



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region IV-A (CALABARZON)
Province of Batangas
Municipality of MATAASNAKAHOY
Email Address: jaocampomj082@gmail.com

HL

**Basic: Letter request of Ms. MIAN S. CASTILLO, Administrative Assistant I,
Mataasnakahoy, Batangas for Foreign Travel authority to Canada on
February 1, 2025 to August 15, 2025.**

1st Indorsement
07 January 2025

Respectfully forwarded to **HON. JUANITO VICTOR C. REMULLA**, DILG Secretary, DILG NAPOLCOM Center, Quezon City thru CHANNEL the herein attached documents recommending favorable action.


GUILLERMO A. OCAMPO JR.
MLGOO

Inc.: a/s





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
CITIZEN'S CHARTER SERVICE REQUEST FORM

Document Code FM-SP-DILG-07-01		
Rev. No.	Eff. Date	Page

01 09.16.24 1 of 1

SERVICE TITLE: ISSUANCE OF CERTIFICATE FOR FOREIGN TRAVEL AUTHORITY OF LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES		REFERENCE NO.	FTA-R4A-MATAASNAKAHOY-BATANGAS-2005-01-07-008
		DATE OF REQUEST	JANUARY 7, 2025
ADMINISTRATIVE REQUIREMENTS		Compliance	Contact Details:
Basic Documents on All Travel Categories			
1. Request Letter (Note: Governors, Vice Governors, Mayors, and Vice Mayors traveling abroad shall indicate the name of the Highest Ranking Sanggunian Member in their request letter)		/	OTHER NEEDED INFORMATION, if any:
2. A duly notarized affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant, or Oath of Undertaking, when the applicant has a pending case; and		/	Position: ADMINISTRATIVE ASSISTANT I Region: IV-CALABARZON
3. A duly accomplished Clearance from Money and Property Accountabilities, (CS Form No. 7, Revised 2018) - signed by all Department Heads, indicating if cleared or not cleared and duly signed by the LCE		/	LGU: MATAASNAKAHOY Destination: CANADA
4. Travel Authorization (or Travel Order or Endorsement) from the Local Chief Executive pursuant to Section 6, OP MC No. 35, Series of 2017		/	<i>[Signature]</i>
Additional Documents Per Travel Category			
OFFICIAL TRIPS		Duration requested: FEBRUARY 1, 2025 - AUGUST 15, 2025	Category of travel: PERSONAL/PRIVATE
2. Invitation Letter from the host country or sponsoring agency;		<i>[Signature]</i>	
3. Acceptance letter from CHED, TESDA, LGA or organizer, or donor,		<i>[Signature]</i>	
4. Copy or draft of the Memorandum of Agreement or Memorandum of Understanding between the LGU concerned and the LGU abroad (travel relating to Sister City or LG Technical Exchange Cooperation), if applicable.		<i>[Signature]</i>	
UNOFFICIAL TRIPS		RECEIVED BY: GUILLERMO A. OCAMPO JR. Receiving Officer	DATE AND TIME RECEIVED 1-07-2025, 4:09PM
2. For Governors, Mayors of Highly Urbanized Cities and Independent Component Cities, Mayor of Pateros (a) Duly accomplished Application for Leave (CS Form No. 6, Revised 2020) (b) Medical Certificate for medical reasons		ENDORSED TO RESPONSIBLE OFFICER: GUILLERMO A. OCAMPO JR. MLGOO-MATAASNAKAHOY	DATE AND TIME ENDORSED 1-07-2025, 4:09PM
3. Other Elected Officials (including employees - department heads and below) when the period of travel extends to more than three (3) months or during a period of emergency or crisis (a) Duly approved Application for Leave of absence (CS Form No. 6, Revised 2020) (b) Medical Certificate for medical reasons			
REMARKS:			
ACKNOWLEDGEMENT RECEIPT			
This is to acknowledge the service/s you have requested:			
SERVICE TITLE:	Date Received	Date of Release in case of extension	REFERENCE NO.
NAME OF RESPONSIBLE OFFICER/UNIT/DESIGNATION:			 Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REMARKS:			OFFICE ADDRESS:



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Telephone No: (043) 784-1016
Email Address: mayoroffice.mataasnakahoy@gmail.com



OFFICE OF THE MAYOR

03 January 2025

JUANITO VICTOR C. REMULLA

Secretary
Department of Interior and Local Government
DILG-NAPOLCOM Center, EDSA Cor.
Quezon Ave., West Triangle, Quezon City

Dear Secretary Remulla:

Greetings from the Municipality of Mataasnakahoy, Batangas!

This is to endorse the travel abroad of Ms. Mian S. Castillo, Administrative Assistant I of Local Government Unit of Mataasnakahoy, Batangas from February 1, 2025 to August 15, 2025 on her personal account. Said travel shall not entail any cost on part of the Municipal Government of Mataasnakahoy.

For the Secretary's approval.

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

Joining hands for **M**ataasnakahoy's **i**nterest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Email Address: info.mtkhoy@yahoo.com
Telephone No: (043) 7846320



OFFICE OF THE MUNICIPAL TREASURER

03 January 2025

HON. JANET MAGPANTAY ILAGAN
Municipal Mayor
Mataasnakahoy, Batangas

Dear Mayor Ilagan:

God's blessings!

