Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Email Address: mayorsoffice_mkahoy@yahoo.com

BAGONG PILIPINAS

OFFICE OF THE MAYOR

AUTHORITY TO TRAVEL

This is to authorize **MS. ANNABELLE S. BALITA,** Administrative Officer II of the Local Government of Mataasnakahoy, to travel to Singapore from October 31 to November 3, 2024 for vacation on personal account.

Ms. Balita has an approved leave of absence and no government fund shall be used for the said travel abroad.

Issued this 28th day of October 2024 at Mataasnakahoy, Batangas.

HON. JANET M. ILAGAN
Municipal Mayor

CS Form No. 7
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CLEARANCE FORM

(Instructions at the back)

I PURPOSE **Travel Abroad - SINGAPORE**

October 15, 2024
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF 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: October 31 to November 3, 2024

Office of Assignment: Office of the Municipal Mayor

Position/SG/Step: Administrative Officer II - 11/1

ANNABELLE S. BALITA
Name and Signature of Official

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

I hereby certify that this employee/official is cleared ☐ / ~~not cleared~~ ☐ of work-related accountabilities from this Unit/Office/Dept.

HON. JANET M. ILAGAN
Municipal Mayor

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	✓		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	✓		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	✓		LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	✓		LENILYN C. CARAAN	
c. Payroll & Remittance Services	✓		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				

☐ with pending administrative case
☐ with ongoing investigation (no formal charge yet)

V CERTIFICATION

I hereby certify that this employee/ official is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.

HON. JANET M. ILAGAN
Municipal Mayor

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.

CS Form No. 33-B
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

(Stamp of Date of Receipt)
CIVIL SERVICE COMMISSION
Republic of the Philippines
R04 - FO BATANGAS
RECEIVED
MAY 21 2024
DATE/TIME

Ms. ANNABELLE S. BALITA

You are hereby appointed as Administrative Officer II **(SG-11)**
(Position Title)

under Permanent **status at the** Office of the Mayor
(Permanent, Temporary, etc.) **(Office/Department/Unit)**

with a compensation rate of Twenty Thousand Two Hundred Fifty P 20,250.00

pesos per month.

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

N/A, **who** Vacant **with Plantilla Item No.** 3
(Transferred, Retired, etc.)

Page 1 .

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

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

May 2, 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 February 13, 2024 to February 28 , 2024 and posted in CSC-FO Batangas, Public Market, Office Lobby from February 13, 2024 to February 28 , 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on March 1, 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 April 30, 2024..

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

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
☐ **Validated per RAI for the month of** _____			
☐ **Invalidated per CSCRO/FO letter dated** _____			
☐ **Appeal**	**DATE FILED**	**STATUS**	
☐ CSCRO/ CSC-Commission			
☐ **Petition for Review**			
☐ CSC-Commission			
☐ Court of Appeals			
☐ 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 May 2, 2024

ANNABELLE S. BALITA
Appointee

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Telefax (043) 784-1016

BAGONG PILIPINAS

OFFICE OF THE MAYOR

OFFICE ORDER
No. 285-S-2024

TO : **MS. ANNABELLE S. BALITA**
Administrative Officer II

DATE : **July 22, 2024**

SUBJECT: **DESIGNATION AS ACTING MGADH-MDRRMO IN THE OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT**

In the exigency of service and in view of the Leave of Absence (Sick Leave) of Mr. Gian Lorenz S. Vergara, Acting MGADH-Municipal Disaster Risk Reduction and Management Officer (MDRRMO), you are hereby designated as Acting MGADH-MDRRMO.

In view thereof, you shall exercise the rights, duties, and responsibilities inherent to the position.

Further, you shall receive RATA and other benefits equivalent to the amount received by the Acting MGADH-MDRRMO for the days covered during the effectivity of this Order in accordance with the DBM rules to defray representation and transportation expenses while in the actual performance of the duties and responsibilities of the position.

This Order shall take effect immediately and automatically be revoked upon the attendance and presence of Mr. Vergara.

For information and guidance.

HON. JANET M. ILAGAN
Municipal Mayor

RECEIVED : 8/2/24

CS Form No. 212
Revised 2017

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	BALITA		
FIRST NAME	ANNABELLE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SUBOL		
3. DATE OF BIRTH (mm/dd/yyyy)	September 6, 1975	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	☐ Male ☑ Female		
6 CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	139 (House/Block/Lot No.) Kalye Putol St. (Street)
			N/A (Subdivision/Village) Brgy. II-A (Barangay)
7. HEIGHT (m)	1.70		Mataasnakahoy (City/Municipality) Batangas (Province)
8. WEIGHT (kg)	62	ZIP CODE	4223
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	55 (House/Block/Lot No.) Street
10. GSIS ID NO.	2006095027		Victomar Subd. (Subdivision/Village) Brgy. IV (Barangay)
11. PAG-IBIG ID NO.	149000043767		Mataasnakahoy (City/Municipality) Batangas (Province)
12. PHILHEALTH NO.	090500276249	ZIP CODE	4223
13. SSS NO.	0431504887	19. TELEPHONE NO.	(043) 461 2370
14. TIN NO.	613-857-085	20. MOBILE NO.	09778194809 / '09103472682
15. AGENCY EMPLOYEE NO.	LDR002	21. E-MAIL ADDRESS (if any)	belle.balita@gmail.com

II. FAMILY BACKGROUND

			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
22. SPOUSE'S SURNAME	BALITA			
FIRST NAME	HOMER	NAME EXTENSION (JR., SR) N/A	BALITA, HANNAH CHANTELLE SUBOL	04/18/2006
MIDDLE NAME	TIBIGIN		BALITA, YANNAH CAIOMHE SUBOL	08/08/2010
OCCUPATION	ENGINEER		***Nothing Follows***	
EMPLOYER/BUSINESS NAME	PROCTER & GAMBLE PHILS.			
BUSINESS ADDRESS	LISP MAIN, CABUYAO, LAGUNA			
TELEPHONE NO.	09175450327			
24. FATHER'S SURNAME	SUBOL			
FIRST NAME	RENANDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MANGUIAT			
25. MOTHER'S MAIDEN NAME	TIBAYAN			
SURNAME	SUBOL			
FIRST NAME	OFELIA			
MIDDLE NAME	LUBIS		(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	CALINGATAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1982	1988	N/A	1988	SALUTATORIAN
SECONDARY	LIPA CITY SCIENCE HIGH SCHOOL	HIGH SCHOOL	1988	1992	N/A	1992	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	BATANGAS STATE UNIVERSITY	BS COMPUTER ENGINEERING	1992	1997	N/A	1997	N/A
GRADUATE STUDIES	BATANGAS STATE UNIVERSITY	MASTER IN PUBLIC ADMINISTRATION	2022	2022	6 UNITS	N/A	N/A
GRADUATE STUDIES	PHILIPPINE CHRISTIAN UNIVERSITY	MASTER IN MANAGEMENT MAJOR IN PUBLIC ADMINISTRATION	2023	PRESENT	24 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/19/2024

IV. CIVIL SERVICE ELIGIBILITY

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	LICENSE (if applica	
				NUMBER	Date Validity
CAREER SERVICE PROFESSIONAL	83.78	05/09/1997	CSC - NCR (C. A. T.)	N/A	N/A
Nothing Follows					

(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.

