

CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Mr. ERWIN L. MAGPANTAY

You are hereby appointed as Administrative Aide III (Driver I) (SG-3)
(Position Title)
under Permanent status at the Office of the Mayor
(Permanent, Temporary, etc.)
(Office/Department/Unit)
with a compensation rate of Eleven Thousand Nine P 11,009.00
pesos per month.
The nature of this appointment is N/A, who Vacant with Plantilla Item No. 5
(Original, Promotion, etc.)
(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

November 7, 2023
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 25, 2023 to October 10 , 2023 and posted in CSC-FO Batangas, Public Market, Office Lobby from September 25, 2023 to October 10 , 2023 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on October 11, 2023..


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 October 31, 2023.


JANET MAGPANTAY 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 November 7, 2023


ERWIN L. MAGPANTAY
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 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	MAGPANTAY		
FIRST NAME	ERWIN		
MIDDLE NAME	LANDICHO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/09/1978	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS	If holder of dual citizenship, please indicate the details:	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
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: N/A	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street N/A Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223 ZIP CODE
7. HEIGHT (m)	5'4		
8. WEIGHT (kg)	65 KG.		
9. BLOOD TYPE	A Positive	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223 ZIP CODE
10. GSIS ID NO.	2006020447		
11. PAG-IBIG ID NO.	1210-6050-8038		
12. PHILHEALTH NO.	02-025500045-5	19. TELEPHONE NO.	(043) 783-1489
13. SSS NO.	04-0982692-4	20. MOBILE NO.	09298586998
14. TIN NO.	495-043-223	21. E-MAIL ADDRESS (If any)	emagpantay72@gmail.com
15. AGENCY EMPLOYEE NO.	OMO41		

II. FAMILY BACKGROUND

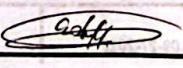
22. SPOUSE'S SURNAME	MAGPANTAY			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELSA	NAME EXTENSION (JR., SR)	N/A	KERBY ARIOLA MAGPANTAY	09/26/2005
MIDDLE NAME	ARIOLA	JHON KEVIN ARIOLA MAGPANTAY			05/29/2007
OCCUPATION	SELF-EMPLOYED	KHEROVIN ARIOLA MAGPANTAY			02/22/2010
EMPLOYER/BUSINESS NAME	N/A	— NOTHING FOLLOWS —			
BUSINESS ADDRESS	N/A				
TELEPHONE NO.	N/A				
24. FATHER'S SURNAME	MAGPANTAY				
FIRST NAME	ROMUALDO	NAME EXTENSION .SR			
MIDDLE NAME	MENDOZA				
25. MOTHER'S MAIDEN NAME					
SURNAME	LANDICHO				
FIRST NAME	ERLINDA				
MIDDLE NAME	OSENA				

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/ COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	SANTOL ELEM. SCHOOL	PRIMARY SCHOOL	1986	1992	Graduated	1992	N/A
SECONDARY	BOYORBOR NATIONAL HIGH SCHOOL	SECONDARY SCHOOL	1992	1996	Graduated	1996	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LIPA CITY PUBLIC COLLEGE	Associate Computer Science	1996	1999	UNDER GRAD	1999	N/A
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09-27-2023	CS FORM 212 (Revised 2017), Page 1 of 4
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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 applicable)	
					NUMBER	Date of Validity

PROFESSIONAL DRIVER LICENSE
LIPA CITY
D01-01-178478
05/09/2023
—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)		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 100-000 INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
	From	To						
Feb.21,2022	PRESENT	ADMIN AIDE 1 (Utility Worker 1)	OFFICE OF THE MAYOR, LGU MATAASNAKHOY	9388.00	1-1	REGULAR	Y	
July 8, 2020	Feb. 20, 2022	DRIVER / UTILITY	GENERAL SERVICES OFFICE LGU MATAASNAKHOY	8505.00	N/A	JOB ORDER	N	
2010	2017	OVERSEAS FILIPINO WORKER	AL GHURAER GROUP OF COMPANY , DUBAI UAE	30000.00	N/A	CONTRACTUAL	N	

