

CS Form No. 33-B  
Revised 2018



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY



Ms. ABEGAEL L. GONZALES

You are hereby appointed as Administrative Aide III (Utility Worker II) (SG-3) \_\_\_\_\_  
(Position Title)  
under Permanent status at the Office of the Sangguniang Bayan  
(Permanent, Temporary, etc.) (Office/Department/Unit)  
with a compensation rate of Eleven Thousand Nine P 11,009.00  
pesos per month.  
The nature of this appointment is Promotion vice \_\_\_\_\_  
(Original, Promotion, etc.)  
N/A, who Vacant with Plantilla Item No. 50  
(Transferred, Retired, etc.)  
Page 4.

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

Very truly yours,

JAY MANALO ILAGAN  
Municipal Vice Mayor

November 7, 2023  
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 25, 2023 to October 10, 2023 and posted in CSC-FO Batangas, Public Market, Office Lobby from September 25, 2023 to October 10, 2023 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on October 11, 2023.

  
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 October 31, 2023.

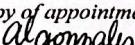
  
JAY MANALO ILAGAN  
Municipal Vice Mayor  
Chairperson, HRMPSB/Placement Committee

## 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 _____		
<input type="checkbox"/> 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 November 7, 2023  
  
ABEGAEL L. GONZALES  
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**. CS ID No. \_\_\_\_\_ (Do not fill up. For CSC use only.)

## **I. PERSONAL INFORMATION**

2. SURNAME FIRST NAME MIDDLE NAME		GONZALES ABEGAEL LUBIS		NAME EXTENSION (JR., SR.)	N/A
3. DATE OF BIRTH (mm/dd/yyyy)		05/20/1993		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:  Pls. indicate country:	
4. PLACE OF BIRTH		MATAASNAKAHOY, BATANGAS			
5. SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			
6. CIVIL STATUS		<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated  <input type="checkbox"/> Other/s:		17. RESIDENTIAL ADDRESS  N/A      N/A House/Block/Lot No.      Street  N/A      CALINGATAN Subdivision/Village      Barangay MATAASNAKAHOY      BATANGAS City/Municipality      Province 4223	
7. HEIGHT (m)		1.49			
8. WEIGHT (kg)		45			
9. BLOOD TYPE		"B"		18. PERMANENT ADDRESS  N/A      N/A House/Block/Lot No.      Street  N/A      CALINGATAN Subdivision/Village      Barangay MATAASNAKAHOY      BATANGAS City/Municipality      Province 4223	
10. GSIS ID NO.		2005695134			
11. PAG-IBIG ID NO.		121232661120			
12. PHILHEALTH NO.		09-025636675-3			
13. SSS NO.		0429465378		19. TELEPHONE NO. N/A	
14. TIN NO.		295-942-806-000		20. MOBILE NO. 0995-119-6985	
15. AGENCY EMPLOYEE NO.		SBO015		21. E-MAIL ADDRESS (if any) abegail.lubis@gmail.com	

## **II. FAMILY BACKGROUND**

22. SPOUSE'S SURNAME	GONZALES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	FIRST NAME	MARK JOHN DANNYL	NAME EXTENSION (JR, SR) N/A	KING ASHER L. GONZALES
MIDDLE NAME	DE LEON			
OCCUPATION	ADMINISTRATIVE AIDE III		NOTHING FOLLOWS	
EMPLOYER/BUSINESS NAME	LGU MATAASNAKAHOY			
BUSINESS ADDRESS	V. TEMPIO AVE. BRGY. IV, MATAASNAKAHOY, BATANGAS			
TELEPHONE NO.	784-1088			
24. FATHER'S SURNAME	LUBIS			
	FIRST NAME	NARCISO	NAME EXTENSION (JR, SR) N/A	
	MIDDLE NAME	TIBAYAN		
25. MOTHER'S MAIDEN NAME				
	SURNAME	LUBIS		
	FIRST NAME	ROSARIO		
	MIDDLE NAME	HERNANDEZ		(Continue on separate sheet if necessary)

