

CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Mr. CHRISTIAN M. FELIPE

You are hereby appointed as Administrative Aide I (Utility Worker I) (SG-1) _____
(Position Title)
under Permanent status at the Mayors Office- Office of the Municipal General Services Officer
(Permanent, Temporary, etc.) (Office/Department/Unit)
with a compensation rate of Ten Thousand One Hundred Forty Eight P 10,148.00
pesos per month.
The nature of this appointment is Original vice _____
(Original, Promotion, etc.)
N/A, who Vacant with Plantilla Item No. 29
(Transferred, Retired, etc.)
Page 3.

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

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

October 1, 2024
Date of Signing

Subject to six (6) months
Probationary period

Accredited/Deregul 2200778 Jan 2022
CSC Resolution No. 220, s. s.
dated December 29, 2022

DRY SEAL

(Stamp of Date of Release)

Certification

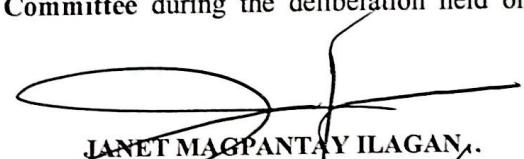
This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found to be in order.

The position was published at CSC Job Portal from September 5, 2024 to September 20, 2024 and posted in CSC-FO Batangas, Public Market, Office Lobby from September 5, 2024 to September 20, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 23, 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 September 26, 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		
<input type="checkbox"/> 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 October 1, 2024


CHRISTIAN M. FELIPE
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. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	FELIPE		
FIRST NAME	CHRISTIAN		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	MANALO		
3. DATE OF BIRTH (mm/dd/yyyy)	5/1/1996	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MATAASNAKAHOY		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE	242 House/Block/Lot No. N/A Subdivision/Village MATAASNAKAHOY City/Municipality 4223
7. HEIGHT (m)	1.7		N/A Street NANGKAAN Barangay
8. WEIGHT (kg)	75	BATANGAS Province	
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS ZIP CODE	242 House/Block/Lot No. N/A Subdivision/Village MATAASNAKAHOY City/Municipality 4223
10. GSIS ID NO.	N/A		N/A Street NANGKAAN Barangay
11. PAG-IBIG ID NO.	1211-8951-8705		
12. PHILHEALTH NO.	09-050500785-8		
13. SSS NO.	04-35120526-8	19. TELEPHONE NO.	N/A
14. TIN NO.	473-735-397-000	20. MOBILE NO.	0956-722-2425
15. AGENCY EMPLOYEE NO.	GSO008	21. E-MAIL ADDRESS (if any)	felipecchristian.23@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	FELIPE			
FIRST NAME	DANILO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CUNANAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANALO			
FIRST NAME	LORETA			
MIDDLE NAME	AGOJO			(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 (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	NANGKAAN ELEMENTARY SCHOOL	PRIMARY	2003	2008	GRADUATED	2008	N/A
SECONDARY	BAYORBOR NATIONAL HIGH SCHOOL	SECONDARY	2008	2012	GRADUATED	2012	N/A
VOCATIONAL / TRADE COURSE	TESDA	COMPUTER SYSTEM SERVICING NCII	2023	2023	N/A	2023	N/A
COLLEGE	ICT-ED(INSTITUTE OF SCIENCE AND TECHNOLOGY)	ASSOCIATE IN INFORMATION TECHNOLOGY	2012	2013	UNDERGRADUATE	N/A	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

felipe

DATE

September 11, 2024

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
DRIVER'S LICENSE	N/A	5/1/2023	LTO LIPA CITY	D14-15-005351	5/1/2033
— 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 (Format "00-0/Y INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
19-Feb-24	PRESENT	JOB ORDER	GENERAL SERVICES SECTION	8500	N/A	JOB ORDER	NO
20-Jan-22	30-Jun-23	JOB ORDER	GENERAL SERVICES SECTION	7000	N/A	JOB ORDER	NO
17-Jun-20	15-Mar-21	SPRINTER	PH GLOBAL JET INC.	15000	N/A	PERMANENT	NO
18-Jan-19	15-Feb-20	DAILY SALES PERSONNEL	QUEST MASTER DSITRIBUTION INC.	10000	N/A	PERMANENT	NO
3-Nov-16	22-Dec-16	JOB CONTROLLER/WARRANTY OFFICER	TETRA SALES AND SERVICES, INC.	10000	N/A	PERMANENT	NO

