

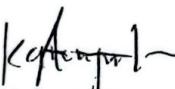
Republic of the Philippines )  
Mataasnakahoy, Batangas ) S.S

## AFFIDAVIT OF UNDERTAKING

I, **KAREN JOY A. LAQUI**, of legal age, single, Filipino citizen, with residence and postal address at Barangay I, Mataasnakahoy, Batangas after having been duly sworn to in accordance with law hereby depose and say that;

1. I am SB Member at the Municipal Government of Mataasnakahoy, Batangas;
2. I will be end of term from the government service effective July 1, 2025;
3. In connection with such end of term, I hereby authorize the Municipal Government of Mataasnakahoy to deduct from my terminal leave benefits whatever outstanding accounts and all financial obligations with the LGU;
4. I am executing this affidavit to attest to the truth to all the above facts.

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_ day of OCT 31 2024 at Mataasnakahoy, Batangas.

  
KAREN JOY A. LAQUI

Affiant

DRIVERS LICENSE D01-21-003417

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of OCT 31 2024 at \_\_\_\_\_, Batangas, by the affiant who is known to me and to me known to be the same person executing this foregoing instrument and further exhibited to me his valid proof of Identification.

DOC. NO. 49  
PAGE NO. 1  
BOOK NO. U/I  
SERIES OF 20M

  
ATTY. ROWELL B. MALABAG  
NOTARY PUBLIC UNTIL DECEMBER 31, 2024  
COMMISSION NO. 2022-0058 / ROLL NO. 88570  
IBP NO. 384322/01-01-2 / PASIG CITY  
PTR NO. 33196603/01-02-24/M-KAHAY, BATS.  
MCLE COMPLIANCE NO. VII-0002112  
423 Rafael Lubis Street, Marangay II-A, Mataasnakahoy, Batangas



*Republic of the Philippines*

## OATH OF OFFICE

I, KAREN JOY ARANETA LAQUI, 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.

Handwritten signature of Karen Joy Araneta Laqui  
HON. KAREN JOY ARANETA LAQUI  
Municipal Councilor

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

Handwritten signature of Hon. Ma. Theresa Valencia Collantes  
HON. MA. THERESA VALENCIA COLLANTES

Congresswoman  
3<sup>rd</sup> District of Batangas



Republic 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. **KAREN JOY A. LAQUI**, resident of Brgy I, Mataasnakahoy, Batangas was duly elected Sangguniang Bayan Member, this municipality during the National and Local elections held on May 09, 2022.

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

Issued this 1<sup>th</sup> day of July 2022 at Mataasnakahoy, Batangas.

  
**GUILLERMO A. OCAMPO JR.**  
MLGOO





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

Document ref. no.  
**FM-SP-DILG-07-01**  
Rev. No. **00** Eff. Date **06.15.21** Page **1 of 2**