### **III. EDUCATIONAL BACKGROUND**

*(Continue on separate sheet if necessary)*

**SIGNATURE** *Alphonse* **DATE** October 6, 2023 CS FORM 212 (Revised 2017), Page 1 of 4

#### **IV. CIVIL SERVICE ELIGIBILITY**

(Continue on separate sheet if necessary)

## **V. WORK EXPERIENCE**

28. <i>Description of duties should be indicated in the attached Work Experience sheet.</i>							
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 "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2023	PRESENT	ADMINISTRATIVE AIDE I	LOCAL GOVERNMENT UNIT MATAASNAKAHOY/SB OFFICE	P 9,832.00	I-II	Permanent	Y
10/10/2022	12/31/2022	ADMINISTRATIVE AIDE I	LOCAL GOVERNMENT UNIT MATAASNAKAHOY/SB OFFICE	P 9,466.00	I-II	Permanent	Y
1/1/2021	10/9/2022	ADMINISTRATIVE AIDE I	LOCAL GOVERNMENT UNIT MATAASNAKAHOY/SB OFFICE	P 9,026.00	I-I	Permanent	Y
10/10/2019	12/31/2020	ADMINISTRATIVE AIDE I	LOCAL GOVERNMENT UNIT MATAASNAKAHOY/SB OFFICE	P 8,663.00	I-I	Permanent	Y
07/01/2015	10/9/2019	CLERICAL AIDE	LOCAL GOVERNMENT UNIT MATAASNAKAHOY/SB OFFICE	P 5,000.00	N/A	JOB ORDER	N
10/01/2014	04/30/2015	SECRETARY	BIR MATAASNAKAHOY	P 3,000.00	N/A	CASUAL	N

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

**SIGNATURE**

## Algonquians

DATE

844-1000

22.5.2019 10:17 AM

CIVIC ACTIVITIES / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION WORK OR INVOLVEMENT IN CIVIC ACTIVITIES						
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		
(Continue on separate sheet if necessary)						
<b>VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED</b>						
(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
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			
SEMINAR -WORKSHOP ON ADMINISTRATIVE JUSTICE (SWAJ)		10/25/2022	10/26/2022	16 HOURS	Supervisory	Local Government Unit of Mataasnakahoy
" Republic Act No. 9184 and its 2016 Revised IRR: Key Concept Practical Tools on Procurement Planning, Procedures and Documents Control System"		06/20/22	06/22/22	24 hours	Technical	Philippines Association of Records Officers and Archivists (PAROA)
Water Search and Life Saving Techniques		05/25/22	05/27/22	24 hours	Technical	LDRRM Mataasnakahoy
Values Orientation Workshop		11/26/19	11/27/19	16 hours	Technical	Leah S. Corpuz/LASH Learning Solution
Executive-Legislative Agenda and Capability Development Agenda Seminar-Workshop CY 2020-2022		09/04/19	09/06/19	24 hours	Technical	Local Government Unit of Mataasnakahoy
SEMINAR/WORKSHOP ON CODIFICATION OF GENERAL ORDINANCES		11/19/2018	11/22/2018	24 HOURS	TECHNICAL	CHRISTIE ARCEGA/QUEENIE MAULLEON-DILG
2017 PLEASES Seminar-Workshop cum NEB & BOT Conference with the theme "Sangguniang Secretaries: Effective Partners in Achieving Transformational Change Towards Eco-Cultural Tourism Development		11/15/17	11/18/17	32 hours	Technical	Philippines League of Secretaries
NOTHING FOLLOWS						
(Continue on separate sheet if necessary)						
<b>VIII. OTHER INFORMATION</b>						
31	SPECIAL SKILLS and HOBBIES	32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
COMPUTER RELATED		N/A				N/A
PLAYING CHESS						
NOTHING FOLLOWS						
(Continue on separate sheet if necessary)						
SIGNATURE	Algonzales		DATE	October 6, 2023		CS FORM 212 (Revised 2017), Page 3 of 4

34. Are you related by consanguinity or affinity to the chief of bureau or office or to the person who has Bureau or Department where you will be appointed,

a. within the third degree?

b. within the fourth degree (for Local Government Unit -

YES       NO

YES       NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?

