

CS Form No. 33-B  
Revised 2018



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY



Ms. RHODA P. LITAN

You are hereby appointed as Administrative Assistant I  
(Bookbinder III) (SG-7)  
under Permanent status at the Office of the Municipal Engineering  
(Permanent, Temporary, etc.)  
with a compensation rate of Fourteen Thousand Five Hundred Twenty Four P 14,524.00  
pesos per month.  
The nature of this appointment is Promotion vice   
(Original, Promotion, etc.)  
N/A, who Vacant with Plantilla Item No. 143  
(Transferred, Retired, etc.)  
Page 10.

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

Very truly yours,

JANET MAGPANTAY ILAGAN  
Municipal Mayor

October 1, 2024  
Date of Signing

Accredited/Deregulated Pursuant to  
CSC Resolution No 2200778 s. 2022  
dated December 29, 2022

DRY SEAL

(Stamp of Date of Release)

## Certification

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

The position was published at CSC Job Portal from September 5, 2024 to September 20, 2024 and posted in CSC-FO Batangas, Public Market, Office Lobby from September 5, 2024 to September 20, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 23, 2024.

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

## Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on September 26, 2024.

  
**JANET MACPANTAY ILAGAN,**  
Municipal Mayor  
Chairperson, HRMPSB/Placement Committee

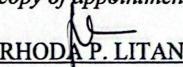
## CSC/HRMO Notation

ACTION ON APPOINTMENTS	Recorded by	
<input type="checkbox"/> Validated per RAI for the month of _____		
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____		
<input type="checkbox"/> Appeal	DATE FILED	STATUS
<input type="checkbox"/> CSCRO/ CSC-Commission		
<input type="checkbox"/> Petition for Review		
<input type="checkbox"/> CSC-Commission		
<input type="checkbox"/> Court of Appeals		
<input type="checkbox"/> Supreme Court		

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

### Acknowledgement

Received original/photocopy of appointment on October 1, 2024

  
**RHODA P. LITAN**  
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. CS ID No. (Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	LITAN		
FIRST NAME	RHODA		
MIDDLE NAME	PAGARAN		
3. DATE OF BIRTH (mm/dd/yyyy)	8/28/1971	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	TUPI SOUTH COTABATO		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	If holder of dual citizenship, please indicate the details.	
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated  <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS  ZIP CODE	LOT 5 BLOCK 5      N/A House/Block/Lot No.      Street CRISANTA HOMES SUBDIVISION      CALINGATAN Subdivision/Village      Barangay MATAASNAKAHOY      BATANGAS City/Municipality      Province 4223
7. HEIGHT (m)	1.24		Pls. indicate country:
8. WEIGHT (kg)	45		
9. BLOOD TYPE	"A"	18. PERMANENT ADDRESS  ZIP CODE	LOT 5 BLOCK 5      N/A House/Block/Lot No.      Street CRISANTA HOMES SUBDIVISION      CALINGATAN Subdivision/Village      Barangay MATAASNAKAHOY      BATANGAS City/Municipality      Province 4223
10. GSIS ID NO.	71082800543		272-9942
11. PAG-IBIG ID NO.	04032100280-9	19. TELEPHONE NO.	09202539331 or 09069593710
12. PHILHEALTH NO.	09-00000-1165-6	20. MOBILE NO.	
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	rhoda_litan46@yahoo.com
14. TIN NO.	903-001-029		
15. AGENCY EMPLOYEE NO.	AGR005		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LITAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOSEPH	NAME EXTENSION (JR., SR) N/A	JOROCHELLE LITAN-FAMILARAN	3/13/1995
MIDDLE NAME	CABILING		JOHN RHOYD P. LITAN	5/31/1999
OCCUPATION	CONST. FOREMAN		JORELLE P. LITAN	1/30/2010
EMPLOYER/BUSINESS N.	N/A		NOTHING FOLLOWS	
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. MOTHER'S SURNAME	PAGARAN			
FIRST NAME	ROMEO	NAME EXTENSION (SR) SR.		
MIDDLE NAME	ABING			
25. MOTHER'S MAIDEN NAME				
SURNAME	GARDIOLA			
FIRST NAME	MARIA			
MIDDLE NAME	KATIMBANG		<i>(Continue on separate sheet if necessary)</i>	

## III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	TUPI CENTRAL SCHOOL	PRIMARY	1978	1984	GRADUATE	1984	N/A
SECONDARY	TUPI NATIONAL HIGH SCHOOL	HIGH SCHOOL	1984	1988	GRADUATE	1988	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LIPA CITY COLLEGES	JUNIOR SECRETARIAL	1991	1993	GRADUATE	1993	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

