



Republic of the Philippines

Province of Batangas

MUNICIPALITY OF MATAASNAKAHOY



Ms. MYLENE B. AVEO

You are hereby appointed as Administrative Aide III (Utility Worker II) (SG-3)  
(Position Title)

under Permanent status at the Office of the Municipal Accounting  
(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. 76  
(Transferred, Retired, etc.)

Page 6.

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

Very truly yours,

JANET MAGPANTAY ILAGAN  
Municipal 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..

  
JANET MAGPANTAY ILAGAN   
Municipal Mayor  
Chairperson, HRMPSB/Placement Committee

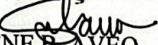
## CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<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

  
MYLENE B. AVEO  
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 applicant.**

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

Print legibly. Tick appropriate boxes ( )  use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE

## **I. PERSONAL INFORMATION**

## I. FAMILY BACKGROUND

22.	SPOUSE'S SURNAME	AVEO		23. NAME of CHILDREN (Write full name and list all)  HEART SEARVEL B. AVEO SANTINO MYEL B. AVEO NOTHING FOLLOWS	DATE OF BIRTH (mm/dd/yyyy)  02/14/07 02/06/10
	FIRST NAME	ELMER	Name Extension(JR., SR.) NA		
	MIDDLE NAME	PEÑA			
	OCCUPATION	Bank Employee			
	EMPLOYER/BUSINESS NAME	LOLC Bank Philippines Inc			
	BUSINESS ADDRESS	San Juan, Batangas			
	TELEPHONE NO.	N/A			
24.	FATHER'S SURNAME	BINAY			
	FIRST NAME	ARMANDO	Name Extension(JR., SR.) NA		
	MIDDLE NAME	DE CASTRO			
25.	MOTHER'S MAIDEN NAME				
	SURNAME	OSEÑA			
	FIRST NAME	SIMEONA			
	MIDDLE NAME	MALABAG			

### **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	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Mataasnakahoy, Central School	ELEMENTARY	1990	1996	Graduated	1996	N/A
SECONDARY	Bayorbor, National High School	SECONDARY	1996	2000	Graduated	2000	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Lipa City Colleges	Bachelor of Science in Commerce Major in Business Management	2000	2004	Graduated	2004	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		NOTHING FOLLOWS					

#### **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
N/A	N/A	N/A	N/A	N/A	N/A	N/A

*(Continue on separate sheet if necessary)*

#### **V. WORK EXPERIENCE**

**(Continue on separate sheet if necessary)**

SIGNATURE  DATE October 05, 2023 CS FORM 212 (Revised 2017), Page 2 of 4

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

*(Continue on separate sheet if necessary)*

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

(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)

*(Continue on separate sheet if necessary)*

#### **VIII. OTHER INFORMATION**

*(Continue on separate sheet if necessary)*

**SIGNATURE**

三

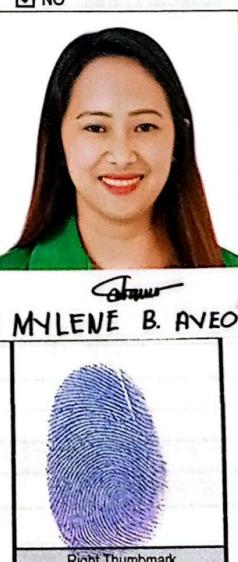
DATE

October 05, 2023

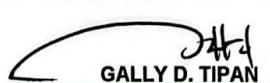
<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If YES, give details: _____ _____ _____												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ _____  <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: _____ end of contract _____												
<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 answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 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: _____												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>TEL NO.</th> </tr> </thead> <tbody> <tr> <td>ELEANOR ARIOLA</td> <td>BRGY. SANTOL</td> <td>9772579404</td> </tr> <tr> <td>ROWENA R. BABADILLA</td> <td>BRGY BAYORBOR</td> <td>9171598751</td> </tr> <tr> <td>LENILYN C. CARAAN</td> <td>BRGY. 2A</td> <td>9175361803</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL NO.	ELEANOR ARIOLA	BRGY. SANTOL	9772579404	ROWENA R. BABADILLA	BRGY BAYORBOR	9171598751	LENILYN C. CARAAN	BRGY. 2A	9175361803	 <b>MYLENE B. AVEO</b> 
NAME	ADDRESS	TEL NO.											
ELEANOR ARIOLA	BRGY. SANTOL	9772579404											
ROWENA R. BABADILLA	BRGY BAYORBOR	9171598751											
LENILYN C. CARAAN	BRGY. 2A	9175361803											