— NOTHING FOLLOWS —

(Continue on separate sheet if necessary)							
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SIGNATURE

DATE

September 11, 2024

CS FORM 212 (Revised 2017), Page 2 of 4

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS <i>(Write in full)</i>	INCLUSIVE DATES OF ATTENDANCE <i>(mm/dd/yyyy)</i>		NUMBER OF HOURS	Type of LD <i>(Managerial/Supervisory/Technical/etc)</i>	CONDUCTED/ SPONSORED BY <i>(Write in full)</i>
		From	To			
	AUTOMOTIVE SERVICING NC II	8/20/2015	2/18/2016	1000	TECHNICAL	TESDA
	RECORDS MANAGEMENT AND BOOKKEEPING SEMINAR	10/25/2017	10/26/2017	16	TECHNICAL	PCLEDO
	MICROSOFT CONVENTION 2013	1/28/2013	1/28/2013	8	TECHNICAL	ICT-ED

-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
FAST LEARNER		
LISTENING TO MUSIC		
HARDWORKING		
TRAVELLING		
-NOTHING FOLLOWS-		

(Continue on separate sheet if necessary)

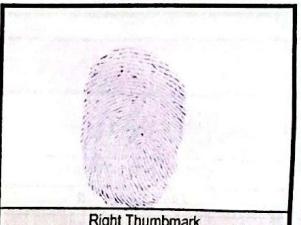
SIGNATURE

(Continue on back)

DATE

September 11, 2024

CS FORM 312/Revised 2017 L-2

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed? a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:												
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?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: RESIGNED												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____												
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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		<table border="1"> <tr> <th>NAME</th> <th>ADDRESS</th> <th>TEL. NO.</th> </tr> <tr> <td>Ms. Emilia R. Malaluan</td> <td>Mataasnakahoy, Batangas</td> <td>9175491663</td> </tr> <tr> <td>Mrs. Lolita Orense</td> <td>San Jose, Batangas</td> <td>9175052307</td> </tr> <tr> <td>Ms. Vicky Manigbas</td> <td>Mataasnakahoy, Batangas</td> <td>9171381847</td> </tr> </table>  <p>CHRISTIAN M. FELIPE PHOTO</p>	NAME	ADDRESS	TEL. NO.	Ms. Emilia R. Malaluan	Mataasnakahoy, Batangas	9175491663	Mrs. Lolita Orense	San Jose, Batangas	9175052307	Ms. Vicky Manigbas	Mataasnakahoy, Batangas	9171381847
NAME	ADDRESS	TEL. NO.												
Ms. Emilia R. Malaluan	Mataasnakahoy, Batangas	9175491663												
Mrs. Lolita Orense	San Jose, Batangas	9175052307												
Ms. Vicky Manigbas	Mataasnakahoy, Batangas	9171381847												
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>Signature (Sign inside the box) September 11, 2024 Date Accomplished</p> 												
<p>Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <table border="1"> <tr> <td>Government Issued ID: DRIVER'S LICENSE</td> </tr> <tr> <td>ID/License/Passport No.: D14-15-005351</td> </tr> <tr> <td>Date/Place of Issuance: May 01, 2023</td> </tr> </table> <p>SUBSCRIBED AND SWORN to before me this <u>11th day of Sept. 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1"> <tr> <td>GALLY D. TIPAN MHRMO</td> </tr> </table>			Government Issued ID: DRIVER'S LICENSE	ID/License/Passport No.: D14-15-005351	Date/Place of Issuance: May 01, 2023	GALLY D. TIPAN MHRMO								
Government Issued ID: DRIVER'S LICENSE														
ID/License/Passport No.: D14-15-005351														
Date/Place of Issuance: May 01, 2023														
GALLY D. TIPAN MHRMO														

