

CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Ms. ELLEN M. ABRAHAM

Administrative Officer I

You are hereby appointed as (Records Officer I) (SG-10)
(Position Title)

under Permanent status at the Office of the Municipal Social Welfare and Development
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of Eighteen Thousand Two Hundred Eighty Six P 18,286.00

pesos per month.

The nature of this appointment is Promotion vice (Original Promotion, etc.)

N/A, who Vacant with Plantilla Item No. 119
(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

October 1, 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

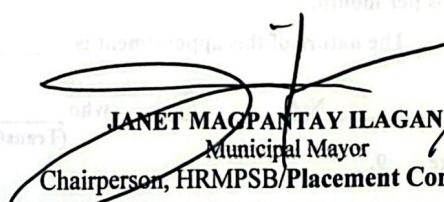
This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found to be in order.

The position was published at CSC Job Portal from 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 MACPANTAY 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 October 1, 2024


ELLEN M. ABRAHAM
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 ABE 1. CS ID No. (Do not fill up. For CSC use only)

II. PERSONAL INFORMATION

2. SURNAME	ABRAHAM		
FIRST NAME	ELLEN		
MIDDLE NAME	MACASAET		
3. DATE OF BIRTH (mm/dd/yyyy)	JANUARY 27, 1978	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	BATANGAS		
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"/> Other/s:	<input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated	
7. HEIGHT (m)	1.498600		
8. WEIGHT (kg)	58	ZIP CODE	158 House/Block/Lot No. N/A Subdivision/Village MATAASNAKAHOY City/Municipality 4223
9. BLOOD TYPE	O	18. PERMANENT ADDRESS ZIP CODE	RAFAEL LUBIS ST Street IV Barangay BATANGAS Province
10. GSIS ID NO.	2005948975		158 House/Block/Lot No. N/A Subdivision/Village MATAASNAKAHOY City/Municipality
11. PAG-IBIG ID NO.	1020-0146-7005		RAFAEL LUBIS ST Street IV Barangay BATANGAS Province
12. PHILHEALTH NO.	19-051630642-8		4223
13. SSS NO.	33-566-45666	19. TELEPHONE NO.	N/A
14. TIN NO.	205-960-853-000	20. MOBILE NO.	09771423142
15. AGENCY EMPLOYEE NO.	SWD014	21. E-MAIL ADDRESS (if any)	ellenmabraham101518@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ABRAHAM		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MONOPOLY	NAME EXTENSION (JR., SR) N/A	ICE EDZEL M. ABRAHAM	05/31/2001
MIDDLE NAME	BUENTIEMPO		JZELEN ICE M. ABRAHAM	03/02/2005
OCCUPATION	UNEMPLOYED		NOTHING FOLLOWS	
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MACASAET			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	DELA CRUZ			

25. MOTHER'S MAIDEN NAME

SURNAME	SUBOL	
FIRST NAME	CELINA	
MIDDLE NAME	VILLANUEVA	
<i>(Continue on separate sheet if necessary)</i>		

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	MATAASNAKAHOY CENTRAL SCHOOL	PRIMARY	1984	1990	GRADUATE	1990	6TH HON MENTION
SECONDARY	ANTONIO A. MACEDA INTEGRATED SCHOOL	SECONDARY	1990	1994	GRADUATE	1994	2ND HON MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	POLYTECHNIC UNIVERSITY OF THE PHLS	BACHELOR OF SCIENCE IN ACCOUNTANCY	1994	1998	GRADUATE	1998	NA
GRADUATE STUDIES	ST. BRIDGET COLLEGE	BACHELOR OF SCIENCE IN SOCIAL WORK	2020	2022	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 9, 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 / CONFIRMATION	PLACE OF EXAMINATION / CONFIRMATION	LICENSE OR NUMBER	VOLUNTARY WORK NUMBER
CAREER SERVICE PROFESSIONAL	82.7	18/03/2004	CSC QUEZON CITY	NA	NA
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") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To					
01/01/2024	PRESENT	SOCIAL WELFARE AIDE	LGU MKAHOY	P11645	SG-4-1	PERMANENT Y
01/01/2023	12/31/2022	SOCIAL WELFARE AIDE	LGU MKAHOY	P11645	SG-4-1	PERMANENT Y
01/01/2022	12/31/2022	SOCIAL WELFARE AIDE	LGU MKAHOY	P11645	SG-4-1	PERMANENT Y
09/20/2021	12/31/2021	SOCIAL WELFARE AIDE	LGU MKAHOY	P10800	SG-4-1	PERMANENT Y
08/28/2019	09/19/2021	SOCIAL SERVICE AIDE	LGU MKAHOY	P6000	N/A	JOB ORDER N
09/09/2009	08/27/2019	OPERATIONS SUPERVISOR	TELETECH	P31000	N/A	REGULAR N
JUNE 2008	AUGUST 2009	ADMIN AND ACCOUNTING SUPERVISOR	PRIMO ASIA MINING & DRILLING, INC	P18000	N/A	REGULAR N
JANUARY 2007	MAY 2008	FINANCE OFFICER	IGEN EXTREME INTERNATIONAL, INC	P15000	N/A	REGULAR N
MAY 1999	SEPT 2006	PAYROLL AND BILLING ASSISTANT	INTEGRATED DYNAMIC SERVICES, INC	P12,000	N/A	REGULAR N

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

SIGNATURE	<i>G. Ahem</i>	DATE	September 9, 2024
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTEER ORGANIZATIONS

