

Mr. Gally D. Tipan,

I hope this message finds you well. I am writing to seek clarification regarding the qualifications for the position of Sangguniang Bayan Secretary within our local government unit. It has come to my attention that one of the applicants, Mrs. Gina Ocampo, resides in Lipa City, which raises questions about her eligibility based on the stated requirement for candidates to be residents of the LGU's jurisdiction.

Understanding the importance of compliance with the qualifications set forth for this position, I would greatly appreciate it if you could provide clarity on the residency requirement and whether there are any exceptions or considerations that might apply in this instance. Your assistance in this inquiry is greatly appreciated, as it will ensure that the selection process remains transparent and fair for all applicants.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

Atty. Rowell B. Malabag  
Applicant  
Sent from my iPhone

This is in compliance with the Local Government Code of the Philippines, Article 13, Section 10, regarding the residency requirement for the Sangguniang Bayan Secretary. The position requires the candidate to be a resident of the municipality or city where the Sanggunian Board is located. Mrs. Gina Ocampo, who is mentioned in your inquiry, does not appear to be a resident of the jurisdiction of the Sanggunian Board. Please let me know if there are any specific circumstances or exceptions that may apply in this case.

Please let me know if you have any further questions or need additional information. I appreciate your prompt response to this matter.

Thank you again for your attention to this matter. I look forward to your response.

Atty. Rowell B. Malabag

Atty. Rowell B. Malabag

Atty. Rowell B. Malabag  
Atty. Rowell B. Malabag



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



**OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT**

HON. ATTY. ROWELL B. MALABAG  
Sangguniang Bayan Members  
Municipality of Mataasnakahoy, Batangas

Dear Atty. Malabag:

Greetings of Peace and Mabuhay!

This is in connection with your letter seeking clarification regarding the Qualifications Standard of the Secretary to the Sangguniang Bayan. Local Government Code of 1991, Article One- Secretary to the Sanggunian, Section 469,(b), states that "*No person shall be appointed secretary to the sanggunian unless he is a citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of a college degree preferably in law, commerce or public administration from a recognized college or university, and a first-grade civil service eligible or its equivalent*".

To clarify Ms. Gina Ocampo's compliance with the residency requirement, she submitted a Certificate of Residency issued on Barangay III, Mataasnakahoy, Batangas, sealed and duly signed by Hon. Chona C. Magpantay, Brgy. Chairperson and a duly notarized Personal Data, citing the same address.

In consideration of your query, the undersigned will bring this matter to the Appointing Authority and HRMPSB concerned for discussion and consultation.

Thank you very much.

Sincerely yours,

GALLY D. TIPAN  
MGDH-MHRMO

**PERSONAL DATA SHEET**

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

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

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

1. CS ID No.

(Do not fill up. For CSC use only)

**I. PERSONAL INFORMATION**

2 SURNAME	MALABAG		
FIRST NAME	ROWELL		
MIDDLE NAME	BENEDICTO		
3 DATE OF BIRTH (mm/dd/yyyy)	8/18/1988	16 CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4 PLACE OF BIRTH	BATANGAS CITY		
5 SEX	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female	
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	<input type="checkbox"/> Married <input type="checkbox"/> Separated	17 RESIDENTIAL ADDRESS N/A House/Block/Lot No. N/A Subdivision/Village MATAASNAKAHOY City/Municipality RIZAL Street III Barangay BATANGAS Province
7 HEIGHT (m)	1.65	ZIP CODE	4223
8 WEIGHT (kg)	86	18 PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village MATAASNAKAHOY City/Municipality RIZAL Street III Barangay BATANGAS Province
9 BLOOD TYPE	B+	19 TELEPHONE NO.	043-461-3085
10 GSIS ID NO.	2005331910	20 MOBILE NO.	09453264015
11 PAG-IBIG ID NO.	1211 1551 8131	21 E-MAIL ADDRESS (if any)	rowellmalabag_88@yahoo.com.ph
12 PHILHEALTH NO.	0905 0296 5009		
13 SSS NO.	04-2329231-4		
14 TIN NO.	260 787 670		
15 AGENCY EMPLOYEE NO.			