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <b>PLEASE INDICATE ID Number and Date of Issuance</b>	
Government Issued ID: <b>Unified Multi-purpose ID</b>	
ID/License/Passport No.: <b>0111-8163364-1</b>	
Date/Place of Issuance: <b>Lipa City</b>	

	
Signature (Sign inside the box)	
<b>October 5, 2023</b>	
Date Accomplished	



SUBSCRIBED AND SWORN to before me this 5th day of October 2023, affiant exhibiting his/her validly issued government ID as indicated above.


<b>GALLY D. TIPAN</b>
Municipal Human Resource Management Officer

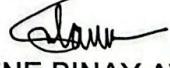
## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

Sample: If applying to Supervising Administrative Officer

- Duration: November 17, 2021 – present
- Position: Administrative Aide I {Utility Worker I}
- Name of Office/Unit: Office of the Municipal Accounting
- Immediate Supervisor: Lenilyn C. Caraan
- Name of Agency/Organization and Location: LGU- Mataasnakahoy, Batangas
  - List of Accomplishments and Contributions (if any)
    - Recording of collections, Deposits and Disburse {SEF and TRUST FUND}
    - Recording on Ledgers {SEF and TRUST FUND}
    - Preparation of monthly report {SEF and TRUST FUND}
    - Checking of Job Orders Payroll
    - Checking of Travel Orders and Gasoline Vouchers
    - Bringing advices of Checks in Bank
  - Summary of Actual Duties
    - Responsible for the receiving, checking and numbering the new applicants for senior citizen ID and Booklets.
    - Handling the in and out of funds.
    - Responsible for making ASPP and Budget for the year.
    - Texting and informing Senior Presidents for the meeting and important information.
    - Submitting application forms, intake, replacements and other papers to DSWD main office
    - Scheduling of payout of Social Pensions.
    - Assisting Social Pensioners during payout.
    - Making papers for wages and honorarium of OSCA Head.
    - Perform other duties as may be assigned by the office.
- Duration: May 04, 2015 – November 16, 2021
- Position: Job Order {Clerical Aide}
- Name of Office/Unit: Office of the Senior Citizens Affair
- Immediate Supervisor: Lolita A. Oseña
- Name of Agency/Organization and Location: LGU- Mataasnakahoy, Batangas
  - List of Accomplishments and Contributions (if any)
    - From 322 Social Pensioners through my insisting follow up increase to 1983 beneficiaries.
    - Through my effort Senior presidents was given honorarium for past 4 years
  - Summary of Actual Duties
    - Responsible for the receiving, checking and numbering the new applicants for senior citizen ID and Booklets.
    - Handling the in and out of funds.
    - Responsible for making ASPP and Budget for the year.
    - Texting and informing Senior Presidents for the meeting and important information.
    - Submitting application forms, intake, replacements and other papers to DSWD main office
    - Scheduling of payout of Social Pensions.
    - Assisting Social Pensioners during payout.
    - Making papers for wages and honorarium of OSCA Head.
    - Perform other duties as may be assigned by the office.

  
MYLENE BINAY AVEO

(Signature over Printed Name  
of Employee/Applicant)

Date: OCTOBER 5, 2023



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 Ms. MYLENE B. AVEO as Administrative Aide III (Utility Worker II) in the Office of the Municipal Accounting 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



rm 1  
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 Municipal Accounting 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

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 III  
(Utility Worker II)**