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IV. CIVIL SERVICE ELIGIBILITY						LICENSE (if applicable)
27. CAREER SERVICE / RA 1030 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE			RATING (If Applicable)	DATE OF EXAMINATION / CONFIRMATION	PLACE OF EXAMINATION / CONFIRMATION	NUMBER
N/A			N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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

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						
8/20/2024	To Present	ADMIN. AIDE VI (Utility Foreman)	Office of the Municipal Agriculture	165,564.00	6/2	PERMANENT	YES
1/1/2024	8/19/2024	ADMIN. AIDE VI (Utility Foreman)	Office of the Municipal Agriculture	159,192.00	6/2	PERMANENT	YES
1/1/2023	12/31/2023	ADMIN. AIDE VI (Utility Foreman)	Office of the Municipal Agriculture	159,192.00	6/2	PERMANENT	YES
10/10/2022	12/31/2022	ADMIN. AIDE VI (Utility Foreman)	Office of the Municipal Agriculture	153,060.00	6/2	PERMANENT	YES
1/1/2022	10/9/2022	ADMIN. AIDE VI (Utility Foreman)	Office of the Municipal Agriculture	151,896.00	6/1	PERMANENT	YES
1/1/2021	12/31/2021	ADMIN. AIDE VI (Utility Foreman)	Office of the Municipal Agriculture	145,800.00	6/1	PERMANENT	YES
1/12/2020	12/31/2020	ADMIN. AIDE VI (Utility Foreman)	Office of the Municipal Agriculture	139,718.00	6/1	PERMANENT	YES
10/10/2019	12/31/2019	ADMIN. AIDE VI (Utility Foreman)	Office of the Municipal Agriculture	133,620.00	6/1	PERMANENT	YES
3/7/2019	10/9/2019	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	124,512.00	4/7	PERMANENT	YES
1/1/2019	3/6/2019	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	123,564.00	4/6	PERMANENT	YES
1/1/2018	12/31/2018	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	118,860.00	4/6	PERMANENT	YES
1/1/2017	12/21/2017	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	114,324.00	4/6	PERMANENT	YES
5/1/2016	12/31/2016	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	109,956.00	4/6	PERMANENT	YES
3/7/2016	4/30/2016	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	105,756.00	4/6	PERMANENT	YES
12/1/2014	3/6/2016	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	104,712.00	4/5	PERMANENT	YES
3/7/2013	11/30/2014	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	98,136.00	4/5	PERMANENT	YES
1/1/2013	3/6/2013	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	96,864.00	4/4	PERMANENT	YES
1/1/2012	12/31/2012	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	93,468.00	4/4	PERMANENT	YES
1/1/2011	12/31/2011	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	90,072.00	4/4	PERMANENT	YES
3/1/2010	12/31/2010	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	83,268.00	4/4	PERMANENT	YES
1/1/2010	2/28/2010	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	81624.00	4/3	PERMANENT	YES
7/1/2008	12/31/2009	ADMIN. AIDE. IV (Storekeeper I)	Office of the Mayor	74616.00	4/3	PERMANENT	YES
7/1/2007	6/30/2008	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	64560.00	4/3	PERMANENT	YES
3/1/2007	6/30/2007	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	61668.00	4/3	PERMANENT	YES
12/1/2005	2/28/2007	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	60156.00	4/2	PERMANENT	YES
12/1/2004	11/30/2005	ADMIN. AIDE IV (Storekeeper I)	Office of the Mayor	56148.00	4/2	PERMANENT	YES
3/1/2004	11/30/2004	Storekeeper I	Office of the Mayor	56148.00	4/2	PERMANENT	YES
7/1/2001	2/28/2001	Storekeeper I	Office of the Mayor	54780.00	4/1	PERMANENT	YES
3/1/2001	6/30/2001	Storekeeper I	Office of the Mayor	52176.00	4/1	PERMANENT	YES
1/1/2001	2/28/2001	Laborer II	Office of the Mayor	50760.00	3/2	PERMANENT	YES
10/1/2000	12/31/2000	Laborer II	Office of the Mayor	50760.00	3/2	PERMANENT	YES
1/1/2000	9/30/2000	Laborer II	Office of the Mayor	48312.00	3/2	PERMANENT	YES
10/1/1999	12/31/1999	Laborer II	Office of the Mayor	47052.00	3/2	PERMANENT	YES
1/1/1999	9/30/1999	Laborer II	Office of the Mayor	43920.00	3/1	PERMANENT	YES
1/1/1998	12/31/1998	Laborer II	Office of the Mayor	43920.00	3/1	PERMANENT	YES
11/1/1997	12/31/1997	Laborer II	Office of the Mayor	43920.00	3/1	PERMANENT	YES
1/1/1997	10/31/1997	Laborer II	Office of the Mayor	43920.00	3/1	PERMANENT	YES
11/7/1996	12/31/1996	Laborer II	Office of the Mayor	41628.00	3/1	PERMANENT	YES
9/1/1995	11/6/1995	Casual	Office of the Mayor	3000.00	N/A	CASUAL	YES