—NOTHING FOLLOWS—
(Continue on separate sheet if necessary)
SIGNATURE
DATE
09-27-2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	SK.COUNCILOR SAN SEBASTIAN M-KAHoy BATS	1996	2001	8.0	COUNCILOR
	ROTC.OFFICER AT LCCLIPA CITY COLLEGE	1997	1999	8.0	TRAINNOR
	CITIZENS CRIME WATCH BATANGAS-REGION 4-A	2021	2022	8.0	COORDINATOR
	GARDIAN INFINITY MATAAS NAKAHOY CHAPTER	2022	2023	8	MEMBER

(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			
	BASIC MICROSOFT OFFICE APPLICATION	2008	2008	54.0	TECHNICAL	OWWA DOHA QATAR
	FIRST AID TRAINING COURSE	2016	2016	8.0	TECHNICAL	DCAS DUBAI UAE
	BASIC FOOD HYGIENE FOR FOOD HANDLERS	2014	2014	8.0	TECHNICAL	AL GHURAIR GROUP, DUBAI UAE
	WATER SEARCH AND RESCUE AND LIFE SAVING TECHNIQUES	05/25/2022	05/26/2022	16.0	TECHNICAL	LGU MATAASNAKAHOY BATS.
	BASIC TRAINING COURSE FOR ROVER LEADERS ON COMMUNITY-BASED SCOUTING.	07/08/2022	07/10/2022	24.0	TECHNICAL	LGU MATAASNAKAHOY BATS.
	PROGRAM ON AWRDS AND INCENTIVE FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE	09/27/2022	09/27/2022	8.0	TECHNICAL	LGU MATAASNAKAHOY BATS.
	122nd CIVIL SERVICE COMISSION PHILIPPINE CIVIL SERVICE ANNIVERSARY (2nd PLACE of the FUN RUN MEN'S CATEGORY)	10/10/2022	10/10/2022	8.0	TECHNICAL	LGU MATAASNAKAHOY BATS.
	SEMINAR -WORKSHOP ON ADMINNISTRATIVE JUSTICE	10/25/2022	10/26/2022	16.0	TECHNICAL	LGU MATAASNAKAHOY BATS.
	1ST MAYORS CUP VOLLEYBALL LEAGUE 2022 AND 2ND BASKETBAL LEAGUE 2022	12/12/2022	12/12/2022	8.0	TECHNICAL	LGU MATAASNAKAHOY BATS.
	CITIZENS CRIME WATCH (CCWAI),INC.	10/30/2022	10/30/2022	8.0	BUTONG	QUEZON CITY
	TRAINING ON GRWO-OUT OPERATION AT THE NATIONAL FISHERIES RESEARCH AND DEVELOPMENT CENTER.	05/24/2023	05/24/2023	8.0	TECHNICAL	BUGTONG , TAAL BATNGAS
	ADVANCED WATER SEARCH AND RESCUE AND LIFE SAVING TECHNIQUES	05/24/2023	05/26/2023	24.0	TECHNICAL	LGU MATAASNAKAHOY BATS.

—NOTHING FOLLOWS—

(on a separate sheet if necessary)

VIII.

SPECIAL 31. SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN 33. ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE		N/A	N/A
KNOWLEDGE IN INVENTORY		N/A	N/A
PROPESIONAL DRIVER		N/A	N/A
—NOTHING FOLLOWS—		N/A	N/A
		HHS	

a separate sheet if necessary

SIGNATURE DATE 09-27-2023 CS FORM 212 (Revised 2017), Page 3 of 5

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 over you in the Office, Bureau or Department where you will be appointed,		<input type="checkbox"/> YES NO	<input checked="" type="checkbox"/> NO
a. within the third degree? COUNCILOR		<input type="checkbox"/> YES NO	
b. within the fourth degree (for Local Government Unit - Career Employees)? TRAINER		<input type="checkbox"/> YES NO	
		If YES, give details: _____	
35. a. Have you ever been found guilty of any administrative offense?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		If YES, give details: _____	
b. Have you been criminally charged before any court?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
		If YES, give details: Finished Contract	
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		If YES, please specify: _____	
b. Are you a person with disability?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		If YES, please specify ID No: _____	
c. Are you a solo parent?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)			
NAME		ADDRESS	TEL. NO.
SHERLYN SAGUN		BRGY.III	09171192604
MARIO V. ORENSE		NANGKAAN	09399471833
GUILERMO M. PINE		NANGKAAN	09158577586
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 # ePassport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		 Signature (Sign inside the box) 09/27/2023	
Government Issued ID: OMM 004 ID/DRIVING License DO 191-178478 Date/Place of Issuance: Mataasnakahoy		 Right Thumbmark	
SUBSCRIBED AND SAWN to before me this <u>27th</u> day of <u>September</u> , 2023, 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.