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
FOUNDER'S CLUB (MANILA)	1995	1997	N/A	PRESIDENT
NOTHING FOLLOWS				

(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 (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			
TRAINING ON WOMEN'S FRIENDLY SPACES	06/26/2024	06/26/2024	24.0	TECHNICAL	PSWDO
2023 RISK RESILIENCY PROGRAM - CLIMATE CHANGE ADAPTATION AND MITIGATION (RRP-CCAM) PROGRAM IMPLEMENTATION REVIEW AND	11/28/2023	11/30/2023	24.0	TECHNICAL	DSWD FO IV-A
TRAINING ON PRE-MARRIAGE ORIENTATION AND COUNSELING MANUAL PART II: COUNSELING AND ACCREDITATION OF PRE-MARRIAGE	09/20/2023	09/22/2023	16.0	TECHNICAL	DSWD FO IV-A
ORIENTATION ON R.A. 11861 OTHERWISE KNOWN AS EXPANDED SOLO PARENTS WELFARE ACT	08/11/2023	08/11/2023	8.0	TECHNICAL	PSWDO
LEARNING AND DEVT INTERVENTION ON THE CRAFTING OF LSWDOS MOP	11/15/2022	11/17/2022	24.0	TECHNICAL	DSWD FO IV-A
PLANNING WSHOP ON PPDP AND ESTABLISHMENT OF DATABASE THRU POPDEV	11/08/2022	11/10/2022	24.0	TECHNICAL	LGU MATAASNAKAHOY
SEMINAR-WORKSHOP ON ADMINISTRATIVE JUSTICE (SWAJ)	10/25/2022	10/26/2022	16.0	TECHNICAL	LGU MATAASNAKAHOY
TRAINING ON PRE-MARRIAGE ORIENTATION AND COUSLING (PMOC)	09/12/2022	09/14/2022	24.0	TECHNICAL	POPCOM FO IV-A
TRAINING ON WOMEN FRIENDLY SPACES MANAGEMENT	09/06/2022	09/09/2022	32.0	TECHNICAL	DSWD FO IV-A
LEARNING SESSION ON RA 10821 ON CEPC AND CHILFRIENDLY SPACES	07/26/2022	07/29/2022	32.0	TECHNICAL	DSWD FO IV-A
CBMS DATABASE SEMINAR-WORKSHOP	07/11/2022	7/15/2022	40.0	TECHNICAL	LGU MATAASNAKAHOY
LOCALIZED KILOS UNLAD TRAINING	5/23/2022	5/25/2022	24.0	TECHNICAL	DSWD FO IV-A
DROMIC REPORTING AND FACILITATION WEBINAR	5/26/2022	5/26/2022	8.0	TECHNICAL	PSWDO
REFRESHER COURSE ON THE PRIVELEGES, DUTIES AND RESPONSIBILITIES OF AN LGU EMPLOYEE	11/25/2021	11/25/2021	8.0	TECHNICAL	LGU MATAASNAKAHOY
TRAINING ON VOLUNTEER MANAGEMENT AND MANAGEMENT OF DONATIONS FOR LSWDOS	11/17/2021	11/18/2021	16.0	TECHNICAL	DSWD FO IV-A
LDI ON GRCM	11/15/2021	11/16/2021	16.0	TECHNICAL	DSWD FO IV-A
YAKAP BAYAN ONLINE ORIENTATION	11/04/2021	11/04/2021	8.0	TECHNICAL	PSWDO
GOVERNMENT WIDE EMAIL SYSTEM(GovMail) and GOVERNMENT CONFERENCING SERVICE (GVCS) TRAINING	09/20/2021	09/21/2021	16.0	TECHNICAL	DSWD FO IV-A
GUIDELINES ON EVACUATION CENTER COORDINATION AND MANAGEMENT	07/14/2021	07/14/2021	8.0	TECHNICAL	DSWD FO IV-A
COPING WITH AGGRESSIVE BEHAVIOR IN THE WORKPLACE	12/18/2015	12/18/2015	8.0	SUPERVISORY	TELETECH
DECISION MAKING : MAKING TOUGH DECISIONS	12/07/2016	12/07/2016	8.0	SUPERVISORY	TELETECH
CRITICAL THINKING	12/28/2016	12/28/2016	8.0	SUPERVISORY	TELETECH

(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
COOKING	N/A	N/A
NOTHING FOLLOWS	N/A	N/A

(Continue on separate sheet if necessary)

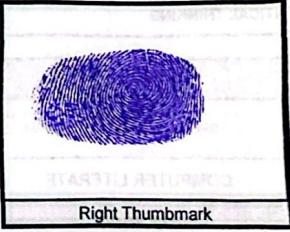
SIGNATURE

Bahan

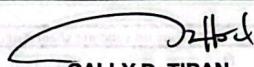
DATE

September 9, 2024

<p>Are you related by consanguinity or affinity to the 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? 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 If YES, give details: _____
<p>35. a. Have you ever been found guilty of any administrative offense?</p>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
<p>b. Have you been criminally charged before any court?</p>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____
<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 If YES, give details: _____
<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 If YES, give details: RESIGNATION-PRIVATE SECTOR
<p>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?</p>		<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: _____
<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 If YES, give details (country): _____
<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</p> <p>a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?</p>		<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: 2023-0029

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
KAREN U. KASILAG	BRGY UPA, MKAHOY	09171269460
LILIAN CARINGAL	BARANGAY II, MKAHOY	09060333660
NOREEN M. LOJO	BARANGAY IV, MKAHOY	09991939737
<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</p>		
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID</p> <p>Government Issued ID Passport</p> <p>ID/License/Passport No: P7462797C</p> <p>Date/Place of Issuance MAKATI CITY</p>		  <p><i>[Signature]</i> Signature (Sign inside the box) SEPTEMBER 09, 2024 Date Accomplished</p>

SCRIBED AND SWORN to before me this 9th day of Sept. 2024, affiant exhibiting his/her validly issued government ID as indicated

 GALLY D. TIPAN MHRMO Person Administering Oath

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: August 2019 – present
- Position: Social Welfare Aide
- Name of Office/Unit: Municipal Social Welfare and Development Office (MSWDO)
- Immediate Supervisor: Ms. Karen U. Kasilag
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy, Mataasnakahoy, Batangas

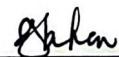
• Summary of Actual Duties

- - GAD Focal
- - handling Sectoral groups such as Solo Parent and LGBT
- - Camp Manager/Special Task Force
- - handling programs such as CCAM CFW/FFW
- - familiar in preparing Comprehensive Case Study
- - Handling human rights cases
- - in-charge in preparing office communications, reports, project proposals, plan and budget and accomplishment reports
- - can conduct seminars and /training
- - familiar in conducting home visitation and counseling

- Duration: 2008 – 2009
- Position: Administrative and Accounting Supervisor
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Atty. Marjorie Arias
- Name of Agency/Organization and Location: Primo Asia Mining and Drilling, Inc.