SERVICE TITLE: ISSUANCE OF CERTIFICATE FOR FOREIGN TRAVEL AUTHORITY OF LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES		REFERENCE NO.	MARCH 29, 2023
		DATE OF REQUEST	
		Name of Applicant:	KAREN SIU A. LABAN
Documentary Requirements		Compliance	CONTACT DETAILS: <b>0917-188-2093</b>
1. Letter request indicating the country of destination, duration of the travel and purpose (For Governor, and Mayor applicant shall indicate the name of the Vice Governor and Vice Mayor, respectively and the Sanggunian Highest Ranking Member)		✓	
1. Endorsement from the:		OTHER NEEDED INFORMATION, if any:	
a. Local Chief Executive (if applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees) Signed by the LCE or authorized or competent official		SB MEMBER Position:	IV-A CALABARZONA Region:
b. Vice Governor/Vice Mayor (If applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan, and Sanggunian employees) Signed by the Presiding Officer or authorized or competent official		MOTADSNAKAHAY LGU:	INCHEON, SOUTH KOREA Destination:
c. Punong Barangay (Sangguniang Barangay Member and Barangay employees including Sangguniang Kabataan) Signed by the Punong Barangay		APRIL 11-14, 2023 Duration requested:	OFFICIAL Nature of travel:
3. Clearance from Money and Property Accountabilities duly signed by all Department Heads, checking indicating if cleared or not cleared and duly signed by the LCE		Entitlement(s):	
Additional Requirements For Study Trip		SIGNATURE:  <i>Karen siu laban</i>	
1. Invitation Letter from the host country or sponsoring agency stating the duration of the activity and cost sharing, if available and/or		RECEIVED BY:  <i>Guilermo A. Ocaido Jr</i> Receiving Officer	
2. Acceptance letter from CHED, TESDA, LGA, organizer or donor, as applicable		DATE AND TIME RECEIVED <b>MARCH 29, 2023, 1:30 PM</b>	
Additional Requirements For Non-Study Trip		ENDORSED TO RESPONSIBLE OFFICER:  <i>Guilermo A. Ocaido Jr</i>	
a) Attendance to a Training, Seminar and Workshop: Invitation Letter from the host country or sponsoring agency with duration of the activity specified and the cost sharing, if any		DATE AND TIME ENDORSED <b>MARCH 29, 2023, 1:30 PM</b>	
b) Attendance to an event that promotes Local Government Technical Exchange and Cooperation: - Invitation Letter from the host country or sponsoring agency with duration of the activity specified and the cost sharing, if any; and - Copy of the Memorandum of Agreement, or Memorandum of Understanding			
Additional Requirements For Personal/Private Trip			
1. Governors, Mayors of Highly Urbanized Cities and Independent Component Cities: Duly Accomplished Application Form for Leave of Absence			
2. Other Elected Officials (travel that exceeds to more than 3months or during a period of emergency or crisis): Duly Approved Leave of Absence			
3. Medical Certificate (for medical reasons)			
REMARKS:		Name/Unit and Designation	
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

**OFFICE OF THE VICE MAYOR**

27 March 2023

**ARIEL O. IGLENTIA, CESO III**  
Regional Director  
Department of the Interior and Local Government  
Region IV-A CALABARZON

Dear Regional Director IGLESIA;

We write with reference to our trip to Incheon, South Korea for official travel from April 11-14, 2023.

With regards to the aforementioned trip, may we please request the Honorable Regional Director that the undersigned be issued a “Certificate for Foreign Travel Authority”.

Hoping for Regional Director favorable reply on this request.

Thank you and best regards.

Very truly yours,

**KAREN JOY A. LAQUI**  
Sangguniang Bayan Member

*Joining hands for Mataasnakahoy's Interest*



Republic of the Philippines  
Province of Batangas  
Municipality of Mataasnakahoy

**OFFICE OF THE MUNICIPAL VICE MAYOR**

**ENDORSEMENT**

27 March 2023

**ARIEL O. IGLESIAS, CESO III**

Regional Director IV-A CALABARZON  
Department of the Interior and Local Government

Dear Sir,

Greetings!

Endorsing herewith the request for travel authority of Hon. **KAREN JOY A. LAQUI** a member of the Sangguniang Bayan of the municipality of Mataasnakahoy, Batangas. He will be joining the “Philippine Councilors League Batangas Chapter Congress and Benchmarking in South Korea cum Best Practices in Legislative and Leadership Management and Infrastructure Development” on April 11-14, 2023 at Incheon, South Korea. Registration fee and travel expenses will be chargeable against local funds subject to usual accounting and auditing requirements.

Hoping for your approval for the issuance of travel authority. Thank you and more power.

Very truly yours,

  
**JAY MANALO ILAGAN, MPA, PhD, MPSA**  
Municipal Vice Mayor



Republic of the Philippines  
Province of Batangas  
Municipality of Mataasnakahoy

## OFFICE OF THE MUNICIPAL VICE MAYOR

27 March 2023

**ARIEL O. IGLESIAS, CESO III**

Regional Director IV-A CALABARZON  
Department of the Interior and Local Government

Dear Sir,

Greetings!