**II. FAMILY BACKGROUND**

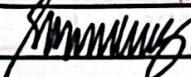
22 SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MALABAG			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MAGPANTAY			
25 MOTHER'S MAIDEN NAME				
SURNAME	BENEDICTO			
FIRST NAME	NORLITA			
MIDDLE NAME	CARABLE			

(Continue on separate sheet if necessary)

**III. EDUCATIONAL BACKGROUND**

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PAARALANG SENTRAL NG MATAASNAKAHOY	ELEMENTARY	1995	2001	N/A	2001	FIRST HONOR
SECONDARY	LA PURISIMA CONCEPCION ACADEMY	HIGH SCHOOL	2001	2005	N/A	2005	THIRD HONOR
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	DE LA SALLE LIPA	BS IN LEGAL MANAGEMENT	2005	2010	N/A	2010	CLERICAL ASSISTANCE
GRADUATE STUDIES	DE LA SALLE LIPA	DOCTOR OF JURISPRUDENCE	2010	2016	N/A	2016	NONE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 20, 2023
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#### **IV. CIVIL SERVICE ELIGIBILITY**

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

## **V WORK EXPERIENCE**

*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

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 (# applicable) & STEP (Format: "00-07" INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
1/1/2023	PRESENT	SB MEMBER	LGU MATAASHNAKAHOY	67,559.00	SG 24 / STEP 1	ELECTED	Y
7/1/2022	12/31/2022	SB MEMBER	LGU MATAASHNAKAHOY	66,308.00	SG 24 / STEP 1	ELECTED	Y
1/4/2018	10/8/2021	ATTORNEY III	DEPARTMENT OF EDUCATION	62,902.00	SG 21 / STEP 2	PERMANENT	Y
5/8/2017	12/31/2017	LEGAL ASSISTANT	DEPARTMENT OF AGRARIAN REFORM	35,000.00	N/A	CONTRACTUAL	Y
6/6/2014	5/7/2017	LEGAL RESEARCHER	DEPARTMENT OF AGRARIAN REFORM	21,969.00	N/A	CONTRACTUAL	Y
11/30/2007	11/30/2013	BARANGAY KAGAWAD	SANGGUNIANG BARANGAY	4,439.00	N/A	ELECTED	Y

NOTHING FOLLOWS

*(Continue on separate sheet if necessary)*

SIGNATURE		DATE	January 20, 2023
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**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS**

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	THE FRATERNAL ORDER OF EAGLES - PHILIPPINE EAGLES	06/10/2020	PRESENT	N/A	MEMBER
	ROTARY CLUB OF MATAASNAKAHOY	9/21/2015	PRESENT	N/A	MEMBER
NOTHING FOLLOWS					

*(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)*

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			
PCL PROVINCIAL YEAR END ASSEMBLY 2022	11/23/2022	11/25/2022	24 HOURS	SUPERVISORY	PHILIPPINE COUNCILORS LEAGUE
CONDUCT OF NEWLY ELECTED OFFICER PROGRAM FOR RE-ELECTED AND COMEBACKING OFFICIALS	09/22/2022	09/23/2022	16 HOURS	SUPERVISORY	PHILIPPINE COUNCILORS LEAGUE
NMYL PROVINCIAL & REGIONAL ASSEMBLY & RE ORGANIZATION OF OFFICERS FOR CALABARZON	09/20/2022	09/21/2022	16 HOURS	SUPERVISORY	NATIONAL MOVEMENT OF YOUNG LEGISLATORS
EXECUTIVE-LEGISLATIVE AGENDA OF THE LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	08/16/2022	08/18/2022	24 HOURS	SUPERVISORY	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY
MANDATORY CONTINUING LEGAL EDUCATION VII	11/19/2019	11/22/2019	36 HOURS	TECHNICAL	DEPARTMENT OF EDUCATION
SUPERVISORY DEVELOPMENT COURSE TRACK 1	4/2/2019	4/5/2019	32 HOURS	SUPERVISORY	CIVIL SERVICE COMMISSION
17TH NATIONAL CONVENTION OF LAWYERS	3/28/2019	3/31/2019	32 HOURS	TECHNICAL	INTEGRATED BAR OF THE PHILIPPINES
46TH PRE-JUDICATURE PROGRAM	8/6/2018	8/17/2018	80 HOURS	SUPERVISORY	PHILIPPINE JUDICIAL ACADEMY
NOTHING FOLLOWS					

*(Continue on separate sheet if necessary)*
**VIII. OTHER INFORMATION**

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE, READING, SINGING	DEPED OUTSTANDING EMPLOYEE FIRST QUARTER 2021	DE LA SALLE LIPA ALUMNI ASSOCIATION BOARD OF TRUSTEES
NOTHING FOLLOWS		