• Summary of Actual Duties

- - reporting the meters completed in drilling
- - preparing billing to the clients
- - in-charge in preparing checks and encashments
- - preparing payroll
- - maintaining company's books
- - handling company's petty cash fund
- - dealing with BIR for company's tax requirements



ELLEN M. ABRAHAM

Date: 9/9/2024



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. ELLEN M. ABRAHAM as Administrative Officer I (Records Officer I) in the Office of the Municipal Social Welfare and 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 Administrative Officer I (Records Officer I) in the Office of the Municipal Social Welfare and Development of this municipality, with Salary Grade 10 amounting to TWO HUNDRED NINETEEN THOUSAND FOUR HUNDRED THIRTY TWO PESOS (P 219,432.00) 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

Official Receipt of the Republic of the Philippines		
 CIVIL SERVICE COMMISSION Republic of the Philippines 	No. 9976198-1	
Date 16-01-2021		
Agency CIVIL SERVICE COMMISSION		Fund
Payor Elton M. Abraham		
Nature of Collection	Account Code	Amount
CDE		P 100 -
Authentication + @ P50 -		<u>P 100 -</u>
		P 300 .
TOTAL		P 300 .
Amount in Words Three Hundred Pesos		
<input checked="" type="checkbox"/> Cash	Drawee Bank	Number
<input type="checkbox"/> Check		
<input type="checkbox"/> Money Order		
Received the amount stated above.		
Collecting Officer		
NOTE: Write the number and date of this receipt on the back of check or money order received		

REPUBLIC OF THE PHILIPPINES
CIVIL SERVICE COMMISSION
METRO MANILA

CERTIFICATE OF ELIGIBILITY

MARCH 18, 2004

Date of Release

(13040260)
Exam No. 031844CAT

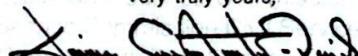
Sir/Madam:

The general rating you obtained in the **CAREER SERVICE PROFESSIONAL** examination

held in QUEZON CITY on MARCH 18, 2004
is EIGHTY-TWO AND 70/100 (82.70)

Your name has been entered in a register of eligibles from which appointment to a position
requiring this eligibility will be made provided you possess the qualifications and other requirements
thereto.

Very truly yours,


KARINA CONSTANTINO-DAVID
Chairman

ABRAHAM, ELLEN M
364 PARCEL ST STA MESA MANILA 1016

DATE OF BIRTH JAN 27, 1978 PLACE OF BIRTH MKAHOY BATANGAS

WARNING: This Certificate of Eligibility is not valid if there is any alteration or erasure in it. Any illegal use of this Certificate shall
subject the owner/eligible to administrative sanctions and/or criminal prosecution.

03-012035

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 Officer I (Records Officer I)																																	
2. ITEM NUMBER 119		3. SALARY GRADE 10																																	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS <table border="0"> <tr> <td><input type="checkbox"/> Province</td> <td><input type="checkbox"/> 1st Class</td> <td><input type="checkbox"/> 5th Class</td> </tr> <tr> <td><input type="checkbox"/> City</td> <td><input type="checkbox"/> 2nd Class</td> <td><input type="checkbox"/> 6th Class</td> </tr> <tr> <td><input checked="" type="checkbox"/> Municipality</td> <td><input type="checkbox"/> 3rd Class</td> <td><input type="checkbox"/> Special</td> </tr> <tr> <td></td> <td><input type="checkbox"/> 4th Class</td> <td></td> </tr> </table>						<input type="checkbox"/> Province	<input type="checkbox"/> 1st Class	<input type="checkbox"/> 5th Class	<input type="checkbox"/> City	<input type="checkbox"/> 2nd Class	<input type="checkbox"/> 6th Class	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> 3rd Class	<input type="checkbox"/> Special		<input type="checkbox"/> 4th Class																			
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<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> 3rd Class	<input type="checkbox"/> Special																																	
	<input type="checkbox"/> 4th Class																																		
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Local Government Unit of Mataasnakahoy, Batangas		6. BUREAU OR OFFICE Office of the Municipal Social Welfare and Development																																	
7. DEPARTMENT / BRANCH / DIVISION Office of the Municipal Social Welfare and Development		8. WORKSTATION / PLACE OF WORK Office of the Municipal Social Welfare and Development																																	
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 18,286.00		12. OTHER COMPENSATION <table border="0"> <tr> <td>PERA</td> <td>P 2,000.00</td> </tr> <tr> <td>Clothing Allow.</td> <td>7,000.00</td> </tr> <tr> <td>Cash Gift</td> <td>5,000.00</td> </tr> <tr> <td>Year End Bonus</td> <td>18,286.00</td> </tr> <tr> <td>Mid-year Bonus</td> <td>18,286.00</td> </tr> <tr> <td>PEI</td> <td>5,000.00</td> </tr> </table>		PERA	P 2,000.00	Clothing Allow.	7,000.00	Cash Gift	5,000.00	Year End Bonus	18,286.00	Mid-year Bonus	18,286.00	PEI	5,000.00																		
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Cash Gift	5,000.00																																		
Year End Bonus	18,286.00																																		
Mid-year Bonus	18,286.00																																		
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 <i>(if more than seven (7) list only by their item numbers and titles)</i> <table border="1"> <thead> <tr> <th>POSITION TITLE</th> <th>ITEM NUMBER</th> </tr> </thead> <tbody> <tr> <td>Day Care Worker II</td> <td>120</td> </tr> <tr> <td>Administrative Aide III</td> <td>122</td> </tr> <tr> <td>Administrative Aide I</td> <td>123</td> </tr> <tr> <td>Administrative Aide I</td> <td>124</td> </tr> <tr> <td>Administrative Aide I</td> <td>125</td> </tr> </tbody> </table>						POSITION TITLE	ITEM NUMBER	Day Care Worker II	120	Administrative Aide III	122	Administrative Aide I	123	Administrative Aide I	124	Administrative Aide I	125																		
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Administrative Aide I	124																																		
Administrative Aide I	125																																		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer/laptop, printer, calculator, logbook, telephone, ballpen																																			
17. CONTACTS / CLIENTS / STAKEHOLDERS <table border="1"> <thead> <tr> <th>17a. Internal</th> <th>Occasional</th> <th>Frequent</th> <th>17b. External</th> <th>Occasional</th> <th>Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive / Managerial</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>General Public</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other Agencies</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Others (Please Specify):</td> <td colspan="2"><hr/></td> </tr> <tr> <td>Staff</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> </tbody> </table>						17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	<hr/>		Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	<hr/>																															
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																	
18. WORKING CONDITION <table border="0"> <tr> <td>Office Work</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Other/s (Please Specify)</td> </tr> <tr> <td>Field Work</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>						Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																							
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Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																	

