

**Mr. GALLY D. TIPAN**  
OIC-Mun. Human Resource Management Officer  
Municipality of Mataasnakahoy, Batangas

Dear Sir Tipan;

I write to make a request for the exception for the check out and check in in the biometrics due to the physical condition.

Hoping for your favorable response regarding this matter.

Thank you and God bless.

  
**ROWENA R. BABADILLA**  
Admin Assistant I

 10/01/2022  


Very truly yours,

  
**JAMES M. TIPAN**  
Municipal Mayor  
September 10, 2022  
Date of Signing



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY



NORMA C. ADO  
Sr. HR Specialist

Ms. ROWENA R. BABADILLA

You are hereby appointed as Administrative Assistant I (Bookbinder III ) SG-7 under  
(Position Title)

Permanent status at the Office of the Municipal Accountant with a compensation rate of  
(Permanent, Temporary, etc.) (Office/Department/Unit)

Thirteen Thousand Four Hundred Twenty Four Pesos ( P 13,424.00) per month.

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

who was Vacant with Plantilla Item No. 69.  
(Transferred, Retired, etc.)

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

Very truly yours,

JANET MAGPANTAY ILAGAN  
Municipal Mayor  
September 16, 2022  
Date of Signing

CSC ACTION: APPROVED

DRY SEAL



LILY BETH L. MAJOMOT  
Director II

Authorized Official

Date

SEP 26 2022

OCT 04 2022  
(Stamp of Date Release)  
3.15

## 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 August 24, 2022 to September 8, 2022 and posted in CSC-FO Batangas, Public Market, Office Lobby from August 24, 2022 to September 8, 2022 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 9, 2022.

  
GALLY D. TIPAN  
OIC- Mun. Human Resource Management Officer

## Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on September 13, 2022.

  
JANET MAGPANTAYILAGAN  
Municipal Mayor

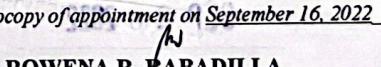
## CSC Notation

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

Original Copy - for the Appointee  
Original Copy - for the Civil Service Commission  
Original Copy - for the Agency

### Acknowledgement

Received original/photocopy of appointment on September 16, 2022

  
ROWENA R. BABADILLA  
Appointee

# PERSONAL DATA SHEET

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

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

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

1. CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	BABADILLA		
FIRST NAME	ROWENA		
MIDDLE NAME	ROBLES		
3. DATE OF BIRTH (mm/dd/yyyy)	7/30/1982	16. CITIZENSHIP	<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, BATS.		
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 checked="" type="checkbox"/> Other/s:	If holder of dual citizenship, please indicate the details.	
7. HEIGHT (m)	4'0	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street
8. WEIGHT (kg)	60kg	ZIP CODE	N/A BAYORBOR Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
9. BLOOD TYPE	'B'	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street
10. GSIS ID NO.	006-0179-4315-6	ZIP CODE	N/A BAYORBOR Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
11. PAG-IBIG ID NO.	121077084225	19. TELEPHONE NO.	(043) 774-9733
12. PHILHEALTH NO.	09-025037864-4	20. MOBILE NO.	0917-159-8751
13. SSS NO.	0429523634	21. E-MAIL ADDRESS (if any)	babadillawhenah@yahoo.com
14. TIN NO.	408-865-142		
15. AGENCY EMPLOYEE NO.	ACT003		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  FIRST NAME  MIDDLE NAME  OCCUPATION  EMPLOYER/BUSINESS NAME  BUSINESS ADDRESS  TELEPHONE NO.	23. NAME OF CHILDREN (Write full name and list all)			DATE OF BIRTH (mm/dd/yyyy)
	N/A	NAME EXTENSION (JR., SR.)	N/A	N/A
	N/A			
24. FATHER'S SURNAME  FIRST NAME  MIDDLE NAME	BABADILLA MILO BENEDICTO			
25. MOTHER'S MAIDEN NAME  SURNAME  FIRST NAME  MIDDLE NAME	ROBLES ESTELITA VALENCIA			(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	BAYORBOR ELEMENTARY SCHOOL	ELEMENTARY	1990	1996	GRADUATE	1997	N/A
SECONDARY	BAYORBOR NATIONAL SCHOOL	SECONDARY	1997	2001	GRADUATE	2001	N/A
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	INFORMATION & INDUSTRIAL INSTITUTE & TECHNOLOGY	OFFICE MANAGEMENT OF TECHNOLOGY	2001	2003	GRADUATE	2003	N/A
GRADUATE STUDIES	N/A	N/A	N/A			N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