28. INCLUSIVE DATES (mm/dd/yyyy) From	To	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	GOV'T SERVICE (Y/ N)
01/01/2024	Present	LDRRMO I / TOURISM OFFICER - DESIGNATE	LGU MATAASNAKAHOY, BATANGAS	20, 250.00	11-1	PERMANENT	Y
02/10/2023	12/31/2023	LDRRMO I / TOURISM OFFICER - DESIGNATE	LGU MATAASNAKAHOY, BATANGAS	20, 250.00	11-1	PERMANENT	Y
01/01/2023	02/09/2023	LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER (LDRRMO) I	LGU MATAASNAKAHOY, BATANGAS	20, 250.00	11-1	PERMANENT	Y
08/01/2022	12/31/2022	LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER (LDRRMO) I	LGU MATAASNAKAHOY, BATANGAS	19, 079.00	11-1	PERMANENT	Y
10/01/2018	04/29/2022	RECORDS & MANAGEMENT IN-CHARGE	OFFICE OF THE COLLEGE REGISTRAR - DE LA SALLE LIPA			PERMANENT	N
07/01/2014	09/30/2018	ENROLLMENT & EVALUATION IN-CHARGE	OFFICE OF THE COLLEGE REGISTRAR - DE LA SALLE LIPA			PERMANENT	N
07/01/2011	06/30/2014	GRADES & VERIFICATION IN-CHARGE	OFFICE OF THE COLLEGE REGISTRAR - DE LA SALLE LIPA			PERMANENT	N
06/01/2000	06/30/2011	ENROLLMENT & EVALUATION IN-CHARGE	OFFICE OF THE COLLEGE REGISTRAR - DE LA SALLE LIPA			PERMANENT	N
06/01/1999	05/31/2000	COMPUTER LABORATORY ASSISTANT	COMPUTER SCIENCE DEPARTMENT - DE LA SALLE LIPA			PROBATION	N
08/15/2002	11/30/2007	BARANGAY SECRETARY	BRGY. IV, MATAASNAKAHOY, BATANGAS			CO-TERMINOUS	Y
05/12/1997	07/15/2002	BARANGAY TREASURER	BRGY. IV, MATAASNAKAHOY, BATANGAS			CO-TERMINOUS	Y
			Nothing Follows				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/19/2024

VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
N/A	N/A	N/A	N/A	N/A
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) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
SEMINAR ON CHILD SAFE TOURISM	10/12/2023	10/13/2023	16	TECHNICAL	LPU - BATANGAS, BATANGAS CITY
ASSOCIATION OF TOURISM OFFICERS OF THE PHILLIPINES (ATOP) NATIONAL CONVENTION	10/04/2023	10/06/2023	24	TECHNICAL	BELMONT HOTEL, BORACAY ISLAND, AKLAN
SEMINAR-WORKSHOP ON BASIC EVENT HOSTING FOR LOCAL TOURISM OFFICERS & PROVINCIAL GOVERNMENT EVENT PRACTITIONERS	09/28/2023	09/29/2023	16	TECHNICAL	PROVINCIAL PLANNING & DEVELOPMENT OFFICE - CAPITOL SITE, BATANGAS CITY
ORIENTATION ON DISASTER RISK REDUCTION AND MANAGEMENT CONCEPTS	08/29/2023	08/29/2023	8	TECHNICAL	MUNICIPAL CONFERENCE HALL - MUNICIPAL COMPOUND, M-KAHOY, BATANGAS
CALABARZON SCC CULTURE CONSCIOUSNESS WEBINAR	07/06/2023	07/06/2023	4	TECHNICAL	MDRRMO OFFICE - LGU MATAASNAKAHOY
TRAINING ON RATIONALIZATION OF LOCAL FEES AND CHARGES	07/04/2023	07/05/2023	16	TECHNICAL	MUNICIPAL CONFERENCE HALL - MUNICIPAL COMPOUND, M-KAHOY, BATANGAS
LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS	06/29/2023	06/30/2023	16	TECHNICAL	MATAASNAKAHOY TOURISM CENTER - MATAASNAKAHOY, BATANGAS
SEMINAR ON DISASTER RISK REDUCTION MANAGEMENT	05/17/2023	05/19/2023	24	TECHNICAL	LIAN TOURISM RECEPTION OFFICE - LIAN, BATANGAS
TRAINING ON BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDER	04/12/2023	04/12/2023	8	TECHNICAL	MATAASNAKAHOY TOURISM CENTER - MATAASNAKAHOY, BATANGAS
PLANTING THE SEEDS OF FUN FARMS TOURISM	03/09/2023	03/09/2023	8	TECHNICAL	PIC N' GO FARM - PADRE GARCIA, BATANGAS
SEMINAR-WORKSHOP ON THE FORMULATION OF MATAASNAKAHOY TOURISM MASTER PLAN	12/21/2022	12/22/2022	16	TECHNICAL	MUNICIPAL CONFERENCE HALL - MUNICIPAL COMPOUND, M-KAHOY, BATANGAS
TRAINING ON INFRASTRUCTURE AUDIT	11/22/2022	11/24/2022	16	TECHNICAL	PDRRMO - PROVINCIAL SPORTS COMPLEX, BRGY. BOLBOK, BATANGAS CITY
NATIONAL CONFERENCE ON DISASTER WASTE MANAGEMENT	11/17/2022	11/18/2022	16	TECHNICAL	ZURI HOTEL, MANDURRIAO, ILOILO CITY
TOURISM AWARENESS AND APPRECIATION SEMINAR	11/16/2022	11/16/2022	8	TECHNICAL	MATAASNAKAHOY TOURISM CENTER - MATAASNAKAHOY, BATANGAS
SEMINAR-WORKSHOP ON ADMINISTRATIVE JUSTICE (SWAJ)	10/25/2022	10/26/2022	16	TECHNICAL	MATAASNAKAHOY TOURISM CENTER - MATAASNAKAHOY, BATANGAS
FIRST AID FOR MENTAL HEALTH SEMINAR	10/20/2021	10/20/2021	4	TECHNICAL	DE LA SALLE LIPA INTEGRATED SCHOOL GUIDANCE CENTER
PRACTICING COVID-19 PREVENTIVE MEASURES IN THE WORKPLACE COURSE	09/03/2021	09/03/2021	4	TECHNICAL	TESDA BATANGAS
MANAGING STRESS EFFECTIVELY IN TODAY'S WORK CHALLENGES	01/13/2021	01/13/2021	4	TECHNICAL	PHILIPPINE ASSOCIATION FOR GRADUATE SCHOOL - REGION IV A CHAPTER
DATA PRIVACY IN REGISTRARSHIP	10/29/2020	10/29/2020	8	SUPERVISORY	UNIVERSITY, COLLEGE AND SCHOOL REGISTRARS ASSOCIATION (UCSRA)
MICROSOFT TEAMS AND OFFICE 365	06/20/2020	06/20/2020	4	TECHNICAL	MICROSOFT
SEMINAR ON ESTABLISHMENT OF RECORDS CENTER AND ARCHIVAL SYSTEM	11/19/2019	11/21/2019	24	SUPERVISORY	NATIONAL ARCHIVES OF THE PHILIPPINES
REGISTRARS AS RECORDS MANAGERS AND RESEARCHERS	02/07/2019	02/07/2019	8	MANAGERIAL	ASSOCIATION OF COLLEGE AND UNIVERSITY REGISTRARS AND LIASON