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)

Ensures that record keeping requirements are established implemented, and periodically updated for all offices at all levels and for all record media, including electronic and other special records.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility

21e. Core Competencies

None Yet

Competency Level

None Yet

21f. Leadership Competencies

None Yet

Competency Level

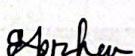
None Yet

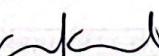
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
20%	Facilitate sectoral meeting and act as Focal person for solo parents , migrant workers and LGBT;	
30%	Prepare reports relatives to Gender and Development (GAD) and Disaster Response Operations Management, Information and Communication (DROMIC) report;	
20%	Refer clients to certained LGU,NGO's and PO's for further intervention and assistance.	None Yet
15%	Assist social workers in other work load and management of cases.	
15%	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.


ELLEN M. ABRAHAM 10/01/2024
Employee's Name, Date and Signature


KAREN U. KASILAG 10/01/2024
MSWDO, Date and Signature



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, Ellen M. Abraham of Brgy. IV, Mataasnakahoy, Batangas having been appointed to the position of Administrative Officer I (Records Officer 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.


ELLEN M. ABRAHAM

(Signature over Printed Name of the Appointee)

Government ID: Passport
ID Number : P7462797C
Date Issued : July 4, 2024

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 Ms. ELLEN M. ABRAHAM has assumed the duties and responsibilities as Administrative Officer I (Records Officer I) in the Office of the Municipal Social Welfare and Development effective October 1, 2024.

This certification is issued in connection with the issuance of the appointment of Ms. Abraham as Administrative Officer I (Records Officer 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



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Tel. No. (043) 784-1088



MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

JUSTIFICATION

THIS IS TO JUSTIFY the promotion of **MS. ELLEN M. ABRAHAM**, from Social Welfare Aide, Salary Grade 4, to Administrative Officer I (Records Officer I), Salary Grade 10, in the Office of the Municipal Social Welfare and Development.

"Section 97 of 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA), Revised July 2018, states that an employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position, except when the promotional appointment falls within the purview of the following exemptions wherein Ms. Abraham had met:

- That Ms. Abraham is the qualified next-in-rank to the vacant position as identified by the Merit Selection Plan;
- That Ms. Abraham is the qualified lone applicant to the position considering the vacant position was posted from September 5, 2024 to September 20, 2024 at the CSC Job Portal and in three (3) conspicuous places in the municipality (Public Market, HRM Bulletin and office lobby of the leftwing building) to widespread the publication and to attract best-qualified applicants; and
- That the promotion of Ms. Abraham passed through a deep selection process by the Human Resource Merit Promotion and Selection Board (HRMPSB) taking into consideration her qualifications:
 - Educational achievement;
 - Highly technical training and seminars;
 - Work experience; and
 - Consistent high-performance rating.

On this premise, I may conclude that meritorious cases are present for the Quantum Leap Law exemption.

This justification was done to support the appointment of Ms. Ellen M. Abraham to the position of Administrative Officer I (Records Officer I), Salary Grade 10.

Issued this 1st day of October 2024.

GALLY D. TIPAN
Municipal Human Resource Management Officer

Noted by:

HON. JANET MAGPANTAY ILAGAN,
Municipal Mayor



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



OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

CERTIFICATION

This is to certify that **Ms. Ellen M. Abraham**, Social Welfare Aide of the Municipal Social Welfare and Development Office, got a Very Satisfactory Performance, with a numerical rating of 4.4091 in her Individual Performance Commitment Review (IPCR) for the January-June 2024 rating period.

Issued this 1st day of October 2024 at Mataasnakahoy, Batangas.