This refers to a travel to Canada scheduled on February 1, 2025 to August 15, 2025 for the undersigned to attend to some important personal matters.

May I request that I be authorized and allowed to undertake the said travel. May I assure that the expenses to be incurred on this travel will be on my own account and no resource will come from the municipal government.

Hoping for your favorable action on this request.

Thank you and best regards.

Very truly yours,

MIAN S. CASTILLO

Administrative Assistant I

Joining hands for Mataasnakahoy's interest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF MATAASNAKAHOY, BATANGAS

AFFIDAVIT OF NO PENDING CIVIL OR CRIMINAL CASE

I, MIAN S. CASTILLO, of legal age, single, Filipino and a resident of 188 Rafael Lubis St. Barangay IV, Mataasnakahoy, Batangas after having been sworn to an oath in accordance with law, hereby depose and state;

That, I am currently employed at the Local Government Unit of Mataasnakahoy, Batangas as Administrative Assistant I.

That, I will be on my personal/private travel to Canada on February 1, 2025 to August 15, 2025.

That, I am neither an advocate nor a mentor of any unlawful or subversive organization that advocated the overthrow of the government agency in the government.

That, I was never accused of any offense or crime involving moral turpitude, neither one of the same nature or a pending case of anti-graft law (RA 3019) against my person is pending before any persecution office and judicial authorities elsewhere in the Philippines.

That I am executing this affidavit to attest to the truth of all foregoing declaration and for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I hereunto set my hand this 07 JAN 2025 at
MATAASNAKAHOY, BATANGAS

MIAN S. CASTILLO
Affiant

SUBSCRIBED AND SWORN to before me this 07 JAN 2025 at affiant exhibited to
me her _____ issued on _____ at _____.

Doc No. J1
Page No. 12
Book No. LX
Series No. 2025


ATTY. ROWELL B. MALABAG
NOTARY PUBLIC UNTIL DECEMBER 31, 2026
COMMISSION NO. 2024-0040 ROLL NO. 68570
IBP NO. 476577 / 11-13-24 / PASIG CITY
PTR NO. 34206374 / 01-02-25 / M-KAHAY, BATS.
MCLE COMPLIANCE NO. VII-0002112
423 Rafael Lubis Street, Barangay II-A, Mataasnakahoy, Batangas

Republic of the Philippines
Fourth Judicial Region
MUNICIPAL TRIAL COURT OF MATAASNAKAHOY
Province of Batangas
✉ mtc2mtk000@judiciary.gov.ph
Mobile. No. 09161017683

CERTIFICATE OF CLEARANCE

TO WHOM IT MAY CONCERN:

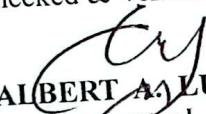
This is to certify that according to the available records of this Court as of this date, MIAN CASTILLO y SUBOL, allegedly a resident of Brgy. IV Mataasnakahoy, Batangas, and whose signature as well as her thumb marks appear below has:

NO CRIMINAL RECORD

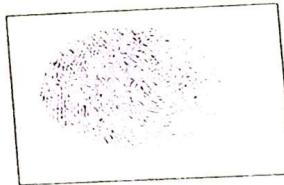
This certificate is issued upon the request of the applicant for TRAVEL ABROAD and is valid for ninety (90) days from the date of issue.

WITNESS MY HAND AND SEAL of this Court, this 7th day of January, 2025 at Mataasnakahoy, Batangas.

Checked & Verified by:


ALBERT A. LUBI
Interpreter I


SUSAN S. MENDOZA
CLERK OF COURT II




Signature of Applicant

CTC. NO. : 29924695
ISSUED ON : January 03, 2025
ISSUED AT : Mataasnakahoy, Batangas

Valid for 90 days from date of issue.

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
CLEARANCE FORM
(Instructions at the back)

I	PURPOSE	Travel Abroad - Canada		
			December 3, 2024	Date of Filing
TO:	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY			
I hereby request clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Leave Please specify: _____				
Date of Effectivity: February 1 to August 15, 2024				
Office of Assignment:	Office of the Municipal Treasury		MIAN S. CASTILLO Name and Signature of Official	
Position/SG/Step:	Administrative Assistant I / 7 / 1			
II	CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES			
I hereby certify that this employee/official is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.				
LADY IVY T. HIDALGO Municipal Treasurer				
III	CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES			
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administrative Services				
a. Supply and Property Procurement and Management Services	✓		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	✓		GALLY D. TIPAN	
c. Agency-accredited Union/Cooperative			N/A	
2. Library			N/A	
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. Finance and Assets Management				
a. Financial Services	✓		LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	✓		LENILYN C. CARAAN	
c. Payroll & Remittance Services	✓		LENILYN C. CARAAN	
4. Professional and Institutional Development			N/A	
a. Scholarship Services			N/A	
IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:			
a. Internal Affairs Office/Legal Affairs Office			N/A	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V	CERTIFICATION			
I hereby certify that this employee/ official is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.				
HON. JANET M. LAGAN Municipal Mayor				



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Telephone No: (043) 784-1016
Email Address: mayoroffice_g6@yahoo.com



OFFICE OF THE MAYOR

AUTHORITY TO TRAVEL

This is to authorize **MS. MIAN S. CASTILLO**, Administrative Assistant I of Local Government of Mataasnakahoy, to travel to Canada from February 1, 2025 to August 15, 2025 for vacation on personal account.