**2. ITEM NUMBER**

76

**3. SALARY GRADE**

3

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

Province  
 City  
 Municipality

1st Class  
 2nd Class  
 3rd Class

5th Class  
 6th Class  
 Special

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

Local Government Unit of Mataasnakahoy, Batangas

**6. BUREAU OR OFFICE**

Office of the Municipal Accounting

**7. DEPARTMENT / BRANCH / DIVISION**

**8. WORKSTATION / PLACE OF WORK**

Office of the Municipal Accounting

Office of the Municipal Accounting

**9. PRESENT APPROP  
ACT**

**10. PREVIOUS APPROP ACT**

SB Resolution No.  
120-S-2023/  
Ordinance of Budget  
No. 07-S-2023

N/A

**11. SALARY AUTHORIZED**

P 11,009.00

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

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

Municipal Accountant

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**

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

**18. WORKING CONDITION**

Office Work   Other/s (Please Specify)  
Field Work

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

Keeps and control books of account and shall take charge of both the accounting and internal audit services of the municipality.

<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
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.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat III)
<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
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here.)</i>		
10%	Maintain the cleanliness and orderliness of the office;		
5%	Filing of documents;		
15%	Preparation of bi-monthly payroll of Job Order;		
15%	Recording of collections, deposits and disburse (SEF and TRUST FUND)		
10%	Checking of Job Orders Payroll		
15%	Preparation of monthly report of SEF and Trust Fund;		
10%	Checking of Travel Orders and Gasoline Vouchers		
10%	Provide data analytical support to accounting department;		
10%	Perform other duties and responsibilities that may be assigned by immediate supervisor from time to time.		
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
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.			
 <u>MYLENE B. AVEO 11/07/2023</u> Employee's Name, Date and Signature		 <u>LENILYN C. CARAAN 11/07/2023</u> Municipal Accountant, Date and Signature	



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

## OATH OF OFFICE

I, Mylene B. Aveo of Brgy. III, 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.

A handwritten signature in black ink, appearing to read "Mylene B. Aveo".

(Signature over Printed Name of the Appointee)

Government ID: UMID ID  
ID Number : 0111-8163364-1  
Date Issued : N/A

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

A large, handwritten signature in black ink, appearing to read "JANET MAGPANTAY ILAGAN".  
Below the signature, the text "Municipal Mayor" is printed in a smaller font.



Republic of the Philippines  
Province of Batangas  
**MUNICIPALITY OF MATAASNAKAHOY**

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms. MYLENE B. AVEO has assumed the duties and responsibilities as Administrative Aide III (Utility Worker II) in the Office of the Municipal Accounting effective November 7, 2023.

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

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

JANET MAGPAMAY ILAGAN  
Municipal Mayor  
Date: November 7, 2023

Attested by:

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

201 file  
Admin  
COA  
CSC



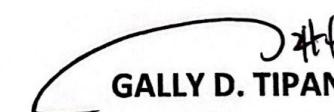
Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY  
Tel. No. (043) 784-1088  
e-mail: hrmo\_lgumataasnakahoy@yahoo.com.ph

## OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

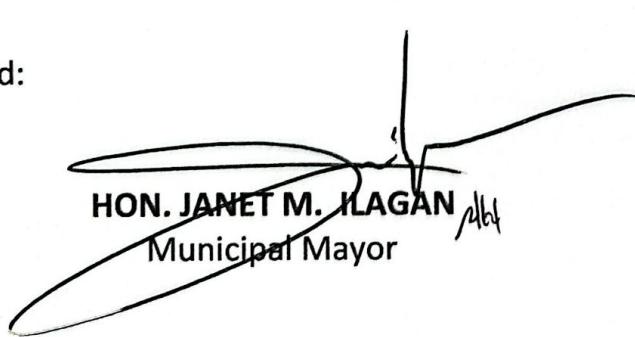
### CERTIFICATION

This is to certify that Ms. MYLENE B. AVEO, 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 Municipal Accounting, with the Numerical Rating of 4.0100.