/hj

DATE

September 7, 2022

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

#### **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.

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

**SIGNATURE**

DATA

September 7, 2022

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**Attachment T**

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**

M

DATE

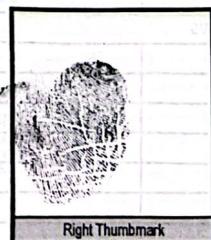
September 7, 2022

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

<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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: _____</p>
<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 <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 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO      impair leg <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.
LADY IVY T. HIDALGO	MATAASNAKAHAY, BATANGAS	(043) 461-0925
NOIME T. TIPAN	MATAASNAKAHAY, BATANGAS	(043) 784-1088
MYLENE BISCOCHO	MATAASNAKAHAY, BATANGAS	(043) 461-9120

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.) PLEASE INDICATE ID Number and Date of Issuance	<input type="text"/>
Government Issued ID: COMPANY ID	<input type="text"/>
ID/License/Passport No.: OMM007	<input type="text"/>
Date/Place of Issuance: 2018 MATAASNAKAHAY	<input type="text"/>
<p style="text-align: center;">Signature (Sign inside the box)</p> <p style="text-align: center;">September 7, 2022</p> <p style="text-align: center;">Date Accomplished</p>	
	

SUBSCRIBED AND SWEARN to before me this 7th day of September, 2022, affiant exhibiting his/her validly issued government ID as indicated above.

GALLY D. TIPAN
Person Administering Oath
DIC - MHRM

## 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.

**Applying to: Administrative Assistant I ( Bookbinder III )**

- Duration: October 10 , 2019 – present
- Position: Administrative Aide IV ( Reproduction Machine Operator II )
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Ms. LENILYN C. CARAAN
- Name of Agency/Organization and Location: LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY

**• Summary of Actual Duties**

- Operates the digital duplicating machine to produce different types of forms and other Office materials and maintains the condition of the equipment.
- Preparation of Journal Entry Vouchers per Funds.
- Preparation of the Accountants advice of check disbursement
- Preparation of monthly remittances
- Records the documents for Receipts and Collections/Disbursement Vouchers

Duration: November 16,2012 – October 9,2019

- Position: Administrative Aide I (Utility Worker I )
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Ms. CORAZON LASIN-LANDICHO
- Name of Agency/Organization and Location: LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY

**• Summary of Actual Duties**

- Maintenance of the cleanliness and orderliness of the office.
- Filing documents
- Receiving disbursement vouchers and liquidation reports and General Fund, Special Education Fund and Trust Fund.
- Documentation of the correspondences received and sent from/to other departments.

(h)

\_\_\_\_\_  
ROWENA ROBLES BABADILLA

Date: September 7, 2022

**CS Form No. 33-A**  
Revised 2018



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

Ms. ROWENA R. BABADILLA

You are hereby appointed as Administrative Assistant I (Bookbinder III ) SG-7 under  
(Position Title)

Permanent status at the Office of the Municipal Accountant with a compensation rate of  
(Permanent, Temporary, etc.) (Office/Department/Unit)

Thirteen Thousand Four Hundred Twenty Four Pesos ( P 13,424.00) per month.

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

who was Vacant with Plantilla Item No. 69.  
(Transferred, Retired, etc.)

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

Very truly yours,

JANET MAGPANTAY LAGAN  
Municipal Mayor

September 16, 2022  
Date of Signing

**CSC ACTION:**

DRY SEAL

Authorized Official  
Date

(Stamp of Date 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.