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

SIGNATURE

J

DATE

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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	CRISANTA HOMES SUBDIVISION ASSOCIATION	1/7/2003	1/12/2006	N/A	SECRETARY
	CRISANTA HOMES SUBDIVISION ASSOCIATION	6/11/2011	12/11/2012	N/A	PRESIDENT
	GENERAL PARENTS TEACHERS COMMUNITY	1/9/1999	6/15/2004	N/A	SECRETARY
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			
	Republic Act No. 9184 and its 2016 Revised IRR: Key Concept Practical Tools on Procurement Planning, Procedures and Documents Control System*	6/20/2022	6/22/2022	24	TECHNICAL	Philippine Association of Records Officers and Archivists
	YEAR-END PERFORMANCE ASSESSMENT	5/12/2018	5/12/2018	8	TECHNICAL	DOLE PROVINCIAL OFFICE REGION IV-A
	18TH NATIONAL PESO CONGRESS	10/25/2018	10/27/2018	24	TECHNICAL	PESO MANAGERS ASSOCIATION OF THE PHILIPPINES INC. (PESOMAP, INC.)
	BASIC EMPLOYMENT SERVICES TRAINING	10/10/2018	10/12/2018	24	TECHNICAL	DOLE REGION IV-A
	CAPABILITY BUILDING CUM PRE-MIGRATION ORIENTATION SEMINAR	9/26/2018	9/27/2018	18	TECHNICAL	PROVINCIAL SOCIAL WELFARE & DEVELOPMENT OFFICE
	OMNIBUS RULES ON APPOINTMENT & OTHER HUMAN RESOURCE ACTION (ORA-OHRA)	12/7/2018	12/7/2018	8	TECHNICAL	CIVIL SERVICE COMMISSION
	2918 RAPESO MID-YEAR PERFORMANCE ASSESSMENT	4/7/2018	5/8/2018	18	TECHNICAL	DOLE REGION IV-A
	2017 DOLE-PESO YEAR END PLANNING AND ASSESSMENT	12/6/2017	12/7/2017	16	TECHNICAL	DOLE REGION IV-A
	PUBLIC EMPLOYMENT SERVICE OFFICE MANAGERS SUMMIT 2017	9/11/2017	9/11/2017	8	TECHNICAL	DOLE REGION IV-A
	LOCAL YOUTH DEVELOPMENT OFFICERS FOR THE	10/16/2017	10/18/2017	24	TECHNICAL	NATIONAL YOUTH COMMISSION
	ORIENTATION/SEMINAR OMNI ANTI SEXUAL HARRASSMENT ACT OF 1995 OF OTHERWISE KNOWN	10/26/2017	10/26/2017	8	TECHNICAL	CIVIL SERVICE COMMISSION
	2017 REGION VI-A PESO MANAGERS MID-YEAR PERFORMANCE ASSESSMENT	9/8/2017	8/11/2017	24	TECHNICAL	DOLE REGION IV-A
	PROVINCIAL MID-YEAR PERFORMANCE ASSESSMENT (MYPAS) CUM CAPABILITY SERVICES TRAINING	6/29/2017	6/30/2017	16	TECHNICAL	DOLE REGION IV-A
	BASIC EMPLOYMENT SERVICES TRAINING	4/4/2017	4/6/2017	24	TECHNICAL	CIVIL SERVICE COMMISSION
	PUBLIC SERVICE ETHICS & ACCOUNTABILITY (PSEA)	11/24/2015	11/25/2015	16	TECHNICAL	CIVIL SERVICE COMMISSION
	GENDER SENSITIVITY TRAINING	3/12/2013	3/12/2013	8	TECHNICAL	CIVIL SERVICE COMMISSION
	STRATEGIC PERFORMANCE MANAGEMENT SYSTEM	9/20/2012	9/20/2012	8	TECHNICAL	CIVIL SERVICE COMMISSION
	2021-PESO MID-YEAR PLANNING ASSESSMENT	6/27/2012	6/29/2012	24	TECHNICAL	DOLE REGION IV-A
	VALUES ORIENTATION WORKSHOP (VOW)	9/23/2011	9/23/2011	8	TECHNICAL	CIVIL SERVICE COMMISSION
	SEMINAR WORKSHOP ON REPUBLIC ACT 6713	9/28/2004	9/29/2004	16	TECHNICAL	GOVERNMENT SERVICE INSURANCE SYSTEM
	SPECIALIZED COURSE ON BUDGETING	5/26/2004	5/28/2004	24	TECHNICAL	LEAGUE OF ACCOUNTANTS OF THE PHILIPPINES
	5TH CONGRESS OF THE SANGGUNIANG KABATAAN	10/27/2003	10/30/2003	32	TECHNICAL	SANGGUNIANG KABATAAN PROVINCIAL
	TWO-DAY SEMINAR ON SPIRITUAL AND MORAL RECOVERY	9/17/2003	9/18/2003	16	TECHNICAL	LOCAL GOVERNMENT UNIT
	LOCAL EXECUTIVE FORUM	11/8/2001	11/9/2001	16	TECHNICAL	CIVIL SERVICE COMMISSION
	PERFORMANCE EVALUATION SYSTEM	6/14/2000	6/14/2000	8	TECHNICAL	CIVIL SERVICE COMMISSION
	LOCAL EXECUTIVE FORUM AND PERSONNEL SYSTEM	8/18/1998	8/19/1998	16	TECHNICAL	CIVIL SERVICE COMMISSION
	SYMPOSIUM ON THE NEW GSIS ACT OF 1997 (RA 8291)	4/8/1998	4/8/1998	8	TECHNICAL	GOVERNMENT SERVICE INSURANCE SYSTEM
	LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS	4/15/1998	4/15/1998	16	TECHNICAL	CIVIL SERVICE COMMISSION
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)
TYPING AND PLAYING VOLLEYBALL & DANCING		N/A	MATAASNAKHOY EMPLOYEES ASSOCIATION
Nothing follows		N/A	GOVERNMENT EMPLOYEES OF MATAASNAKHOY CREDIT

