

Username

Taton10



- ✔ At least 4 characters
- ✔ Username is available

Display name (Optional)**Password**

Meliton1962



- ✔ At least 8 characters
- ✔ Contains 1 uppercase (A-Z)
- ✔ Contains 1 lowercase (a-z)
- ✔ Contains one number or symbol

Confirm Password

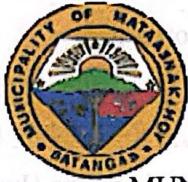
Meliton1962



- ✔ Passwords match

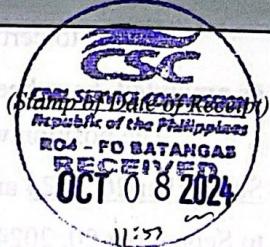
CS Form No. 33-B

Revised 2018



Republic of the Philippines
Province of Batangas

MUNICIPALITY OF MATAASNAKAHOY

Mr. MELITON A. MANALO

Administrative Assistant I

You are hereby appointed as (Reproduction Machine Operator III) (SG-7)

(Position Title)

under Permanent status at the Office of the Municipal Engineering
(Permanent, Temporary, etc.) (Office/Department/Unit)with a compensation rate of Fourteen Thousand Five Hundred Twenty Four P 14,524.00
pesos per month.The nature of this appointment is Promotion vice
(Original, Promotion, etc.)N/A, who Vacant with Plantilla Item No. 142
(Transferred, Retired, etc.)Page 10.

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

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

October 1, 2024

Date of Signing

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

DRY SEAL

(Stamp of Date of Release)

Certification

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

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


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

Certification

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


JANET 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 October 1, 2024

MELITON A. MANALO
Appointee

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MANALO		
FIRST NAME	MELITON		
MIDDLE NAME	AGOJO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/10/1962	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	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:	17. RESIDENTIAL ADDRESS	241 House/Block/Lot No. N/A N/A NANGKAAN Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
7. HEIGHT (m)	167 CM	ZIP CODE	241 House/Block/Lot No. N/A N/A NANGKAAN Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
8. WEIGHT (kg)	49.9 KGS.		
9. BLOOD TYPE	"AB"	18. PERMANENT ADDRESS	N/A
10. GSIS ID NO.	LP62031003186	ZIP CODE	N/A
11. PAG-IBIG ID NO.	044990554901		N/A
12. PHILHEALTH NO.	09-200520003-4	19. TELEPHONE NO.	N/A
13. SSS NO.	03-8403236-7	20. MOBILE NO.	0953-2251-492
14. TIN NO.	250743699	21. E-MAIL ADDRESS (if any)	N/A
15. AGENCY EMPLOYEE NO.	MEO 005		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MANALO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARISA	NAME EXTENSION (JR., SR) N/A	MELISSA JOIE MANALO	07/12/2000
MIDDLE NAME	POLIDARIO		LUISSA MANALO	09/06/2001
OCCUPATION	HOUSEWIFE		ANGELICA MANALO	8/13/2003
EMPLOYER/BUSINESS NAME	N/A		CHARLES DOMINIQUE MANALO	11/24/2005
BUSINESS ADDRESS	N/A		MIRAH JANESSA MANALO	12/06/2009
TELEPHONE NO.	0946-201-7914		BARBIE MANALO	11/08/2011
24. FATHER'S SURNAME	MANALO		- NOTHING FOLLOWS -	
FIRST NAME	LIBERATO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	DIMAYUGA			
25. MOTHER'S MAIDEN NAME				
SURNAME	AGOJO			
FIRST NAME	MARCELINA			
MIDDLE NAME	ORENSE		(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	NANGKAAN ELEMENTARY SCHOOL	ELEMENTARY LEVEL	1973	1978	GRADUATE	1978	n/a
SECONDARY	BAYBOROR NATIONAL HIGH SCHOOL	SECONDARY	1979	1982	GRADUATE	1982	1ST HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

SEPTEMBER 16, 2024

IV. CIVIL SERVICE ELIGIBILITY

(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.