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

January 20, 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 <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: 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><b>RESIGNATION FROM OFFICE - DEPED</b></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> <p>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>38. 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 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 <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>

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

NAME	ADDRESS	TEL. NO.
ATTY. RAMEL C. MURIA	SAN JOSE, BATANGAS	043-784-4314
MR. HOMER N. MENDOZA	LIPA CITY, BATANGAS	043-756-5506
ATTY. KRISANDRA ANN M. MANDOCDOC	SAN JOSE, BATANGAS	043-784-4314

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

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: IBP ID	
ID/License/Passport No.: 68570	
Date/Place of Issuance: 02/15/2021 / PASIG CITY	

	
Signature (Sign inside the box)	
January 20, 2023	
Date Accomplished	



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.	
 <b>GALLY D. TIPAN</b> Person Administering Oath	



*Republic of the Philippines*

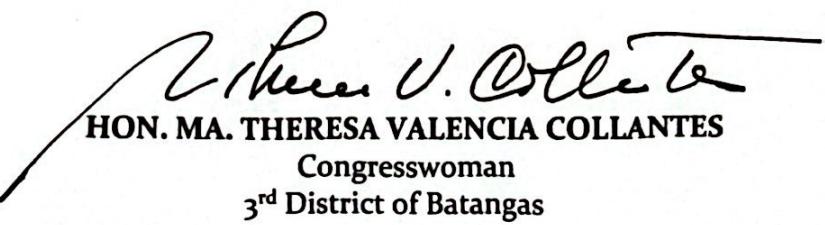
## OATH OF OFFICE

I, ATTY. ROWELL BENEDICTO MALABAG, of Mataasnakahoy, Batangas, having been elected as MUNICIPAL COUNCILOR of Mataasnakahoy, Batangas, hereby solemnly swear that I will well and faithfully discharge to the best of my ability the duties of my present position and of all others I may hereafter hold under the Republic of the Philippines; that I will support and defend the Constitution of the Philippines; that I will bear the true faith and allegiance to the same; and 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.*

  
HON. ATTY. ROWELL BENEDICTO MALABAG  
Municipal Councilor

*Subscribed and sworn to before me this 27<sup>th</sup> of June 2022 at Mataasnakahoy, Batangas*

  
HON. MA. THERESA VALENCIA COLLANTES  
Congresswoman  
3<sup>rd</sup> District of Batangas

Republic of the Philippines  
COMMISSION ON ELECTIONS

CEF No. 25

MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS

CERTIFICATE OF CANVASS OF VOTES AND PROCLAMATION  
OF WINNING CANDIDATES FOR MEMBER, SANGGUNIANG BAYAN

WE, THE UNDERSIGNED MEMBERS of the MUNICIPAL BOARD OF CANVASSERS do hereby certify under oath that we have duly canvassed the votes cast in 34 precincts for the Candidates therein for MEMBER, SANGGUNIANG BAYAN in the elections held on May 9, 2022. Attached hereto and forming part hereof is a Statement of Votes by Precinct (CEF No. 20-A) garnered by each candidate:

NAMES OF WINNING CANDIDATES	NUMBER OF VOTES OBTAINED
DIMAANO, PUTO (AKSYON) (AKSYON DEMOKRATIKO)	8477
LAQUI, KAREN (AKSYON) (AKSYON DEMOKRATIKO)	8025
MALABAG, ATTY. ROWELL (IND) (INDEPENDENT)	7973
DEL MUNDO, WAWENG (NPC) (NATIONALIST PEOPLE'S COALITION)	6696
DE OCAMPO, LEMUEL (NPC) (NATIONALIST PEOPLE'S COALITION)	6657
VERGARA, AGA (NPC) (NATIONALIST PEOPLE'S COALITION)	6631
CALINISAN, LOURDES (NPC) (NATIONALIST PEOPLE'S COALITION)	6631
CARAAN-LAQUI, MERLYN (NPC) (NATIONALIST PEOPLE'S COALITION)	6406

ON THE BASIS OF THE FOREGOING, we hereby proclaim the above-named winning candidates as the duly elected members of MEMBER, SANGGUNIANG BAYAN BATANGAS - MATAAS NA KAHOY - LONE DIST for BATANGAS - MATAAS NA KAHOY - LONE DIST / BATANGAS - MATAAS NA KAHOY in the Province of MBOC: BATANGAS - MATAAS NA KAHOY.