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. JANET M. ILAGAN**  
Municipal Mayor



# LIPA CITY COLLEGES

Lipa City, Philippines

**OFFICIAL TRANSCRIPT OF RECORD**

Name : BINAY, MYLENE OSERA  
Address: 094 BRGY. 3, LONGOS, MATAAS  
NA KAHOY, BATANGAS

Date: July 26, 2004  
College of: B.S. COMMERCE-BUSINESS MANAGEMENT

**Admitted on: 1ST SEMESTER, 00-01**

**SOURCE OF ENTRANCE CREDITS:**

**Elementary : MATAAS NA KAHYO CENTRAL SCHOOL**  
**High School: BAYORBOR NATIONAL HIGH SCHOOL**

**Year: 1995-1996**

Year: 1999-2000

TERM	COURSE DESCRIPTION		FINAL	RE-EXAM	UNITS
1st Sem. 00-01	ACCTG 1&2	FUND OF ACCOUNTING	3.00	6.0	
	FE 1	SELF-TESTING ACTIVITIES	2.25	2.0	
	MATH 1	COLLEGE ALGEBRA	2.00	3.0	
	ENGL PLUS	REVIEW OF ENGLISH	2.25	3.0	
	MGT 1	BUSINESS ORG & MGT	3.00	3.0	
	FIN 1	MONEY, CREDIT & BANKING	2.50	3.0	
	HIST 3A	PHIL HISTORY: ROOTS & DEVT.	2.00	3.0	
	FIL 12A	SINING NG PAKIKIPAGTALASTASAN	2.50	3.0	
	FIL 13A	FANITIKANG PILIPINO	2.25	3.0	
	ENGL 1	COMMUNICATION ARTS 1	3.00	3.0	
2nd Sem. 00-01	MGT 2A	INDV'L., GROUP & ORG BEHAVIOR	2.50	3.0	
	PHILO 1	LOGIC	2.50	3.0	
	PE 2	FUND OF RHYTHMIC ACTIVITIES	2.00	2.0	
	BUS MATH 2	MATHEMATICS OF INVESTMENT	2.75	3.0	
	ACCTG 3&4	PARTNERSHIP & CORPORATION ACCOUNTING	2.50	6.0	
	ECO 1A	PRINCIPLE OF ECONOMIC W/ TLR	3.00	3.0	
	ENGL 2	COMMUNICATION ARTS 2 INCL INTEN ENGLISH	2.50	3.0	
	MGT 2	HUMAN RESOURCE MANAGEMENT	2.25	3.0	
	MGT 5	PRODUCTION MANAGEMENT	2.00	3.0	
	INFO TECH1	INTRO TO I.T. CONCEPTS	2.25	3.0	
1st Sem. 01-02	BUS STAT 1	ELEM OF BUS STAT	2.50	3.0	
	ARTS 1	HUMANITIES/ARTS	2.50	3.0	
	FE 3	FUND SKILLS IN GAMES & SPORTS	2.50	2.0	
	MGT 4A	MGT & LABOR REL. W/ SALARY & WAGES ADM.	3.00	3.0	
	MGT 11	INVESTMENT MANAGEMENT	2.50	3.0	
	ENGL 14	BUSINESS ENGLISH CORRESPONDENCE	2.50	3.0	
	FE 4	RECREATIONAL ACTIVITIES	1.75	2.0	
	BUS MATH 4	QUANTITATIVE TECHNIQUES IN BUSINESS	2.00	3.0	
	ENGL 20	INTRO TO LITT W/ PHIL LITT	2.50	3.0	
	MGT 14	ORG'L. DEVELOPMENT	2.50	3.0	
2nd Sem. 01-02	MGT 15	MANAGEMENT INFO. SYSTEM	2.50	3.0	
	LAW 1	OBLIGATIONS & CONTRACTS	2.50	3.0	
	NAT SC 3	EARTH SCIENCE	2.00	3.0	
	ENGL 21	INTRO TO ENGL W/ PHIL ENGL	2.50	3.0	

СЕГОДНЯ БОЛЬШАЯ ЧАСТЬ

GRADE ENROLMENT			
1.00 — 100-98	1.75 — 91-89	2.50 — 82-80	Below 75 — 5.00
1.25 — 97-95	2.00 — 88-86	2.75 — 79-77	INC.
1.50 — 94-92	2.25 — 85-83	3.00 — 76-75	DRF.

More on page 2 . . .