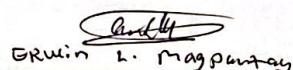
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: Feb. 22, 2022– present
- Position: Admin Aide I (Utility Worker I)
- Name of Office/Unit: MUNICIPAL OF THE MAYOR
- Immediate Supervisor: Janet M. Ilagan
- Name of Agency/Organization and Location: LGU Mataasnakahoy

Summary of Actual Duties

- Maintain cleanliness and orderliness in the office entertaining the office visitors.
- Answering phone calls.
- Assist walk in client.
- Assist in filling of documents..
- Assist in recording of incoming and outgoing communication.
- Perform other duties and responsibilities that may be assigned by immediate supervisor from time to time.
- Marriage solemnization assisted.
- Meeting assisted.
- Trip tickets accomplished.
- Ferry all LGU employee.
- Maintained and monitor Municipal vehicle service.

Attachment to CS Form No. 212



Signature over Printed Name
of Employee/Applicant)

Date: Sept. 27,2023



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 Mr. Erwin L. Magpantay as Administrative Aide III (Driver I) in the Office of the 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 Aide III (Driver I) in the Office of the Mayor of this municipality, with Salary Grade 3 amounting to ONE HUNDRED THIRTY TWO THOUSAND ONE HUNDRED EIGHT PESOS (P 132,108.00) per annum as per Annual Budget CY-2023 of this municipality.

Issued this 7th day of November, 2023 at Mataasnakahoy, Batangas.



LENILYN C. CARAAN
Municipal Accountant



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City

July 24, 2023
DATE

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that according to existing records of this Office,
Mr./Ms. ERWIN LANDICHO MAGPANTAY, a resident of

BRGY LONGOS KAPALARAN MATAAS NA KAHOY BATANGAS

has the following driver's license data:

KIND AND NUMBER : PROFESSIONAL / D01-01-178478
D.L.R. NO. : 0446-000000028192
DATE ISSUED : May 05, 2023
AMOUNT PAID : PHP 585.00
AGENCY : DLRO Robinson's Lipa
EXPIRY DATE : May 09, 2033
RESTRICTION CODE/S : A, A1, B, B1, B2, C, D
DATE OF BIRTH : May 09, 1978

Issued upon request of Mr./Ms. ERWIN LANDICHO MAGPANTAY
for the purpose of DRIVER'S LICENSE AUTHENTICATION

- For the Assistant Secretary:

Clarisa A. Sulit
CLARISA A. SULIT
Chief, Operations Division
LTO Regional Office IV-A

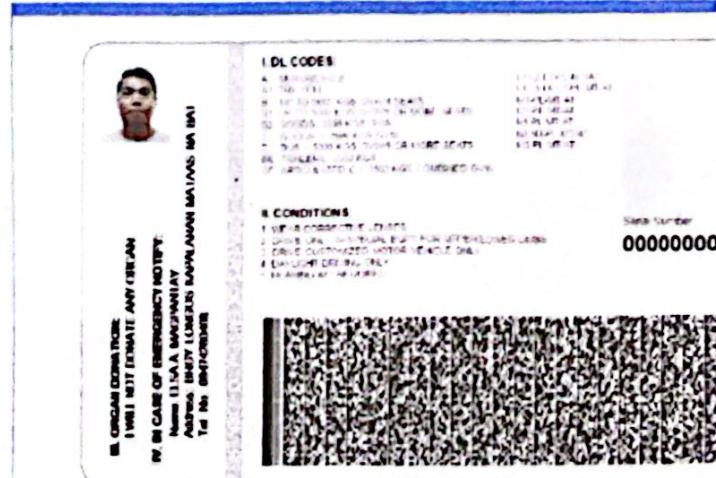
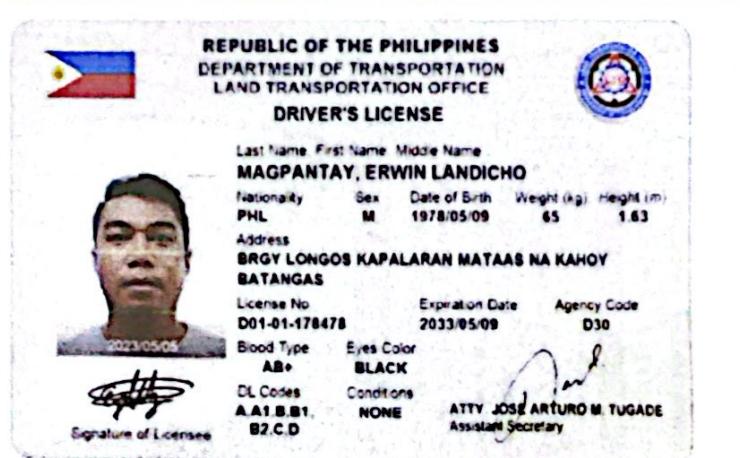
O.R. No. : 18990725-5