YES       NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?

YES       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?

YES       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

YES       NO

If YES, give details: Finished Contract

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay

YES       NO

If YES, give details: \_\_\_\_\_

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

YES

NO

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?

YES       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

a. Are you a member of any indigenous group?

YES       NO

If YES, please specify:

YES       NO

If YES, please specify ID No:

YES       NO

If YES, please specify ID No:

b. Are you a person with disability?

c. Are you a solo parent?

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME

ADDRESS

TEL. NO.

VICE MAYOR JAY MANALO ILAGAN

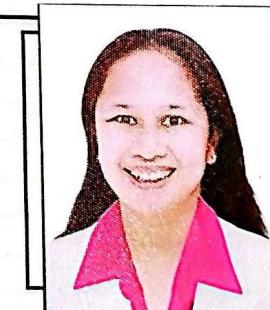
SANTOL,  
MATAASNAKAHOY

0917-517-7337

LILIAN CARINGAL

BRGY. II,  
MATAASNAKAHOY

0906-033-3660



PHOTO

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

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) **PLEASE INDICATE ID Number and Date of Issuance**

Government Issued ID: UMID

ID/License/Passport No.: 0111-5764202-2

Date/Place of Issuance:

*algongalos*

Signature (Sign inside the box)

October 6, 2023

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 6<sup>th</sup> day of October 2023, affiant exhibiting his/her validly issued government ID as indicated above.

*GALLY D. TIPAN*

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: October 10, 2019 – present
  - Position: Admin Aide I (Utility Worker I)
  - Name of Office/Unit: Office of the Sangguniang Bayan
  - Immediate Supervisor: Hon. Jay Manalo Ilagan
  - Name of Agency/Organization and Location: LGU Mataasnakahoy
- 
- Summary of Actual Duties
    - Responsible in performing administrative ; Assist walk-in clients, Process of documents such as Purchase Request, Purchase Order, Canvass, Requisition and Issuance Slip, Inspection and Acceptance Report, Obligation Request , Voucher, Travel Orders, Leave Forms and Clearances; Keep records of incoming and outgoing communications; Encoding documents, Issuance of Franchise form for tricycle; Recording of Ordinances and Resolution; Seal approved ordinances, resolution and other official Acts of Sangguniang Bayan; Route letters to various departments and Stakeholder; and Perform other duties and responsibilities that maybe assigned from time to time by the immediate supervisor.

*Alfonso*  
\_\_\_\_\_  
AREGALA L. GONZALES  
(Signature over Printed Name  
of Employee/Applicant)

Date: OCTOBER 6, 2023



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. ABEGAEL L. GONZALES as Administrative Aide III (Utility Worker II) in the Office of the Sangguniang Bayan 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.

  
JAY MANALO ILAGAN  
Municipal Vice 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 III (Utility Worker II) in the Office of the Sangguniang Bayan of this municipality, with Salary Grade 3 amounting to ONE HUNDRED THIRTY TWO THOUSAND ONE HUNDRED EIGHT PESOS (P 132,108.00) per annum as per Annual Budget CY-2023 of this municipality.

Issued this 7th day of November , 2023 at Mataasnakahoy, Batangas.



**LENILYN C. CARAAN**  
Municipal Accountant

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> <small>(Revised Version No. 1, s. 2018)</small>		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		<b>Administrative Aide III (Utility Worker II)</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
50		3			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input type="checkbox"/> City <input checked="" type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input checked="" type="checkbox"/>		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
Local Government Unit of Mataasnakahoy, Batangas		Office of the Sangguniang Bayan			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
Office of the Sangguniang Bayan		Office of the Sangguniang Bayan			
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
SB Resolution No. 120-S-2023, Ordinance of Budget No. 07-S-2023		N/A		PERA 2,000.00 Clothing Allow. 6,000.00 Cash Gift 5,000.00 Year End Bonus 11,009.00 Mid-year Bonus 11,009.00 PEI 5,000.00	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
Municipal Vice Mayor		None			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <small>(if more than seven (7) list only by their item numbers and titles)</small>					
POSITION TITLE  N/A		ITEM NUMBER  N/A			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
Broom, Dustpan, Telephone, Computer, Logbook					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
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 checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	<hr/>	
Staff	<input type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Enact Ordinances, approve resolutions, and appropriate funds for the general welfare of the municipality and its inhabitants					

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

Responsible for cleaning and maintaining company premises and equipment. Their job is to maintain the upkeep of company facilities, repair broken equipment, inspect finished projects, and comply with state health and safety regulations.