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: February 19, 2024 - Present
- Position: Job Order/Driver/Clerical Aide
- Name of Office/Unit: General Services Office
- Immediate Supervisor: Emilia R. Malaluan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
- Summary of Actual Duties
 - Maintain the cleanliness and orderliness of the office.
 - Oversee in the Inventory of Monoblock Chairs, Foldable Table, Sound System, and Oxygen Tank.
 - Operates Sound System.
 - Troubleshoot/Repair, Desktop, Laptop and Printer.
 - Assist in the inspection of Deliveries of Equipment and goods.
 - Encode office documents.
 - Perform other functions and responsibilities that may be assigned from time to time.
- Duration: January 20, 2022-June 30, 2023
- Position: Job Order/Driver/Utility
- Name of Office/Unit: General Services Office
- Immediate Supervisor: Emilia R. Malaluan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
- Summary of Actual Duties
 - Maintain the cleanliness and orderliness of the office.
 - Oversee in the Inventory of Monoblock Chairs, Foldable Table, Sound System, and Oxygen Tank.
 - Operates Sound System.
 - Troubleshoot/Repair, Desktop, Laptop and Printer.
 - Assist in the inspection of Deliveries of Equipment and goods.
 - Encode office documents.
 - Perform other functions and responsibilities that may be assigned from time to time.


CHRISTIAN MANALO FELIPE
Date: SEPTEMBER 11, 2024



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of Mr. CHRISTIAN M. FELIPE as Administrative Aide I (Utility Worker I) in the Mayors Office- Office of the Municipal General Services Officer 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 Administrative Aide I (Utility Worker I) in the Mayors Office- Office of the Municipal General Services Officer of this municipality, with Salary Grade 1 amounting to ONE HUNDRED TWENTY ONE THOUSAND SEVEN HUNDRED SEVENTY SIX PESOS (P 121,776.00) per annum as per Annual Budget CY-2024 of this municipality.

Issued this 1st day of October , 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

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

2. ITEM NUMBER

3. SALARY GRADE

29

1

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

Mayor's Office- Office of the Municipal General Services Officer

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

Mayor's Office- Office of the Municipal General Services Officer

Mayor's Office- Office of the Municipal General Services Officer

**9. PRESENT APPROP
ACT**

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

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P 10,148.00

PERA	2,000.00
Cash Gift	5,000.00
Clothing Allow.	7,000.00
Year End Bonus	10,148.00
Mid-year Bonus	10,148.00
PEI	5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Municipal Government Assistant Department Head

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

Broom, Dustpan, Telephone, Computer, Logbook

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive /			General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Staff	<input type="checkbox"/>	<input type="checkbox"/>			

18. WORKING CONDITION

Office Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	

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

Takes custody and accountable for all properties, real or personal, owned by the local government unit and archival and record management with respect to records of offices and departments of this municipality.

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

Maintain cleanliness and orderliness of the workplace and does other related work.

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat III)
21e. Core Competencies			Competency Level
None Yet			None Yet
21f. Leadership Competencies			Competency Level
None Yet			None Yet
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	(State the duties and responsibilities here.)		
	10%	Maintain the cleanliness and orderliness in the office	
	15%	Assist in the inspection of deliveries of equipment and goods	
	25%	Trouble shoot/ repair desktop, laptop and printer	
	25%	Oversee in the inventory of monoblock chairs, foldable table, sound system, and oxygen tank	
	15%	Operates sound system/ Encode office documents	
10%	Perform other functions and responsibilities that may be assigned from time to time		None Yet
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p>			
 CHRISTIAN M. FELIPE 10/01/2024 Employee's Name, Date and Signature		 EMILIA R. MALALUAN 10/01/2024 MGADH, Date and Signature	



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, Christian M. Felipe of Brgy. Nangkaan, Mataasnakahoy, Batangas having been appointed to the position of Administrative Aide I (Utility Worker I) 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.