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GALLY D. TIPAN

OIC- Mun. Human Resource Management Officer

## Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on September 13, 2022.

~~JANET MAGPANTAY ILAGAN~~  
Municipal Mayor

## CSC Notation

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Original Copy - for the Appointee  
Original Copy - for the Civil Service Commission  
Original Copy - for the Agency

### **Acknowledgement**

*Received original/photocopy of appointment on September 16, 2022*

**ROWENA R. BABADILLA**  
Appointee

# PERSONAL DATA SHEET

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

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

Print legibly. Tick appropriate boxes (  and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. I. CS ID No (Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	BABADILLA		
FIRST NAME	ROWENA		
MIDDLE NAME	ROBLES		
3. DATE OF BIRTH (mm/dd/yyyy)	7/30/1982	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	MATAASNAKAHOY, BATS.		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	If holder of dual citizenship, please indicate the details.	
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input checked="" type="checkbox"/> Other/s:		
7. HEIGHT (m)	4'0	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street N/A BAYORBOR Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
8. WEIGHT (kg)	60kg	ZIP CODE	N/A House/Block/Lot No. Street N/A BAYORBOR Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
9. BLOOD TYPE	B'	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A BAYORBOR Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
10. GSIS ID NO.	006-0179-4315-6	19. TELEPHONE NO.	(043) 774-9733
11. PAG-IBIG ID NO.	121077084225	20. MOBILE NO.	0917-159-8751
12. PHILHEALTH NO.	09-025037864-4	21. E-MAIL ADDRESS (if any)	babadillawhenha@yahoo.com
13. SSS NO.	0429523634		
14. TIN NO.	408-865-142		
15. AGENCY EMPLOYEE NO.	ACT003		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	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
	MIDDLE NAME	N/A			
	OCCUPATION	N/A			
	EMPLOYER/BUSINESS NAME	N/A			
	BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A				
24. FATHER'S SURNAME	BABADILLA				
FIRST NAME	MILO	NAME EXTENSION (JR., SR.)	N/A		
MIDDLE NAME	BENEDICTO				
25. MOTHER'S MAIDEN NAME					
SURNAME	ROBLES				
FIRST NAME	ESTELITA				
MIDDLE NAME	VALENCIA			(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	BAYORBOR ELEMENTARY SCHOOL	ELEMENTARY	1990	1996	GRADUATE	1997	N/A
SECONDARY	BAYORBOR NATIONAL SCHOOL	SECONDARY	1997	2001	GRADUATE	2001	N/A
VOCATIONAL/TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	INFORMATION & INDUSTRIAL INSTITUTE & TECHNOLOGY	OFFICE MANAGEMENT OF TECHNOLOGY	2001	2003	GRADUATE	2003	N/A
GRADUATE STUDIES	N/A	N/A	N/A		N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	/	DATE	September 7, 2022	CS FORM 212 (Revised 2017), Page 1 of 4
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#### **IV. CIVIL SERVICE ELIGIBILITY**

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 / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	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**

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

(Continue on separate sheet if necessary)

**SIGNATURE**

七

DATE

September 7, 2022

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**ACTIVITIES / WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**

(Continue on separate sheet if necessary)

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

**Start from the most recent 1 ISO audit report and indicate only the relevant 1.3 Determing status for the last five (5) years for Oshkosh Chief Executive Officer position.**

(Continue on separate sheet if necessary)

## **VIII. OTHER INFORMATION**

(Continue on separate sheet if necessary)