**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 II, S. 96-Cat. II)
<b>21e. Core Competencies</b>			<b>Competency Level</b>
None Yet			None Yet
<b>21f. Leadership Competencies</b>			<b>Competency Level</b>
None Yet			None Yet

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**

Percentage of Working Time	(State the duties and responsibilities here:)	
15%	Maintain the cleanliness and orderliness of SB Office	
10%	Assist walk-in clients	
	Assist to Secretary to the Sangguniang Bayan in:	
15%	- 'Taking minutes in Committee Meetings	
10%	- Assist in regular and special session	None Yet
15%	- Encode letters and other communications of SB Office	
15%	- Drafting and encoding of resolutions/ ordinances	
10%	- Collect and delivers office correspondence and documents	
10%	Perform other functions 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.

*Algonzalo*  
ABEGAEL L. GONZALES 11/07/2023  
Employee's Name, Date and Signature

*[Signature]*  
JAY MANALO ILAGAN 11/07/2023  
Municipal Vice Mayor, Date and Signature



Republic of the Philippines  
Province of Batangas  
**Municipality of Mataasnakahoy**

## OATH OF OFFICE

I, Abegael L. Gonzales of Brgy. Calingatan, Mataasnakahoy, Batangas having been appointed to the position of Administrative Aide III (Utility Worker II) 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.

*Algonzales*  
ABEGAEL L. GONZALES  
(Signature over Printed Name of the Appointee)

Government ID: UMID ID  
ID Number : 0111-5764202-2  
Date Issued : N/A

Subscribed and sworn to before me this 7<sup>th</sup> day of November, 2023 in Mataasnakahoy Batangas, Philippines.

  
JAY MANALO 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. ABEGAEL L. GONZALES has assumed the duties and responsibilities as Administrative Aide III (Utility Worker II) in the Office of the Sangguniang Bayan effective November 7, 2023.

This certification is issued in connection with the issuance of the appointment of Ms. Gonzales as Administrative Aide III (Utility Worker II).

Done this 7<sup>th</sup> day of November 2023 in Mataasnakahoy, Batangas.

A handwritten signature in black ink, appearing to read "JAY MANALO ILAGAN".

**JAY MANALO ILAGAN**  
Municipal Vice Mayor

Date: November 7, 2023

Attested by:

A handwritten signature in black ink, appearing to read "GALLY D. TIPAN".

**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  
e-mail: hrmo\_lgumataasnakahoy@yahoo.com.ph

### OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

## CERTIFICATION

This is to certify that Ms. ABEGAEL L. GONZALES, Administrative Aide III (Utility Worker II) got Very Satisfactory Rating in her Individual Performance Commitment Report (IPCR) for rating period January to June 2023 in her position as Administrative Aide I (Utility Worker I) at the office of the Sangguniang Bayan, with the Numerical Rating of 4.2094.

Issued this 7<sup>th</sup> day of November, 2023 for whatever legal purpose it may serve.

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

Noted:



HON. JAY MANALO ILAGAN  
Municipal Vice Mayor



Republic of the Philippines  
**KOLEHIYO NG LUNGSOD NG LIPA**  
(Formerly Lipa City Public College)  
Marawoy-Dagatan, Lipa City

OFFICE OF THE REGISTRAR  
OFFICIAL TRANSCRIPT OF RECORDS

Name **LUBIS, ABEGAEL L.**  
Date of Birth May 20, 1993 Sex: Female  
Place of Birth Mataasnakahoy, Batangas  
Parent/Guardian Narciso Lubis  
Address Calingatan, Mataasnakahoy, Batangas  
Curriculum Arts and Sciences