Ms. Castillo has approved leave of absence and no government fund shall be used for the said travel abroad.

Issued this 3rd day of January 2025 at Mataasnakahoy, Batangas.

HON. JANET M. ILAGAN
Municipal Mayor

Joining hands for Mataasnakahoy's interest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Mataasnakahoy

Stamp of Date of Receipt

RECEIVED

9/12/24 11:00 AM

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT

MTO

2. NAME : (Last) (First) (Middle)

CASTILLO

MIAN

SUBOL

3. DATE OF FILING

December 3, 2024

4. POSITION

Admin. Assist. I

5. SALARY

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVALIABLE

- Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- Adoption Leave (R.A. No. 8552)

Others:

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines

Abroad (Specify) Canada

In case of Sick Leave:

In Hospital (Specify Illness)

Out Patient (Specify Illness)

In case of Special Leave Benefits for Women:

(Specify Illness)

In case of Study Leave:

Completion of Master's Degree

BAR/Board Examination Review

Other purpose:

Monetization of Leave Credits

Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

6 months & 15 days

INCLUSIVE DATES

February 1, 2025 to August 15, 2025

6.D COMMUTATION

Not Requested

Requested

MIAN S. CASTILLO
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of Sept. 30, 2024

	Vacation Leave	Sick Leave
Total Earned	171.061	201.708
Less this application	-135	-
Balance	37.061	201.708

GALLY D. TIPAN
MHRMO

(Authorized Officer)

RELEASED

7.B RECOMMENDATION

For approval

For disapproval due to

LADY IVY P. HIDALGO
Municipal Treasurer

(Authorized Officer)

7.C APPROVED FOR:

135 days with pay Working days
 days without pay
 others (Specify)

7.D DISAPPROVED DUE TO:

HON. JANET M. ILAGAN
Municipal Mayor

(Authorized Official)



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dila.gov.ph

JAN 17 2025

JANET M. ILAGAN
Mayor
Municipal Hall
Victor Templo Ave., National Highway,
Mataasnakahoy, Batangas

Dear Mayor Ilagan:

This refers to the proposed travel to Canada of Ms. Mian S. Castillo, Administrative Assistant I from February 1 to August 15, 2025 while on a leave of absence for personal reasons.

Relative thereto, please be informed that the said request is hereby approved, subject to the pertinent provisions of DILG Memorandum Circular No. 2022-147 dated November 22, 2022, and to other laws, rules and regulations.

Very truly yours,


JUANITO VICTOR C. REMULLA
Secretary



cc: Regional Director ARIEL O IGLESIAS, CESO III, DILG Regional Office IV-A

P010-2025-01-07-009
BLGS/DTT/PCMD/labn

"Matino, Mahusay at Maaasahan"
Trunkline No. (02) 8876 3454



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph

MEMORANDUM

FOR : **ARIEL O IGLESIAS, CESO III**
Regional Director, DILG Regional Office IV-A

SUBJECT : **APPROVED TRAVEL AUTHORITY OF MS. MIAN S. CASTILLO, MATAASNAKAHOY, BATANGAS**

DATE : January 17, 2025

This refers to the approved travel authority to Canada of Ms. Mian S. Castillo, Administrative Assistant I, Mataas na Kahoy, Batangas, from February 1 to August 15, 2025 while on a leave of absence for personal reasons.

Relative to the above, we are providing you with a copy of the approved Travel Authority. We likewise request the Regional Office through the DILG Provincial and/or Field Office to ensure that the approved FTA is received by Ms. Castillo.

Further, may we respectfully request your assistance in facilitating the filling-up of the Customer Satisfaction Survey (CSS) Form by Ms. Castillo or her representative.

The Customer Satisfaction Survey (CSS) Form is to be submitted through this link:
<https://bit.ly/CSSFTA>.

Thank you.

A handwritten signature in black ink, appearing to read 'Debbie T. Torres'.

DEBBIE T. TORRES, CESO IV
Director IV, Bureau of Local Government Supervision

P010-2025-01-07-009
BLGS/DTT/PCMD/labn

"Matino, Mahusay at Maaasahan"
Trunkline No. (02) 8876 3454

CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Ms. MIAN S. CASTILLO

Administrative Assistant I (Reproduction Machine)

You are hereby appointed as Operator III , SG-7
(Position Title)

under Permanent status at the Office of the Municipal Treasury
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of Thirteen Thousand Nine Hundred Sixty Five P 13,965.00

pesos per month.

The nature of this appointment is Promotion vice N/A
(Original, Promotion, etc.)
Vacant with Plantilla Item No. 87
(Transferred, Retired, etc.)

Page 7.

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

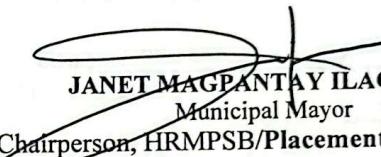
This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found to be in order.