(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)
DRIVING	N/A	N/A
COOKING		
BAKING		
VOLLEYBALL		
BIKING		
TRAVEL		
Nothing Follows		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/19/2024

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO If YES, give details:
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details:
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?	☑ YES ☐ NO If YES, give details: I filed an early retirement.
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ YES ☑ NO If YES, give details:
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?	☐ YES ☑ NO If YES, give details:
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country):
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:	
a. Are you a member of any indigenous group?	☐ YES ☑ NO If YES, please specify:
b. Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No:
c. Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
HON. JANET M. ILAGAN	Brgy. Santol, Mataasnakahoy, Batangas	(043) 461 0107
HON. JAY M. ILAGAN	Brgy. Santol, Mataasnakahoy, Batangas	(043) 781 1813
MR. GALLY D. TIPAN	Brgy. Nangkaan, Mataasnakahoy, Batangas	09175633720

PHOTO

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:	**Driver's License**
ID/License/Passport No.:	**D01-98-128219**
Date/Place of Issuance:	**09/13/2019 Lipa City**

Signature (Sign inside the box)

02/19/2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 19th day of Feb. 2024, affiant exhibiting his/her validly issued government ID as indicated above.

GALLY D. TIPAN

Person Administering Oath

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.

Duration: August 1, 2022 – Present
Position: LDRRMO I
Name of Office/Unit: Municipal Disaster Risk Reduction Management Office
Immediate Supervisor: Gian Lorenz S. Vergara
Name of Agency/Organization and Location: LGU Mataasnakahoy, Batangas

Summary of Actual Duties

- Set the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction;
- Operate a multi-hazard early warning system, linked to disaster risk reduction to provide accurate and timely advice to national and local emergency response organizations and to the general public, through diverse media, particularly radio, landline communications, and technologies for communication within rural communities;
- Identify, assess and manage the hazards, vulnerabilities and risks that may occur in the locality;
- Disseminate information and raise public awareness about hazard, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures;
- Identify and implement cost-effective risk reduction measures or strategies;
- Maintain a data base of human resource, equipment, directories and location of critical infrastructures and their capacities such as hospital and evacuation center;
- Develop, strengthen and operationalize mechanism for partnership or networking with the private sector, CSOs and volunteer groups;
- Coordinate other disaster risk reduction and management activities;
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Duration: February 10, 2023 – Present
Position: Municipal Tourism Officer – Designate
Name of Office/Unit: Office of the Mayor
Immediate Supervisor: Hon. Janet Magpantay Ilagan
Name of Agency/Organization and Location: LGU Mataasnakahoy, Batangas

Summary of Actual Duties

- Ensure the implementation of Mataasnakahoy Tourism Plan;
- Promote tourism activities;
- Establish activities and initiatives to assist the community become a tourist destination;
- Develop innate talents in areas of culture, sports, and economics via presentations and competitions;
- Develop new services, support in marketing and advertise the products as well as suitable locations for tourism attractions and destinations;
- Assist the municipal tourism council in formulating programs and implement recommendations;
- Prepare annual budget for tourism promotion activities;
- Develop local tourism destination and attractions tapping local resources and national funds;
- Assist the local government enforce its regulations on the taxation and licensing of businesses that are involved in the tourist industry in the area, monitor and inspect to ensure that tourists have a safe and enjoyable stay.

Duration: October 1, 2018 – April 30, 2022
Position: Records and Management In-charge
Name of Office/Unit: Office of the College Registrar
Immediate Supervisor: Romana Levinia B. Silva
Name of Agency/Organization and Location: De La Salle Lipa – Lipa City, Batangas

Summary of Actual Duties

- Controls flow, safety and security of all files and records and reconstructs lost or missing records or files.
- Supervises the encoding and updating of information of students in the Student Information and Management Systems (SIMS).
- Supervises the maintenance and consolidation of official students' records kept at the fireproof vault such as accounting, classifying, filing and storing of active and inactive records of students.
- Evaluates the authenticity of submitted records of students such as form 137a, Transfer Certificates, Transcript of Records, Birth Certificates, ID pictures, Marriage Contract and other enrollment requirements
- Verifies the authenticity of submitted enrollment requirements of international students.
- Coordinates with previous schools on concerns with regard to students' Form 137a, Transcript of Records and other enrollment requirements.
- Coordinates with parents and students regarding student's deficiencies on their enrollment requirements and sends individual notices to students for compliance/submission of these documents
- Monitors the filing of individual folders and jackets of all freshmen and transferees and coordinates with the Admissions Office on enrollment requirements and credentials of these students.
- Monitors the preparation and the issuance of students' requests for Transfer Certificates, Transcript of Records for CAV for CHED and TESDA, Diploma, PRC certifications and other documents related to students' enrollment and graduation.
- Coordinates with the concerned College regarding request for Application for International Licensing and Examinations, verifies the authenticity of documents and submits them to the requesting international accreditors.
- Supervises student assistants assigned to the records section and monitors their performance.
- Facilitates request and release of documents requested by students and graduates in coordination with the Program Coordinators.
- Determines students with pending enrollment requirements and coordinates with the Program Coordinators.
- Coordinates with the Liaison Officer re processing of CAV documents to CHED/TESDA.
- Supervises mailing or issuance of students' records to requesting school.
- Ensures smooth and effective clearance process in coordination with the different concerned offices
- Secures integrity and confidentiality of students' records
- Performs other duties and tasks germane to the job and other functions that maybe assigned by the Immediate Superior.

Duration: July 1, 2014 – September 30, 2018
Position: Enrollment and Evaluation In-charge
Name of Office/Unit: Office of the College Registrar
Immediate Supervisor: Romana Levinia B. Silva
Name of Agency/Organization and Location: De La Salle Lipa – Lipa City, Batangas

Summary of Actual Duties

- Ensures that staff of the Enrollment and Evaluation Services section performs their functions accordingly.
- Supervises the student assistants and the staff of the Enrollment and Evaluation section during enrollment to ensure seamless and orderly enrollment process.