Amount Paid : Php 100.00

Date : July 24, 2023

Control No. : -

THIS CERTIFICATION IS VALID ONLY when signed by an authorized LTO Official, without
any alteration or erasures and supported by an official receipt of payment.



**VALID AS
TEMPORARY DRIVER'S LICENSE
DATE: 5/5/23**

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 Aide III (Driver I)

2. ITEM NUMBER

5

3. SALARY GRADE

3

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

Province
 City
 Municipality

1st Class
 2nd Class
 3rd 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 Mayor

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

Office of the Mayor

Office of the Mayor

9. PRESENT APPROP
ACT

SB Resolution No. 120-
S-2023, Ordinance of
Budget No. 07-S-2023

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P 11,009.00

12. OTHER COMPENSATION

PERA	2,000.00
Clothing Allow.	6,000.00
Cash Gift	5,000.00
Year End Bonus	11,009.00
Mid-year Bonus	11,009.00
PEI	5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Municipal Mayor

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Municipal Mayor

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

Logbook, Ballpen, Government Service Vehicle

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	<hr/>	
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

18. WORKING CONDITION

Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

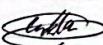
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Exercise control and supervision over-all the local and 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)			
Responsible and safely transport either cargo or passengers from one location to another. Ensuring that there is enough gas in the tank at all times for their destination.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96-Cat III)
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)			
Percentage of Working Time	<i>(State the duties and responsibilities here.)</i>		
50%	Drive the municipal Service vehicle to transport / ferry official and employees and goods from one place to another.		
20%	Maintain the good condition of the vehicle by cleaning it and constantly checks the motor, does simple mechanic repair to prevent detect;		
10%	Deliver agency errands on time;		
5%	Maintained an organized travel schedule;		
5%	Arrange vehicle repair when necessary;		
5%	Update a monthly mileage records;		
5%	Perform other related works 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.


ERWIN L. MAGPANTAY 11/07/2023
Employee's Name, Date and Signature


HON. JANET M. ILAGAN 11/07/2023
Municipal Mayor, Date and Signature



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, Erwin L. Magpantay of Brgy. III, Mataasnakahoy, Batangas having been appointed to the position of Administrative Aide III (Driver I) 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.

 9-27-2023,
ERWIN L. MAGPANTAY

(Signature over Printed Name of the Appointee)

Government ID: Drivers License
ID Number : DO1-01-178478
Date Issued : May 9, 2023

Subscribed and sworn to before me this 7th day of November, 2023 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 Mr. ERWIN L. MAGPANTAY has assumed the duties and responsibilities as Administrative Aide III (Driver I) in the Office of the Mayor effective November 7, 2023.

This certification is issued in connection with the issuance of the appointment of Mr. Magpantay as Administrative Aide III (Driver I).

Done this 7th day of November 2023 in Mataasnakahoy, Batangas.


JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: November 7, 2023

Attested by:


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

201 file
Admin
COA
CSC



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNKAHOY
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 Mr. ERWIN L. MAGPANTAY, Administrative Aide III (Driver I) got Very Satisfactory Rating in his Individual Performance Commitment Report (IPCR) for rating period January to June 2023 in his position as Administrative Aide I (Utility Worker I) at the Office of the Mayor, with the Numerical Rating of 4.2083.

Issued this 7th day of November , 2023 for whatever legal purpose it may serve.