GALLY D. TIPAN
MGDH-MHRMO

Noted by:


HON. JANET MAGPANTAY ILAGAN
Municipal Mayor

Joining hands for Mataasnakahoy's interest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



STATE U

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE UNIVERSITY REGISTRAR
Manila, Philippines



OFFICIAL TRANSCRIPT OF RECORDS

Page 1

Date : December 3, 1998

Student Name : MACASAET, ELLEN SUBOL
 Address : 30-C ANONAS EXTENSION WEST, NDC COMPOUND, STA. MESA, MANILA
 Date of Admission : 1994 Entrance Credentials : F-138, NCEE, PUPCET
 Elementary School : MATAAS NA KAHOY ELEMENTARY SCHOOL
 Year Graduated : 1990
 High School : ANTONIO A. MACEDA INTEGRATED SCHOOL
 Year Graduated : 1994 NCEE Rating : 93% Year Taken : 1993
 Degree Earned : BACHELOR OF SCIENCE IN ACCOUNTANCY
 Date Graduated : NOVEMBER 20, 1998 Attended : Semester : 9 Summer : 0

SUBJECTS		GRADES	CREDITS
CODE	DESCRIPTIVE TITLE		
OS 100	1994-1995, FIRST SEMESTER ELEMENTARY TYPEWRITING	P	3.0
MN 110	BUSINESS ORGANIZATION AND MANAGEMENT	1.75	3.0
EN 110	ENGLISH COMMUNICATION SKILLS, P-1	2.25	3.0
HS 100	PHILIPPINE HISTORY AND CULTURE	2.50	3.0
FO 100	SINING NG PAKIKIPAGTALASTASAN	1.75	3.0
MT 123	COLLEGE ALGEBRA	1.75	3.0
AC 211	PRINCIPLES OF FINANCIAL ACCOUNTING, P-1	2.25	6.0
PE-1	BASIC VOLLEYBALL	1.50	(2.0)
EC 220	1994-1995, SECOND SEMESTER INTRODUCTORY ECONOMICS	2.50	3.0
EN 111	ENGLISH COMMUNICATION SKILLS, P-2	2.00	3.0
FO 110	PANITIKANG PILIPINO	2.50	3.0
LIT 220	INTRODUCTION TO LITERATURE	2.50	3.0
MK 110	MARKETING PRINCIPLES AND APPLICATION	2.00	3.0
MT 253	MATHEMATICS OF INVESTMENTS	2.00	3.0
SO 111	CONTEMPORARY SOCIAL PROBLEMS WITH DRUG ABUSE	1.50	3.0
AC 212A	PRINCIPLES OF FINANCIAL ACCOUNTING, P-2	3.00	3.0
PE-2	BASIC BADMINTON	1.50	(2.0)
AC 311B	1995-1996, FIRST SEMESTER FINANCIAL ACCOUNTING THEORY AND PRACTICE, P-1	2.00	6.0
CO 110A	COOPERATIVES AND AGRARIAN REFORM	2.25	3.0
EC 310	MACROECONOMICS	1.75	3.0
EN 120	EFFECTIVE SPEECH	2.50	3.0
FN 110	MONEY, CREDIT AND BANKING	1.75	3.0
PS 111	INTRODUCTION TO POLITICAL SCIENCE WITH PHILIPPINE CONSTITUTION	2.25	3.0
PY 210	BUSINESS PSYCHOLOGY	2.50	3.0
PE-3	BASIC LAWN TENNIS	1.25	(2.0)
AC 311C	1995-1996, SECOND SEMESTER FINANCIAL ACCOUNTING THEORY AND PRACTICE, P-2	2.75	6.0
EN 212	BUSINESS CORRESPONDENCE AND REPORT WRITING	2.25	3.0
***** MORE ON NEXT PAGE *****			

GRADING SYSTEM : 1.00 = 97-100% ; 1.25 = 94-96% ; 1.50 = 91-93% ; 1.75 = 88-90% ; 2.00 = 85-87% ; 2.25 = 82-84% ;
 2.50 = 79-81% ; 2.75 = 76-78% ; 3.00 = 75% ; 5.00 = Failed ; P = Passed ; NC = No Credit ;
 INC = Incomplete ; W = Withdrawn ; UW = Unauthorized Withdrawal.

CREDITS : One college unit is at least seventeen (17) full hours of instruction in academic or professional subject within a semester.

CERTIFIED COPY

REMARKS :

Checked by:

(Not valid without the University seal)

KATHERINE KAY M. MANGUBAT Prepared By: GRACE B. DELA TORRE
 REAB, Records Examiner

Checked By: MA. VICTORIA M. MANGUBAT

FLORDELIZA E. ALVENDIA, DEU
UNIVERSITY REGISTRAR

MELBA D. ABALETA
 University Registrar

Checked by:



STATE U

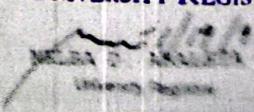
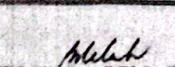
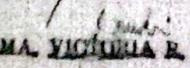
Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE UNIVERSITY REGISTRAR
Manila, Philippines

OFFICIAL TRANSCRIPT OF RECORDS

Page 2

Date : December 3, 1998

Student Name : MACASART, ELLEN SUBOL
Address : 30-C ANONAS EXTENSION WEST, NDC COMPOUND, BTA. MESA, MANILA
Date of Admission : 1994 Entrance Credentials : F-138, NCEE, PUPCET
Elementary School : MATAAS NA KAHOY ELEMENTARY SCHOOL
Year Graduated : 1990
High School : ANTONIO A. MACEDA INTEGRATED SCHOOL
Year Graduated : 1994 NCEE Rating : 93W Year Taken : 1993
Degree Earned : BACHELOR OF SCIENCE IN ACCOUNTANCY
Date Graduated : NOVEMBER 20, 1998 Attended : Semester : 9 Summer : 0