(Continue on separate sheet if necessary)

SIGNATURE

DATE

SEPTEMBER 16, 2024

VOLUNTARY WORK OR INVOLVEMENT IN CIVIC /

GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(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)
READING MAGAZINE	N/A	N/A
BASKETBALL		
- NOTHING FOLLOWS -		

(Continue on separate sheet if necessary)

SIGNATURE

Q111

DATE

SEPTEMBER 16, 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 appointed,
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:

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:

YES NO

If YES, please specify ID No.:

YES NO

If YES, please specify ID No.:

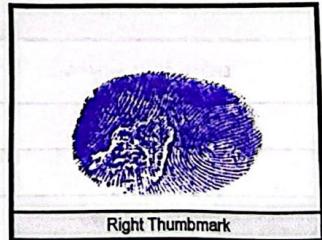
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL NO.
ENGR. HENRY MATANGUIHAN	MATAASNAKAHOY, BATANGAS	756-1279
ENGR. ALFREDO BISCOCHO	BRGY. UPA, MATAASNAKAHOY, BATANGAS	9195903388
BRGY. CAPT. MARIO ORENSE	BRGY. NANGKAAN, MATAASNAKAHOY, BATANGAS	9399471833

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: GSIS	
ID/License/Passport No.:	62031003186
Date/Place of Issuance:	MATAASNAKAHOY, BATANGAS


Signature (Sign inside the box)
SEPTEMBER16, 2024
Date Accomplished



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


GALLY D. TIPAN
Municipal Human Resource Mgt. Office

WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

Position applying for : Administrative Assistant I (Reproduction Machine Operator III)

- Duration: October 10, 2019 to present
- Position: Administrative Aide VI (Labor Foreman)
- Name of Office/Unit: Office of the Municipal Engineer
- Immediate Supervisor: Engr. Nenet M. Hernandez
- Name of Agency/Organization and Location: LGU – Mataasnakahoy, Batangas

• Summary of Actual Duties

- Conducts minor repairs of office facilities (electrical, plumbing, and water system)
- Conducts repairs of damaged supplies and properties
- Assists in minor installation works in the office
- Conducts regular inspection of clients request permit for electrical and water connection
- Assists in the inspection for Building Occupancy
- Provides administrative support in the preparation, during, and post events / activities initiated by the office to ensure smooth implementation of the event / activity
- Conducts pre-inspection to help evaluate the necessary repairs to be done in order to restore the area or property and provide recommendation
- Performs other duties as may be assigned from time to time

- Duration: October 3, 2011 to October 9, 2019
- Position: Administrative Aide III (Utility Worker II)
- Name of Office/Unit: Office of the Municipal Engineer
- Immediate Supervisor: Engr. Nenet M. Hernandez
- Name of Agency/Organization and Location: LGU – Mataasnakahoy, Batangas

• Summary of Actual Duties

- Conducts repairs of office facilities (electrical, plumbing, and water system)
- Conducts repairs of damaged supplies and properties
- Assists in minor installation works in the office
- Conducts regular inspection of clients request permit for electrical and water connection
- Assists in the inspection for Building Occupancy
- Provides administrative support in the preparation, during, and post events / activities initiated by the office to ensure smooth implementation of the event / activity
- Conducts pre-inspection to help evaluate the necessary repairs to be done in order to restore the area or property and provide recommendation
- Performs other duties as may be assigned from time to time

- Duration: February 6, 2007 to October 2, 2011
- Position: Administrative Aide I (Utility Worker I)
- Name of Office/Unit: Office of the Municipal Engineer
- Immediate Supervisor: Engr. Nenet M. Hernandez
- Name of Agency/Organization and Location: LGU – Mataasnakahoy, Batangas

• Summary of Actual Duties

- Conducts repairs of office facilities (electrical, plumbing, and water system)
- Conducts repairs of damaged supplies and properties
- Assists in minor installation works in the office
- Conducts regular inspection of clients request permit for electrical and water connection
- Assists in the inspection for Building Occupancy
- Provides administrative support in the preparation, during, and post events / activities initiated by the office to ensure smooth implementation of the event / activity
- Conducts pre-inspection to help evaluate the necessary repairs to be done in order to restore the area or property and provide recommendation
- Performs other duties as may be assigned from time to time


MELITON A. MANALO
(Signature over Printed Name
of Empldyee/Applicant)



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. Meliton A. Manalo as Administrative Assistant I (Reproduction Machine Operator III) in the Office of the Municipal Engineering of this municipality, all pertinent requirements contained in RA 7160 in Section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.