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

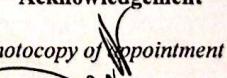
CSC/HRMO Notation

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


MIAN S. CASTILLO
Appointee



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. 043-7841113/ 4610107
Telefax 043-7841016



OFFICE OF THE MAYOR

OFFICE ORDER
No. 376-S-2024

TO : MS. MIAN S. CASTILLO 
Administrative Assistant I

DATE : SEPTEMBER 06, 2024

SUBJECT : DESIGNATION AS THE SPECIAL CASH DISBURSING OFFICER AT
THE OFFICE OF THE MUNICIPAL TREASURER

In the exigency of service, you are hereby designated as the Special Cash Disbursing Officer at the Office of the Municipal Treasurer effective September 06, 2024.

In view thereof, you shall be accountable and responsible for the local funds in your possession or custody and the safekeeping thereof in accordance with Sec. 305 (f) of Republic Act No. 7160.

For information and guidance.


HON. JANET M. ILAGAN
Municipal Mayor

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 () or 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	CASTILLO MIAN SUBOL	NAME EXTENSION (JR, SR) N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	January 15, 1976	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE	188 RAFAEL LUBIS ST. House/Block/Lot No. Street N/A BARANGAY IV Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
7. HEIGHT (m)	1.64 m		
8. WEIGHT (kg)	57 kg		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS ZIP CODE	188 RAFAEL LUBIS ST. House/Block/Lot No. Street N/A BARANGAY IV Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
10. GSIS ID NO.	200 200 6095	19. TELEPHONE NO.	(043) 784-1060
11. PAG-IBIG ID NO.	1490-0026-6311	20. MOBILE NO.	0917-5236213
12. PHILHEALTH NO.	09-000044573-7	21. E-MAIL ADDRESS (if any)	mianell1976@yahoo.com
13. SSS NO.	33-2066-641-9		
14. TIN NO.	908-739-863		
15. AGENCY EMPLOYEE NO.	MTO006		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME	N/A N/A N/A	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME FIRST NAME MIDDLE NAME	CASTILLO ANTONIO DIMACULANGAN		
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME	SUBOL MINDA LUBIS	(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not)	YEAR GRADUATED	SCHOLARSHIP/ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	MATAASNAKAHOY CENTRAL SCHOOL	ELEMENTARY	1982	1988	Graduated	1988	N/A
SECONDARY	CANOSSA ACADEMY	SECONDARY	1988	1992	Graduated	1992	N/A
VOCATIONAL / TRADE COURSE	AMA LEARNING CENTER	CSDP	1998	2000	Graduated	2000	N/A
COLLEGE	CENTRO ESCOLAR UNIVERSITY	B. S. TOURISM	1992	1996	Graduated	1996	N/A
GRADUATE STUDIES	GOLDEN GATE COLLEGES	MPA	2007	2009	Graduated	2009	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

10 - 4 - 2023

CS FORM 212 (Revised 2017), Page 1 of 4

IV. CIVIL SERVICE ELIGIBILITY						LICENSE (if applicable)	
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	NUMBER	Date of Validity
N/A			N/A	N/A	N/A	N/A	N/A
(Continue on separate sheet if necessary)							
V. WORK EXPERIENCE							
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						
January-23	To present	Administrative Aide VI (Foreman)	Office of the Municipal Treasurer	13,266.00	6-2	Permanent	Yes
January-22	31/12/2022	-do-	-do-	12,658.00	6-1	-do-	-do-
January-21	31/12/2021	-do-	-do-	12,150.00	6-1	-do-	-do-
January-20	31/12/2020	-do-	-do-	11,643.00	6-1	-do-	-do-
10/10/2019	31/12/2019	-do-	-do-	11,153.00	6-1	-do-	-do-
01/02/2019	09/10/2019	Admin. Aide III (Utility Worker II)	Office of the Mayor	9,567.00	3-3	-do-	-do-
01/01/2019	31/01/2019	-do-	-do-	9,494.00	3-3	-do-	-do-
01/01/2018	31/12/2018	-do-	-do-	9,084.00	3-3	-do-	-do-
01/01/2017	31/12/2017	-do-	-do-	8,692.00	3-3	-do-	-do-
01/05/2016	31/12/2016	-do-	-do-	8,317.00	3-3	-do-	-do-
01/02/2016	30/04/2016	-do-	-do-	7,958.00	3-3	-do-	-do-
01/12/2014	31/01/2016	-do-	-do-	7,879.00	3-2	-do-	-do-
01/02/2013	30/11/2014	-do-	-do-	7,313.00	3-2	-do-	-do-
01/01/2013	0131-2013	-do-	-do-	7,221.00	3-1	-do-	-do-
01/01/2012	31/12/2012	-do-	-do-	6,931.00	3-1	-do-	-do-
01/01/2011	31/12/2011	-do-	-do-	6,641.00	3-1	-do-	-do-
01/02/2010	31/12/2010	-do-	-do-	6,060.00	3-1	-do-	-do-
01/01/2010	31/01/2010	Admin. Aide I (Utility Worker I)	-do-	5,464.00	1-4	-do-	-do-
01/07/2008	31/12/2009	-do-	-do-	4,845.00	1-4	-do-	-do-
01/07/2007	30/06/2008	-do-	-do-	4,405.00	1-4	-do-	-do-
01/07/2007	30/06/2008	-do-	-do-	4,405.00	1-4	-do-	-do-
21/12/2006	30/06/2007	-do-	-do-	4,004.00	1-3	-do-	-do-
01/12/2005	20/12/2006	-do-	-do-	3,907.00	1-2	-do-	-do-
01/12/2004	30/11/2005	-do-	-do-	3,711.00	1-2	-do-	-do-
21/12/2003	30/11/2004	Utility Worker I	-do-	3,711.00	1-2	-do-	-do-
01/01/2002	20/12/2003	-do-	-do-	3,696.00	1-1	-do-	-do-
01/07/2001	31/12/2001	-do-	-do-	3,696.00	1-1	-do-	-do-
01/01/2001	06/30/2001	-do-	-do-	3,520.00	1-1	-do-	-do-
12/21/2000	12/31/2000	-do-	-do-	3,520.00	1-1	-do-	-do-
June, 1996	Nov. 1996	Banquet Reservation Clerk	Makati Sports Club, Makati City	4,800.00	Contractual	No	
NOTHING FOLLOWS							
(Continue on separate sheet if necessary)							
SIGNATURE		DATE		CS FORM 212 (Revised 2017), Page 2 of 4			