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

Noted:


HON. JANET M. ILAGAN
Municipal Mayor



Republic of the Philippines
LIPA CITY PUBLIC COLLEGE
Lipa City
OFFICE OF THE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

Name : MAGPANTAY, ERWIN L.
 Date of Birth : May 9, 1978 Sex : Male
 Place of Birth : M. Kahoy, Batangas
 Parent/Guardian : Romualdo Magpantay
 Address : Mataas na Kahoy, Batangas
 Curriculum : Arts & Sciences

ENTRANCE DATA:

Basis of Admission : F-138 Date Admitted : 1996
 H. S. / College : Bayorbor National High School
 Address : Mataas na Kahoy, Batangas

RECORD OF GRADUATION		
Degree/Titl	ASSOCIATE IN COMPUTER SCIENCE	
Major :		
Date of Graduation :		
Honors/Distinction :		
Minimum number of units required for Graduation :		
PRELIMINARY EDUCATION		YEAR
Elementary	Santol Elementary School	1992
Secondary	Bayorbor National High School	1996

COLLEGiate RECORD

Course Number	Descriptive Title of the Course	Grades		Credits
		Final	Re-Exam	
FIRST SEMESTER 1996-1997				
Eng 11	Communication Skills 1	3.00		3
CS 11	Intro to Computer Science	3.00		3
Math 12	College Algebra	3.00		3
Soc Sci 12	Phil. Gov't. w/ Constitution	2.50		3
Soc Sci 11	Phil. Hist. Roots and Development	3.00		3
Fil 13	Sining ng Pakikipagtalastasan	2.75		3
PE 11	Physical Fitness	-		-
ROTC 11	Military Training	2.50		1.5
SECOND SEMESTER 1996-1997				
Eng 12	Communication Skills 2	3.00		3
Philo 11	Introduction to Logic	3.00		3
Math 11b	Elements of Business Math	5.00		0
CS 12	Struc. Of Prog. Lang w/ Pascal	5.00		0
Acctg	Fundamentals of Accounting	5.00		0
Fil 13a	Panitikang Filipino	5.00		0
PE 12	Rhythrical Activities			-
ROTC 12	Military Training	1.50		1.5
FIRST SEMESTER 1997-1998				
Eng 22	Effective Writing	SIG: 3.00		3
Math 13	Statistics & Probability	5.00		0
CS 21	Communication Skills 2			-
CS 22	Operating System	DATE: 5.00		0
CS 24	Data Base System w/ Maintenance & Data Base III Programm	5.00		0
SA 1	Software Application 1	5.00		0
ROTC 21	Military Training	3.00		3
		2.50		1.5

Erasures invalidate it unless

Remarks: Continued on next page.

countersigned by the Registrar.

GRADING SYSTEM:

98-100 = 1.00	80-91 = 1.75	80-82 = 2.50	DRP - OFFICIALLY DROPPED
95-97 = 1.25	86-88 = 2.00	77-79 = 2.75	UD - UNAUTHORIZED DROPPING
92-94 = 1.50	83-85 = 2.25	75-76 = 3.00	NFE - NO FINAL EXAMINATION

Not valid without seal.

Certified Correct:

DIGNA C. SANCHEZ
 Registrar III

ARMANDO P. BADILLO, Ed. D.
 College Administrator

Date : October 31, 2001

Prepared by: abcastro

Verified by : Imreiosofk

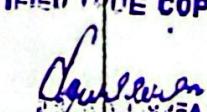
Republic of the Philippines
LIPA CITY PUBLIC COLLEGE
 Lipa City
OFFICE OF THE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

Page 2

Name : MAGPANTAY, ERWIN L.