JANET MAGPANTAY ILAGAN,
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL ACCOUNTANT

CERTIFICATION

THIS IS TO CERTIFY that funds are available for the position of Administrative Assistant I (Reproduction Machine Operator III) in the Office of the Municipal Engineering of this municipality, with Salary Grade 7 amounting to ONE HUNDRED SEVENTY FOUR THOUSAND TWO HUNDRED EIGHTY EIGHT PESOS (P 174,288.00) per annum as per Annual Budget CY-2024 of this municipality.

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



LENILYN C. CARAAN
Municipal Accountant

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 <small>(Revised Version No. 1, s. 2018)</small>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Administrative Assistant I (Reproduction Machine Operator III)			
2. ITEM NUMBER		3. SALARY GRADE			
142		7			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input checked="" type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
Local Government Unit of Mataasnakahoy, Batangas		Office of the Municipal Engineering			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
Office of the Municipal Engineering		Office of the Municipal Engineering			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
SB Resolution No. 182-S-2024/ Ordinance of Budget No. 25-S-2024	N/A	P 14,524.00		PERA Clothing Allow. Cash Gift Year End Bonus Mid-year Bonus PEI	P 2,000.00 7,000.00 5,000.00 14,524.00 14,524.00 5,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Municipal Engineer		N/A			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <small>(If more than seven (7) list only by their item numbers and titles)</small>					
POSITION TITLE		ITEM NUMBER			
N/A		N/A			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Reproduction Machine, Log book					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors Non-Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please Specify): _____	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

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

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

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

Operates reproduction machine and performs related work as assigned

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary school graduate	None required	None required	None Required (MC II, S. 96-Cat. II)
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	(State the duties and responsibilities here:)	Competency Level
15%	Conducts minor repairs of office facilities (electrical, plumbing);	
15%	Conducts pre-inspection to help evaluate the necessary repairs to be done in order to restore the area or property and provide recommendation;	
15%	Conducts repairs of damaged supplies and properties(Minor carpentry works);	
10%	Assist in minor installation works in the office;	None Yet
10%	Conducts regular inspection of clients request permit for electrical and water connection;	
10%	Assist in the inspection of Building Occupancy;	
15%	Provides administrative support in the preparation, during, and post events/ activities initiated by the office to ensure smooth implementation of the event/ activity;	
10%	Performs other duties as 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.

MELITON A. MANALO 10/01/2024
Employee's Name, Date and Signature

ENGR. NENET M. HERNANDEZ 10/01/2024
Municipal Engineer, Date and Signature

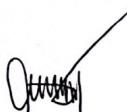


Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, Meliton A. Manalo of Brgy. Nangkaan, Mataasnakahoy, Batangas having been appointed to the position of Administrative Assistant I (Reproduction Machine Operator III) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.


MELITON A. MANALO
(Signature over Printed Name of the Appointee)

Government ID: UMID ID
ID Number : 62031003186
Date Issued : N/A

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


JANET MAGPANTAY ILAGAN
Municipal Mayor



CS Form No. 4
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr. MELITON A. MANALO has assumed the duties and responsibilities as Administrative Assistant I (Reproduction Machine Operator III) in the Office of the Municipal Engineering effective October 1, 2024.

This certification is issued in connection with the issuance of the appointment of Mr. Manalo as Administrative Assistant I (Reproduction Machine Operator III),

Done this 1st day of October 2024 in Mataasnakahoy, Batangas.


JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: October 1, 2024

Attested by:


GALLY D. TIPAN

Mun. Human Res. Mgt. Officer

201 file
Admin
COA
CSC



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. No: (043) 784-1088
Email Add: hrmo_1gumataasnakahoy@yahoo.com.ph



OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

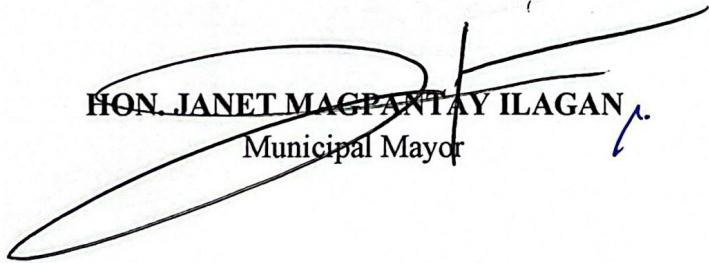
CERTIFICATION

This is to certify that **Mr. Meliton A. Manalo**, Administrative Aide VI (Labor Foreman) of the Municipal Engineering Office, got a Very Satisfactory Performance, with a numerical rating of 4.0625 in his Individual Performance Commitment Review (IPCR) for the January-June 2024 rating period.