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S					
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
GEMACC		19/04/2019	present		Treasurer
NOTHING FOLLOWS					

(Continue on separate sheet if necessary)

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

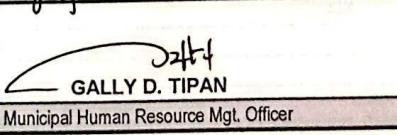
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc.)	CONDUCTED/SPONSORED BY (Write in full)
		From	To			
	Two - day Training on the Rationalization of Local Fees and Charges	7/4/2023	7/5/2023	16 hrs	Technical	BLGF IV-A
	Strengthening the PLEB, Tagaytay City	6/2/2023	6/3/2023	16 hrs	Technical	PLEB Manila
	2022 MUNTAP National Convention and Seminar-Workshop with the Theme: MUNTAP @53: Baming Excellence Beyond the New Normal	8/23/2022	8/25/2022	24 hrs	Technical	Municipal Treasurers Association of the Philippines (MUNTAP), Inc.
	RA No. 9184 and its 2016 Revised IRR: Key Concept Practical Tools on Procurement Planning, Procedures and Documents Control System	6/20/2022	6/22/2022	24 hrs	Technical	Philippine Association of Records Officers and Archivists (PARAO)
	Orientation and Worshop for New PLEB Member	11/7/2019	11-8-2019	16 hrs	Technical	DILG Region IV-A
	Seminar/Workshop on Laughter Therapy	26/11/2018	26/11/2018	8 hrs	Technical	Human Resource Mgt Office
	Seminar/Workshop on Language Proficiency	09/13/2018	09/14/2018	16 hrs	Technical	Leah S. Corpuz/LASH Leaning Solution
	DPR/CCA Project Completion Ceremony Disaster Preparedness & Response Project, Tagaytay City	01/24/2018	01/26/2018	24 hrs	Technical	World Food Programme
	Risk Communication & Media Management Training Seminar	08/23/2017	08/25/2017	24 hrs	Technical	World Food Programme
	5th Annual Regional Competitiveness Sumit & Awards Ceremony, PICC Manila	08/16/2017	08/16/2017	8 hrs	Technical	DTI
	Provincial Climate Outlook Forum Batangas Disaster Preparedness & Response Project	07/18/2017	07/21/2017	32 hrs	Technical	World Food Programme
	Workshop on Community Based Disaster Risk Reduction and Management Training of Trainers	06/19/2017	06/23/2017	40 hrs	Technical	World Food Programme
	Local Climate Change Adaptation Plan II	04/24/2017	04/26/2017	24 hrs	Technical	World Food Programme
	Local Climate Change Action Plan	03/28/2017	03/30/2017	24 hrs	Technical	World Food Programme
	Contingency Planning	03/15/2017	03/17/2017	24 hrs	Technical	World Food Programme
	Basic Incident Command System	02/21/2017	02/23/2017	24 hrs	Technical	World Food Programme
	Personal Development Stress and Anger Management Seminar Workshop	09/27/2016	09/28/2016	16 hrs	Technical	Philippine Mental Health
	Public Service Ethnics & Accountability	24/10/2015	25/10/2015	16 hrs	Technical	CSC Region IV-A
	Website Development Training (WordPress)	09/9/2015	09/11/2015	24 hrs	Technical	DOST - ICT
	An Ordinance Mandating Salt Iodization Promotion of Salt Iodization (ASIN LAW)	12/10/2014	12/10/2014	8 hrs	Technical	Batangas Provincial Auditorium
	Roll-out Seminar/Workshop on Electronic Statement of Receipts & Expenditures Version 2	08/26/2014	0828/2017	24 hrs	Technical	BLGF IV-A and MTLB
	One day seminar/workshop on Web-based Treasury Operation & Income Management System (WebTOIMS)	06/14/2013	06/14/2013	8 hrs	Technical	BLGF/PTO/MTLB
	Training/Seminar on Public Servants: Unity with Excellence at Work	05/7/2013	05/7/2013	8 hrs	Technical	REDC Development and Training Center
	NOTHING FOLLOWS					