**ENTRANCE DATA:**

Basis of Admission: F - 138 Date Admitted: 2012  
High School/College Bayorbor National High School  
Address: Mataasnakahoy, Batangas

<b>RECORD OF GRADUATION</b>	
Degree/Title	ASSOCIATE IN COMPUTER TECHNOLOGY
Major	
Date of Graduation	April 14, 2014
Honors/Distinction	
Minimum number of units required for Graduation	
<b>PRELIMINARY EDUCATION:</b> YEAR	
ELEMENTARY	Calingatan Elementary Sch. 2005
SECONDARY	Bayorbor Nat'l. High School 2009

Course Number	Descriptive Title of the Course	Grades		Credits
		Final	Re-Exam	
<b>FIRST SEMESTER 2012-2013</b>				
GE 101	English 1	2.75		3
GE 201	College Algebra	2.00		3
CS 101	Computer Science Fundamentals	1.75		3
CS 111	Computer Programming 1	Inc.	3.00	3
CS 121	Microsoft Office with Internet	2.25		3
GE 301	Philippine History	3.00		3
GE 123	Psychology (w/ Personality Development)	2.75		3
CS 401	Free Elective 1	2.50		3
PE 101	Physical Education 1	2.50		2
ROTC	Military Training	2.00		3
<b>SECOND SEMESTER 2012-2013</b>				
GE 102	English 2	2.50		3
CS 114	Web Programming	2.75		3
CS 112	Computer Programming 2	Inc.	3.00	3
CS 207	Network and Internet Technologies	2.50		3
GE 304	Sociology	3.00		3
GE 202	Plane Trigonometry	2.50		3
GE 302	Phil. Government with New Constitution	3.00		3
GE 203	Probability and Statistics	1.50		3
CS 301	ITE Elective 1	2.75		3
ROTC	Military Training	1.75		3
PE 102	Physical Education 2	1.75		2
<b>FIRST SEMESTER 2013-2014</b>				
GE 103	English 3	2.25		3
CS 201	Operating System	1.50		3
CS 232	Computer Org. and Assembly Language	1.75		3
CS 211	Database System	2.25		3
CS 231	Digital Design	2.25		3

Erasures invalidate it unless countersigned by the Registrar

Remarks: *FORMERLY LIPA CITY PUBLIC COLLEGE* continued on next page

GRADING SYSTEM:

98-100 = 1.00	89-91 = 1.75
95-97 = 1.25	86-88 = 2.00
92-94 = 1.50	83-85 = 2.25

Not valid without seal.

Date : July 3, 2014

Prepared by: *mvsandagon*,  
Verified by: *Inrecio Sipes*

**CERTIFIED THAT THE COPY**  
**FROM THE RECORD**  
80-82 = 2.50 DRP - OFFICIALLY DROPPED  
77-79 = 1.75 UD - UNAUTHORIZED DROPPING  
75-76 = 3.00 NFE - NO FINAL EXAMINATION

*Loida M. Reed*  
Certified Correct:

*Digna C. Sanchez*  
Registrar

*Armando S. Mendoza, Ed. D.*  
Officer-in-Charge



Republic of the Philippines  
**KOLEHIYO NG LUNGSOD NG LIPA**  
*(Formerly Lipa City Public College)*  
Marawoy-Dagatan, Lipa City

Page 2

**OFFICE OF THE REGISTRAR  
OFFICIAL TRANSCRIPT OF RECORDS**

Name **LUBIS, ABEGAEL L.**

# COLLEGIATE RECORD

Remarks: GRADUATED WITH THE TITLE OF ASSOCIATE IN COMPUTER TECHNOLOGY (ACT) AS OF APRIL 14, 2014 UNDER SPECIAL ORDER NO. 40-164104-0085 S. 2014 DATED MARCH 20, 2014.

## ACTING

Certified Correct:

O. J.

Date : July 3, 2014  
Prepared by: mvsandagon  
Verified by: lmrecio *87*

**DIGNA C. SANCHEZ**  
Registrar III

**ARMANDO S. MENDOZA, Ed. D.**  
**Officer-in-Charge**

Municipal Form No. 102  
(Revised 1983)REPUBLIC OF THE PHILIPPINES  
CERTIFICATE OF LIVE BIRTH  
(Fill out completely, accurately and legibly in ink or typewriter)

To be accomplished in triplicate.)