**SIGNATURE**

四

DATE

September 7 2022

CS FORM 212 (Revised 2017), Page 3 of 4

<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>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>		
<p>35. a. Have you ever been found guilty of any administrative offense?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>		
<p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <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>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>		
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <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>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input checked="" type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>		
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p>			
NAME	ADDRESS	TEL. NO.	
LADY IVY T. HIDALGO	MATAASNAKAHOY, BATANGAS	(043) 461-0925	
NOIME T. TIPAN	MATAASNAKAHOY, BATANGAS	(043) 784-1088	
MYLENE BISCOCHO	MATAASNAKAHOY, BATANGAS	(043) 461-9120	
<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 against me.</p>			
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)      PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: COMPANY ID</p> <p>ID/License/Passport No.: OMM007</p> <p>Date/Place of Issuance: 2018 MATAASNAKAHOY</p> <p>Signature (Sign inside the box)</p> <p>September 7, 2022</p> <p>Date Accomplished</p>			
<p>SUBSCRIBED AND SWEARN to before me this 7th day of September, 2022, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p>GALLY D. TIPAN</p> <p>Person Administering Oath</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.

Applying to: Administrative Assistant I ( Bookbinder III )

- Duration: October 10 , 2019 – present
- Position: Administrative Aide IV ( Reproduction Machine Operator II )
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Ms. LENILYN C. CARAAN
- Name of Agency/Organization and Location: LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY
- Summary of Actual Duties
  - Operates the digital duplicating machine to produce different types of forms and other Office materials and maintains the condition of the equipment.
  - Preparation of Journal Entry Vouchers per Funds.
  - Preparation of the Accountants advice of check disbursement
  - Preparation of monthly remittances
  - Records the documents for Receipts and Collections/Disbursement Vouchers

Approved in RA 7160 or Section 316 on Utilization of personal services in the local government units.

Duration: November 16,2012 – October 9,2019

- Position: Administrative Aide I (Utility Worker I )
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Ms. CORAZON LASIN-LANDICHO
- Name of Agency/Organization and Location: LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY

- Summary of Actual Duties

- Maintenance of the cleanliness and orderliness of the office.
- Filing documents
- Receiving disbursement vouchers and liquidation reports and General Fund, Special Education Fund and Trust Fund.
- Documentation of the correspondences received and sent from/to other departments.

ROWENA ROBLES BABADILLA

Date: September 7, 2022



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. ROWENA R. BABADILLA as Administrative Assistant I (Bookbinder III) in the Office of the Municipal Accountant of this municipality, all pertinent requirements contained in RA 7160 in Section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.

JANET MAGPANTAY ILAGAN  
Municipal Mayor



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

**OFFICE OF THE MUNICIPAL ACCOUNTANT**

**CERTIFICATION**

**THIS IS TO CERTIFY** that funds are available for the position of Administrative

Assistant I (Bookbinder III) in the Office of the Municipal Accountant of this municipality, with

Salary Grade 7 amounting to ONE HUNDRED SIXTY ONE THOUSAND EIGHTY EIGHT

PESOS (P 161,088.00) per annum as per Annual Budget CY-2022 of this municipality.

Resolution No.

OMS-O-2022/

Ordinance of Budget

Issued this 16th day of September, 2022 at Mataasnakahoy, Batangas.

No. OM-S-2022

Municipal Accountant

  
**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**

(Bookbinder  
III)

**2. ITEM NUMBER**

**3. SALARY GRADE**

69

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**

**6. BUREAU OR OFFICE**

Local Government Unit of Mataasnakahoy, Batangas

Office of the Municipal Accountant

**7. DEPARTMENT / BRANCH / DIVISION**

**8. WORKSTATION / PLACE OF WORK**

Office of the Municipal Accountant

Office of the Municipal Accountant

**9. PRESENT APPROP  
ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

SB Resolution No.  
084-S-2022/  
Ordinance of Budget  
No. 05-S-2022

PERA	2,000.00
Clothing Allow.	6,000.00
Cash Gift	5,000.00
Year End Bonus	13,424.00
Mid-year Bonus	13,424.00
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**

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

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

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

Executive / Managerial

General Public

Supervisors

Other Agencies

Non-Supervisors

Others (Please Specify):

