(Middle)	(Last)	7. NATIONALITY FILIPINO
8. NAME (First) (Middle) (Last) HENRY Sindaval Matanguihan	10. NATIONALITY FILIPINO	B. RELIGION Catholic	
9. DATE AND PLACE OF MARRIAGE OF PARENTS (Important: If not applicable, fill Affidavit of Acknowledgment at the back) January 30 1977 Ciga city			
13. CERTIFICATE OF ATTENDANT AT BIRTH I hereby certify that I attended the birth of the child who was born alive at 2:45 o'clock a.m. / p.m. on the date stated above. Signature R. del mundo Address Brgy. II-A Name in print ROSENDA R. del mundo Date 5/23/85 Title or position nurse			
14. INFORMANT Signature Nora V. Matanguihan Address Brgy. II-A Name in print NORA V. MATANGUIHAN Date 5/23/85 Relationship to child Mother			
15. PREPARED BY Signature R. del mundo Address Brgy. II-A Name in print ROSENDA R. del mundo Date 5/23/85 Title or position SEAL			
16. INFORMATION GIVEN TO PERSONNEL REQUESTED Signature LITIDES G. MATANGUIHAN Amount 38.30 Name in print LITIDES G. MATANGUIHAN Title or position Act. Mun. Trans/Treasury TCR Date May 27, 1985			
17. DATE WHEN INFORMATION WAS SUPPLIED BT BATAAN			

07193-5D-105DHC-00635-BI001

BEST POSSIBLE IMAGE



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QN50054 1005

QN500541005

BReN
01018-A85KL01-0

**Documentary
Stamp Tax Paid**

Cosm

CLAIRE DENNIS S. MAPA, Ph. D.
National Statistician and Civil Registrar General
Philippine Statistics Authority