PROVINCE BatangasCITY/MUNICIPALITY Mataas na GulodLOCAL CIVIL REGISTRY NO. 93-1381. NAME (First) AREGAEI(Middle) LUBIS(Last) LUBIS

2. SEX (Place 'X' on appropriate answer)

 1 Male  2 Female3. DATE OF BIRTH (Day) 20(Month) May(Year) 1993

4. PLACE OF BIRTH (Name of Hospital/Institution, if not in town, give street/barangay)

(City/Municipality) Barangay Caluya(Province) Batangas

5. TYPE OF BIRTH (Place 'X' on appropriate answer)

b. IF MULTIPLE BIRTH, CHILD WAS

 1 Single

2 Twin

3 Three or more

4 First

5 Second

6 Third, 4th, etc.

For Notary

6. MAIDEN NAME ROSARIO HERNANDO LUBIS7. NATIONALITY Filipino8. RELIGION Catholic9. NAME (First) NARCISO TIBAYAN10. NATIONALITY Filipino11. RELIGION Catholic(Middle) LUBIS

12. DATE AND PLACE OF MARRIAGE OF PARENTS (Important if not applicable, fill Affidavit of Acknowledgment at the back)

April 6, 1991Mataas na Gulod

13. CERTIFICATE OF ATTENDANT AT BIRTH

I hereby certify that I attended the birth of the child who was born alive at 11:20 o'clock a.m./p.m. on the date stated above.Signature S. MontaName in print SALOME N. DE CASTROAddress CaluyaTitle or position Midwife(Province) Mataas na GulodDate May 20/93

14. INFORMANT

Signature Narciso LubisCIVIC ADDRESS CaluyaName in print NARCISO LUBIS(Province) Mataas na GulodRelationship to child FatherDate May 20/93

15a. PREPARED BY

b. RECEIVED AT THE OFFICE OF THE LOCAL CIVIL REGISTRAR

Signature S. MontaSignature NENITA A ALVISName in print SALOME N. DE CASTROName in print NENITA A ALVISTitle or position MidwifeTitle or position MCWDate May 20/93Date 5/20/93

16a. INFORMATION GIVEN IN SUPPLEMENTAL REPORT

b. DATE WHEN INFORMATION WAS SUPPLIED

(Important: Informant should also provide information for Items 17 to 26. The Code boxes are to be filled out of the Office of the Local Civil Registrar)

Local Civil Registry No. 93-00138  
Status 1  
8  
15

RESERVE FOR BINDING

PROVINCE BatangasCITY/MUNICIPALITY Mataas na Gulod17. Weight at Birth  
(In grams) 250018. Birth Order of Child  
Ex. first, second, etc. Second

19

19a. Total Number of Children Born Alive 2b. How many children are now living including this birth? 2c. How many children were born alive but are now dead? 0

20

20. Usual Occupation Housekeeper21. Age at the time of this Birth 30

21

22. Usual Residence (Barangay) Brgy. Caluya(City/Municipality) Mataas na Gulod(Province) Batangas

31

23. Usual Occupation Driver24. Age of the time of this Birth 33

33

41

25. Attendant at Birth

(Place 'X' on appropriate answer)

1 Physician  2 Nurse  3 Midwife  4 Hilot  5 Others Sex Male  
44  
45Date of Birth 200393  
51Place of Birth 10181  
51Mother's Nationality 1  
56 Father's Nationality 1  
67NAME OF CHILD  
First AREGAEI  
58  
M. LUBIS  
70  
Last LUBIS  
71

06381-F1-105BLM-00390-BI005

BEST POSSIBLE IMAGE

T105063811050039006212017005  
HL000561964

BReN

01018-A93KL02-2

Documentary  
Stamp Tax Paid

Lisa Grace S. Bersales

LISA GRACE S. BERSALES, Ph.D.  
National Statistician and Civil Registrar General  
Philippine Statistics Authority