(Continue on separate sheet if necessary)

VII OTHER INFORMATION

III. OTHER INFORMATION			
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
31.	32.	33.	
READING POCKETBOOK	N/A	MATAASNAKAHOY CREDIT COOP	
COMPUTER LITERATE		GOVERNMENT EMPLOYEES OF	
DANCING		MATAASNAKAHOY CREDIT COOP	
NOTHING FOLLOWS		NOTHING FOLLOWS	

(Continue on separate sheet if necessary)

<p>34. Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate 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</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: _____</p> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: _____</p> <p>Date Filed _____ Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: _____</p>												
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <p>If YES, give details: _____</p> <p>End of Contract _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: _____</p> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details (country): _____</p>												
<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</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, please specify: _____</p> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, please specify ID No: _____</p> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, please specify ID No: _____</p>												
<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>MARIA MARISA L. MARASIGAN</td> <td>MKAHOY, BATS.</td> <td>0917 5056031</td> </tr> <tr> <td>LALAINA B. TIPAN</td> <td>MKAHOY, BATS.</td> <td>0917 8902541</td> </tr> <tr> <td>ARNOLD S. VILLANUEVA</td> <td>MKAHOY, BATS.</td> <td>0917 1700008</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	MARIA MARISA L. MARASIGAN	MKAHOY, BATS.	0917 5056031	LALAINA B. TIPAN	MKAHOY, BATS.	0917 8902541	ARNOLD S. VILLANUEVA	MKAHOY, BATS.	0917 1700008	
NAME	ADDRESS	TEL. NO.											
MARIA MARISA L. MARASIGAN	MKAHOY, BATS.	0917 5056031											
LALAINA B. TIPAN	MKAHOY, BATS.	0917 8902541											
ARNOLD S. VILLANUEVA	MKAHOY, BATS.	0917 1700008											
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s</p>													
<p>Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <table border="1"> <tr><td>Government Issued ID:</td><td>LGU</td></tr> <tr><td>ID/License/Passport No.:</td><td>MTO004</td></tr> <tr><td>Date/Place of Issuance:</td><td>2023</td></tr> </table>	Government Issued ID:	LGU	ID/License/Passport No.:	MTO004	Date/Place of Issuance:	2023							
Government Issued ID:	LGU												
ID/License/Passport No.:	MTO004												
Date/Place of Issuance:	2023												
<p>SUBSCRIBED AND SWORN to before me this 4th day of October 2023, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p> GALLY D. TIPAN Municipal Human Resource Mgt. Officer</p>													

WORK EXPERIENCE SHEET

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

Position Applying for : Administrative Assistant I (Reproduction Machine Operator III)

- Duration: October 10, 2019 - Present
- Position: Administrative Aide VI (Utility Worker Foreman)
- Name of Office/Unit: Office of the Municipal Treasury
- Immediate Supervisor: Lady Ivy T. Hidalgo
- Name of Agency/Organization and Location: LGU- Mataasnakahoy
 - List of Accomplishments and Contributions (if any)
 - People's Law Enforcement Board (PLEB) Secretariat.
 - Summary of Actual Duties
 - Maintain and update cashbook of daily collection.
 - Maintain and update Liquidating Officer/Treasurer's Cashbook (all funds).
 - Prepare report of Collections and Deposit (RCD).
 - Prepare Check Disbursement Register.
 - Prepare abstract of monthly over-all collection.
 - Prepare monthly Report on Accountability for Accountable Forms (RAAF).
 - Prepare application/renewal of Contract of market stallholders.
 - Monitoring and facilitate a quarterly meeting with Talipapa Stallholders.
 - Prepare of monthly report in Economic Enterprises.
 - Prepare certification as to availability of funds.
 - Prepare Authority to Debit Account (ADA) for the salaries of local employees.
 - Facilitate the e-payment of Philhealth.
 - Prepares schedules & agenda of monthly meeting of PLEB as directed by the Chairman and prepares minutes of the monthly meeting.
- Duration: February 1, 2010 – October 9, 2019
- Position: Administrative Aide III (Utility Worker II)
- Name of Office/Unit: Office of the Municipal Treasury
- Immediate Supervisor: Maria Marisa L. Marasigan
- Name of Agency/Organization and Location: LGU- Mataasnakahoy
 - Summary of Actual Duties
 - Daily Collection of stall rentals at Talipapa.
 - Prepare Market Stallholder contract.
 - Issuance of Official Receipt to the Talipapa for payments.
 - Encoding and print of Official Receipt to the Reports of Collections and Deposit
 - Preparation of Report of Check Issued,
 - Prepares report of Daily Collection.
 - Deposit daily collection to depository bank.
 - Encode and print all needed Certificate and all outgoing communication.
 - Encode and print all monthly and quarterly report.
 - Preparation of list of Delinquent taxpayer and notice of Tax Bill and deliver/serve/discuss the notice of delinquent in various Barangays.