IN WITNESS WHEREOF, we have affix our signatures and imprint our thumbmarks in the municipality of BATANGAS - MATAAS NA KAHOY, Province of MBOC: BATANGAS - MATAAS NA KAHOY, this May 10, 2022 5:08:35 AM.

05/10/2022 - 05:08:35 AM

Page 1 of 2

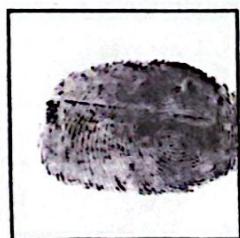
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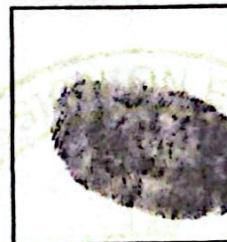
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MUNICIPAL BOARD OF CANVASSERS

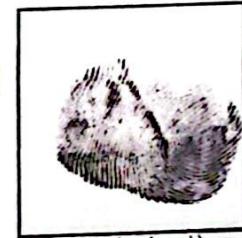


(Right Thumbmark)



(Right Thumbmark)

  
ALVAREZ SUSANA  
CHAIRPERSON  
(Signature above printed full name)  
Digitally signed, Signature fingerprint:  
B39F2158BB25101C44D2C2343FAE07CD0E7CC  
8AA



(Right Thumbmark)

  
GONZALES FELICIANA  
VICE- CHAIRPERSON  
(Signature above printed full name)  
Digitally signed, Signature fingerprint:  
0B379F31E68FE56AD723E87806DF787F27F9  
C197

  
LANDICHO LEOPOLDO  
MEMBER-SECRETARY  
(Signature above printed full name)  
Digitally signed, Signature fingerprint:  
6D90516AAD3978C7E0A993C919CA88D7A5B15  
762

05/10/2022 - 05:08:35 AM

Page 2 of 2

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Report of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
Region IV-A (CALABARZON)  
Province of Batangas  
Municipality of MATAASNAKAHOY  
OFFICE OF THE MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICER  
Email Address: jaocampo\_m@yahoo.com.ph

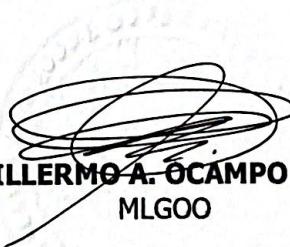
## C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This is to Certify that based on records available in this Office, Hon. **ROWELL BENEDICTO MALABAG**, resident of Brgy. III, Mataasnakahoy, Batangas was duly elected Sangguniang Bayan Member, this municipality during the National and Local elections held on May 09, 2022.

He was performing the duties, functions and responsibilities in his office from noon of June 30, 2022 up to present.

Issued this 4<sup>th</sup> day of July 2022 at Mataasnakahoy, Batangas.

  
**GUILLERMO A. OCAMPO JR.**  
MLGOO





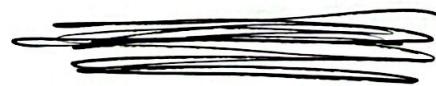
Republic of the Philippines  
Province of Batangas  
**MUNICIPALITY OF MATAASNAKAHOY**

**OFFICE OF THE MUNICIPAL VICE MAYOR**

**TRAVEL AUTHORITY**

This is to authorize Hon. Atty. ROWELL B. MALABAG, Sangguniang Bayan Member, this municipality to travel abroad (Singapore) as per approved Application for Leave for the period of November 19, 20, 21 and 22, 2022 on personal account. No government fund will be utilized for the aforementioned travel abroad.

Issued this 27<sup>th</sup> day of October, 2022 at Mataasnakahoy, Batangas.



**Dr. JAY MANALO ILAGAN**  
Municipal Vice Mayor

Cc:

Office of the Sangguniang Bayan  
HRMO  
DILG

---

*Joining hands for Mataasnakahoy Interest*



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

**OFFICE OF THE MUNICIPAL VICE MAYOR**

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Dr. JAY MANALO ILAGAN  
Municipal Vice Mayor

Cc:

Office of the Sangguniang Bayan  
HRMO  
DILG

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*Joining hands for Mataasnakahoy Interest*

Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

## CLEARANCE FORM

### I PURPOSE

11-3-2022

Date of Application

TO: LOCAL GOVERNMENT UNIT, MATAASNAKAHOY

I hereby apply for clearance from money, property and work-related accountabilities for:

Purpose:  Transfer  Resignation  Other Mode of Separation:  
 Retirement  Leave Please specify:

Effectivity/ Inclusive Period:

Office Assignment: Office of the Sangguniang Bayan  
Position/SG/Step: SB Member SG-24 Step 1

Hon. ROWELL B. MALABAG

Name and Signature of Official

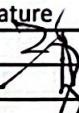
### II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

I hereby certify that this applicant is cleared of work-related accountabilities from the office of the Sangguniang Bayan

Hon. JAY MANALO ILAGAN

Municipal Vice Mayor

### III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
a. Office of the Mayor- GSO Section	/		ENILIA R. MALALMAN	
b. Office of the Municipal Treasury	/		LADY IVY T. MAGPANTAY	
* As to money Accountability				
c. Office of the Municipal Accountant				
* As to cash advance	/		YONI LYNN CARAHN	
d. Office of the Mun. Human Res. Mgt.	/		GARY D. TIPAN	

### IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Office of the Municipal Mayor	<input type="checkbox"/> with pending administrative case	<input type="checkbox"/> with ongoing investigation (no formal charge yet)
----------------------------------	-----------------------------------------------------------	----------------------------------------------------------------------------

### V CERTIFICATION

THIS IS TO CERTIFY that Hon. ROWELL B. MALABAG has no account/ liabilities with the above named offices, and therefore he is cleared of any accountabilities.

JANET MAGPANTAY ILAGAN

Municipal Mayor


  
**Republic of the Philippines**  
**Department of Education**  
**REGION IV-A CALABARZON**  
**SCHOOLS DIVISION OF LIPA CITY**

Employee No.: 6319921  
 Division: DepEd, Division of Lipa City  
 Unit: OSDS

**SERVICE RECORD**  
(To be accomplished by Employer)

<b>NAME :</b>	<b>MALABAG</b>	<b>ROWELL</b>	<b>BENEDICTO</b>	(If married woman, give also full maiden name)
<b>(SURNAME)</b>	<b>(GIVEN NAME)</b>	<b>(MIDDLE NAME)</b>		
<b>BIRTH :</b>	<b>AUGUST 18, 1988</b>	<b>BATANGAS CITY</b>		(Date herein should be checked from birth or baptismal certificate or some other reliable documents.)
<b>(DATE)</b>	<b>(PLACE)</b>			

This is to certify that the employee named herein above actually rendered services in this Office as shown by the service record below each line of which is supported by appointment and other papers actually issued by this Office and by the authorities concerned:

SERVICE		RECORD OF APPOINTMENT			OFFICE ENTITY/DIVISION		LV/ABS W/O PAY	SEPARATION		REMARKS
INCLUSIVE DATES		Designation	Status	Salary	Station/Place Assignment	BRANCH		DATE	CAUSE	
FROM	TO									
01-04-18	12-31-18	Attorney III	Perm.	₱ 630,648.00	DepEd, Lipa City	Nat'l.	None			Orig. Appt.
01-01-19	12-31-19	-do-	-do-	693,660.00		-do-	-do-			NBC 584 RA11466
01-01-20	12-31-20	-do-	-do-	712,236.00		-do-	-do-			NBC 579/RA11466
01-01-21	01-03-21	-do-	-do-	730,812.00		-do-	-do-			NBX 584/RA11466
01-04-21	06-02-21	-do-	-do-	742,128.00		-do-	-do-			STEP INCREMENT
06-03-21	LAST DAY OF ACTUAL SERVICE			742,128.00		-do-	-do-			
06-04-21	RESIGNED									
09-01-21	10-05-21	Attorney III	Perm.	730,812.00		-do-	-do-			Re-employment
10-06-21	LAST DAY OF ACTUAL SERVICE			730,812.00		-do-	-do-			
10-07-21	RESIGNED									
ooooooooooooo=deped-lipacity=deped-lipacity=deped-lipacity=deped-lipacity=deped-lipacity=deped-lipacity=deped-lipacity=deped-lipacity=deped-lipacity=deped-lipacity=deped-lipacity=xooooooooooooo										

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the system.

CERTIFIED CORRECT:

  
 ELMER M. ALMAREZ  
 Administrative Officer IV (HRMO II)

Effectivity Date: 01/02/2020

July 22, 2022  
(Date)

FM-DepEdLipa-ADOF4P-11



Address: JP Laurel Highway, Brgy. Marawoy, Lipa City  
 Telephone No.: (043) 757-5496/757-5505/757-5526  
 Email Address: deped.lipacity@deped.gov.ph

ISO 9001:2015  
 Certificate No:  
 SPC000505Q