The PCL Batangas Chapter will be having a benchmarking in South Korea to learn and know the best practices in legislative and leadership management and infrastructure development. As a PCL member, Hon. KAREN JOY A. LAQUI will be joining the said benchmarking on April 11-14, 2023 at Incheon, South Korea. South Korea's progress in terms of leadership and infrastructure will help the participants to be motivated and educated and that will help our municipality into a progressive community.

Hon. KAREN JOY A. LAQUI is a (second termer Sangguniang Bayan member, and a Chairman of the Committee on Tourism) of this municipality. He is willing to know more about the best practices in Korea in terms of legislation that can be adopted in our municipality. Exposure through benchmarking in Incheon, South Korea will help Hon. KAREN JOY A. LAQUI bring new ideas in our locality that can bring progress and innovation particularly in the municipality.

Should you have concerns, you may contact the office of the Sangguniang Bayan at Mataasnakahoy, Batangas.

Very truly yours,

  
**JAY MANALO ILAGAN, MPA, PhD, MPSA**  
Municipal Vice Mayor

REPUBLIC OF THE PHILIPPINES  
MUNICIPALITY OF MATAASNAKAHOY, BATANGAS )

AFFIDAVIT OF NO PENDING  
CIVIL OR CRIMINAL CASE

I, KAREN JOY A. LAQUI, of legal age, single, Filipino, and a resident of Barangay I, 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 Sangguniang Bayan Member.

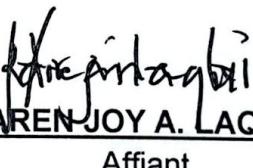
That, I will be on my official travel to Incheon, South Korea on April 11-14, 2023.

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 offence 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 the foregoing declaration and for whatever legal purposes it may serve.

IN WITNESS WHEREOF, I hereunto set my hand this 29<sup>th</sup> day of MARCH, 2023 at Municipality of Mataasnakahoy, Batangas.

  
KAREN JOY A. LAQUI  
Affiant

SUBSCRIBED AND SWORN to before me this 29<sup>th</sup> day of MARCH, 2023 at Mataasnakahoy, affiant exhibited to me his/her \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_

  
ATTY. TEODORO M. HERNANDEZ  
NOTARY PUBLIC

UNTIL DECEMBER 31, 2023

PTR NO. 30386154/1-05-2023/MATAASNAKAHOY  
IBP NO. 180635/11-29-2022/PASIG CITY  
MCLE COM PLIANCE NO. VII-005753/ 12-22-22  
ROLL OF ATTORNEY'S NO. 275

Doc No. 101  
Page No. 22  
Book No. II  
Series No. 2023

MUNICIPALITY OF MATAASNAKAHOY  
CLEARANCE FORM

(Instructions at the back)

PURPOSE : Conduct of PCL Batangas Chapter Congress and Benchmarking

MARCH 23, 2023

Date of Filing

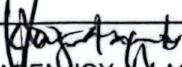
TO: LOCAL GOVERNMENT UNIT, MATAASNAKAHOY

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

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

Date of Effectivity: April 11-14, 2023 (INCHEON, SOUTH KOREA)

Office of Assignment: Office of the Sangguniang Bayan

  
Hon. KAREN JOY A. LAQUI

Position/SG/Step: SB Member SG-24 Step 2

Name and Signature of Employee

II | CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

We hereby certify that this employee is cleared  / not cleared  of work-related accountabilities from this Unit/Office/Dept.

Hon. JANET MACPANTAY ILAGAN

Immediate Supervisor

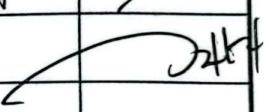
Hon. JAY MANALO ILAGAN

Head of Office

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	<input checked="" type="checkbox"/>		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	<input checked="" type="checkbox"/>		GALLY D. TIPAN	
c. Agency-accredited Union/Cooperative			N/A	

2. Library

a. Legal Office Library			N/A	
b. Library Services			N/A	

3. Finance and Assets Management

a. Financial Services	<input checked="" type="checkbox"/>		LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	<input checked="" type="checkbox"/>		LENILYN C. CARAAN	
c. Payroll & Remittance Services	<input checked="" type="checkbox"/>		LENILYN C. CARAAN	

4. Professional and Institutional Development

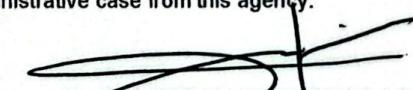
a. Scholarship Services			N/A	
-------------------------	--	--	-----	--

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 is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.