Staff

**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.

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			
None Yet			Competency Level None Yet
21f. Leadership Competencies			
None Yet			Competency Level None Yet
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
Percentage of Working Time	(State the duties and responsibilities here.)		
20%	<p>Take charge of binding the following:</p> <ul style="list-style-type: none"> <li>*Report to COA</li> <li>*Vouchers</li> </ul> <p>Assist the Municipal Accountant in:</p> <ul style="list-style-type: none"> <li>*Filing of documents</li> <li>* Documentation of the correspondences received and sent from</li> <li>*Receiving disbursement voucher and liquidation reports of General Fund, Special Education Fund and Trust Fund</li> </ul>		
70%	<p>Record Disbursement Voucher as to fund and to receive reports of collection and deposits</p> <ul style="list-style-type: none"> <li>*Preparation of entry vouchers</li> <li>* Review of salary payroll of job order employees</li> <li>*Preparation of accounts advice for check disbursement</li> <li>* Preparation of certification issued</li> <li>* Log incoming and outgoing correspondence</li> </ul>		
10%	Perform other duties and responsibilities that may be assigned from time to time.		

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

ROWENA R. BABADILLA 9/16/22

**Employee's Name, Date and Signature**

LENILYN C. CARAAN 9/16/22

**Municipal Accountant, Date and Signature**



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

## OATH OF OFFICE

I, ROWENA R. BABADILLA of Brgy. Bayorbor, Mataasnakahoy, Batangas, having been appointed to the position of Administrative Assistant I (Bookbinder 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.

ROWENA R. BABADILLA

(Signature over Printed Name of the Appointee)

Government ID: TIN  
ID Number : 408-865-142  
Date Issued : 06/03/2011

Subscribed and sworn to before me this 16<sup>th</sup> day of September, 2022 in Mataasnakahoy Batangas, Philippines.

JANET MAGPANTAY ILAGAN  
Municipal Mayor



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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms. ROWENA R. BABADILLA has assumed the duties and responsibilities as Administrative Assistant I (Bookbinder III) in the Office of the Municipal Accountant effective September 16, 2022.

This certification is issued in connection with the issuance of the appointment of Ms. Babadilla as Administrative Assistant I (Bookbinder III).

Done this 16<sup>th</sup> day of September, 2022 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN  
Municipal Mayor

Date: September 16, 2022

Attested by:

GALLY D. TIPAN  
OIC- 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. Rowena R. Babadilla, Administrative Aide IV ( Reproduction Machine Operator II) at the office of the Municipal Accounting , got Very Satisfactory Rating in her Individual Performance Commitment Report (IPCR) for rating period January to June 2022, with the Numerical Rating of 4.1388.

Issued this 16<sup>th</sup> day of September, 2022 for whatever legal purpose it may serve.

A handwritten signature in black ink, appearing to read "GALLY D. TIPAN".  
GALLY D. TIPAN  
OIC- Mun. Human Res. Mgt. Officer

Noted:

A handwritten signature in black ink, appearing to read "Hon. JANET MAGPANTAY ILAGAN".  
Hon. JANET MAGPANTAY ILAGAN  
Municipal Mayor



CAV FORM 2

**CERTIFICATION  
FOR AUTHENTICATION AND VERIFICATION**

October 11, 2019

CAV (R0410) No. 00195  
Series 2019

To Whom It May Concern:

This is to certify that the presented attached certified photocopies of the document/s (please check the appropriate documents) is/are authentic copies.

- |   |   |
|---|---|
| <input type="checkbox"/> Certificate of Training          | <input checked="" type="checkbox"/> Diploma               |
| <input type="checkbox"/> Certificate of Completion        | <input checked="" type="checkbox"/> Transcript of Records |
| <input type="checkbox"/> Certification from the Registrar | <input checked="" type="checkbox"/> Special Order         |
| <input type="checkbox"/> National Certificate (NC)        | <input type="checkbox"/> Certificate of Competency (COC)  |

The signature/s appearing thereon are those of:

VIOLETA T. ENRIQUEZ \_\_\_\_\_ President

FREDESWINDA M. LIBRADA \_\_\_\_\_ Registrar

of the said institution which is duly recognized by the Government of the Republic of the Philippines.

Issued upon the request of ROWENA R. BABADILLA whose picture appears below in connection with his/her application for office requirements.