- Evaluates the enrollment process and make necessary recommendations on the process, staff requirements and/or staff assignments.
- Coordinates concerns directly affecting the enrollment process and recommends resolution to the Assistant Registrar.
- Monitors the evaluation being conducted by the Enrollment and Evaluation In-Charge with regard to deloading, retention and dismissal.
- Coordinates with the Verification and Program Application Supervisor the academic status of students who will be dismissed.
- Supervises the implementation of enrollment and evaluation policies, processes and guidelines.
- Confirms and checks the submitted evaluation results of graduating students as endorsed by the Enrollment and Evaluation In-charge of the different Colleges.
- Approves the application for graduation and determines the list of graduating students and endorses the same to the Verification and Program Application Supervisor for initial deliberation purposes.
- Handles scheduling of graduation picture taking of graduating students and coordinates with the official photographer.
- Coordinates with other Departments and committees with regard to the procurement of graduation supplies and materials.
- Checks the accuracy and completeness of academic records of graduating students in compliance with the CHED/TESDA curricular requirements submitted by the EEIC and endorses to VPAS for OCR final deliberation and Special Order application.
- Evaluates the performance of the Enrollment and Evaluation In-charge in coordination with the Assistant Registrar.
- Coordinates with the Academic Advising Head on enrolment policies and procedures and academic advising concerns.
- Supervises the evaluation conducted by the EEIC in evaluating the academic status of students who are applying for Special and Tutorial Classes and recommends to the Assistant Registrar for approval.
- Coordinates with the Assistant Registrar in the evaluation of the enrollment system and proposes possible enhancement or modification on the SIMS.
- Coordinates with the College Academic Advising representative/coordinator on enrollment policies and procedures and academic advising concerns.
- Secures integrity and confidentiality of students' records.
- Regularly coordinates with the ISD regarding network and equipment (PCs, UTP cables, printers, EAF) requirement for enrollment.
- Regularly checks hardware requirement for enrollment and other enrolment related activities.
- Handles the orientation of new students on the use of student portal for enrollment purposes.
- Performs other duties and tasks germane to the job and other functions that maybe assigned by the Immediate Superior.

Duration: July 1, 2011 – June 30, 2014
Position: Grades and Verification In-charge
Name of Office/Unit: Office of the College Registrar
Immediate Supervisor: Romana Levinia B. Silva
Name of Agency/Organization and Location: De La Salle Lipa – Lipa City, Batangas

Summary of Actual Duties

- Verifies the accuracy and completeness of the requested documents of students such as honorable dismissal, Transcript of Records for CAV for CHED and TESDA, Diploma, PRC certifications and other documents related to students' enrollment and graduation.
- Updates the SIMS on approved requests for change and completion of grades submitted by faculty members and provides report to the Assistant Registrar for verification.
- Checks and evaluates the academic records of students and determines accumulated number of failures for leave of absence (LOA), re-admission or probation or dismissal purposes; holds/blocks the enrollment of the students in the SIMS and maintains database for these transactions.
- Conducts deliberation with the Enrollment and Evaluation Team to verify students' compliance with their curricula and to determine the completeness and accuracy of records of all graduating students
- Recommends candidates for graduation to the Assistant College Registrar and the Registrar based on the result of the deliberation.

- Coordinates with Colleges for the initial and final deliberation of candidates for graduation.
- Checks and verifies the list honor students and submits to the Assistant Registrar for final evaluation and endorsement to the Registrar for approval
- In-Charge of Special Order requests for graduating students and coordinates with CHED and TESDA for Special Order issuance.
- Coordinates with the Civil Service Commission re granting of Civil Service Eligibility to Latin Honors.
- Supervises the completion and changing of grades submitted by faculty members.
- Coordinates with the Philippines Regulation Commission (PRC) re list of graduates and other PRC concerns.
- Supervises the Liaison Officer in the application for new programs, renewal of permits and recognition, application for Special Order Number, CAV and Red Ribbon processing.
- Provides information requested by local and national government, private agencies, companies and other educational institutions related to statistical data and other related information.
- Handles requests for verification of school documents of graduates and students for local and international employment, promotion and further studies purposes.
- Secures integrity and confidentiality of students' records
- Regularly checks hardware requirement for enrollment and other enrolment related activities.
- Performs other duties and tasks germane to the job and other functions that may be assigned by the Immediate Superior.

Duration: June 1, 2000 – June 30, 2011
Position: Enrollment and Evaluation In-charge
Name of Office/Unit: Office of the College Registrar
Immediate Supervisor: Ruben T. Rubis
Name of Agency/Organization and Location: De La Salle Lipa – Lipa City, Batangas

Summary of Actual Duties

- Ensures that staff of the Enrollment and Evaluation Services section performs their functions accordingly.
- Supervises the student assistants and the staff of the Enrollment and Evaluation section during enrollment to ensure seamless and orderly enrollment process.
- Evaluates the enrollment process and make necessary recommendations on the process, staff requirements and/or staff assignments.
- Coordinates concerns directly affecting the enrollment process and recommends resolution to the Assistant Registrar.
- Monitors the evaluation being conducted by the Enrollment and Evaluation In-Charge with regard to deloading, retention and dismissal.
- Coordinates with the Verification and Program Application Supervisor the academic status of students who will be dismissed.
- Supervises the implementation of enrollment and evaluation policies, processes and guidelines.
- Confirms and checks the submitted evaluation results of graduating students as endorsed by the Enrollment and Evaluation In-charge of the different Colleges.
- Approves the application for graduation and determines the list of graduating students and endorses the same to the Verification and Program Application Supervisor for initial deliberation purposes.
- Handles scheduling of graduation picture taking of graduating students and coordinates with the official photographer.
- Coordinates with other Departments and committees with regard to the procurement of graduation supplies and materials.
- Checks the accuracy and completeness of academic records of graduating students in compliance with the CHED/TESDA curricular requirements submitted by the EEIC and endorses to VPAS for OCR final deliberation and Special Order application.
- Evaluates the performance of the Enrollment and Evaluation In-charge in coordination with the Assistant Registrar.
- Coordinates with the Academic Advising Head on enrolment policies and procedures and academic advising concerns.

- Supervises the evaluation conducted by the EEIC in evaluating the academic status of students who are applying for Special and Tutorial Classes and recommends to the Assistant Registrar for approval.
- Coordinates with the Assistant Registrar in the evaluation of the enrollment system and proposes possible enhancement or modification on the SIMS.
- Coordinates with the College Academic Advising representative/coordinator on enrollment policies and procedures and academic advising concerns.
- Secures integrity and confidentiality of students' records.
- Regularly coordinates with the ISD regarding network and equipment (PCs, UTP cables, printers, EAF) requirement for enrollment.
- Regularly checks hardware requirement for enrollment and other enrolment related activities.
- Handles the orientation of new students on the use of student portal for enrollment purposes.
- Performs other duties and tasks germane to the job and other functions that maybe assigned by the Immediate Superior.

Duration: June 1, 1999 – May 31, 2000
Position: Computer Laboratory Assistant
Name of Office/Unit: Computer Science Department
Immediate Supervisor: Pablito M. Sarmiento
Name of Agency/Organization and Location: De La Salle Lipa – Lipa City, Batangas

Summary of Actual Duties

- Support computer laboratory operations.
- Support faculty and students in the use computer software and hardware.
- Respond to queries and introduce students to use of computers and peripheral equipment.
- Manage laboratory software, test materials and hardware to ensure security.
- Ensure proper treatment and authorized removal of equipments.
- Log equipment damage and malfunctions.
- Extend assistance towards computers and printers' support.
- Clean, review and handle minor equipment maintenance to assure its operational condition.
- Coordinate with the Information and Technology Department with regard to repair of computers and peripheral equipments.
- Performs other duties and tasks germane to the job and other functions that maybe assigned by the Immediate Superior

Duration: August 15, 2002 – November 30, 2007
Position: Barangay Secretary
Name of Office/Unit: Sangguniang Barangay – Brgy, IV, Mataasnakahoy, Batangas
Immediate Supervisor: Hon. Celso M. Subol
Name of Agency/Organization and Location: Sangguniang Barangay – Brgy, IV, Mataasnakahoy, Batangas