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


GALLY D. TIPAN
MGDH-MHRMO

Noted by:


HON. JANET MAGPANTAY ILAGAN
Municipal Mayor

Joining hands for Mataasnakahoy's interest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



CIVIL SERVICE COMMISSION

Republic of the Philippines

Regional Office IV



Republic of the Philippines
CIVIL SERVICE COMMISSION
139 PANAY AVENUE QUEZON CITY

060126



**CERTIFICATE OF ELIGIBILITY
(BARANGAY OFFICIAL)**

The Civil Service Commission hereby grants Civil Service Eligibility to
MELITON A. MANALO
pursuant to the provisions of CSC Resolution # 93-3666 as Amended

This Certificate of Eligibility with number 21040039 is issued this 26th day of January, 2005.
The Eligibility herein granted takes effect on January 26, 2005.

This eligibility qualifies the eligible for appointment in government, subject to the requirements of the position and the provisions of the Civil Service Law and Rules.

Signature of Eligible

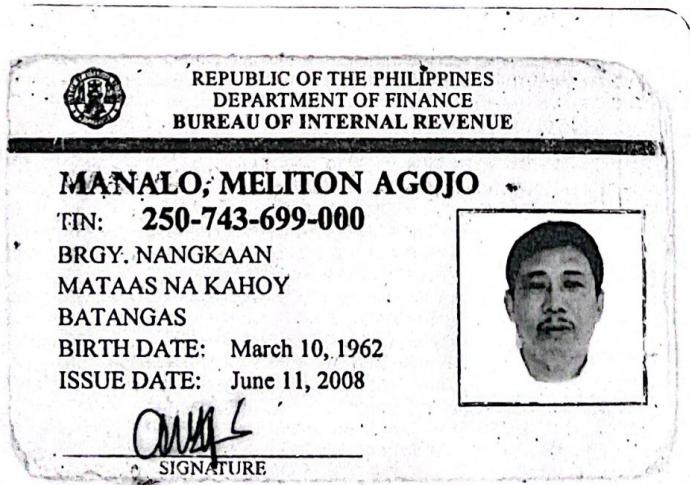
Date of Birth : March 10, 1962

Place of Birth : MATAAS NA KAHOY, BATANGAS

DAISY P. GUENDIA

DIRECTOR II

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



CERTIFIED AUTHENTICATED COPY

RODOLFO M. MANALO
Acting Chief Human Resource Specialist
Examination Services Division

201007306 J

Bawat Kawani, Lingkod Bayani



CERTIFICATION

To Whom It May Concern:

This is to certify that **MELITON A. MANALO** has satisfactorily completed the Secondary Course prescribed by the Department of Education, School Year 1981-1982. He graduated and received his diploma on April 2, 1982.

Issued this 17th day of September, 2019 for purposes it may legally serve.

[Signature]
JENIE N. MARTINEZ
Guidance Teacher



Go

Reach for

Excellence through Genuine service



CLASSIFIED AS

Total Number of years in school to date

9

Third Year

School:

Bayorbor Barangay High School

School Year:

1980-1981

Curriculum Year	SUBJECT	Grading Period				Final Grade	Action Taken	Credits Earned
		1	2	3	4			
III	Comm Arts III (Eng)					82.5	Passed	1
III	Comm Arts III (Pil)					86.25	Passed	1
III	Soc. Studies III					81	Passed	1
III	Science III					83.5	Passed	2
III	Mathematics III					83	Passed	1
III	Practical Arts III					86.5	Passed	1
III	Elective: Math					81.5	Passed	1
III	Elective: Eco					83.25	Passed	1
III	Homeroom					0	Passed	0
III	YCAP III					86.75	Passed	1
III	YDTIII					82.5	Passed	
								Total 11

Promoted to **Fourth Year**

Retained In _____

Gen. Average: _____

Lacks Unit in _____

Has advanced unit in _____

	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Total
Days of School												190
Days Present												190

Total Number of years in school to date

10

CLASSIFIED AS

Fourth Year

School:

Bayorbor Barangay High School

School Year:

1981-1982

Curriculum Year	SUBJECT	Grading Period				Final Grade	Action Taken	Credits Earned
		1	2	3	4			
IV	English IV					81.25	Passed	1
IV	Pilipino IV					84.75	Passed	1
IV	Araling Panlipunan IV					82.25	Passed	1
IV	Agham IV					82.25	Passed	2
IV	Matematika IV					81.5	Passed	1
IV	S. na Kapakipakinabang IV					85.25	Passed	1
IV	CAT I					83.25	Passed	1
IV	Sariling Pili (Trigo) IV					80.50	Passed	1
IV	P. Psilid Aralan (HRG) IV					90	Passed	0
IV	Sariling Pili (Bus Eng)					80.5	Passed	1
								Total 10.0

Promoted to **College**

Retained In _____

Gen. Average: _____

Lacks Unit in _____

Has advanced unit in _____

	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Total
Days of School												187
Days Present												187

Graduation Date **April 2, 1982**

I certify that this is a true record of

Meliton A. Manaloday of September, 2019 is eligible for admission to student, and has no property responsibility in this school.This student , on this
College (regular)

17th


JENIE N. MARTINEZ
 Guidance Teacher

ADVISER'S SIGNATURE

ADVISER'S SIGNATURE



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION 1V A-CALABARZON



Name _____
Signature _____

Form 137-A

Identification on	680-1384
Principal	

SECONDARY STUDENT'S
PERMANENT RECORD

Copy of this record sent to
Principal of _____

SUBJECT

Name: Manalo, Meliton Agojo Date of Birth: Year 1962 Month: 03 Day: 10
Place of Birth: Province Batangas Town: Mataasnakahoy Brgy: Nangkaan
Parent or Guardian: Liberato Manalo Occupation: Laborer
Address of Parent or Guardian Nangkaan, Mataasnakahoy Batangas
Intermediate course completed(School) Nangkaan Elem. School Year: 1975-1976 Gen. Ave LK

Total Number of years in school to complete elementary course : 6

CLASSIFIED AS		Total Number of years in school to date : 7											
First Year	School:	Bayorbor Barangay High School				School Year: 1978-1979							
Curriculum	Subject	Grading Period				Final	Action	Credits					
Year	Subject	1	2	3	4	Grade	Taken	Earned					
I	Comm. Arts I (English)					80	Passed	2					
I	Comm. Arts I (Pil)					80	Passed	1					
I	Soc. Studies I					80	Passed	1					
I	Science I					85	Passed	1					
I	Mathematics I					80	Passed	1					
I	Practical Arts I					85	Passed	1					
I	YDT I					85	Passed	1					
I	Homeroom					O	Passed	0					
I	YCAP I					85	Passed	1					

Manalo, Meliton Agojo

Student's Name in Full

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

REGION IV-A-CALABARZON

D²ED

CLASSIFIED AS

Third

Year

School:

Total Number of years in school to date
Bayorbor Barangay High School

9

School Year:

1980-1981

Curriculum Year	SUBJECT	Grading Period				Final Grade	Action Taken	Credits Earned
		1	2	3	4			
III	Comm Arts III (Eng)					82.5	Passed	1
III	Comm Arts III (Pil)					86.25	Passed	1
III	Soc. Studies III					81	Passed	1
III	Science III					83.5	Passed	2
III	Mathematics III					83	Passed	1
III	Practical Arts III					86.5	Passed	1
III	Elective: Math					81.5	Passed	1
III	Elective: Eco					83.25	Passed	1
III	Homeroom					0	Passed	0
III	YCAP III					86.75	Passed	1
III	YDT III					82.5	Passed	
								Total 11

Promoted to **Fourth Year**

Lacks Unit in

Retained In

Has advanced unit in

Gen. Average:

Days of School	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Total
Days Present												190

CLASSIFIED AS

Fourth Year

School:

Bayorbor Barangay High School

School Year:

1981-1982

Total Number of years in school to date

10

Curriculum Year	SUBJECT	Grading Period				Final Grade	Action Taken	Credits Earned
		1	2	3	4			
IV	English IV					81.25	Passed	1
IV	Pilipino IV					84.75	Passed	1
IV	Araling Panlipunan IV					82.25	Passed	1
IV	Agham IV					82.25	Passed	2
IV	Matematika IV					81.5	Passed	1
IV	S. na Kapakipakinabang IV					85.25	Passed	1
IV	CAT I					83.25	Passed	1
IV	Sariling Pili (Trigo) IV					80.50	Passed	1
IV	P. Psilid Aralan (HRG) IV					90	Passed	0
IV	Sariling Pili (Bus Eng)					80.5	Passed	1
								Total 10.0

Promoted to **College**

Lacks Unit in

Retained In

Has advanced unit in

Gen. Average:

Days of School	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Total
Days Present												187

Graduation Date **April 2, 1982**

I certify that this is a true record of day of **September, 2019** is eligible for admission to student, and has no property responsibility in this school.