CHRISTIAN M. FELIPE
(Signature over Printed Name of the Appointee)

Government ID: Drivers License
ID Number : D14-15-005351
Date Issued : 05/01/2023

Subscribed and sworn to before me this 1st day of October, 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 Mr. CHRISTIAN M. FELIPE has assumed the duties and responsibilities as Administrative Aide I (Utility Worker I) in the Mayors Office- Office of the Municipal General Services Officer effective October 1, 2024.

This certification is issued in connection with the issuance of the appointment of Mr. Felipe as Administrative Aide I (Utility Worker I).

Done this 1st day of October 2024 in Mataasnakahoy, Batangas.


JANET MAGPANTAY ILAGAN
Municipal Mayor
Date: October 1, 2024

Attested by:


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

201 file
Admin
COA
CSC

MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
- b. Attach this certificate to original appointment, transfer and reemployment.
- c. The results of the following pre-employment medical/physical/psychological must be attached to this form:

- Blood Test
 Urinalysis
 Chest X-Ray
 Drug Test
 Psychological Test
 Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)		AGENCY / ADDRESS	
FELIPE CHRISTIAN MANALO		LGU MATAASNAKAHAY	
ADDRESS			
NANGKAAN MATAASNAKAHAY BATANGAS			
AGE	SEX	CIVIL STATUS	PROPOSED POSITION
28	M	SINGLE	Administrative Aide I

FOR THE LICENSED GOVERNMENT PHYSICIAN

<i>I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input checked="" type="checkbox"/> FIT / <input type="checkbox"/> UNFIT for employment.</i>			
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PH	OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
KARLA M. CHARAAN MD, MPA			
AGENCY/Affiliation of Licensed Government Physician: 113447			
LICENSE NO. MHD	HEIGHT (M) Bare Foot 5'7"	WEIGHT (KG) Stripped 80	BLOOD TYPE B+
OFFICIAL DESIGNATION	DATE EXAMINED 9-27-24		

MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
- b. Attach this certificate to original appointment, transfer and reemployment.
- c. The results of the following pre-employment medical/physical/psychological must be attached to this form:

- Blood Test
 Urinalysis
 Chest X-Ray
 Drug Test
 Psychological Test
 Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)		AGENCY / ADDRESS	
FELIPE CHRISTIAN MANALO		LGU MATAASNAKATAY	
ADDRESS			
NANGKAAN M-KATHY BATANGAS			
AGE	SEX	CIVIL STATUS	PROPOSED POSITION
28	M	SINGLE	Administrative Aide I

FOR THE LICENSED GOVERNMENT PHYSICIAN

I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input checked="" type="checkbox"/> FIT / <input type="checkbox"/> UNFIT for employment.			
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PH		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE	
KARLA M. CATAAN MD, IMPA			
AGENCY/Affiliation of Licensed Government Physician: 103447			
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD TYPE
MITO	5'17	80	B+
OFFICIAL DESIGNATION	DATE EXAMINED		
	9-27-24		

Republic of the Philippines
Department of Justice
National Bureau of Investigation

35192495

This is to certify that the person whose name, picture, signature and thumbprint appearing below applied for NBI Clearance and the results is as follows:

NBI ID NO.
F410ECAN69-RA1209844

FAMILY NAME
FELIPE

MIDDLE NAME
MANALO

ADDRESS
242 NANGKAAN MATAAS NA KAHOY BATANGAS

DATE OF BIRTH
May 01, 1996

CITIZENSHIP
FILIPINO

PURPOSE

MULTI-PURPOSE CLEARANCE

REMARKS
NO DEROGATORY RECORD

VALID UNTIL
October 10, 2024

FIRST NAME
CHRISTIAN

HUSBAND'S SURNAME

PLACE OF BIRTH
MATAAS NA KAHOY BATANGAS

CIVIL STATUS
SINGLE

GENDER
MALE

SIGNATURE



Date Printed: Tuesday, October 17, 2023 11:19 AM

Agency	RA	DATID	dampilm
CASID	dampilm	BIOID	dampilm
O.R. No.	MP754P5DXI	RECID	erandioj
O.R. Date	10/10/2023 10:28:07 AM	INTID	
DST PAID		PRTID	gonzatgv