SUBJECTS		GRADES	CREDITS
CODE	DESCRIPTIVE TITLE		
	1995-1996, SECOND SEMESTER		
HS 110	WORKS OF RIZAL AND OTHER HEROES	1.50	3.0
HU 110	HUMANITIES	2.00	3.0
LW 111	OBLIGATIONS AND CONTRACTS	3.00	3.0
NS 210	BIOLOGICAL SCIENCE	2.00	3.0
ST 123	BUSINESS STATISTICS	2.75	3.0
FE-4	ELEMENTARY SWIMMING	1.75	(2.0)
	1996-1997, FIRST SEMESTER		
AC 412A	ADVANCED ACCOUNTING PROBLEMS, P-1	W	None
AC 412B	ADVANCED ACCOUNTING PROBLEMS, P-2	3.00	6.0
AC 313	TAXATION, P-1	3.00	3.0
CS 320	INTRODUCTION TO INFORMATION TECHNOLOGY WITH LABORATORY	2.50	3.0
MN 470	ORGANIZATIONAL BEHAVIOR	1.75	3.0
MT 433	QUANTITATIVE TECHNIQUES IN BUSINESS	2.75	3.0
PH 300	INTRODUCTION TO PHILOSOPHY	2.25	3.0
	1996-1997, SECOND SEMESTER		
LW 211	PARTNERSHIP AND CORPORATION LAW	2.50	3.0
MN 350	PRODUCTION MANAGEMENT	3.00	3.0
AC 363	ACCOUNTING AND AUDITING SOFTWARE PACKAGES WITH LABORATORY	2.00	3.0
AC 411A	COST ACCOUNTING, P-1 AND P-2	2.50	6.0
NS 230	ECOLOGY	2.00	3.0
AC 314	TAXATION, P-2	2.00	3.0
AC 412A	ADVANCED ACCOUNTING PROBLEMS, P-1	5.00	None
AC 416A	MANAGEMENT ADVISORY SERVICES, P-1	-	None
	1997-1998, FIRST SEMESTER		
AC 412A	ADVANCED ACCOUNTING PROBLEMS, P-1	3.00	3.0
EN 310	ARGUMENTATION AND DEBATE WITH LOGIC	2.00	3.0
AC 433	COMPUTERIZED ACCOUNTING SYSTEM WITH LABORATORY	2.75	3.0
LW 310	LAW ON SALES, AGENCY AND BAILMENTS	2.00	3.0
FN 211	BUSINESS FINANCE	1.75	3.0
**** MORE ON NEXT PAGE ****			
REMARKS :	<p>KATHERINE KAY M. MANGUBAT REAS, Records Examiner</p>		
GRADING SYSTEM :	1.00 = 97-100% ; 1.25 = 94-96% ; 1.50 = 91-93% ; 1.75 = 88-90% ; 2.00 = 85-87% ; 2.25 = 82-84% 2.50 = 79-81% ; 2.75 = 76-78% ; 3.00 = 75% ; 5.00 = Failed ; P = Passed ; NC = No Credit INC = Incomplete ; W = Withdrawn ; UW = Unauthorized Withdrawal		
CREDITS :	One college unit is at least seventeen (17) full hours of instruction in academic or professional subject within a semester.		
CERTIFIED COPY			
Prepared by:	GRACE B. DELA TORRE		
Checked by:	MA. VICTORIA B. MAMINAS		
Not valid without the University seal	 FLORDELIZA E. ALVENDIA, DEM UNIVERSITY REGISTRAR		
No. 46421			
Checked by:			



STATE U

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 OFFICE OF THE UNIVERSITY REGISTRAR
 Manila, Philippines

OFFICIAL TRANSCRIPT OF RECORDS

Page 3

Date : December 1, 1998

Student Name : MACASAET, ELLEN SUBOL
 Address : 30-C ANONAS EXTENSION WEST, NDC COMPOUND, STA. MESA, MANILA
 Date of Admission : 1994 Entrance Credentials : P-138, NCEE, PUPCET
 Elementary School : MATAAS NA KAHAY ELEMENTARY SCHOOL
 Year Graduated : 1990
 High School : ANTONIO A. MACEDA INTEGRATED SCHOOL
 Year Graduated : 1994 NCEE Rating : 93% Year Taken : 1993
 Degree Earned : BACHELOR OF SCIENCE IN ACCOUNTANCY
 Date Graduated : NOVEMBER 20, 1998 Attended : Semester : 9 Summer : 0

SUBJECTS		GRADES	CREDITS
CODE	DESCRIPTIVE TITLE		
AC 417A	1997-1998, FIRST SEMESTER AUDITING THEORY 1997-1998, SECOND SEMESTER	3.00	3.0
AC 417B	AUDITING PROBLEMS	1.75	6.0
AC 443	COMPUTER AUDIT WITH LABORATORY	2.25	3.0
MN 430	BUSINESS POLICY FORMULATION	2.00	3.0
LN 411	NEGOTIABLE INSTRUMENTS	2.50	3.0
AC 416A	MANAGEMENT ADVISORY SERVICES, P-1	3.00	3.0
AC 466	1998-1999, FIRST SEMESTER SEMINAR IN ACCOUNTING ISSUES AND TRENDS	2.50	6.0
AC 416B	MANAGEMENT ADVISORY SERVICES, P-2 GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN ACCOUNTANCY ON NOVEMBER 20, 1998 ***** NOTHING FOLLOWS *****	2.75	6.0

DST paid via BIR
 form 2000
 OR NO. 199680979

Checked by:
10/26/2001
 KATHERINE KAY M. MANGUBAT
 REAS, Records Examiner

GRADING SYSTEM : 1.00 = 97-100%; 1.25 = 94-96%; 1.50 = 91-93%; 1.75 = 88-90%; 2.00 = 85-87%; 2.25 = 82-84%;
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 INC = Incomplete ; W = Withdrawn ; UW = Unauthorized Withdrawal.