(Continue on separate sheet if necessary)

SIGNATURE

DATE

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<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 supervision 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: _____ 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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p>

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

NAME	ADDRESS	TEL NO.
HON. JANET M. ILAGAN	M-Kahoy, Bats.	9176581717
ENGR. NENET M. HERNANDEZ	M-Kahoy, Bats.	9359408102
DR. ROSARIE C. DE LA PAZ	M-Kahoy, Bats.	9178578111

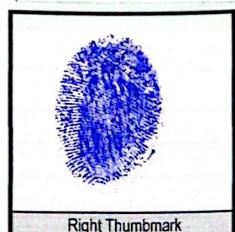
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate 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.



RHODA P. LITAN

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: UMID CARD	
ID/License/Passport No.: 2003965004	
Date/Place of Issuance: MATAASNAKAHOY	

Signature (Sign inside the box)	
September 16, 2024	
Date Accomplished	



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 16<sup>th</sup> day of Sept. 2024 , affiant exhibiting his/her validly issued government ID as indicated above.

GALLY D. TIPAN
Municipal Human Resource Management Officer

## WORK EXPERIENCE SHEET

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

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Position applying for : Bookbinder III – Administrative Assistant I

- Duration: March 1, 2001 to October 9, 2019
- Position: Bookbinder III – Administrative Assistant I
- Name of Office/Unit: Office of the Municipal Engineer
- Immediate Supervisor: Engr. Nenet M. Hernandez
- Name of Agency/Organization and Location: LGU – Mataasnakahoy, Batangas

• Summary of Actual Duties

- Excavation / Drilling Permit
- Roadworthiness Permit
- Recording & Updating of Record
- Preparation of Itinerary of Travel
- Preparation of Travel Order
- Lot and Niches Rental for Burial Permit
- Canvassing
- Statement of Assets and Liabilities
- Updating Personal Date Sheet

- Duration: October 10, 2019 to present
- Position: Administrative Aide VI (Utility Foreman)
- Name of Office/Unit: Office of the Municipal Agriculture
- Immediate Supervisor: Aileen L. Andal
- Name of Agency/Organization and Location: LGU – Mataasnakahoy, Batangas

• Summary of Actual Duties

- Food Always in the Home (FAITH) Program
- Administrative Functions
- Travel Order
- Procurement Processing
- Inventory Report
- JO's Payroll and Accomplishment Report
- Maintenance of Office, Equipment and Facilities

  
RHODA P. LITAN

(Signature over Printed Name  
of Employee/Applicant)

Date: September 16, 2024



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. Rhoda P. Litan as Administrative Assistant I (Bookbinder III) in the Office of the Municipal Engineering 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 Engineering of this municipality, with Salary Grade 7 amounting to ONE HUNDRED SEVENTY FOUR THOUSAND TWO HUNDRED EIGHTY EIGHT PESOS (P 174,288.00) per annum as per Annual Budget CY-2024 of this municipality.

Issued this 1st day of October , 2024 at Mataasnakahoy, Batangas.