F410ECAN69-RA1209844

Medardo G. de Lemos
ATTY. MEDARDO G. DE LEMOS
Director

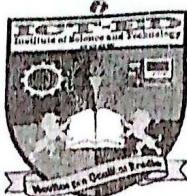


Municipal Form No. 102 (Revised January 1993)		(To be accomplished in quadruplicate)		(Copy for OCG)
REPUBLIC OF THE PHILIPPINES OFFICE OF THE CIVIL REGISTRAR GENERAL CERTIFICATE OF LIVE BIRTH <small>(Fill out completely, accurately and legibly. Use ink or typewriter. Place X before the appropriate answer in items 2, 5a, 5b and 19a.)</small>				
Province	Batangas	City/Municipality	Mataasnakahoy	Registry No.
				96-149
1. NAME	(First) CHRISTIAN (Middle) MANALO (Last) FELIPE	2. SEX	X 1 Male 2 Female	3. DATE OF BIRTH (day) (month) (year) 01 May 1996
4. PLACE OF BIRTH	Name of Hospital/Clinic/Institution: THE CIVIL REGISTRAR GENERAL OFFICE House No., Street, Barangay: Brog. Nangkaan, M-kehoy, Batangas			
5a. TYPE OF BIRTH	b. IF MULTIPLE BIRTH, CHILD WAS			
X 1 Single 2 Twin 3 Triplet, etc.	1 First 2 Second 3 Others, Specify			
c. BIRTH ORDER (live births and fetal deaths including this delivery) - Let - (first, second, third, etc.)	d. WEIGHT AT BIRTH 2495 grams			
6. MAIDEN NAME (First) S. (Middle) M. (Last)	NAME OF THE CIVIL REGISTRAR GENERAL OFFICE Loreta A. Adorio			
7. CITIZENSHIP	GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE Filiipino			
8. RELIGION	GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE Catholic			
9a. Total number of children born alive:	b. No. of children still living including this birth:	c. No. of children born alive but are now dead:	d. Age at the time of birth: 24 years	
10. OCCUPATION	GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE Housekeeper			
12. RESIDENCE (House No., Street, Barangay)	(City/Municipality) (Province) Brgy. Nangkaan, M-kehoy, Batangas			
13. NAME	(First) Danilo (Middle) Cunanan (Last) Felipe	15. RELIGION	GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE Catholic	
14. CITIZENSHIP	GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE Filiipino			
16. OCCUPATION	GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE Driver			
18. DATE AND PLACE OF MARRIAGE OF PARENTS (If not married, accomplish Affidavit of Acknowledgment/Admission of Paternity at the back)	Date: April 16, 1995			
19a. ATTENDANT	GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE 1 Physician X 2 Nurse 3 Midwife 1 Pilot / Traditional Midwife 5 Others (Specify)			
19b. CERTIFICATION OF BIRTH	GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE I hereby certify that I attended the birth of the child who was born alive at 3:30 A.M. o'clock am/pm on the date stated above.			
Signature	Address: Brgy. Nangkaan, M-kehoy			
Name in Print	JUANA TOLENTINO			
Title or Position	Nurse			
20. INFORMANT	GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE Signature Name in Print Title or Position			
21. PREPARED BY	GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE Signature Name in Print Title or Position			
22. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR GENERAL OFFICE	Signature Name in Print Title or Position			
REMARKS/ANNOTATION				
For OCG USE ONLY: Population Reference No.				
TO BE FILED UP AT THE OFFICE OF THE CIVIL REGISTRAR				

08013-EB-105EPD-00402-BI009

BEST POSSIBLE IMAGE

BRen
01018-A96J103-2Documentary
Stamp Tax PaidCLAIREDENNIS S. MAPA, Ph. D.
National Statistician and Civil Registrar General
Philippine Statistics Authority