Summary of Actual Duties

- Keep custody of all records of the sangguniang barangay and the barangay assembly meetings;
- Prepare and keep the minutes of all meetings of the sangguniang barangay and the barangay assembly
- Prepare a list of members of the barangay assembly, and have the same posted in conspicuous places within the barangay;
- Assist in the preparation of all necessary forms for the conduct of barangay elections, initiatives, referenda or plebiscites, in coordination with the Comelec;
- Assist the municipal civil registrar in the registration of births, deaths, and marriages;
- Keep an updated record of all inhabitants of the barangay containing the following items of information: name, address, place and date of birth, sex, civil status, citizenship, occupation, and such other items of information as may be prescribed by law or ordinances;

- Submit a report on the actual number of barangay residents as often as may be required by the sangguniang barangay;
- Exercise other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Duration: May 12, 1997 – July 15, 2002
Position: Barangay Treasurer
Name of Office/Unit: Sangguniang Barangay – Brgy, IV, Mataasnakahoy, Batangas
Immediate Supervisor: Hon. Marilou B. Silva
Name of Agency/Organization and Location: Sangguniang Barangay – Brgy, IV, Mataasnakahoy, Batangas

Summary of Actual Duties

- Keep custody of barangay funds and properties;
- Collect and issue official receipts for taxes, fees, contributions, monies, materials, and all other resources accruing to the barangay treasury and deposit the same in the account of the barangay as provided under Title Five, Book II of this Code;
- Disburse funds in accordance with the financial procedures provided in this Code;
- Submit to the punong barangay a statement covering the actual and estimates of income and expenditures for the preceding and ensuing calendar years, respectively, subject to the provisions of Title Five, Book II of this Code;
- Render a written accounting report of all barangay funds and property under his custody at the end of each calendar year, and ensure that such report shall be made available to the members of the barangay assembly and other government agencies concerned;
- Certify as to the availability of funds whenever necessary;
- Plan and attend to the rural postal circuit within his jurisdiction;
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

ANNABELLE S. BALITA
(Signature over Printed Name of Employee/Applicant)

Date: February 19, 2024

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of Ms. ANNABELLE S. BALITA as Administrative Officer II in the Office of the Municipal Mayor 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 Officer II in the Office of the Municipal Mayor of this municipality, with Salary Grade 11 amounting to TWO HUNDRED FORTY THREE THOUSAND PESOS (P 243,000.00) per annum as per Annual Budget CY-2024 of this municipality.

Issued this 2nd day of May , 2024 at Mataasnakahoy, Batangas.

LENILYN C. CARAAN
Municipal Accountant

CIVIL SERVICE COMMISSION
Republic of the Philippines

JUN 2 0 2022
BY: 7935981-4

Civil Service Commission National Capital Region

<13040254>

REPUBLIC OF THE PHILIPPINES
CIVIL SERVICE COMMISSION
METRO MANILA

Exam No. 101344WE

CERTIFICATE OF ELIGIBILITY

MAY 9, 1997
Date of Release

Sir/Madam:

The general rating you obtained in the **CAREER SERVICE PROFESSIONAL** examination held in CSC-NCR (C.A.T.) on MAY 09, 1997 is EIGHTY-THREE AND 78/100 <83.78>

Your name has been entered in a register of eligibles from which appointment to a position requiring this eligibility will be made provided you possess the qualifications and other requirements thereto.

Very truly yours,

SUBOL, ANNABELLE L
VICTOMAR SUBD MATAAS NA KAHOY BATANGAS

CORAZON ALMA G. DE LEON
Chairman

DATE OF BIRTH SEP 06, 1975 **PLACE OF BIRTH** BATANGAS

WARNING: This Certificate of Eligibility is not valid if there is any alteration or erasure in it. Any illegal use of this Certificate shall subject the owner/eligible to administrative sanctions and/or criminal prosecution.

96- 112741

CERTIFIED AUTHENTICATED COPY

CHRISTINE S. BUMANGLAG
Officer-in-Charge/Caretaker
Examination Services Division

Not VALID WITHOUT CSC DRYSEAL and IF ANY ALTERATIONS OR ERASURES

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 Officer II
2. ITEM NUMBER 3	3. SALARY GRADE 11

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

☐ Province	☐ 1st Class	☐ 5th Class
☐ City	☐ 2nd Class	☐ 6th Class
☑ Municipality	☐ 3rd Class	☐ Special
	☑ 4th Class	

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE
Local Government Unit of Mataasnakahoy, Batangas	Office of the Mayor
7. DEPARTMENT / BRANCH / DIVISION	**8. WORKSTATION / PLACE OF WORK**
Office of the Mayor	Office of the Mayor

9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION	
SB Resolution No. 180-B-S-2023/ Ordinance of Budget No. 18-A-S-2023	N/A	P 20,250.00	PERA	2,000.00
			Cash Gift	5,000.00
			Clothing Allow.	7,000.00
			Year End Bonus	20,250.00
			Mid-year Bonus	20,250.00
			PEI	5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Municipal Mayor	None

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

Calculator, Computer/ Laptop, Log Book

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

Exercise control and supervision over all local administrative affairs of the municipality, enforce the laws and ordinances, initiate and maximize generation of resources and revenues and ensure the delivery of basic services.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Tourism Officers are responsible for promoting tourism and devising tourist development initiatives/ campaigns with the aim of generating and increasing revenue.

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	None Required	None Required	Career Service Professional (2nd Level Eligibility)

21e. Core Competencies	Competency Level
None Yet	*None Yet*

21f. Leadership Competencies	Competency Level
None Yet	*None Yet*

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	*(State the duties and responsibilities here:)*	*None Yet*
20%	Formulate programs and projects for the development of the local community as tourist attractions;	
10%	Establish activities and initiatives to assist the community become a tourist destination;	
15%	Ensure the implementation of Mataasnakahoy Tourism Plan;	
5%	Promote tourism activities;	
10%	Develop innate talents in areas of culture , sports, and economics via presentations and competitions;	
10%	Develop new services, support in marketing, and advertise the products as well as suitable locations for tourism attractions and destinations;	
5%	Assist the municipal tourism council in formulating programs and implement recommendations;	
5%	Prepare annual budget for tourism promotion activities;	
10%	Develop local tourism destination and attractions tapping local resources and national funds;	
5%	Assist the local government enforce its regulations on the taxation and licensing of businessess that are involved in the tourist industry in the area, and monitor and inspect to ensure that tourist have a safe and enjoyable stay.	
5%	Perform such other duties and responsibilities that me 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.

ANNABELLE S. BALITA 05/02/24
Employee's Name, Date and Signature

JANET M. ILAGAN 05/02/24
Municipal Mayor, Date and Signature

CS Form No. 32
Revised 2018

Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, Annabelle S. Balita of Brgy. II-A , Mataasnakahoy, Batangas having been appointed to the position of Administrative Officer II 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.