- Duration: December 21, 2000 – January 31, 2010
- Position: Administrative Aide I (Utility Worker I)
- Name of Office/Unit: Office of the Municipal Treasury
- Immediate Supervisor: Lourdes S. Tiquis
- Name of Agency/Organization and Location: LGU-Mataasnakahoy

- Summary of Actual Duties

- Daily Collection at Talipapa.
- Monitor and maintain the cleanliness at Talipapa.
- Issuance of Accountable Form.
- Preparation of list of Delinquent taxpayer and notice of Tax Bill and deliver/serve/discuss the notice of delinquent in various Barangays.
- Encoding of Official Receipt for Abstract.
- Prepares Report of Daily Collection.
- Prepares the necessary bond for all accountable officers of the LGU.
- Deposit daily collection to depository banks.
- Submit report at Provincial Treasurer.



MIAN S. CASTILLO

(Signature over Printed Name of Employee/Applicant)

Date: October 4, 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. MIAN S. CASTILLO as Administrative Assistant I (Reproduction Machine Operator III) in the Office of the Municipal Treasury 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

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

THIS IS TO CERTIFY that funds are available for the position of Administrative Assistant I (Reproduction Machine Operator III) in the Office of the Municipal Treasury of this municipality, with Salary Grade 7 amounting to ONE HUNDRED SIXTY SEVEN THOUSAND FIVE HUNDRED EIGHTY PESOS (P 167,580.00) 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 Assistant I
(Reproduction Machine Operator III)**

2. ITEM NUMBER

87

3. SALARY GRADE

7

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

Province
 City
 Municipality

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

5th Class
 6th Class
 Special

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

Local Government Unit of Mataasnakahoy, Batangas

6. BUREAU OR OFFICE

Office of the Municipal Treasury

7. DEPARTMENT / BRANCH / DIVISION

Office of the Municipal Treasury

8. WORKSTATION / PLACE OF WORK

Office of the Municipal Treasury

**9. PRESENT APPROP
ACT**

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

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P 13,965.00

12. OTHER COMPENSATION

PERA	P	2,000.00
Clothing Allow.		6,000.00
Cash Gift		5,000.00
Year End Bonus		13,965.00
Mid-year Bonus		13,965.00
PEI		5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Municipal Treasurer

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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

Binding Machine , Computer, Calculator, Logbook,, Cutter, Scissor

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
---------------	------------	----------	---------------	------------	----------

Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			

18. WORKING CONDITION

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

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

Takes custody in the safekeeping of funds; Inspect private, commercial and industrial establishments.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Binding of office documents for safe keeping and documentation and does other related work.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat III)
21e. Core Competencies			Competency Level
None Yet			None Yet
21f. Leadership Competencies			Competency Level
None Yet			None Yet
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
<i>Percentage of Working Time</i>	(State the duties and responsibilities here.)		
10%	Set up machines at the beginning of the shift to ensure proper working order;		
10%	Perform testing procedure to ensure that machines work optimally during the production procedures;		
10%	Ensure that the machine are producing quality products by managing periodic checks on the output;		
15%	Assist in the collection of local fees and charges;		
10%	Assist the Municipal Treasurer in updating the Cash books of all funds;		
15%	Prepare reportorial requirements such as Report of Daily Collection, Monthly Over-all Collections, Monthly Report on Economic Enterprise, Price Monitoring Report, etc;		
10%	Assist in the tax informations campaign of the Local Government Unit;		
20%	Perform other duties and functions 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.			
<u>MIAN S. CASTILLO 11/07/2023</u> Employee's Name, Date and Signature		<u>LADY IVY T. HIDALGO 11/07/2023</u> Municipal Treasurer, Date and Signature	



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, Mian S. Castillo of Brgy. IV, Mataasnakahoy, Batangas having been appointed to the position of Administrative Assistant I (Reproduction Machine Operator III) 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 "MIAN S. CASTILLO".

(Signature over Printed Name of the Appointee)

Government ID: LGU ID

ID Number : MTO004

Date Issued : N/A

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

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



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. MIAN S. CASTILLO has assumed the duties and responsibilities as Administrative Assistant I (Reproduction Machine Operator III) in the Office of the Municipal Treasury effective November 7, 2023.

This certification is issued in connection with the issuance of the appointment of Ms. Castillo as Administrative Assistant I (Reproduction Machine Operator III).

Done this 7th day of November 2023 in Mataasnakahoy, Batangas.

A handwritten signature in black ink that reads "JANET MAGPANTAY ILAGAN". Below the signature, the word "Municipal Mayor" is printed in a smaller font.
Date: November 7, 2023

Attested by:

A handwritten signature in black ink that reads "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. MIAN S. CASTILLO, Administrative Assistant I (Reproduction Machine Operator III) got Very Satisfactory Rating in her Individual Performance Commitment Report (IPCR) for rating period January to June 2023 in her position as Administrative Aide VI (Utility Foreman) at the office of the Municipal Treasury, with the Numerical Rating of 4.2083.