ICT-ED
INSTITUTE OF SCIENCE AND TECHNOLOGY
OFFICE OF THE REGISTRAR
LIPA CITY BATANGAS

OFFICIAL
TRANSCRIPT
OF RECORDS

PERSONAL DATA

NAME:	FELIPE, CHRISTIAN M.	STUDENT NUMBER:	ICT-LIPA-12-A-00066
DATE OF BIRTH:	May 1, 1996	SPECIAL ORDER NUMBER:	N/A
PALACE OF BIRTH:	Nangkaan, Mataasnakahoy, Batangas	ACADEMIC PROGRAM/COURSE:	ASSOCIATE DEGREE IN INFORMATION TECHNOLOGY
ADDRESS:	Nangkaan, Mataasnakahoy, Batangas	DATE GRADUATED:	N/A
NATIONALITY	FILIPINO		

ENTRANCE DATA

DATE/TERM AND SCHOOL YEAR ADMITTED: JUNE 5, 2012
CATEGORY: [] HIGH SCHOOL GRADUATE [] VOCATIONAL LEVEL/GRADUATE [] COLLEGE LEVEL [] COLLEGE GRADUATE
HIGH SCHOOL / COLLEGE LAST ATTENDED : BAYORBOR NATIONAL HIGH SCHOOL

ACADEMIC RECORDS

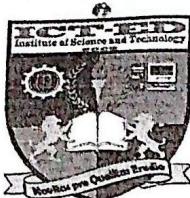
TERM & ACADEMIC YEAR	SUBJECT CODE	DESCRIPTIVE TITLE	GRADES		CREDITS
			FINAL GRADE	COMPLETION	
ICT-ED INSTITUTE OF SCIENCE AND TECHNOLOGY ASSOCIATE DEGREE IN INFORMATION TECHNOLOGY	GE201	Communication Arts 1	2.50	----	3
First Semester AY 2012-2013	CST201	E-Commerce	2.25	----	3
	CST101	Fundamentals of Accounting Part 1	2.25	----	6
	CST201	Principles of Management	2.00	----	3
	CST301	Computer Math	2.25	----	6
	GE101	Application Programming 1	2.00	----	3
	FIL1	Sining sa Pakikipagtalastasan	2.25	----	3
	PE1	Physical Fitness	INC.	3.00	-2
	NSTP1	Civic and Welfare Training Services 1	2.75	----	-3
Second Semester AY 2012-2013	GE202	Communication Arts 2	5.00	----	0
	CST501	Technopreneurship	5.00	----	0
	IT202	Marketing Management	2.50	----	3
	IT203	Human Resource Management	2.75	----	3
	CST601	Introduction to IT and Programming Language 1	5.00	----	0
	CST102	Fundamentals of Accounting Part 2	5.00	----	0
	FIL2	Pagbasa at Pagsulat sa Ibat Ibang Disiplina	2.50	----	3
	PE2	Rhythmic Activities	5.00	----	0
	NSTP2	Civic welfare Training Services 2	5.00	----	0
		*****Nothing Follows*****	*****	*****	*****

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REMARKS:	GRADING SYSTEM	
SEAL	Any erasure or alteration made on this copy renders the entire Transcript invalid.	GRADE EQUIVALENCE DESCRIPTION
	VINA N. MENDOZA Prepared By: 12/3/2016 Date DANTE V. ANDAL, Ph.D. Registrar	1.00 98-100 EXCELLENT 1.25 95-97 1.50 92-94 1.75 89-91 2.00 86-88 2.25 83-85 2.50 80-82 2.75 77-79 3.00 75-76 5.00 74-BELOW FAILED DRP OFFICIALLY DROPPED INC INCOMPLETE PASS PASSED FAIL FAILED TRF TRANSFER
Transcript is NOT valid without seal and Registrar's signature in ink.	JULIUS E. CATIPON Checked By: LIPA CITY BATANGAS School Address	ICT-ED