COLLEGiate RECORD

Course Number	Descriptive Title of the Course	Grades		Credits
		Final	Re-Exam	
<u>SECOND SEMESTER 1997-1998</u>				
Eng 31	Tech & Scientific Writing	2.75		3
CS 12	Struc. Of Prog. Lang w/ Pascal	5.00		0
CS 21	Data Structure & File Org.	-		-
CS 22	Operating System	-		-
CS 24	Data Base System w/ Maintenance & Data Base III Programming	-		-
ROTC 22	Military Training	1.50		1.5
<u>SUMMER 1998</u>				
CS 22	Operating System	3.00		3
Math 13	Stat. & Probability	3.00		3
<u>FIRST SEMESTER 1998-1999</u>				
Acctg	Fundamentals of Accounting	1.25		3
CS 21	Data Struc. & File Org.	5.00		0
CS 24	Data Base System w/ Maintenance & Data Base III Programming	5.00		0
<u>SECOND SEMESTER 1998-1999</u>				
CS 26	System Analysis and Design	2.50		3
SA 2	Software Application 2	5.00		0
CS 27	Comp Arch. W. Ass. Lang Prog.	3.00		3
CS 36	Computer Graphics	5.00		0
Soc Sci 22	Rizal's Life & Works	drp		-
CS 21	Data Struc. & File Org.	5.00		0
Practicum	Office Practice w/ 200 hrs. OJT	-		-
-NOTHING FOLLOWS-				
<div style="border: 1px solid black; padding: 10px; text-align: center;"> CERTIFIED TRUE COPY SIG:  DATE: 07/25/2022 </div>				

Remarks: Issued for evaluation purposes only.

Certified Correct:

Date : October 31, 2001

Prepared by: abcastro

Verified by : Imrecoia

DIGNA C. SANCHEZ
 Registrar III


 ARMANDO P. BADILLO, Ed. D.
 College Administrator



JOURNAL FORM NO. 202—(Revised Dec. 1, 1948)

(DO NOT ACCOMPLISH IN DUPLICATES)

REPUBLIC OF THE PHILIPPINES

PRINTED, CUT, CONSOLIDATED, ACCURATELY, LEGIBLY IN INK OR TYPEWRITER

Províncias: Provincias

City or Municipality: Mysore E.M.D.

Register Number:

(a) Civil Registrar-General No.

(8) Local Civil Registrar No. 119 (E-118)

1. PLACE OF BIRTH 4. PROVINCE		5. FATHER RESIDENCE or MOTHER (Where does mother live) 6. Province	
Batac, Ilocos Norte		Batac, Ilocos Norte	
7. CITY OR MUNICIPALITY		8. CITY OR MUNICIPALITY	
Batac, Ilocos Norte		Batac, Ilocos Norte	
9. NAME OF HOSPITAL OR INSTITUTION (If not in hospital, give street address)		10. NUMBER AND STREET	
Begy San Sebastian		Begy San Sebastian	
11. Is place of birth inside city limits?		12. Is residence inside city limits?	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
13. Name (Type or print) ERWIN		14. Name (Type or print) LANDICHO	
15. Sex: Males		16. If twin or triplet, was child 1st, 2nd, 3rd	
Male		1st C. 2nd C. 3rd C.	
17. Name of Father ERINIA OSERA LANDICHO		18. Name of Mother RICOTA	
19. Age (at time of birth) 30		20. Birthplace Begy San Sebastian	
21. Previous Residence to Mother Begy Lumanag Iloco		22. Usual Occupation Laborer	
23. Length of Employment 10 years		24. Nationality P.I.	
25. Name in Print ERINIA OSERA LANDICHO		26. Name in Spanish ERINIA OSERA LANDICHO	
27. Address Begy San Sebastian		28. Group Begy San Sebastian	
29. Mother's Mailing Address (Number, Street, City or Municipality, Province) SAME as above			
30. ATTENDANT AT BIRTH			
I hereby certify that I attended the birth of this child who was born alive at Begy San Sebastian, Iloco on the date above indicated.		31. Date signed by attendant at birth 10/10/1978	
C. Rodriguez		32. Title of attendant at birth O.M.D. <input checked="" type="checkbox"/> Midwife <input type="checkbox"/> Nurse <input type="checkbox"/> Other (Specify)	
33. Name in Print ERINIA OSERA LANDICHO		34. Given name added from supplemental return	
35. Address Begy San Sebastian		36. Date when given name was published	
37. Received in the Office of the Bureau of Vital Statistics, Manila, Philippines		38. Legitimate Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
39. SIGNATURES ERINIA OSERA LANDICHO		40. DATE CERTIFICATE IS PREPARED	
41. NAME IN PRINT ERINIA OSERA LANDICHO		Signature _____	
42. NAME IN SPANISH ERINIA OSERA LANDICHO		Name in Spanish ERINIA OSERA LANDICHO	
43. TITLE OR POSITION		Title or Position ERINIA OSERA LANDICHO	
44. DATE 10/10/1978		45. DATE 10/10/1978	
46. LENGTH OF PREGNANCY 36 weeks		47. WEIGHT AT BIRTH 7 lbs	
COMPLETED WEEKS		LBS	
48. DATE AND PLACE OF MARRIAGE OF PARENTS (For legitimate birth)		49. TIME CERTIFICATE IS PREPARED	
July 18, 1970		Signature _____	
(Month) (Day) (Year)		Name in Spanish ERINIA OSERA LANDICHO	
City or Municipality Batac		Title or Position ERINIA OSERA LANDICHO	
PROVINCE Ilocos Norte		Date 10/10/1978	
SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES			