  
**LENILYN C. CARAAN**  
Municipal Accountant

**Republic of the Philippines**  
**POSITION DESCRIPTION FORM**  
**DBM-CSC Form No. 1**  
(Revised Version No. 1, s. 2018)

**1. POSITION TITLE (as approved by authorized agency) with parenthetical title**

**Administrative Assistant I  
(Bookbinder III)**

**2. ITEM NUMBER**

143

**3. SALARY GRADE**

7

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

Province  
 City  
 Municipality

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

5th Class  
 6th Class  
 Special

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

Local Government Unit of Mataasnakahoy, Batangas

**6. BUREAU OR OFFICE**

Office of the Municipal Engineering

**7. DEPARTMENT / BRANCH / DIVISION**

**8. WORKSTATION / PLACE OF WORK**

Office of the Municipal Engineering

Office of the Municipal Engineering

**9. PRESENT APPROP  
ACT**

SB Resolution  
No. 182-S-2024/  
Ordinance of Budget  
No. 25-S-2024

**10. PREVIOUS APPROP ACT**

N/A

**11. SALARY AUTHORIZED**

P 14,524.00

**12. OTHER COMPENSATION**

PERA	P 2,000.00
Clothing Allow.	7,000.00
Cash Gift	5,000.00
Year End Bonus	14,524.00
Mid-year Bonus	14,524.00
PEI	5,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

Municipal Engineer

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

N/A

**15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED**

(if more than seven (7) list only by their item numbers and titles)

**POSITION TITLE**

**ITEM NUMBER**

N/A

**16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK**

Binding Machine, Computer, Logbook

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

**17a. Internal**

**Occasional**

**Frequent**

**17b. External**

**Occasional**

**Frequent**

Executive /

General Public

Managerial

Supervisors

Non-Supervisors

Staff

Other Agencies

Others (Please Specify): \_\_\_\_\_

**18. WORKING CONDITION**

Office Work

Other/s (Please Specify)

Field Work

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

Provide engineering services to LGU concerned including investigation and survey , engineering services, design feasibilities studies and project management.

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

Binding of office documents for safe keeping and documentation and does other related works.

**21. QUALIFICATION STANDARDS**

<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Elementary school graduate	None required	None required	None Required (MC II, S. 96-Cat. II)
			<b>Competency Level</b>
None Yet			None Yet
<b>21f. Leadership Competencies</b>			<b>Competency Level</b>
None Yet			None Yet

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**

<b>Percentage of Working Time</b>	<i>(State the duties and responsibilities here:)</i>	
20%	Responsible in sorting, compiling, binding and safekeeping reports and other documents and submit reports on all concerned offices;	
20%	Assist in preparing on-call labor payroll;	
20%	Assist in checking entry of Program of works of the Barangay projects;	None Yet
15%	Assist in the inspection of tricycle franchise renewal;	
15%	Assist in preparing documents for burial permit;	
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.

RHODA P. LITAN 10/01/2024

Employee's Name, Date and Signature

ENGR. NENET M. HERNANDEZ 10/01/2024

Municipal Engineer, Date and Signature



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

## OATH OF OFFICE

I, Rhoda P. Litan of Brgy. Calingatan, 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.

  
RHODA P. LITAN

(Signature over Printed Name of the Appointee)

Government ID: UMID ID  
ID Number : 2003965004  
Date Issued : N/A

Subscribed and sworn to before me this 1<sup>st</sup> day of October, 2024 in Mataasnakahoy Batangas, Philippines.

  
JANET MAGPANTAY ILAGAN,  
Municipal Mayor



CS Form No. 4  
Revised 2018

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms. RHODA P. LITAN has assumed the duties and responsibilities as Administrative Assistant I (Bookbinder III) in the Office of the Municipal Engineering effective October 1, 2024.

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

Done this 1<sup>st</sup> day of October 2024 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN  
Municipal Mayor

Date: October 1, 2024

Attested by:

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

201 file  
Admin  
COA  
CSC



Republic of the Philippines  
Province of Batangas  
**MUNICIPALITY OF MATAASNAKAHOY**  
Tel. No: (043) 784-1088  
Email Add: [hrmo\\_lgumataasnakahoy@yahoo.com.ph](mailto:hrmo_lgumataasnakahoy@yahoo.com.ph)



## OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

### CERTIFICATION

This is to certify that **Ms. Rhoda P. Litan**, Administrative Aide VI (Utility Foreman) of the Municipal Agriculture Office, reassigned at the Municipal Engineering Office, got a Very Satisfactory Performance, with a numerical rating of 4.1111 in her Individual Performance Commitment Review (IPCR) for the January-June 2024 rating period.

Issued this 1<sup>st</sup> day of October 2024 at Mataasnakahoy, Batangas.