BY THE AUTHORITY OF THE DIRECTOR GENERAL:

RHOSALIE A. AMAZONA  
Provincial Director

(NOT VALID WITHOUT SEAL,  
WITH ERASURE OR ALTERATION)

Processed by: MARTINA C. CANTOS, TESDS II

Reviewed by: DORIE U. GUTIERREZ, Supervising TESD Specialist

TESDA Region IV-A (Batangas) P. Herrera St., Batangas City 4200  
Landline: (043) 702-5604 Telefax No.: (043) 723-0574  
[www.tesdabatangas.com.ph](http://www.tesdabatangas.com.ph) / [region4a.batangas@tesda.gov.ph](mailto:region4a.batangas@tesda.gov.ph)



Republic of the Philippines

# Information & Industrial Institute of Technology

To All Persons Who May Read This Document,

## Greetings:

Be it known that the Board of Trustees through its President, by authority of the Technical Education Skills and Development Authority and on the recommendation of the Education Council, has conferred upon

**Rometa R. Babacilla**

who has fulfilled all the requirements hereof, the diploma certificate of

**Office Management Technology**

With all the rights, honors and privileges as well as the obligations and responsibilities pertaining to it.



In Testimony Whereof, the seal of the Information and Industrial Institute of Technology and the signatures of the President, Executive Director, and Registrar are hereto affixed.

Given at Lipa City, Philippines, this 24<sup>th</sup> day of May in the year of the Lord, 2003

SPECIAL ORDER NO. 416-0513 S. 2003

Issued on October 28, 2003

*Fredeswina Librada*  
FREDESWINA M. LIBRADA

Registrar

*Violeta T. Enriquez*  
VIOLETA T. ENRIQUEZ

President

*Alex M. Librada*  
ALEX M. LIBRADA

Executive Director

# Information & Industrial Institute of Technology

OFFICE OF THE REGISTRAR

## Official Transcript of Records

No. 0000070

Name: Rowena R. Babadilla  
 Permanent Address: Bayorbor, Mataas na Kahoy, Batangas  
 Entrance Credentials: Form 138 A  
 School Last Attended: Bayorbor National High School

S.N.: 01-000019-06 Sex: Female  
 Date of Birth: 07-30-82 Nationality: Filipino

### PRELIMINARY EDUCATION

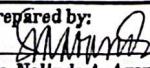
NAME OF SCHOOL  
 Elementary : Bayorbor Elementary School  
 High School : Bayorbor National Highschool  
 COURSE: OFFICE MANAGEMENT TECHNOLOGY  
 Date of Graduation: May 24, 2003

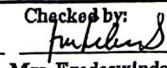
ADDRESS  
 Mataas na Kahoy, Batangas  
 Mataas na Kahoy, Batangas