07075-8A-105KCB-00467-BI001

BReN
01018-A78J901-4

Josie B. Perez
JOSIE B. PEREZ
Assistant Secretary
(Officer-In-Charge)

**Documentary
Stamp Tax Paid**

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(COPY FOR OCRG)

Married Form No. 87 (Form No. 13)
(Revised January 1980)Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF MARRIAGEProvince: Batangas
City/Municipality: Nasugbu

Registry No.: 0000-000

REMARKS/ANNOTATION

Name of Contracting Parties	(first) (middle initial) (last)	(first) (middle initial) (last)	
ERWIN L. MAGPANTAY	ELSA M. ARIOLA		
Date of Birth/Age	9 May 1978 26 years old	18 Jan 1978 27 years old	
Place of Birth	Mataasnakahoy, Bata	Mataasnakahoy, Bata	
Sex (Male or Female)	Male	Female	
Citizenship	Filipino	Filipino	
Residence	San Sebastian, Mataasnakahoy, Bata	Nangkaan, Mataasnakahoy, Bata	
Religion	Roman Catholic	Roman Catholic	
Civil Status	Single	Single	
Name of Father	(first) (middle initial) (last)	(first) (middle initial) (last)	
ROMUALDO M. MAGPANTAY	EUFRONIO A. ARIOLA		
Citizenship	Filipino	Filipino	
Name of Mother	(first) (middle initial) (last)	(first) (middle initial) (last)	
ERLINDA O. LANDUCHO	LILLIA A. MENDOZA		
Citizenship	Filipino	Filipino	
Persons who gave consent or advice	(first) (middle initial) (last)	(first) (middle initial) (last)	
OF LEGAL AGE	OF LEGAL AGE		
Relationship			
Residence			

Place of Marriage: Mataasnakahoy, Catholic Church
(Office of the Mayor of Mataasnakahoy, Batangas)Date: 27 March 2005 Address: 8:00 A.M.
(day) (month) (year)

Erwin L. Magpantay

and I, Erwin L. Magpantay and ELSA M. ARIOLA, both of legal age, of our own free will and desire, and in the presence of the person solemnizing this marriage and of the witness 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.27th, IN MATAASNAKAHOW, 2005, marked with our finger print, this certificate in quadruplicate the day of March 2005.

ERWIN L. MAGPANTAY

ELSA M. ARIOLA

(Signature of Husband)

(Signature of Wife)

THIS IS TO CERTIFY: THAT BEFORE ME, on the date and place above-written, personally appeared the above-named parties, with their mutual consent, lawfully joined together in marriage which was solemnized by me in the presence of the witness named below, all of legal age.

I CERTIFY FURTHER THAT:

4405826 issued on March 14, 2005.

 Attestation of the parties, in favor of said parties, was exhibited to me. no marriage license was necessary, the marriage being solemnized under Art. 42 of Executive Order No. 100. the marriage was solemnized in accordance with the provisions of Presidential Decree No. 100.

RIN, MR. EUGENIO E. VALENCIA

(Signature of Solemnizing Officer)

FATIMA PIREST

Authorization: OHSGWHRM Expiration: Dec. 31, 2007

Qualifications: Primary, Secondary Education Date, if applicable

GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL

MR. ROGELIO BINAY (Signature)

GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL

MR. ROGELIO MANIGMA (Signature)

GENERAL OFFICE OF THE CIVIL REGISTRAR GENERAL

MRS. LEONIDA MANIGMA (Signature)

05981-10-105CLM-00269-MI002

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Lisa Grace S. Bersales

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