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


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

Noted:


HON. JANET M. LAGAN
Municipal Mayor



Golden Gate Colleges

Batangas City, Philippines
OFFICIAL TRANSCRIPT OF RECORDS

Sheet No. 1

October 7, 2010

Name CASTILLO MIAN S. in the College of MPA
(Last) (First Name) (Second)

Address Mataas na Kahoy, Batangas Admission Credentials T/R

SOURCE OF ENTRANCE CREDITS.

Elementary	Mataas na Kahoy Central School	Year	1987-1988
High School	Canossa Academy	Year	1991-1992

TERM	DESCRIPTIVE TITLE OF THE COURSE	FINAL	RE- EXAM	UNITS
	<u>CENTRO ESCOLAR UNIVERSITY</u> GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN TOURISM AS OF MARCH 22, 1996 UNDER SPECIAL ORDER (B) No. 1-72:1795 S.1996 DATED AUGUST 31, 1996.			
Second Sem 2006-2007	<u>GOLDEN GATE COLLEGES</u> <u>GRADUATE SCHOOL</u> Theory and Practice of Adm Marketing Management Planning Control Public Administration Public Policy Human Behavior in Organization Research Methodology Seminar in Governmental Organization and Management Human Resource Development Advanced Statistics Project Planning/Development and Mgt. Management Acctg and Control Public Personnel Mgt. NOTHING FOLLOWS	1.25		3
Summer 2007		1.25		3
First Sem 2007-2008		1.50		3
Second Sem 2007-2008		1.25		3
First Sem 2008-2009		1.25		3
		1.00		3
		1.25		3
		1.25		3
		1.50		3
		1.25		3
		1.25		3
		1.50		3

CERTIFIED TRUE COPY

DR. PURISIMA E. MACATANGAY RN

REGISTRAR

1.00 - 100-98	2.00 - 88 -86	2.75 - 76-77
1.25 - 97-95	2.25 - 85 -83	3.00 - 76-75
1.50 - 94-92	2.50 - 82 -80	5.00 - Failure
1.75 - 91-89		INC - Incomplete

REMARKS: GRADUATED WITH THE DEGREE OF MASTER IN PUBLIC
ADMINISTRATION (MPA) AS OF OCTOBER 2008 UNDER SPECIAL ORDER NO. 80-345201-
0003 S.2009 DATED MARCH 9, 2009.

Not valid without college seal:

Certified true & correct.

Checked by:

E.P. EBITE



Typed by:

A. ACDIONA

ZOLA L. MENDOZA

Registrar

Clearance signed by:

J. A. BAGOT

Golden Gate Colleges

BATANGAS CITY
Graduate School



Prinababotid sa labat sa pamumagitan ng karulatang ito:

Know all Men By These Presents:

Na is tagubilin ng mga Guru, mao Lyon ng Katiwala ng Colegio ng Golden Gate ay naggawad kay

That upon the recommendation of the Faculty and the Board of Trustees of the Golden Gate Colleges has conferred upon

MIAN S. CASTILLO

na nakatalpad sa labat ng kinikiling ukol dito, ng titulong

who has fulfilled all the requirements thereof, the degree of

CERTIFIED TRUE COPY

DR. PURISIMA B. MACATANGAYAN

REGISTRAR

Master sa Publikong Pangasiwaan

Master in Public Administration

halakip ng labat ng karapatan, karangalan at prestisyo, gayon din ang mga tungkulin at pananagutan do'y nauhol

with all the rights, honors and privileges as well as the obligations and responsibilities thereunto appertaining

ing katanayan, do'y nilagaan namin at tinatakan ng seyos ng halakip sa Lungsod ng Batangas

In testimony whereof, we have hereunto subscribed our names and affixed the seal of this college at Batangas City.

Philippines, this 17 day of October in the year of our Lord One Thousand Seven Hundred Eight.

Philippines, this 17 day of October

taon na ating Panginoon Salawang Libo't Sewal.

P. No. 80-345201-0003

Series

2009

Dated

March 9, 2009

TAGATAILA

Registrar

WILLIBRITO G. JACINTO

PANGILIO

President

REPUBLIC OF THE PHILIPPINES
FORM NO. 102—(Revised Dec. 1, 1968)

(TO BE FURNISHED ON DUPLICATES)

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. 32(A-16)

Province: Batangas

City or Municipality: Nasugbu

1. PLACE OF BIRTH

a. PROVINCE Batangas

b. CITY OR MUNICIPALITY Nasugbu

c. NAME OF HOSPITAL OR MATERNITY (If not in hospital, give name & address) Poblacion

d. Is Place of Birth Inside City Limit Yes No

The C No C

e. NAME (TYPE OR PRINT) Nicanor

f. Sex Male

g. Date of Birth Sept 10, 1976

h. Name of Town or Village Tuy

i. Month Year

j. Age in Months 29

k. Day of Birth

l. Year

m. Father's Name

n. Month Year

o. Age in Months

p. Day of Birth

q. Year

r. Mother's Name

s. Month Year

t. Age in Months

u. Day of Birth

v. Year

w. Address

x. Month Year

y. Age in Months

z. Day of Birth

aa. Year

bb. Father's Name

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