REMARKS : CLEARED OF ALL MONEY AND PROPERTY RESPONSIBILITIES
 RSDTHRMV - 11/1/98

CERTIFIED COPY

Flor deliza E. Alvendia
FLOR DELIZA E. ALVENDIA, D
 UNIVERSITY REGISTRAR

Note valid without the University seal

No. 49214

Prepared By: *Grace B. dela Torre*

Checked By: *Ma. Vicentina M. Maminas*

Nelba D. Almata
 University Registrar

REPUBLICA NG PILIPINAS
Republic of the Philippines
POLITEKNIKONG UNIVERSIDAD NG PILIPINAS
(POLYTECHNIC UNIVERSITY OF THE PHILIPPINES)
FORMERLY PHILIPPINE COLLEGE OF COMMERCE

Maynila

Manila

Sa Lahat ng Makatutunghay sa Kasulatang Ito;

To All Persons Who May Read This Document,

MAPITAGANG BATI:

G R E E T I N G S :

Ipinababatid na ang Lupon ng mga Regente sa pamamagitan ng kapangyarihang haloob
Be it known that the Board of Regents by authority granted
ng Republika ng Pilipinas at sa tagubilin ng Sanggunian ng Unibersidad ay naggawad kay
by the Republic of the Philippines and upon recommendation of the University Council, has conferred upon

Ellen Subol Macasaet

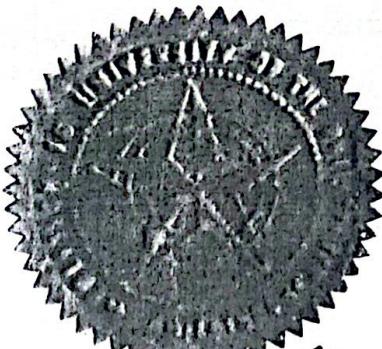
na nakalipas sa lahat ng kinakailangang ukol sa titulong
who has fulfilled all the requirements for the degree of

Bachelor of Science in Accountancy

kalakin ang lahat ng karapatan, karanganan, at mga pribilehiyo gayon din ang mga tungkulin
with all the rights, honors, and privileges as well as the obligations
at pananagutanang nauukol dito.
and responsibilities pertaining to it.

Bilang katunayan ang tatak ng Unibersidad at ang lagda
In testimony the seal of the University and the signature
ng Pangulo ng Unibersidad ay taglay nito.
of the President of the University are hereto affixed.

Inilagda sa Maynila, Pilipinas ngayong ika 20 ng
Given at Manila, Philippines this 20th day of
Nobyembre ng taong labing-siyam na raan at siyamnapu't-walo.
November of the year nineteen hundred and ninety-eight.



Checked by:

10/26/98
KATHERINE KAY M. MANGUBAT
REAS, Records Examiner

MELBA D. ABALETA
Tagatala ng Unibersidad
(University Registrar)

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Mg/kh
FEB 1998 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES LIBRARY REGISTRATION

OFELIA M. CARAGUE
Pangulo
(President)



Form No. 162—(Revised Dec. 1, 1978)

TO BE ACCOMPLISHED IN DUPLICATED

REPUBLIC OF THE PHILIPPINES

CERTIFICATE OF LIVE BIRTH

(FILL OUT COMPLETELY, ACCURATELY, LEGIBLY IN INK OR TYPEWRITER)

Register Number:

(a) Civil Registrar-General No.

(b) Local Civil Registrar No. 601A-78

Province: BATANGAS

City or Municipality: MATAAS NA KAHOY

1. PLACE OF BIRTH

a. Province: BATANGAS

b. City or Municipality: MATAAS NA KAHOY

c. Name of Hospital or Institution (If not in hospital, give street address): POBLACION

2. Is PLACE OF BIRTH INSIDE CITY LIMITS?

YES NO

3. DETAILED RESIDENCE OF MOTHER (Where does mother live?)

a. Province: BATANGAS

b. City or Municipality: MATAAS NA KAHOY

c. Number and Street: POBLACION

d. Is RESIDENCE INSIDE CITY LIMITS?

YES NO

e. Is RESIDENCE ON A FARM?

YES NO

4. NAME (Type or print): CHILD

First: ELLEN

Middle: SUSOL

Last: MACASAET

01

5. SEX: CHILD

a. Sex: F

b. Type Birth: SINGLES

c. If. BORN OR TRANSFERRED, WAS CHILD

1ST 2ND 3RD

d. DATE OF BIRTH

Month JAN. Day 27 Year 1978

27

6. NAME: PARENT

a. Name: EDUARDO

b. Title: DELA CRUZ

c. Relation: MACASAET

d. NATIONALITY

FILIPINO

78

e. Race: BROWN

7. AGE: PARENT

a. Age (At time of birth):

Year: 23

b. Birthplace: MATAAS NA KAHOY, BATANGAS

8. USUAL OCCUPATION

LABORER

9. KIND OF BUSINESS OR EMPLOYMENT

DOMESTIC

10. MOTHER

a. Age (At time of birth):

Year: 22

b. Birthplace: M-KAHOY, BATANGAS

11a. USUAL OCCUPATION

LABORER

11b. KIND OF BUSINESS OR EMPLOYMENT

DOMESTIC

12. MOTHER'S NAME

a. Name: CELINA VILLANUEVA SUBOL

First: CELINA

Middle: VILLANUEVA

Last: SUBOL

13. NATIONALITY

ROMAN CATHOLIC FIL

73

14. RACE: MOTHER

BROWN

15. MOTHER'S SIGNATURE

b. Name in Print: LIGAYA B. HERNANDEZ

c. Address: M-KAHOY, BATANGAS

16. PREVIOUS RESIDENCE IN ANOTHER PLACE
(Do not include this birth)17. HOW MANY CHILDREN ARE
2. 2b. HOW MANY OTHER
CHILDREN WERE
BORN SINCE THIS
BIRTH
2c. HOW MANY TOTAL
CHILDREN (INCLUDE
THOSE DECEASED
BORN SINCE THIS
BIRTH)
2