  
Hon. JANET MACPANTAY ILAGAN

Signature over Printed Name of Agency Head

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:

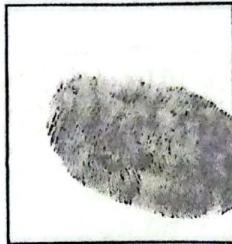
NAME OF WINNING CANDIDATES	NUMBER OF VOTES OBTAINED
DIMAANO, PUTO (AKSYON) ( AKSYON DEMOKRATIKO)	8477
LAQUI, KAREN (AKSYON) ( AKSYON DEMOKRATIKO)	8025
MALABAG, ATTY. ROWELL (IND) ( INDEPENDENT)	7973
DEL MUNDO, WAWENG (NPC) ( NATIONALIST PEOPLE'S COALITION)	6696
DE OCAMPO, LEMUEL (NPC) ( NATIONALIST PEOPLE'S 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.

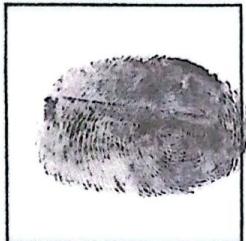
IN WITNESS WHEREOF, we have affix our signatures and imprint our thumbmarks in the municipality of BATANGAS - MATAAS NA KAHOY, Province of MBOC: BATANGAS - MATAAS NA KAHOY, this May 10, 2022 5:08:35 AM.



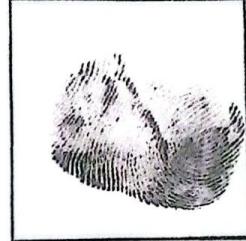
MUNICIPAL BOARD OF CANVASSERS



(Right Thumbmark)



(Right Thumbmark)



(Right Thumbmark)

ALVAREZ SUSANA  
CHAIRPERSON

(Signature above printed full name)  
Digitally signed, Signature fingerprint:  
B39F21E5BB25101C44D2C2343FAE07CD0E7CC  
8AA

GONZALES FELICIANA  
VICE-CHAIRPERSON  
(Signature above printed full name)  
Digitally signed, Signature fingerprint:  
0B379F31E68FE56AD723E87B06DF787F27F9  
C197

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

# 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	LAQUI		
FIRST NAME	KAREN JOY		
MIDDLE NAME	ARANETA		
3. DATE OF BIRTH (mm/dd/yyyy)	5/13/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS		
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 type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	113 C. RECINTO House/Block/Lot No. Street
7. HEIGHT (m)	1.60		N/A I
8. WEIGHT (kg)	62	ZIP CODE	Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province
9. BLOOD TYPE	"O"		4223
10. GSIS ID NO.	2005612333	18. PERMANENT ADDRESS	113 C. RECINTO House/Block/Lot No. Street
11. PAG-IBIG ID NO.	N/A		N/A I
12. PHILHEALTH NO.	03-050556521-1		Subdivision/Village Barangay
13. SSS NO.	0111-0416659-3		MATAASNAKAHOY BATANGAS City/Municipality Province
14. TIN NO.	275-043-694-000	4223	
15. AGENCY EMPLOYEE NO.	SBO006	21. E-MAIL ADDRESS (if any)	k.laqui@yahoo.com

## 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	CARL LUCAS L. VERCASION	10/17/2011
MIDDLE NAME	N/A			
OCCUPATION	N/A			Nothing Follows
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. THIR'S SURNAME	LAQUI			
FIRST NAME	HENRY	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	LIBREA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARANETA			
FIRST NAME	MA. TERSITA			
MIDDLE NAME	ROSARIO			(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	REGIS GRACE MONTESORRI SCHOOL	PRIMARY	1999	2005	GRADUATED	2005	N/A
SECONDARY	REGIS GRACE MONTESORRI SCHOOL	SECONDARY	2005	2008	GRADUATED	2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	OLIVAREZ COLLEGE	BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT	2008	2011	4TH YEAR UNDERGRAD	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