ANNABELLE S. BALITA
(Signature over Printed Name of the Appointee)

Government ID: Drivers License
ID Number : D01-98-128219
Date Issued : 09/13/2019 Lipa City

Subscribed and sworn to before me this 2nd day of May, 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. ANNABELLE S. BALITA has assumed the duties and responsibilities as Administrative Officer II in the Office of the Mayor effective May 2, 2024.

This certification is issued in connection with the issuance of the appointment of Ms. Balita as Administrative Officer II.

Done this 2nd day of May 2024 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: May 2, 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
e-mail: hrmo_lgumataasnakahoy@yahoo.com.ph

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

CERTIFICATION

This is to certify that MS. ANNABELLE S. BALITA, Administrative Officer II at the Office of the Mayor , got Very Satisfactory Rating in her Individual Performance Commitment Report (IPCR) for rating period July to December 2023 in her position as Local Disaster Risk Reduction Management Officer I, with the Numerical Rating of 4.1200.

Issued this 2nd day of May, 2024 for whatever legal purpose it may serve.

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

Noted:

Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor

REPUBLIC OF THE PHILIPPINES

PABLO BORBON MEMORIAL INSTITUTE OF TECHNOLOGY

Batangas City

OFFICE OF THE COLLEGE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

VERIFIED FROM THE ORIGINAL:
EDITHA B. AGUSTIN
REGISTRAR III

NAME: ANNABELLE L. SUBOL
Date of Birth: September 6, 1975 Sex: Female
Place of Birth: Calingatan, M. Kahoy, Batangas
Parent/Guardian: Renando Subol
Address: Victomar Subd., M. Kahoy, Batangas
Curriculum: BS Computer Engineering

ENTRANCE DATA:
Basis of Admission: Form 137-A Date Admitted: 1992
High School/College: Lipa City Science High Sch.
Address: Lipa City
NCEE Rating: 92%ile Year Taken: 1991

RECORD OF GRADUATION
Degree/Title: Bachelor of Science in
Major: Computer Engineering
Date of Graduation: April 7, 1997
Honors/Distinction: x x x
Minimum number of units required for Graduation: 211

PRELIMINARY EDUCATION
Elementary: M. Kahoy Central School
Secondary: Lipa City Science High School

COLLEGIATE RECORD

Course Number		Descriptive Title of the Course	Hrs. Per Wk.	Grades Final	Grades Re-Exam	Credits
		1st Semester - 1992-1993				
Math	150	Solid Mensuration	3	3.0		3
Math	151	Algebra	4	3.0		4
Chem	151	General Chemistry I	7	2.25		5
Engl	151	English for Science and Technology	3	1.5		3
Pil	151	Sining ng Pakikipagtalastasan	3	1.75		3
Draw	151	Engineering Drawing I	3	2.5		1
PE	151	Physical Education		2.25		2
		2nd Semester - 1992-1993				
Math	152	Plane and Spherical Trigo	4	3.0		4
Math	153	Analytic Geometry	3	2.75		3
Chem	152	General Chemistry	7	2.75		5
Engl	152	Communicative English	3	2.25		3
Draw	152	Engineering Drawing II	3	3.0		1
Pil	152	Panitikan	3	1.5		3
PE	152	Physical Education		2.0		2
		1st Semester - 1993-1994				
Math	254	Differential Calculus	5	2.5		5
Phys	251	Mechanics and Heat	7	2.75		5
Engl	253	Technical Writing	3	2.0		3
So. Sc.	251	Constitution	3	2.25		3
Hum	251	L o g i c	3	1.75		3
Draw	253	Engineering Drawing III	3	2.25		1
PE	253	Physical Education		1.5		2
		Continuation on sheet 2				

Erasures invalidate this transcript of records unless countersigned by the College Registrar.

Remarks: Issued upon request.

Grading System:

1.00 — Excellent	2.00 — Meritorious	3.00 — Passing
1.25 — Superior	2.25 — Very Satisfactory	4.00 — Conditional Failure
1.5 — Very Good	2.50 — Satisfactory	5.00 — Failure
1.75 — Good	2.75 — Fairly Satisfactory	Inc. — Incomplete

Not valid without seal and original signature of the College Registrar

Date: May 22, 1997
Prepared by:
Verified by:

Certified Correct and Issued by:

EDITHA B. AGUSTIN
College Registrar

Approved:

College President

College and Board Secretary

REPUBLIC OF THE PHILIPPINES
PABLO BORBON MEMORIAL INSTITUTE OF TECHNOLOGY
Batangas City
OFFICE OF THE COLLEGE REGISTRAR
OFFICIAL TRANSCRIPT OF RECORDS

VERIFIED FROM THE ORIGINAL
EDITHA B. AGUSTIN
REGISTRAR II

NAME ANNABELLE L. SUBOL

COLLEGIATE RECORD

Course Number		Descriptive Title of the Course	Hrs. Per Wk.	Grades Final	Grades Re-Exam	Credits
		2nd Semester - 1993-1994				
Math	255	Integral Calculus	5	4.0	3.0	5
Phys	252	Waves, Electricity, Magnetism, Light and Nuclear	7	3.0		5
So. Sc.	252	Life, Works and Writings of Rizal	3	3.0		3
So. Sc.	253	Industrial Psychology	3	1.75		3
Engl	254	Effective Speech	3	2.0		3
PE	254	Physical Education		2.0		2
Draw	254	Engineering Drawing IV	3	2.25		1
		1st Semester - 1994-1995				
Math	356	Differential Equations	3	3.0		3
ME	351	Thermodynamics	3	3.0		3
Mech	351	Engineering Mechanics	3	4.0	3.0	3
EE	351	EE Theory I	5	5.0		0
ECE	351	Basic Electronics I	5	5.0		0
COE	351	Computer Fundamentals & Programming I	5	3.0		3
Phys	353	Modern Physics	3	2.0		3
		2nd Semester - 1994-1995				
Math	357	Advanced Engineering Math	3	3.0		3
ME	352	Engineering Materials	2	1.5		2
Mech	352	Strength of Materials	3	3.0		3
IE	351	Engineering Economy	3	2.25		3
COE	352	Computer Fundamentals & Programming II	5	2.5		3
EE	351	EE Theory I	5	2.0		3
ECE	351	Basic Electronics I	5	2.5		3
		S U M M E R - 1995				
		EE Circuits II (GGC)		2.75		4
ECE	352	Basic Electronics II		3.0		3
		1st Semester - 1995-1996				
Math	458	Engineering Probability and Statistics	3	2.5		3
COE	453	Discrete Math	3	1.5		3
COE	455	Logic Circuits and Switching Theory	5	2.5		3
COE	456	Computer Fundamentals & Programming III	5	2.75		3
COE	457	Computer Organization with Assembly Language	5	3.0		3
EE	453	Electromagnetics	3	5.0		0
COE	454	Data Structures & Algorithm Analysis	3	1.75		3
		2nd Semester - 1995-1996				
COE	458	Microprocessors & Advanced Logic Circuit Design	5	2.25		3
COE	459	Computer System Architecture	3	2.25		3

Continuation on sheet 3

Remarks .....

Not valid without seal and original signature of the College Registrar

Date May 22, 1997

Prepared by: .....

Verified by: .....