17a. MOTHER'S SIGNATURE

b. Name in Print: LIGAYA B. HERNANDEZ

c. Address: M-KAHOY, BATANGAS

18. MOTHER'S MAILING ADDRESS: (Number, Street, City or Municipality, Province)

19. ATTENDANT AT BIRTH

a. Date Started Attendant at Birth: Jan. 27, 1978

b. Title of Attendant at Birth:

1. M. I.A.
2. N. I.A.
3. Others (Specify):

20. RECEIVED BY THE OFFICE OF THE NATIONAL STATISTICIAN

a. SIGNATURE:

b. NAME IN PRINT: CLAIRE DENNIS S. MAPA

c. TITLE OR POSITION: DOCUMENTARY STAMP TAX PAID

d. DATE: Jan. 27, 1978

21. a. GIVING NAME ADDED FROM SUPPLEMENTAL FORM

b. Date When Given Name was Given:

22. LENGTH OF PREGNANCY

a. Gestational Weeks:
Completed Weeks:

23. WEIGHT AT BIRTH

b. Weight at Birth: 3.0

24. LENGTH

c. Length: 50 cm

d. No

25. DATE AND PLACE OF BIRTHS OF PARENTS (For legitimate birth)

a. Month: NOV.

b. Day: 2

c. Year: 1976

26. THIS CERTIFICATE IS PREPARED BY:

Signature: B. Dennis S. Mapa

Name in Print: CLAIRE DENNIS S. MAPA

Title or Position: MIDWIFE

Date: Jan. 27, 1978

d. Month: NOV.

e. Day: 2

f. Year: 1976

g. Place: M-KAHOY

h. Province: BATANGAS

27. (SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL RESPONSES)

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BEST POSSIBLE IMAGE

T105079361050005509232021001
AP000977674BReN
01018-A78BT01-7Documentary
Stamp Tax PaidCLAUDE DENNIS S. MAPA, Ph. D.
National Statistician and Civil Registrar General
Philippine Statistics Authority



(To be accomplished in quadruplicate)

MARRIAGE CERTIFICATE

Republic of the Philippines

CIVIL REGISTRY
OFFICE OF THE CIVIL REGISTRAR GENERAL

CERTIFICATE OF MARRIAGE

Province **BATANGAS** | Date **03 January 2001** | Registry No. **2001-010**

City/Municipality **LIPA**

(COPY FOR OCG)

REMARKS/ANNOTATION

THE CIVIL REGISTRY THE CIVIL REGISTRY Name of Contracting Party THE CIVIL REGISTRY	(first) (middle initial) (last)	(first) (middle initial) (last)
MONOPOLY B ABRAHAM	ELLEN S MACASAET	
Date of Birth/Age Place of Birth	(day) (month) (year) - (age)	(day) (month) (year) - (age)
28 July 1979 - 21	27 January 1978 - 33	
Sex (Male or Female)	Male	Female
Citizenship	Filipino	Filipino
Residence	364 Parcel St., Sta. Mesa, Manila	Barangay IV, Mataasnakahoy, Batangas
Religion	Roman Catholic	Roman Catholic
Civil Status	Single	Single
THE CIVIL REGISTRY Name of Father	(first) (middle initial) (last)	(first) (middle initial) (last)
Roberto I Abraham	Eduardo De C Macasaet	
THE CIVIL REGISTRY Citizenship	Filipino	Filipino
THE CIVIL REGISTRY Name of Mother	(first) (middle initial) (last)	(first) (middle initial) (last)
Norma M Buentiempo	Celina V Subol	
Citizenship	Filipino	Filipino
THE CIVIL REGISTRY Persons who gave consent or advice	Roberto I Abraham Norma M Buentiempo	Eduardo De C Macasaet Celina V Subol
Relationship	Parents	Parents
THE CIVIL REGISTRY Residence	364 Parcel St., Sta. Mesa, Manila	Barangay IV, Mataasnakahoy, Batangas

OUR LADY OF THE MIRACULOUS MEDAL CHAPEL
(Office of the House of/Barangay of/Church of/Mosque of)
Fernando Air Base, Lipa City

Address

Date: **03 January 2001** Time: **0830H**

(day) (month) - (year)

THIS DAY I CERTIFY THAT I, Monopoly B Abraham,and I, Ellen S Macasaet, both of legal age, of our own free will and accord, and in the presence of the persons 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 signed/marked with our finger prints, this certificate in quadruplicate this 03rd day of **JANUARY 2001**.MONOPOLY B ABRAHAMELLEN S MACASAET

(Signature of Husband)

(Signature of Wife)

THIS IS TO CERTIFY THAT BEFORE ME, on the date and place above-written, personally appeared the above-named 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.

CERTIFY FURTHER THAT:

 Marriage License No. **3705367** issued on **26 December 2000** in **Mataasnakahoy, Batangas** favor of said parties, was exhibited to me. No marriage license was necessary, the marriage being solemnized under Article 208 of Executive Order No. 208. The marriage was solemnized in accordance with the provisions of Presidential Decree No. 1833.REV FR RUFINO V GARGA

(Signature of Contracting Clergy)

THE CIVIL REGISTRY
CELSO SUBOL, JR. REGISTRAR General
THE CIVIL REGISTRY, FORMERLY: **PRISCILLA CELSUS SUBOL**

MS PERLA SILVA MS ANNA CHUA

CELSO SUBOL, JR. REGISTRAR General
WITNESSES
Print Name and Sig. ROSAURO TATARO, PEDRO EVANGELISTA

ANTONIO BOY OBITIAL MRS LUZVIMINDA MACASAET

ANTONIO ALCANTARA CHAN MALLARI MRS MARITESS MALLARI

ANTONIO ABANCIO MS MARIETTA INGUA CELSO LUEVAS MS MARITESS MALLARI

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Stamp Tax Paid

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