January 20, 2023

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

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

(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						
Jan. 1, 2023	PRESENT	MUNICIPAL COUNCILOR	LOCAL GOVERNMENT UNIT	P 68,661.00	24-2	ELECTIVE	YES	
July 1, 2022	De.31,2022	MUNICIPAL COUNCILOR	LOCAL GOVERNMENT UNIT	P 67,390.00	24-2	ELECTIVE	YES	
January 1,2022	June 30, 2022	MUNICIPAL COUNCILOR	LOCAL GOVERNMENT UNIT	P 65,057.00	24-1	ELECTIVE	YES	
JULY 1,2019	Dec. 2021	MUNICIPAL COUNCILOR	LOCAL GOVERNMENT UNIT	P 63,806.00	24-1	ELECTIVE	YES	

---

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

**SIGNATURE**

~~lātāgīnbadpū~~

DATE

January 20, 2023

29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
N/A		N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)						
<b>VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED</b>						
(Start from the most recent L&D/training program and includes 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	16HOURS	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
PHILIPPINE COUNCILORS LEAGUE PROVINCIAL END TEM GENERAL ASEEMBLY 2022		06/21/22	06/23/22	24 HOURS	SUPERVISORY	PHILIPPINE COUNCILORS LEAGUE
2022 PCL END TERM AD AWARDING OF NMYL HONOREES		0616/22	06/18/22	24 HOURS	SUPERVISORY	NATIONAL MOVEMENT OF YOUNG LEGISLATORS
PHILIPPINE COUNCILORS LEAGUE 2022 END TEM GENERAL ASEEMBLY AND CAPACITY DEVELOPMENT		02/28/22	03/01/22	24 HOURS	SUPERVISORY	PHILIPPINE COUNCILORS LEAGUE
SEMINAR AND TRAINING ON THE CAPACITY DEVELOPMENT ON THE QUASI-JUDICIAL OF LOCAL SANGGUNIAN MEMBERS AND DILG FIELD PERSONNEL		12/03/21	12/03/21	8 HOURS	SUPERVISORY	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGION IV-A (CALABARZON)
11th PCL NATIONAL CONGRESS WITH THE THEME: " MOVING TOWARDS A STRENGTHENED COMMITMENT TO PUBLIC SERVICE ABOVE SELF		02/26/2020	02/28/2020	24 HOURS	SUPERVISORY	PHILIPPINE COUNCILORS LEAGUE
PROVINCIAL 2019 W/ THE THEME: BATANGAS LEGISLATORS: UNDERSTANDING THE ADMINISTRATIVE INVESTIGATION PROCEDURES & LATEST POLICIES OF THE NATIONAL GOVERNMENT PERTAINING TO THE LOCAL GOVERNMENT UNIT"		11/12/2019	11/14/2019	24 HOURS	SUPERVISORY	PHILIPPINE COUNCILORS LEAGUE-BATANGAS FEDERATION
NMYL PROVINCIAL & REGIONAL ASSEMBLY & RE ORGANIZATION OF OFFICERS FOR CALABARZON		08/22/2019	08/24/2019	24 HOURS	SUPERVISORY	NATIONAL MOVEMENT OF YOUNG LEGISLATORS
ORIENTATION COURSE; PRIMING LEADERS FOR EFFECTIVE LOCAL GOVERNANCE		08/12/2019	08/14/2019	24 HOURS	SUPERVISORY	PHILIPPINE COUNCILORS LEAGUE-BATANGAS FEDERATION
Enhancement training seminar on barangay registration including taxation & supreme court rulings on legislative matters & value formation with the theme: Building a dynamic & responsive barangay legislature		07/16/2019	07/19/2019	32 hours	SUPERVISORY	Philippine Councilors League
BREAD AND PASTRIES PRODUCTION NCII		9/12/2018	9/22/2018	80 HOURS		TESDA
NOTHING FOLLOWS						
(Continue on separate sheet if necessary)						
<b>VIII. OTHER INFORMATION</b>						
31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION	
SINGING		N/A			PHILIPPINE COUNCILORS LEAGUE	
DANCING					LADY EAGLE STA ROSAMATIKAS EAGLES CLUB	
(Continue on separate sheet if necessary)						
SIGNATURE	Karen M. Agoncillo	DATE	January 20, 2023		CS FORM 212 (Revised 2017), Page 3 of 4	