(Not valid without the college seal.) **IPA CITY COLLEGES** Certified True & Correct

*Carlos R. Mojares*  
CARLOS R. MOJARES  
President

**LIPA CITY COLLEGES**  
**LIPA CITY**

*Solita T. Roxas* 0  
SOLITA T. ROXAS  
Registrar

Records prepared by: *Jeanne Langen* M  
Typed by: *Jeanne Langen*



# LIPA CITY COLLEGES

## Lipa City, Philippines

**OFFICIAL TRANSCRIPT OF RECORD**

Name : BINAY, MYLENE OSENA  
Address: 094 BROY. 3, LONGOS, MATAAS  
NA KAHOY, BATANGAS

Date: July 26, 2004  
College of B.C. COMMERCE BUSINESS MANAGEMENT

Admitted on: 1ST SEMESTER, 00-01

**SOURCE OF ENTRANCE CREDITS:**

**Elementary : MATAAS NA KAHOY CENTRAL SCHOOL  
High School: BAYORBOR NATIONAL HIGH SCHOOL**

Year: 1995-1996

Year: 1999-2000

TERM	COURSE DESCRIPTION	FINAL	RE-EXAM	UNITS
2nd Sem. 02-03	SOCIO 1 INTRO TO SOCIOLOGY	2.00	3.0	
	TAX 1 PRIN OF INCOME TAX	3.00	3.0	
	MKTG 1 PRIN OF MKTG	2.00	3.0	
	TAX 2 TRANSFER & BUSINESS TAX	2.50	3.0	
	NAT SC 2 BIOLOGICAL SCIENCE	2.75	3.0	
	RIZAL RIZAL'S LIFE WORKS & WRITINGS	1.75	3.0	
	LAW 2 LAWS ON BUS ORG	5.00	0.0	
Summer 02-03	MGT 9A ENTREPRENEURSHIP	2.25	3.0	
	MGT 12 MANAGEMENT ACCOUNTING & CONTROL	2.25	3.0	
	MGT 6 BUSINESS POLICY AND STRATEGY	2.75	3.0	
	LAW 2 LAWS ON BUS ORG	2.50	3.0	
	RESEARCH 2 PROJECT FEASIBILITY STUDY	2.00	3.0	
1st Sem. 03-04	FOL SC 4A PHIL. GOVT W/ NEW CONSTITUTION	2.75	3.0	
	FIN 12 FINANCIAL MANAGEMENT	2.25	3.0	
	LAW 3 LAW ON NEGOTIABLE INSTRUMENTS	3.00	3.0	
	SOC SC 2A SOCIETY & CULTURE W/ POP EDUCATION	2.25	3.0	
	PSYCHO 1 GEN. PSYCHO W/DRUG ABUSE/HIV/AIDS EDUC.	2.25	3.0	
2nd Sem. 03-04	ECON 2B ADVANCED ECONOMICS	2.75	3.0	
	INFOTECH 2 BUS COMP APPLICATION	2.00	3.0	
	MGT 13 PRACTICUM	2.00	6.0	

EDU 101 - 2020 - week 4.4 ANSWERS AND KEY



GRADE EQUIVALENT			
1.00 — 100-98	1.75 — 91-89	2.50 — 82-80	Below 75 — 5.00
1.25 — 97-95	2.00 — 88-86	2.75 — 79-77	INC.
1.50 — 94-92	2.25 — 85-83	3.00 — 76-75	DRP.

**REMARKS:** GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN COMMERCE (BSC) MAJOR IN BUSINESS MANAGEMENT AS PER SPECIAL ORDER NO. 50-340113-4-0289 SERIES 2004 DATED MARCH 17, 2004. DATE OF GRADUATION: MARCH 24, 2004

(Not valid without the college seal.)