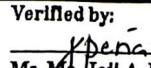
YEAR  
 1995  
 2001

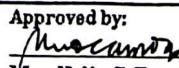
SUBJECT CODE	DESCRIPTION	GRADE		TIME Lec Lab	CREDITS	GRADING SYSTEM	
		FINAL	COMPL'N			GRADE	PERCENTAGE EQUIVALENT
<b>1ST SEMESTER 2001-2002</b>							
ENGL01	ENGLISH 1 (GRAMMAR & COMPOSITION)	2.50		3	3		
MATH01	MATHEMATICS	2.50		3	3		
COMP01	COMPUTER FUND & KEYBOARDING	2.75		2 1	3		
STNO01	FUNDAMENTALS OF SPEEDWRITING	2.50		3	3	1.00	98-100
VALU01	VALUES EDUCATION	2.75		3	3	1.25	95-97
ACCTG01	ACCOUNTING 1	2.00		3	3	1.50	92-94
INTE01	INTERNET 1 (INTRO TO INTERNET)	2.00		1 1	2	1.75	89-91
PED001	PHYSICAL EDUCATION 1	2.25		(2)	(2)	2.00	86-88
<b>2ND SEMESTER 2001-2002</b>							
SOFT01	SOFTWARE 1 (MS OFFICE)	2.00		2 1	3	2.50	80-82
OPR001	OFFICE PROCEDURES	2.50		3	3	2.75	78-79
ENGL02	ENGLISH 2 (PUBLIC SPEAKING)	2.50		3	3	3.00	75-77
MATH02	BUSINESS MATHEMATICS	2.25		3	3	5.00	Below 75%
STNO02	ADVANCED SPEEDWRITING	2.75		3	3	INC.	Incomplete
ACCTG02	ACCOUNTING 2	2.50		3	3	A.W.	Authorized
SOFT02	UTILITY SOFTWARE	2.00		2 1	3	Withdrawal	Withdrawal
INTE02	INTERNET 2 (HTML)	2.50		1 1	2	U.W.	Unauthorized
PED002	PHYSICAL EDUCATION 2	2.25		(2)	(2)		
<b>1ST SEMESTER 2002-2003</b>							
MANA01	PRINCIPLES OF MANAGEMENT	2.50		3	3		
PEDD01	PERSONALITY DEVELOPMENT	2.00		3	3		
BSOR01	BUSINESS ORGANIZATION	2.50		3	3		
WOET01	WORK ETHICS	2.75		3	3		
DESK01	DESKTOP PUBLISHING (PAGEMAKER)	2.25		2 1	3		
PEDD03	PHYSICAL EDUCATION 3	1.25		(2)	(2)		
ENGL03	METHODS OF RESEARCH	2.50		3	3		
OFMA01	OFFICE MACHINE OPERATIONS	2.00		2 1	3		
<b>2ND SEMESTER 2002-2003</b>							
TAX01	TAXATION	2.50		3	3		
ENGL04	ENGLISH 4 (TECHNICAL WRITING)	2.25		3	3		
COMP03	DATABASE CONCEPTS	2.00		3	3		
SHOP01	SHOP ENTREPRENEURSHIP	2.25		3	3		
MKTG01	BASIC MARKETING	3.00		3	3		
PEDD04	PHYSICAL EDUCATION 4	1.25		(2)	(2)		
OJT	ON THE JOB TRAINING	1.75		1	1		
IIT=IIT=IIT=IIT NOTHING FOLLOWS IIT=IIT=IIT=IIT							
Special Order No. 416-0513 s. 2003							
Dated October 28, 2003							

Remarks: Graduate of Office Management Technology

Prepared by:  
  
 Ms. Nelinda A. Aranda  
 General Clerk

Checked by:  
  
 Mrs. Fredeswinda M. Librada  
 Registrar

Verified by:  
  
 Ms. Ma. Joji A. Peña  
 Branch Accountant

Approved by:  
  
 Mrs. Nella C. Rocamora  
 Branch Director



Republic of the Philippines  
PHILIPPINE STATISTICS AUTHORITY

OFFICIAL RECEIPT

OR No. 190920-105-02-FMD-00077  
MCRO,  
MATAAS NA KAHOY

	AMOUNT
Tran No. 07202-105-00106-007	
ROWENA R BABADILLA 07/30/1982	
COPY ISSUANCE - BIRTH CERTIFICATE	
Unit Cost: 155.00 Qty: 1	155.00
<b>TOTAL</b>	<b>155.00</b>
<b>AMOUNT TENDERED</b>	<b>155.00</b>
<b>CHANGE</b>	<b>0.00</b>
<b>CASH</b>	

INCLUDES DOCUMENTARY STAMP TAX OF PHP30.00/COPY

Collecting Officer: Delica, Felomina M.  
Terminal Code: Q2  
Date-Time: 09/20/2019 08:51:27AM



Form No. 102—(Revised Dec. 1, 1978)

(TO BE ACCOMPLISHED IN DUPLICATE)

## REPUBLIC OF THE PHILIPPINES

## CERTIFICATE OF LIVE BIRTH

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

## Register Number:

(a) Civil Registrar-General No. ....  
(b) Local Civil Registrar No. 276(B-82)

Province: Batangas

City or Municipality: Mataasnakahoy

1. PLACE OF BIRTH

a. PROVINCE Batangas

b. CITY OR MUNICIPALITY Mataasnakahoy

c. NAME OF HOSPITAL OR INSTITUTION (If not in hospital, give street address) Bayorbor

d. Is PLACE OF BIRTH INSIDE CITY LIMITS?

