

Republic of the Philippines Province of Batangas MUNICIPALITY OF MATAASNAKAHOY Tel. Nos. (043) 300-0590 / (043) 781-1813

Tel. Nos. (043) 300-0590 / (043) 781-1813 Email Add: sboffice_mkahoy@yahoo.com.ph



OFFICE OF THE SANGGUNIANG BAYAN

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FOR

HON. JAY M. ILAGAN

Municipal Vice-Mayor

THRU

MR. GALLY D. TIPAN

Municipal Human Resource and Management Officer

SUBJECT

REQUEST FOR A LEAVE OF ABSENCE

DATE

18 March 2024

1. This is to request the approval of my <u>Vacation Leave</u> for <u>four (4) days</u> on <u>April 1, 2, 3, & 4, 2024</u>

2. Reason: Personal

Further request consideration on the matter.

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Hon. NOVIL TO M. MANALO ABC President/ SB Member

Approved:

Disapproved:

Joining hands for Mataasnakahoy's nterest



Republic of the Philippines Province of Batangas MUNICIPALITY OF MATAASNAKAHOY



APPLICATION FOR LEAVE

OFFICE/DEPARTMENT 2. NAME : (La:	st) (First) (Middle)
OFFICE OF THE SANGGUNIANG BAYAN MAN	IALO NOVILITO MALABANAN
DATE OF FILING: MARCH 18, 2024 4. POSITION: ABC	PRESIDENT/SB MEMBER 5. SALARY
6. DETAILS OF	APPLICATION
A TYPE OF LEAVE TO BE AVAILED OF	6.B DETAILS OF LEAVE
Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Maternity Leave (RA. No. 11210 / IRR issued by CSC, DOLE and SSS) Paternity Leave (RA. No. 8187 / CSC MC No. 71, s. 1998, as amended) Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Solo Parent Leave (RA. No. 8972 / CSC MC No. 8, s. 2004) Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) 1 O-Day VAWC Leave (RA. No. 9262 / CSC MC No. 15, s. 2005) Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) Special Leave Benefits for Women (RA. No. 9710 / CSC MC No. 25, s. 2010) Special Emergency (Calarnity) Leave (CSC MC No. 2, s. 2012, as amended) Adoption Leave (RA. No. 8552)	In case of Vacation/Special Privilege Leave:
Others:	I Monetization of Leave Credits I Terminal Leave
C NUMBER OF WORKING DAYS APPLIED FOR _4 DAYS INCLUSIVE DATES _APRIL 1,2,3,& 4, 2024	6.D COMMUTATION 1 Not Requested 1 Requested (Signature of Applicant)
7. DETAILS OF ACTIO	N ON APPLICATION
A CERTIFICATION OF LEAVE CREDITS As of March 4. WH Vacation Leave Sick Leave Total Earned 9.083 Less this application 4.083 GALLY D. TIPAN MHRMO	7.B RECOMMENDATION 1 For approval 1 For disapproval due to
C APPROVED FOR:	7.D DISAPPROVED DUE TO:
days without pay others (Specify)	
JAY MANALO ILA Municipal Vice Ma	



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



OFFICE OF THE MAYOR

EMAIL ADD: mayorsoffice_mkahoy@yahoo.com

Ako si **NOVILITO M. MANALO** ng Barangay **LUMANGLIPA**, Mataasnakahoy, Batangas na itinalaga sa katungkulan bilang **LIGA NG MGA BARANGAY PRESIDENT** ay taimtim na nanunumpa na tutuparin ko ng buong husay at katapatan, sa abot ng aking kakayahan, ang mga tungkulin ng aking kasalukuyang katungkulan at ng iba pang pagkaraan nito'y gagampanan ko sa ilalim ng Republika ng Pilipinas; na aking itataguyod at ipagtatangol ang Saligang Batas ng Pilipinas; na tunay na mananalig at tatalima ako rito; na susundin ko ang mga batas, mga kautusang legal, at mga dekretong pinaiiral ng mga sadyang itinakdang may kapangyarihan sa Republika ng Pilipinas, at kusa kong babalikatin ang pananagutang ito nang walang anumang pasubali o hangaring umiwas.

Kasihan nawa ako ng DIYOS.

NOVILITO M. MANALO Lagda

Sedula	Klase	Bilang 600484(2
Kinuha	sa nr	MASHAMMY
Petsa_	01/03/	24

Nilagdaan at pinanumpaan sa harap ko ngayong ika-15 ng Disyembre, Taon ng Panginoon Dalawang Libo't Dalawamput Tatlo sa Mataasnakahoy, Batangas, Pilipinas.

JANET-M. ILAGAN
Punumbayan

Joining hands for Mataasnakahoy's nterest

DATE: December 15, 2023

CHAPTER

MATAASUAKAHOY

NAME OF CANDIDATE TOTAL VOTES TOTAL VOTES IN WORDS NUTLIFE MOLOBORICO MORCALO NUTLIFE MOLOBORICO MORCALO NUTLIFE VOTES FOR VICE PRESIDENT: NAME OF CANDIDATE TOTAL VOTES TOTAL VOTES IN WORDS COLOR VERLIOR CO. RECLIO NUTLIFICATION VITES	PROVINCE / CITY	BATANGAS			
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CS CamScanner

NAME OF CANDIDATE	TOTAL VOTES	TOTAL VOTES IN WORDS
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Based on the foregoing canvass of the result of the elections, the following are hereby proclaimed:

PRESIDENT
VICE PRESIDENT
AUDITOR
BOARD OF DIRECTORS

: LAD NOVAUTI MANALA
KAP LAWAR BAWO
PAP MALLIN HERNANDEZ
WAP CHONA MAURANTAY
VAI TOM VINEG NAVALO
WAR PARION GOVIS
KAP ENCE BAUTATA
MAP SOMELATO PATIENTA
WAP WARNT MANAGO

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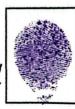
We HEREBY CERTIFY that all the entries recorded here are true and correct.

BOARD OF CANVASSERS:



LAP TANUA GOVIS
Chairman

AT TOWN DISTURBLE



ELECTION COMMITTEE:



KAPITAN

Chairman Chairman



MANAGE MENTER ME



VIRALGE 7. HUNDER

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