*Gally D. Tipan*  
GALLY D. TIPAN  
MGDH-MHRMO

Noted by:

*HON. JANET MAGPANTAY ILAGAN*  
HON. JANET MAGPANTAY ILAGAN  
Municipal Mayor

**J**oining hands for **M**ataasnakahoy's **i**nterest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

# Lipa City Colleges

## Lipa City, Philippines

**OFFICIAL TRANSCRIPT OF RECORD**

Sheet No. .... 1

June 21 1993

Name PAGARAN, Rhoda G.  
Address Mataas na Kahoy, Batangas

in the College of Junior Secretarial (DJS)  
Date of Admission 1st Semester 1990-91

SOURCE OF ENTRANCE CREDITS:

Primary ..... Year .....  
 Elementary Tupi Central School Year 1983-84  
 High School Tupi Brgy. High School Year 1987-88

TERM	DESCRIPTIVE TITLE OF THE COURSE		FINAL	RE-EXAM	UNITS
1st Sem 1990-91	Econ 1a	Prin of Econ w/Tax & Land Reform	3.0		3
	P D P R	Pers Dev't w/Public Relations	3.0		3
	Rizal	Rizal's Life, Works & Writings	3.0		3
	Sec Sc 2	Cont Nat'l Dev't w/Pop Educ	2.0		3
	Shand 1	Fundamentals of Shorthand	3.0		5
	Type 1	Fundamentals of Typewriting	2.5		5
	P E	Self-Testing Activities	1.75		2
2nd Sem 1990-91	Engl 1	Communication Arts 1	2.0		3
	Shand 2	Introductory Transcription	3.0		5
	Type 2	Advanced Typewriting	2.25		5
	Cl Trng	Clerical Skills w/Office Ethics	2.5		3
	P E 2	Fund of Rhythmic Activities	2.0		2
	Fil 12a	Kasanayan sa Sining ng Pakikipag-talastasan	2.75		3
1st Sem 1991-92	Shand 3	Elementary Transcription	2.75		5
	Type 3	Production Typewriting	2.25		5
	Acctg 1&2	Fundamentals of Accounting	3.0		6
	Hist 3a	Phil Hist: Roots & Development	--		-
2nd Sem 1991-92	Steno 4	Advanced Transcription	2.75		5
	Hist 3a	Phil Hist: Roots & Development	2.75		3
	Engl 3	Comm Arts w/Intensive English	3.0		3
	Cmp Educ	Comp Fund & Word Processing	2.75		3
	Fil 13a	Panitikang Pilipino	3.0		3
1st Sem 1992-93	Pel Sc 4a	Phil Gov't w/New Constitution	2.0		3
	Off Mgt	Theory & Practices w/200 hours Office Training	1.75		3
	Mgt 1	Bus Organization & Management	2.5		3
	Engl 2a	Speech and Oral Communications	2.25		3
	Engl 14	Bus English & Correspondence	3.0		3

## **GRADE EQUIVALENTS**

1.00 — 100 - 95  
1.25 — 94 - 92  
1.50 — 91 - 90

**1.75 — 89 - 88  
2.00 — 87 - 85  
2.25 — 84 - 82**

2.50 — 81 - 80  
2.75 — 79 - 78  
3.00 — 77 - 75  
500 — Failure

REMARKS: GRADUATED WITH THE TITLE OF DIPLOMA IN JUNIOR SECRETARIAL (DJS) AS AUTHORIZED BY  
SPECIAL ORDER (B) (R IV) NO. 507-0344, ISMAGITYO COLLEGE APRIL 15, 1993.

Not valid without the college seal

*Marcela R. Bonilla*  
**MARCELA R. BONILLA**  
President

**President**

Certified True Copy

MARICIEL M. YAPBUAN, MBA  
Registrar 9/1/19

Certified True & Correct

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

This Transcript of Record is composed of one (1) page/s.

Typed by: jgontangco

Cleared by: Isrobles

REPUBLICA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS



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

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

Rhoda E. Pagaran

*na nakatipad sa lahat ng hiniling i ukol dito ng Kagawaran ng Edukasyon, Kultura at Isports kahalip ang*  
WHO HAS FULFILLED ALL THE REQUIREMENTS OF THE DEPARTMENT OF EDUCATION, CULTURE AND SPORTS WITH  
*lahat ng karapatan, karanganan, at pribilehiyo, gayundin ang mga tungkulin at pananagutang nauuhol*  
ALL THE RIGHTS, HONOR AND PRIVILEGES AND RESPONSIBILITIES THEREUNTO APPERTAINING

*sa titulo/kurso ng* Diploma in Junior Secretarial

*Bilang katanungan nilagaan namin ng aming mga pangalan tinatakan ng tatak ng kolehiyo sa*  
IN TESTIMONY WHEREOF, WE HAVE HEREUNTO SUBSCRIBED OUR NAMES AND AFFIXED THE SEAL OF THIS COLLEGE AT

Lungsod ng Lipa, Pilipinas ngayong ika 27 ng Mare taon ng ating Panginoon.