Yes  No 

2. USUAL RESIDENCE OF MOTHER (Where does mother live?)

a. PROVINCE Batangas 1018T

b. CITY OR MUNICIPALITY Mataasnakahoy 1018T

c. NUMBER AND STREET Bayorbor 2

d. Is RESIDENCE INSIDE CITY 1. MUTH? Yes  No e. Is RESIDENCE ON A FARM? Yes  No 

3. CHILD First Name ROBERT

4. Sex F Go. THIS BIRTH SINGLE  Twin:  Triplet:  5. If TWIN OR TRIPLET, WAS CHILD 1ST  2ND  3RD  6. DATE OF BIRTH .31.

7. NAME First Middle Last Name BENITO BACABILLA RELIGION Catholic 8. NATIONALITY Bacabilla 9. AGE (At time of birth) Years 25 10. BIRTHPLACE Bayorbor, Mataasnakahoy, Batangas 11. USUAL OCCUPATION Laborer 12. MOTHER'S MAIDEN NAME Estrella Vicencia Roales RELIGION Catholic 13. NATIONALITY Bacabilla 14. AGE (At time of birth) Years 22 15. BIRTHPLACE Bayorbor, Mataasnakahoy, Batangas 16. PREVIOUS DELIVERIES TO MOTHER (Do not include this birth) 2 a. How many children are now living? 2 b. How many other children were born alive but are now dead? 0 c. How many still deaths (between birth and time after confinement)? /

17. INFORMANT'S SIGNATURE

6. NAME IN PRINT: BENITO BACABILLA

7. ADDRESS Bayorbor, Mataasnakahoy, Batangas

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

Same as above 32

19. ATTENDANT AT BIRTH

I HEREBY CERTIFY that I attended the birth of this child who was born alive at 5:20 o'clock M. on the date above indicated.

c. SIGNATURE: *[Signature]*

b. NAME IN PRINT: BENITO BACABILLA

c. ADDRESS: Bayorbor, Mataasnakahoy, Batangas

d. DATE SIGNED BY ATTENDANT AT BIRTH: 3

e. TITLE OF ATTENDANT AT BIRTH: /

□ M.D. □ Midwife

□ NURSE □ OTHERS (Specify): /

20. RECEIVED IN THE OFFICE OF THE LOCAL CIVIL REGISTRAR BY:

a. SIGNATURE: *[Signature]*

b. NAME IN PRINT: LOVEME S. BACABILLA

c. TITLE OR POSITION: /

d. DATE: 10-1982

21. a. GIVEN NAME ADDED FROM SETTLEMENT REPORT: 9

b. DATE WHEN GIVEN NAME WAS ASSIGNED: 99

22. LENGTH OF PREGNANCY

COMPLETED WEEKS

23. WEIGHT AT BIRTH

Lbs. Oz. /

24. LEGITIMATE

□ YES □ NO 99

25. THIS CERTIFICATE IS ISSUED IN THE NAME OF CLAIRE DENNIS S. MAPA, Ph.D.

SIGNATURE: *[Signature]*

NAME IN PRINT: LOVEME S. BACABILLA

TITLE OR POSITION: ASST. MUL. PERSON

DATE: 10-1982

10-1982

(SPACE FOR MEDICAL AND HEALTH ITEMS: FOR SPECIAL PURPOSES) 3700

07202-G6-105SOP-00106-B1007

BEST POSSIBLE IMAGE

T105072021050010609202019007  
AN600554785BReN  
[01018-A82PW02-1]Documentary  
Stamp Tax PaidCLAIRED DENNIS S. MAPA, Ph.D.  
National Statistician and Civil Registrar General  
Philippine Statistics Authority