CERTIFIED TRUE COPY

SIGNED: *[Signature]*

DATE: SEP 09 2024



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INSTITUTE OF SCIENCE AND TECHNOLOGY
OFFICE OF THE REGISTRAR
LIPA CITY BATANGAS

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OF RECORDS

PERSONAL DATA

NAME:	FELIPE, CHRISTIAN M.	STUDENT NUMBER:	ICT-LIPA-12-A-00066
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PALACE OF BIRTH:	Nangkaan, Mataasnakahoy, Batangas	ACADEMIC PROGRAM/COURSE:	ASSOCIATE DEGREE IN INFORMATION TECHNOLOGY
ADDRESS:	Nangkaan, Mataasnakahoy, Batangas	DATE GRADUATED:	N/A
NATIONALITY	FILIPINO		

ENTRANCE DATA

DATE/TERM AND SCHOOL YEAR ADMITTED: JUNE 5, 2012
CATEGORY: HIGH SCHOOL GRADUATE VOCATIONAL LEVEL/GRADUATE COLLEGE LEVEL COLLEGE GRADUATE
HIGH SCHOOL/ COLLEGE LAST ATTENDED: BAYORBOR NATIONAL HIGH SCHOOL

ACADEMIC RECORDS

TERM & ACADEMIC YEAR	SUBJECT CODE	DESCRIPTIVE TITLE	GRADES		CREDITS
			FINAL GRADE	COMPLETION	
ICT-ED INSTITUTE OF SCIENCE AND TECHNOLOGY ASSOCIATE DEGREE IN INFORMATION TECHNOLOGY First Semester AY 2012-2013	GE201	Communication Arts 1	2.50	---	3
	CST201	E-Commerce	2.25	---	3
	CST101	Fundamentals of Accounting Part 1	2.25	---	6
	CST201	Principles of Management	2.00	---	3
	CST301	Computer Math	2.25	---	6
	GE101	Application Programming 1	2.00	---	3
	FIL1	Sining sa Pakikipagtalastasan	2.25	---	3
	PE1	Physical Fitness	INC.	3.00	-2
	NSTP1	Civic and Welfare Training Services 1	2.75	---	-3
Second Semester AY 2012-2013	GE202	Communication Arts 2	5.00	---	0
	CST501	Technopreneurship	5.00	---	0
	IT202	Marketing Management	2.50	---	3
	IT203	Human Resource Management	2.75	---	3
	CST601	Introduction to IT and Programming Language 1	5.00	---	0
	CST102	Fundamentals of Accounting Part 2	5.00	---	0
	FIL2	Pagbasa at Pagsulat sa Ibat Ibang Disiplina	2.50	---	3
	PE2	Rhythmic Activities	5.00	---	0
	NSTP2	Civic welfare Training Services 2	5.00	---	0
		Nothing Follows*****	*****	*****	*****

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	VINA N. MENDOZA Prepared By: 12/3/2016 Date DANTE V. ANDAL, Ph.D. Registrar	JULIUS E. CATIPON Checked By: LIPA CITY BATANGAS School Address

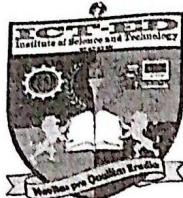
GRADE EQUIVALENCE	DESCRIPTION
1.00 98-100	EXCELLENT
1.25 95-97	
1.50 92-94	VERY GOOD
1.75 89-91	
2.00 86-88	GOOD
2.25 83-85	
2.50 80-82	SATISFACTORY
2.75 77-79	
3.00 75-76	FAIR
5.00 74-BELOW	FAILED
DRP	OFFICIALLY DROPPED
INC	INCOMPLETE
PASS	PASSED
FAIL	FAILED
TRF	TRANSFER

ICT ED

CERTIFIED TRUE COPY

SIGNED:

DATE: SEP 09 2024



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PALACE OF BIRTH:	Nangkaan, Mataasnakahoy, Batangas	ACADEMIC PROGRAM/COURSE:	ASSOCIATE DEGREE IN INFORMATION TECHNOLOGY
ADDRESS:	Nangkaan, Mataasnakahoy, Batangas	DATE GRADUATED:	N/A
NATIONALITY	FILIPINO		