LIPA CITY, PHILIPPINES THIS 27<sup>th</sup> DAY OF MARCH IN THE YEAR OF OUR LORD NINETEEN

*labinsiyan na raan at* 93.  
HUNDRED AND 93.

*Rodrigo J. Talusan*  
DEKANO  
DEAN

SPECIAL ORDER NO. (B) (K-IV) 507-0344  
SERIES 1993 DATED 4-15-93

*Glorys Yojanes*  
KALIHIM-INGAY YAMAN  
SECRETARY-TREASURER

*Marcela R. Bonilla*  
PANGULO  
PRESIDENT

*Solita J. Ron*  
TAGATALA  
REGISTRAR

LIPA CITY COLLEGES  
LIPA CITY  
Certified True Copy  
*Helen*  
MARICIEL M. YAPBUAN, MBA  
Registrar 9/1/19



(COPY FOR OCRG)

(To be accomplished in quadruplicate)						REMARKS/ANNOTATION	
Republic of the Philippines OFFICE OF THE CIVIL REGISTRAR GENERAL <b>CERTIFICATE OF MARRIAGE</b>							
Province	<b>Patangas</b>		Registry No.	94-38			
City/Municipality	<b>Mataasnakahoy</b>						
(HUSBAND)			(WIFE)				
Name of Contracting Parties	(first) Joseph Cabiling Litan	(middle initial) M	(last) Rhoda Gardiola pagaran				FOR OCRG USE ONLY: Population Reference No. (Husband)
Date of Birth/Age	27 April 1967	26	28 August 1971	22			
Place of Birth	Pob. M-kahoy, Bata.		Pob. South Cotabato				
Sex (Male or Female)	Male		Female				
Citizenship	Filipino		Filipino				
Residence	Brgy. II M-kahoy, Bata.		Brgy. II M-kahoy Bata.				
Religion	Roman Catholic		Roman Catholic				
Civil Status	Single		Single				
Name of Father	(first) Danilo	(middle initial) Litan	(last) Romeo	(middle initial) Pagaran			
Citizenship	Filipino		Filipino				
Name of Mother	(first) Olivia	(middle initial) Cabiling	(last) Maria	(middle initial) Gardiola			
Citizenship	Filipino		Filipino				
Persons who gave consent or advice	(first) N/A	(middle initial)	(last) Romeo Pagaran	(first) Maria	(middle initial) Gardiola		
Relationship	N/A		Parents				
Residence	N/A		Pob. M-kahoy, Bata,				
Place of Marriage	Mataasnakahoy Catholic Church						
Date:	10 April 1994 Address 6:00 A.M.						
(Signature of Husband) <u>Joseph Litan</u> (Signature of Wife) <u>Rhoda Pagaran</u>							
<p>THESE DUE PERSONS, <u>Joseph Litan</u> and <u>Rhoda Pagaran</u>, both of legal age, of our own free will and accord, and in the presence of the person solemnizing this marriage and of the witnesses named below, take each other as husband and wife and certifying further that we:</p> <p><input type="checkbox"/> have not entered into a marriage settlement</p> <p><input type="checkbox"/> have entered into a marriage settlement, a copy of which is hereto attached.</p>							
<p>10 IN WITNESS THEREOF, we have marked with our finger print, this certificate in quadruplicate this day of April, 1994.</p> <p><u>Joseph Litan</u> <u>Rhoda Pagaran</u></p>							
(Signature of Husband)				(Signature of Wife)			
<p>THIS IS TO CERTIFY: THAT BEFORE ME, on the date and place above-written, personally appeared the above-mentioned parties, with their mutual consent, lawfully joined together in marriage which was solemnized by me in the presence of the witnesses named below, all of legal age.</p> <p>I CERTIFY FURTHER THAT: 0904156 March 25, 1994</p> <p><input type="checkbox"/> Marriage license, P.R.C., issued on _____ at _____ in favor of said parties, was exhibited to me.</p> <p><input type="checkbox"/> no marriage license was necessary, the marriage being solemnized under Art. _____ of Executive Order No. 209.</p> <p><input type="checkbox"/> the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1053 REV. PR. RIO A. BIGAMANO Exposition 94-1772-36 1996</p>							
<p>(Position/Designation)</p> <p>Religious Affiliation, Registry No. and Expiration Date, if applicable)</p> <p><b>WITNESSES</b></p> <p>Mayor Celso Landicho (Print Name and Signature) <u>Celso Landicho</u></p> <p>Mrs. Benedicto Gardiola (Print Name and Signature) <u>Benedicto Gardiola</u></p> <p>Nickomen Verzosa (Print Name and Signature) <u>Nickomen Verzosa</u></p> <p>Lorne Silva (Print Name and Signature) <u>Lorne Silva</u></p>							
							RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR
							<u>REC'D</u>
							<u>MARITA A. ALVIZ</u>
							Name in Print
							Mun. Civ. Registrar
							Title or Position
							April 12, 1994
							Date Received