**(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
SINGING		N/A		PHILIPPINE COUNCILORS LEAGUE
DANCING				LADY EAGLE STA ROSAMATIKAS EAGLES CLUB
<i>(Continue on separate sheet if necessary)</i>				
SIGNATURE		DATE	January 20, 2023	CS FORM 212 (Revised 2017), Page 3 of 4

**(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>	<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>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO 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>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO 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 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>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO 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 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 If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p> <p><input checked="" type="checkbox"/> YES      <input type="checkbox"/> NO If YES, please specify ID No: _____</p> <p>N/A</p>

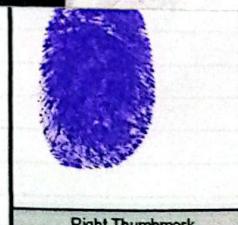
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
LUCIA ELLERY G. SILVA	II-A, Mataasnakahoy	781-4993

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
Government Issued ID: PASSPORT
ID/License/Passport No.: P0664982A
Date/Place of Issuance: 10/19/16 DFA NCR SOUTH

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



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



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

**OFFICE OF THE MUNICIPAL VICE MAYOR**

**TRAVEL AUTHORITY**

This is to authorize Hon. KAREN JOY A. LAQUI, 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

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*Joining hands for Mataasnakahoy Interest*



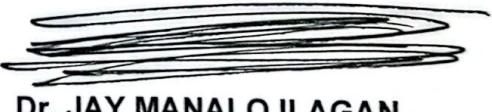
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1 ↗  
  
Dr. JAY MANALO ILAGAN,  
Municipal Vice Mayor

Cc:

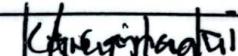
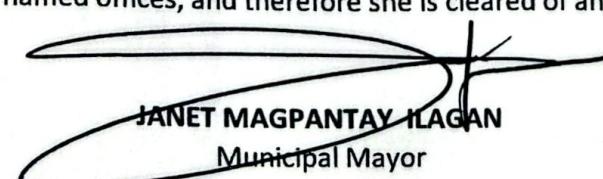
Office of the Sangguniang Bayan  
HRMO  
DILG

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*Joining hands for Mataasnakahoy Interest*

Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

## CLEARANCE FORM

I	PURPOSE		
<p style="text-align: right;"><u>11-3-2012</u> Date of Application</p>			
TO: LOCAL GOVERNMENT UNIT, MATAASNAKAHOY			
I hereby apply for 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 type="checkbox"/> Leave    Please specify: Effectivity/ Inclusive Period:			
Office Assignment: Office of the Sangguniang Bayan Position/SG/Step: SB Member SG-24 Step 2		 Hon. KAREN JOY A. LAQUI 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
a. Office of the Mayor- GSO Section	<input checked="" type="checkbox"/>		EMILIO R. MARAULAN
b. Office of the Municipal Treasury	<input checked="" type="checkbox"/>		LADY JOY T. HUASCU
* As to money Accountability			
c. Office of the Municipal Accountant			
* As to cash advance	<input checked="" type="checkbox"/>		TERESA CAPRAM
d. Office of the Mun. Human Res. Mgt.	<input checked="" type="checkbox"/>		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. KAREN JOY A. LAQUI has no account/ liabilities with the above named offices, and therefore she is cleared of any accountabilities.  JANET MAGPANTAY ILAGAN Municipal Mayor			