Certified True & Correct

*Chair of h h janes*  
CARLOS R. MOJARES  
President

LIPA CITY COLLEGES  
LIPA CITY

Solita T. Roxas  
SOLITA T. ROXAS  
Registrar

Records prepared by: **MARICIEL M. YAPBUAN, MBA**  
Typed by: **Regina**

LIPA CITY COLLEGES  
LIPA CITY

Certified True Copy

*Mylene*  
MARICIEL M. YAPBUAN, MBA  
Registrar 11/10/2021

# Lipa City Colleges

LIPA CITY, PHILIPPINES

Sa lahat ng Makakatunghay ng Kasulatang Ito, Mapitagang Bati:  
TO ALL MEN TO WHOM THESE PRESENTS COME, GREETINGS:

Na sa tagubilin ng Mga Guro, Ang Lupong Katiwala ng Lipa City Colleges ay naggawad kay.  
THAT UPON THE RECOMMENDATION OF THE FACULTY, THE BOARD OF TRUSTEES OF LIPA CITY COLLEGES HAS CONFERRED UPON

*Mylene O. Binay*

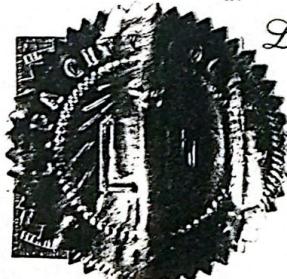
na nakatupad sa lahat ng hinikting ukol dito ng Tanggapan ng Pangulo, Komisyon  
WHO HAS FULFILLED ALL THE REQUIREMENTS OF THE OFFICE OF THE PRESIDENT. COMMISSION

ng Lalong Mataas na Paaralan kalakip ang lahat ng karapatan, karanganlan,  
ON HIGHER EDUCATION WITH ALL THE RIGHTS, HONORS,

at pribilehiyo, gayundin ang mga tungkulin at pananagutang nauukol sa titulo/kurso ng  
AND PRIVILEGES AND RESPONSIBILITIES THEREUNTO APPERTAINING TO THE TITLE/DEGREE

Bachelor of Science in Commerce

Bilang katinayan nilaydaan namin ng aming mga pangalang alinatakan ng tatak ng kolehiyo sa  
IN TESTIMONY WHEREOF, WE HAVE HERETO SUBSCRIBED OUR NAMES AND AFFIXED THE SEAL OF THIS COLLEGE AT



Lungsod ng Lipa, Pilipinas ngayong ika 24 ng marso taon ng ating  
LIPA CITY, PHILIPPINES, THIS 24<sup>th</sup> DAY OF MARCH IN THE YEAR OF OUR

Panginoon-dalawang libo at apar  
LORD TWO THOUSAND AND four

*Mylene*  
DEKANO  
DEAN

*Paras A. Noval*  
PANGULO  
PRESIDENT

*Art M. Binay*  
KALIHIM-INGAT YAMAN  
SECRETARY-TREASURER

*Solita T. Ros*  
TAGATALA  
REGISTRAR



MUNICIPAL FORM NO. 102-(Revised Dec. 1, 1982)

(TO BE ACCOMPLISHED IN DUPLICATE)

## REPUBLIC OF THE PHILIPPINES

## CERTIFICATE OF LIVE BIRTH

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

Province: BATANGAS  
 City or Municipality: MATAASNAKAHOY

## Register Number:

(a) Civil Registrar General No. \_\_\_\_\_  
 (b) Local Civil Registrar No. 293 (H-83)

1. PLACE OF BIRTH	2. USUAL RESIDENCE OF MOTHER (Where does mother live?)
a. PROVINCE Batangas	a. PROVINCE Batangas
b. CITY OR MUNICIPALITY Mataasnakahoy	b. CITY OR MUNICIPALITY Mataasnakahoy
c. NAME OF HOSPITAL OR INSTITUTION (If not in hospital, give street address) Brgy. III	c. NUMBER AND STREET Brgy. III
d. IS PLACE OF BIRTH INSIDE CITY LIMITS?	d. Is RESIDENCE INSIDE CITY LIMITS? e. Is RESIDENCE ON A FARM?
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

1. PLACE OF BIRTH	2. USUAL RESIDENCE OF MOTHER (Where does mother live?)
a. PROVINCE Batangas	a. PROVINCE Batangas
b. CITY OR MUNICIPALITY Mataasnakahoy	b. CITY OR MUNICIPALITY Mataasnakahoy
c. NUMBER AND STREET Brgy. III	c. NUMBER AND STREET Brgy. III
d. Is RESIDENCE INSIDE CITY LIMITS? e. Is RESIDENCE ON A FARM?	d. Is RESIDENCE INSIDE CITY LIMITS? e. Is RESIDENCE ON A FARM?
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