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



MUNICIPAL FORM NO. 102 - (REVISED DEC. 1, 1950)

(TO BE ACCOMPLISHED IN DUPLICATE)

## REPUBLIC OF THE PHILIPPINES

## CERTIFICATE OF LIVE BIRTH

CAME OUT COMPLETELY, ACCURATELY, LEGIBLY IN INK OR TYPEWRITER

## Register Number:

Province: South Cotabato

City or Municipality: Tupi

## 1. PLACE OF BIRTH

a. PROVINCE South Cotabato

b. CITY OR MUNICIPALITY

Tupi

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

Purok-11, Poblacion

d. PLACE OF BIRTH INSIDE CITY LIMITS

Yes  No 

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

a. PROVINCE South Cotabato

b. CITY OR MUNICIPALITY Tupi

c. NUMBER AND STREET

Purok-11, Poblacion

d. IS RESIDENCE INSIDE CITY  e. IS RESIDENCE ON A FARM? 

LIMIT?

Yes  No Yes  No 

CHILD	3. NAME (First, Middle, Last)		4. SEX			5. TITLE: BIRTH			6. IF TWIN OR TRIPLETS, WAS CHILD			7. DATE OF BIRTH		
	FIRST	MIDDLE	LAST	M.	F.	SINGLE <input checked="" type="checkbox"/>	TWIN <input type="checkbox"/>	TRIPLETS <input type="checkbox"/>	1ST <input type="checkbox"/>	2ND <input type="checkbox"/>	3RD <input type="checkbox"/>	Month	Day	Year
	Rhoda											8	28	1971

FATHER	7. NAME		8. NATIONALITY			9. RACE		
	FIRST	MIDDLE	LAST	RELATION	R.C.	11. BIRTHPLACE	12. NATIONALITY	13. RACE
	Romeo	Abing	Pagoran		R.C.	Sagay, Misamis Oriental	R.C.	Brown
	37							

MOTHER	10. AGE (At time of birth)		11. BIRTHPLACE			12. NATIONALITY			13. RACE		
	Years	Months	FIRST	MIDDLE	LAST	RELATION	R.C.	14. BIRTHPLACE	15. PREVIOUS DELIVERIES TO MOTHER	16. KIND OF BUSINESS OR INDUSTRY	
	38	Mataos Vagojo						(Don't include this birth)	Farm		

INFORMANT'S SIGNATURES	17a. INFORMANT'S SIGNATURES		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	
	Romeo Abing Pagoran	Tupi, South Cotabato						

INFORMANT'S SIGNATURES	17b. NAME IN PRINT:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	
	Cristina I. Espiritu	Tupi, South Cotabato						

INFORMANT'S SIGNATURES	17c. SIGNATURE:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	

INFORMANT'S SIGNATURES	17d. SIGNATURE:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	

INFORMANT'S SIGNATURES	17e. SIGNATURE:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	

INFORMANT'S SIGNATURES	17f. SIGNATURE:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	

INFORMANT'S SIGNATURES	17g. SIGNATURE:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	

INFORMANT'S SIGNATURES	17h. SIGNATURE:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	

INFORMANT'S SIGNATURES	17i. SIGNATURE:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	

INFORMANT'S SIGNATURES	17j. SIGNATURE:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	

INFORMANT'S SIGNATURES	17k. SIGNATURE:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	

INFORMANT'S SIGNATURES	17l. SIGNATURE:		18. MOTHER'S MARITAL ADDRESS: (Number, Street, City or Municipality, Province)			19. ATTENDANT AT BIRTH		
	b. NAME IN PRINT:	c. ADDRESS:	FIRST	MIDDLE	LAST	ATTENDANT AT BIRTH	d. DATE SIGNED BY ATTENDANT AT BIRTH	

06632-BC-105RLL-01431-BI001

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BReN  
06317-A71RU01-7Documentary  
Stamp Tax Paid

Lisa Grace S. Bersales

LISA GRACE S. BERSALES, Ph.D.

National Statistician and Civil Registrar General  
Philippine Statistics Authority

YI 700520857