Certified Correct and Issued by:

EDITHA B. AGUSTIN
College Registrar

Approved:

College President

College and Board Secretary

DOR2

REPUBLIC OF THE PHILIPPINES

PABLO BORBON MEMORIAL INSTITUTE OF TECHNOLOGY

Batangas City

OFFICE OF THE COLLEGE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

VERIFIED FROM THE ORIGINAL
EDITHA B. AGUSTIN
REGISTRAR III

Page: 1 of 1

NAME ANNABELLE L. SUBOL

COLLEGIATE RECORD

Course Number		Descriptive Title of the Course	Hrs. Per Wk.	Grades Final	Grades Re-Exam	Credits
		2nd Semester - 1995-1996				
COE	460	Automata Theory	3	2.5		3
COE	461	Data Base System	4	2.75		2
ECE	453	Control System & Instrumentation	3	2.5		3
EE	454	Energy Conversion	7	2.25		3
EE	353	Electromagnetics	3	3.0		3
		S U M M E R - 1996				
ECE	454	Principle of Communication		2.5		3
		1st Semester - 1996-1997				
COE	562	Digital Signal Processing	2	2.25		2
COE	563	Operating Systems	5	2.5		3
COE	564	Computer Peripherals & Interface	3	2.5		3
COE	565	Computer Theory	4	3.0		2
TLR		Taxation and Land Reform	3	2.25		3
ECE	555	Data Communication	3	2.25		3
EM	555	Engineering Management	3	2.0		3
OJT		On-the-Job Training		2.0		5
		2nd Semester - 1996-1997				
COE	566	Computer Maintenance and Operation	2	2.0		2
COE	567	I/O Memory Systems	3	2.75		3
COE	568	Software with MIS	5	2.5		3
COE	569	Computer Simulations and Graphics	4	2.0		2
COE	570	Design Project	6	2.5		2
COE	571	Field Trips/Seminars	6	1.75		2
COE	572	Artificial Intellegence	3	2.75		3

-x-x-x

Republika ng Pilipinas
Republic of the Philippines

Pang-alaalang Dalubhasaang Pablo Borbon sa Teknolohiya

(PABLO BORBON MEMORIAL INSTITUTE OF TECHNOLOGY)

Lungsod ng Batangas
Batangas City

Sa Lahat ng Makakatunghay sa Kasulatang Ito.
To All Whom These Presents May Come,
Mapitagang Bati:
Greetings:

Ipinababatid na ang Lupon ng mga Katiwala, sa paggamit ng kapangyarihang
Be it known that the Board of Trustees, by virtue of the authority
kalob dito ng Republika ng Pilipinas at sa tagubilin ng Sangguniang PangAkademika ng Kolehiyo,
vested in it by the Republic of the Philippines and upon recommendation of the College Academic Council
ay naggawad kay **Annabelle L. Subol**
has conferred upon
na nakatupad sa lahat ng pangangailangan kaugnay dito, ng titulong
who has completed all the requirements pertaining thereto the degree of

Batsilyer sa Agham ng Inhinyeriyang Pangkompyuter

(Bachelor of Science in Computer Engineering)

kalakip ang lahat ng mga karapatan, karangalan, at pribilehiyo
with all the rights, honors, and privileges
gayon din ang mga tungkulin at pananagutang doo'y nauukol
as well as the obligation and responsibilities appertaining thereto
Bilang katunayan ay taglay nito ang tatak ng Kolehiyo at ang mga lagda ng
In witness thereof, the seal of the College and the signatures of the
Pangulo ng Kolehiyo, Tagatala ng Kolehiyo at Dekano ng Kolehiyo/Paaralan
College President, College Registrar and College/School Dean
nilagdaan sa Lungsod ng Batangas, Pilipinas, ngayong ika-7 ng Abril
are hereunto affixed. Signed at Batangas City, Philippines, this 7th of April
taon ng Ating Panginoon sanlibo siyam na raan at 97.
in the year of Our Lord nineteen hundred and 97.

PANGULO NG KOLEHIYO
College President

DEKANO NG KOLEHIYO/PAARALAN
College/School Dean

TAGATALA NG KOLEHIYO
College Registrar

<13040254>

REPUBLIC OF THE PHILIPPINES
CIVIL SERVICE COMMISSION
METRO MANILA

Exam No. 101344WE

CERTIFICATE OF ELIGIBILITY

MAY 9, 1997
Date of Release

Sir/Madam:

The general rating you obtained in the **CAREER SERVICE PROFESSIONAL** examination held in CSC-NCR (C.A.T.) on MAY 09, 1997 is EIGHTY-THREE AND 78/100 <83.78>

Your name has been entered in a register of eligibles from which appointment to a position requiring this eligibility will be made provided you possess the qualifications and other requirements thereto.

Very truly yours,

SUBOL, ANNABELLE L
VICTOMAR SUBD MATAAS NA KAHOY BATANGAS

CORAZON ALMA G. DE LEON
Chairman

DATE OF BIRTH SEP 06, 1975 **PLACE OF BIRTH** BATANGAS

WARNING: This Certificate of Eligibility is not valid if there is any alteration or erasure in it. Any illegal use of this Certificate shall subject the owner/eligible to administrative sanctions and/or criminal prosecution.

96- 112741

Republic of the Philippines
Department of Justice
National Bureau of Investigation

20650105

This is to certify that the person whose name, picture, signature and thumbprint appearing below applied for NBI Clearance and the results is as follows:

NBI ID NO.
S140IAFE57-RA758641

VALID UNTIL
June 17, 2023

FAMILY NAME
SUBOL

FIRST NAME
ANNABELLE

MIDDLE NAME
LUBIS

HUSBAND'S SURNAME
BALITA

ADDRESS
139 BRGY II A MATAASNAKAHOY BATANGAS

DATE OF BIRTH
September 06, 1975

PLACE OF BIRTH
MATAASNAKAHOY BATANGAS

CITIZENSHIP
FILIPINO

CIVIL STATUS
MARRIED

GENDER
FEMALE

SIGNATURE

PURPOSE
MULTI-PURPOSE CLEARANCE

REMARKS
NO RECORD ON FILE

Date Printed: Friday, June 17, 2022 10:42 AM

Agency	RA	DATID	gonzagatv
CASID	gonzagatv	BIOID	gonzagatv
O.R. No.	MP53GVBGKU	RECID	
O.R. Date	06/17/2022 10:41:07 AM	INTID	
DST PAID		PRTID	gonzagatv

S140IAFE57-RA758641

ERIC B. DISTOR
Officer-in-Charge

Republic of the Philippines
Department of Justice
National Bureau of Investigation

20650105

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MIDDLE NAME
LUBIS

HUSBAND'S SURNAME
BALITA

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September 06, 1975

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MATAASNAKAHOY BATANGAS

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CIVIL STATUS
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DST PAID		PRTID	gonzagatv

S140IAFE57-RA758641

ERIC B. DISTOR
Officer-in-Charge

PERSONAL COPY

(COPY FOR OCRG)

PHILIPPINE STATISTICS AUTHORITY

Municipal Form No. 97 (Form No. 13)
(Revised January 1993)

(To be accomplished in quadruplicate)