5. NAME (Type or print)		First MYLENE	Middle OSEMA	Last BINAY
4. SEX	Da. TIME BIRTH	6. LF TWIN OR TRIPLET, WAS CHILD		7. DATE OF BIRTH
Females	SINGLE <input checked="" type="checkbox"/> TWIN <input type="checkbox"/> TRIPLET <input type="checkbox"/>	1ST <input type="checkbox"/>	2ND <input type="checkbox"/>	3RD <input type="checkbox"/> Month AUG Day 28 Year 1983
7. NAME		First ARMANDO DE CASTRO BINAY	Middle	RELIGION Roman Catholic
8. AGE (At time of this birth)		10. BIRTHPLACE	11c. USUAL OCCUPATION	13. NATIONALITY Filipina
Years 32		Mataasnakahoy, Batangas	Carpenter	8a. RACE Brown
12. MAIDEN NAME		First SANTONA MALABAG	Middle OSEMA	13a. NATIONALITY Filipina
14. AGE (At time of this birth)		15. BIRTHPLACE	16. PREVIOUS DELIVERIES TO MOTHER (Do not include this birth)	18a. RACE Brown
Years 30		Mataasnakahoy, Batangas	7 0 6	18b. How many children are now living? 0
17a. INFORMANT'S SIGNATURE:		16. PREVIOUS DELIVERIES TO MOTHER (Do not include this birth) 6		
b. NAME IN PRINT: ERLIENDA C. BINAY		17. How many other children were born alive but are now dead? 0		
c. ADDRESS: Brgy. III, Mataasnakahoy, Batangas		18. How many fetal deaths (stillborn born dead sometime after conception)? 0		
19. ATTENDANT AT BIRTH				
I HEREBY CERTIFY that I attended the birth of this child who was born alive at 2:00 o'clock M. on the date above indicated.				
d. DATE SIGNED BY ATTENDANT AT BIRTH:				
e. SIGNATURE:				
f. NAME IN PRINT:				
g. ADDRESS:				
20. RECEIVED IN THE OFFICE OF THE LOCAL CIVIL REGISTRAR BY:				
a. SIGNATURE: LOUISE S. TIQUIS				
b. NAME IN PRINT: LOUISE S. TIQUIS				
c. TITLE OR POSITION: Officer-in-Charge				
d. DATE: AUGUST 31, 1983				
22a. LENGTH OF PREGNANCY COMPLETED WEEKS.		22b. WEIGHT AT BIRTH lbs. oz.	23. LEGITIMATE	
			Q Yes <input type="checkbox"/>	Q No <input type="checkbox"/>
24. DATE AND PLACE OF MARRIAGE OF PARENTS (For legitimate birth)				
JUNE 12 1972				
(Month) (Date) (Year)				
City or Municipality Mataasnakahoy Province Batangas				
25. THIS CERTIFICATE IS PREPARED BY: CLAIRE DENNIS S. MAPA, Ph.D.				
SIGNATURE: LOUISE S. TIQUIS				
NAME IN PRINT: LOUISE S. TIQUIS				
TITLE OR POSITION: Ass't. Mun. Treas.				
DATE: AUGUST 31, 1983				

(SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES)

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brh/83

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01018-A83RU01-1Documentary  
Stamp Tax PaidCLAIREDENNIS S. MAPA, Ph. D.  
National Statistician and Civil Registrar General  
Philippine Statistics Authority

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(COPY FOR OCRG)