ENTRANCE DATA

DATE/TERM AND SCHOOL YEAR ADMITTED: JUNE 5, 2012
CATEGORY: / HIGH SCHOOL GRADUATE / VOCATIONAL LEVEL/GRADUATE / COLLEGE LEVEL / COLLEGE GRADUATE
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TERM & ACADEMIC YEAR	SUBJECT CODE	DESCRIPTIVE TITLE	GRADES		CREDITS
			FINAL GRADE	COMPLETION	
ICT-ED INSTITUTE OF SCIENCE AND TECHNOLOGY <u>ASSOCIATE DEGREE IN INFORMATION TECHNOLOGY</u>	GE201	Communication Arts 1*	2.50	---	3
	CST201	E-Commerce	2.25	---	3
	CST101	Fundamentals of Accounting Part 1	2.25	---	6
	CST201	Principles of Management	2.00	---	3
	CST301	Computer Math	2.25	---	6
First Semester AY 2012-2013	GE101	Application Programming 1	2.00	---	3
	FIL1	Sining sa Pakikipagtalastasan	2.25	---	3
	PE1	Physical Fitness	INC.	3.00	-2
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	CST501	Technopreneurship	5.00	---	0
	IT202	Marketing Management	2.50	---	3
	IT203	Human Resource Management	2.75	---	3
	CST601	Introduction to IT and Programming Language 1	5.00	---	0
	CST102	Fundamentals of Accounting Part 2	5.00	---	0
	FIL2	Pagbasa at Pagsulat sa Ibat Ibang Disiplina	2.50	---	3
	PE2	Rhythmic Activities	5.00	---	0
	NSTP2	Civic welfare Training Services 2	5.00	---	0
*****Nothing Follows*****			*****	*****	*****

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GRADING SYSTEM

GRADE EQUIVALENCE	DESCRIPTION
1.00	98-100 EXCELLENT
1.25	95-97
1.50	92-94 VERY GOOD
1.75	89-91
2.00	86-88 GOOD
2.25	83-85
2.50	80-82 SATISFACTORY
2.75	77-79
3.00	75-76 FAIR
5.00	74-BELOW FAILED
DRP	OFFICIALLY DROPPED
INC	INCOMPLETE
PASS	PASSED
FAIL	FAILED
TRF	TRANSFER



VINA M. MENDOZA

Prepared By:

JULIUS E. CATIPON

Checked By:

12/3/2016

Date

DANTE V. ANDAL, Ph.D.

Registrar

LIPA CITY BATANGAS

School Address

Transcript is NOT valid without seal and Registrar's signature in ink.

ICT-ED

CERTIFIED TRUE COPY

SIGNED: *[Signature]*

DATE: SEP 09 2024

LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
TOTAL LIABILITIES:		0.00
NET WORTH : Total Assets less Total Liabilities =		22,990.00

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

I/ We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
Meliton Manalo	Uncle	Admin Aide VI(Labor Foreman)	Lgu Mataasnakahoy

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: October 01, 2024

N/A

Alejo
(Signature of Declarant)

(Signature of Co-Declarant/Spouse)

Government Issued ID: Drivers License
ID No.: D14-15-005351
Date Issued: May 01, 2023

Government Issued ID: N/A
ID No.: N/A
Date Issued: N/A

OCT 01 2024

SUBSCRIBED AND SWORN to before me this _____ day of _____, affiant exhibiting to me the above-stated government issued identification card.


 (Person Administering Oath)
 ATTY. RONWELL R. MAJAHOG
 NOTARY PUBLIC UNTIL DECEMBER 31, 2024
 COMMISSION NO. 2022-0059/ ROL NO. 68570
 I&P NO. 384322/01-01-24/ PASIG CITY
 PTR NO. 33196603/ 01-02-24/ M-KAHOY, BATS.
 MCLE COMPLIANCE NO. VII-0002112
 423 Rafael Lubin Street, Barangay II-A, Mataasnakahoy, Batangas