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL

CERTIFICATE OF MARRIAGE

Province: Batangas
City/Municipality: Mataasnakahoy

Registry No. 2005-044

REMARKS/ANNOTATION

Name of Contracting Parties	(first) (middle initial) (last) HOMER T. BALITA	(first) (middle initial) (last) ANNABELLE L. SUBOL	
Date of Birth/Age	(day) (month) (year) 29 Nov. 1975 29&2mos.	(day) (month) (year) 2 Sept. 1979 29&4mos	
Place of Birth	Mabini, Batg.	Mataasnakahoy, Batg.	
Sex (Male or Female)	Male	Female	
Citizenship	Filipino	Filipino	
Residence	San Francisco, Mabini, Batg.	Victomar Subd., Mataasnakahoy, Batg.	B050044
Religion	Roman Catholic	Roman Catholic	
Civil Status	Single	Single	1
Name of Father	(first) (middle initial) (last) FELIPE C. BALITA	(first) (middle initial) (last) RENANDO M. SUBOL	
Citizenship	Filipino	Filipino	29 29
Name of Mother	(first) (middle initial) (last) MARIA A. TIBIGIN	(first) (middle initial) (last) OFELIA T. LUBIS	
Citizenship	Filipino	Filipino	1 1
Person who gave consent or advice	(first) (middle initial) (last) OF LEGAL AGE	(first) (middle initial) (last) OF LEGAL AGE	10165
Relationship			
Residence			10181

Place of Marriage: Mataasnakahoy Catholic Church
(Office of the Mayor/Church/Place of Marriage)
Brgy. 12-A, Mataasnakahoy, Batangas

Date: 27 March 2005 (day) (month) (year) Address: Time: 2:30 P.m.

THIS IS TO CERTIFY: That Homer T. Balita and I, Annabelle L. Subol, 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:

- [ ] have not entered into a marriage settlement.
- [ ] have entered into a marriage settlement, a copy of which is hereto attached.

IN WITNESS WHEREOF, we have signed/marked with our finger print, this certificate in quadruplicate this 27th day of March 2005.

HOMER T. BALITA (Signature of Husband)

ANNABELLE L. SUBOL (Signature of Wife)

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.

I CERTIFY FURTHER THAT:

- [ ] Marriage License No. 4405818 issued on February 7, 2005 at Mataasnakahoy, Batg. in favor of said parties, was exhibited to me.
- [ ] no marriage license was necessary, the marriage being solemnized under Art. ..... of Executive Order No. 209.
- [ ] the marriage was celebrated in accordance with the provisions of Presidential Decree No. 1083.

REV. FR. EUGENIO E. VALENCIA
(Signature of Solemnizing Officer)
Parish Priest
(Position/Designation)

Authorization: GHSOMMUD Expiration: Dec. 31, 2007
(Religious Affiliation, Registry No. and Expiration Date, if applicable)

WITNESSES
(Witnesses to the Marriage)

ATTY. DANIEL MARIN S. CALANGI — MRS. GLORIA T. CABANGI

MR. HERNANDO B. PEREZ — ENGR. AGNES B. PEREZ

06261-9F-105JIL-00305-MI001

BEST POSSIBLE IMAGE

T1050626110500305022120170 01
XK0000221517

Documentary Stamp Tax Paid

Lisa Grace S. Bersales
LISA GRACE S. BERSALES, Ph.D.
National Statistician and Civil Registrar General
Philippine Statistics Authority

Municipal Form No. 102—(Revised Dec. 1, 2[illegible]) (DO NOT [illegible] PUBLISHED IN DUPLICATE)

REPUBLIC OF THE PHILIPPINES

CERTIFICATE OF LIVE BIRTH

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

Registrar Number:

Province: Batangas

City or Municipality: Mataasnakahoy

(a) Civil Registrar-General No.

(b) Local Civil Registrar No. 3[illegible] (1-75)

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): Poblacion
d. In Place of Birth Within City Limits? Yes ☐ No ☒

2. Usual Residence of Mother (Where does mother live?)
a. Province: Batangas
b. City or Municipality: Mataasnakahoy
c. Number and Street: Poblacion
d. In Residence Within City Limits? Yes ☐ No ☒
e. In Residence on a Farm? Yes ☐ No ☒

CHILD
3. Name (Type or print): First: Annabella; Middle: Lubis; Last: Sabal
4. Sex: F
5a. Twin Birth: Single ☒ Twin ☐ Triplet ☐
5b. If Twin or Triplet, Was Child: 1st ☐ 2nd ☐ 3rd ☐
6. Date of Birth: Month [illegible] Day 6 Year 19[illegible]

FATHER
7. Name: First: Romeo; Middle: Mangalat; Last: Sabal
8. Religion: Catholic
9. Nationality: Filipino
10. Race: Asian
11. Age (At time of childbirth): Years 25
12. Residence: Mataasnakahoy, Batg.
13. Usual Occupation: Soldier (PAF)
14. Kind of Business or Industry:

MOTHER
15. Maiden Name: First: Ofelia; Middle: Tinoyo; Last: Lubis
16. Religion: Catholic
17. Nationality: Filipino
18. Race: Asian
19. Age (At time of childbirth): Years 25
20. Residence: Mataasnakahoy, Batg.
21. Total Children Born to Mother (Do not include this birth): 1
a. How many children are now living? 2
b. How many other children were born alive but are now dead? 0
c. How many fetal deaths (Stillborn, miscarriage, abortion) since 1st conception? 0

22a. Informant's Signature: Salome de Castro
b. Name in Print: SALOME DE CASTRO
c. Address: Mataasnakahoy, Batangas

23. Mother's Mailing Address: (Number, Street, City or Municipality, Province) Same address

ATTENDANT AT BIRTH

24. I hereby certify that I attended the birth of this child who was born alive at 1:05 o'clock A.M. on the date above indicated.
a. Signature: Salome de Castro
d. Name in Print: Salome de Castro
e. Address: Mataasnakahoy, Batg.

d. Date Signed by Attendant at Birth:

e. Title of Attendant at Birth: ☐ M. D. ☒ Midwife ☐ Nurse ☐ Other (Specify)

25. Received by the Civil Registrar on:
a. Signature: [illegible]
b. Name in Print: C. BARALIT
c. Title or Position: L.C.R.
d. Date: Sept. 8, 1975

26. a. Given Name Added from Supplemental Report:

b. Date When Given Name was Supplied:

27a. Length of Pregnancy: Completed Weeks

27b. Weight at Birth: Lbs. Oz.

28. Legitimate: ☒ Yes ☐ No

29. Date and Place of Marriage of Parents (For legitimate birth): June 24 1973 (Month) (Date) (Year) City or Municipality: Mataasnakahoy, Province: Batg.

30. This Certificate is Prepared by: Sabal
Signature:
Name in Print: [illegible]
Title or Position:
Date: September 8, 1975

28—30 (SPACE FOR MEDICAL AND HEALTH ITEMS FOR OFFICIAL PURPOSES)

4010

05672-6B-105JLC-00946-BI006

BEST POSSIBLE IMAGE

T105056721050094607132015006

D 700615131

BReN
[01018-A75T601-2]

Documentary
Stamp Tax Paid

Lisa Grace S. Bersales
LISA GRACE S. BERSALES, Ph.D.
National Statistician and Civil Registrar General
Philippine Statistics Authority