Municipal Form No. 97 (Form No. 13) (Revised January 1990)						(To be accomplished in quadruplicate)			REMARKS/ANNOTATION	
Republic of the Philippines OFFICE OF THE CIVIL REGISTRAR GENERAL <b>CERTIFICATE OF MARRIAGE</b>										
Province <u>Batangas</u> City/Municipality <u>Mataasnakahoy</u>						Registry No. <u>2006-163</u>				
Name of Contracting Parties	(first) <u>ELMER P. AVEO</u>	(middle initial) <u></u>	(last) <u></u>	(first) <u>MYLENE O. BINAY</u>	(middle initial) <u></u>	(last) <u></u>				
Date of Birth/Age	(day) <u>11</u>	(month) <u>Oct.</u>	(year) <u>1981</u>	(age) <u>24</u>	(day) <u>28</u>	(month) <u>Aug.</u>	(year) <u>1983</u>	(age) <u>23</u>		
Place of Birth	<u>Cuenca, Batangas</u>			<u>Mataasnakahoy, Bats.</u>						
Sex (Male or Female)	Male				Female					
Citizenship	<u>Filipino</u>			<u>Filipino</u>						
Residence	<u>Dita, Cuenca, Batangas</u>			<u>Brgy. III, Mataasnakahoy, Bats.</u>						
Religion	<u>R. Catholic</u>			<u>R. Catholic</u>						
Civil Status	<u>Single</u>			<u>Single</u>						
Name of Father	<u>ELPIDIO M. AVEO</u>			<u>ARMANDO D. BINAY</u>						
Citizenship	<u>Filipino</u>			<u>Filipino</u>						
Name of Mother	<u>VICTORIA A. PEÑA</u>			<u>SIMEONA M. OSERIA</u>						
Citizenship	<u>Filipino</u>			<u>Filipino</u>						
Persons who gave consent or advice	<u>Elpidio M. Aveo</u>			<u>Armando D. Binay</u>						
	<u>Victoria A. Peña</u>			<u>Simeona M. Osoria</u>						
Relationship	<u>Parents</u>			<u>Parents</u>						
Residence	<u>Dita, Cuenca, Bats.</u>			<u>Brgy. III, Mataasnakahoy, Bats.</u>						
Place of Marriage	<u>Mataasnakahoy Catholic Church (Office of the House of Barangay or Church or Mosque of Brgy. II-A, Mataasnakahoy, Batangas)</u>									
Date:	<u>8 Oct. 2006</u>			Time: <u>8:00 A.M.</u>						
(day) <u>8</u>	(month) <u>Oct.</u>	(year) <u>2006</u>								
THIS IS TO CERTIFY: That I, <u>Elmer P. Aveo</u> , and my wife, <u>Mylene O. Binay</u> , both of legal age, of our own free will and accord, accept the witness of the person solemnizing this marriage and of the witnesses named below, take each other as husband and wife and certifying further that we:										
<p><input type="checkbox"/> have not entered into a marriage settlement.</p> <p><input type="checkbox"/> have entered into a marriage settlement; a copy of which is hereto attached.</p>										
IN WITNESS WHEREOF, we signed/mark with our finger print, this certificate in quadruplicate this										
8th day of <u>October</u> , 2006. <u>Elmer P. Aveo</u> <u>Mylene O. Binay</u>										
(Signature of Husband) (Signature of Wife)										
THIS IS TO CERTIFY: THAT BEFORE ME, on the date and place above-written, personally appeared the above-mentioned parties, with their mutual consent, lawfully joined together in marriage which was solemnized by me in the presence of the witnesses named below, all of legal age.										
I CERTIFY FURTHER THAT:										
<p><input type="checkbox"/> Marriage License No. <u>A534834</u> issued <u>September 29, 2006</u></p> <p><input type="checkbox"/> Mataasnakahoy, Bats., in favor of said parties, was exhibited to me.</p> <p><input type="checkbox"/> no marriage license was necessary, the marriage being solemnized under Art. 15 of Executive Order No. 209.</p> <p><input type="checkbox"/> the marriage was solemnized in accordance with the provisions of Presidential Decree No. 145.</p>										
<p><u>REV. FR. RICARDO E. VALENCIA</u> (Signature of Solemnizing Officer)</p> <p><u>Parish Priest</u> (Position/Designation)</p>										
Authorization: <u>ONSHOWHEN</u> Expiration: Dec. 31, 2007										
Religious Affiliation, Registry No. and Expiration Date, if applicable										
WITNESSES										
(Print Name and Sign)										
<u>VICE-MAYOR HENRY LARCA</u> <u>Mrs. LUCINA LARCIA</u>										
<u>MR. LUISITO PECHO</u> <u>MRS. LORIDEL PECHO</u>										

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