Meliton A. Manalo

This student, on this College (regular)

JENIE N. MARTINEZ
Guidance Teacher

ADVISER'S SIGNATURE

ADVISER'S SIGNATURE

31

(COPY FOR OCRG)



Municipal Form No. 97 (Form No. 13) (Revised January 1983)		(To be accomplished in quadruplicate)				REMARKS/ANNOTATION
Province <u>Batangas</u> City/Municipality <u>Mataasnakahoy</u>		Registry No. <u>99-91</u>				
Name of Contracting Parties						
	(First) <u>Meliton A. Manalo</u>	(middle initial) <u></u>	(last) <u></u>	(First) <u>Marisa N. Polidario</u>	(middle initial) <u></u>	(last) <u></u>
Date of Birth/Age	<u>40 March 1962</u>				<u>27 Nov. 1973</u>	
Place of Birth	<u>Nangkaan, Mataasnakahoy, Bats.</u>				<u>Sunag, Bacolod City</u>	
Sex (Male or Female)	<u>Male</u>				<u>Female</u>	
Citizenship	<u>Filipino</u>				<u>Filipino</u>	
Residence	<u>Brgy. Nangkaan, Mataasnakahoy, Bats.</u>				<u>Brgy. Nangkaan, Mataasnakahoy, Bats.</u>	
Religion	<u>R. Catholic</u>				<u>R. Catholic</u>	
Civil Status	<u>Single</u>				<u>Single</u>	
Name of Father	(First) <u>Liberate D. Manalo</u>	(middle initial) <u></u>	(last) <u></u>	(First) <u>Deminge Polidario</u>	(middle initial) <u></u>	(last) <u></u>
Citizenship	<u>Filipino</u>				<u>Filipino</u>	
Name of Mother	(First) <u>Marcelina O. Agojo</u>	(middle initial) <u></u>	(last) <u></u>	(First) <u>Lilia Navia (dec.)</u>	(middle initial) <u></u>	(last) <u></u>
Citizenship	<u>Filipino</u>				<u>Filipino</u>	
Persons who gave consent or advice	(First) <u>of legal age</u>	(middle initial) <u></u>	(last) <u></u>	(First) <u>of legal age</u>	(middle initial) <u></u>	(last) <u></u>
Relationship						
Residence						
Place of Marriage	<u>Mataasnakahoy, Catholic Church</u>					
<u>(Office of the House of Barangay or Church or Mosque of Brgy. II-A, Mataasnakahoy, Batangas)</u>						
Date:	<u>26 Sept. 1999</u>			Address <u>Time: 8:00 A.M.</u>		
<u>Meliton A. Manalo</u>						
<p>THIS IS TO CERTIFY: That <u>Marisa N. Polidario</u>, and I, <u>Meliton A. Manalo</u>, both of legal age, of our own free will and accord, and in the presence of the person solemnizing this marriage and of the witnesses named below, take each other as husband and wife and certifying further that we:</p> <p><input type="checkbox"/> have not entered into a marriage settlement.</p> <p><input type="checkbox"/> have entered into a marriage settlement, a copy of which is hereto attached.</p>						
<p>IN WITNESS WHEREOF, we signed/marked with our finger print this certificate in quadruplicate this <u>26th day of September, 1999</u></p> <p><u>MELITON A. MANALO</u> <u>Marisa N. POLIDARIO</u></p>						
(Signature of Husband)				(Signature of Wife)		
<p>THIS IS TO CERTIFY: THAT BEFORE ME, on the date and place above-written, personally appeared the above-mentioned parties, with their mutual consent, lawfully joined together in marriage which was solemnized by me in the presence of the witnesses named below, all of legal age.</p> <p>I CERTIFY FURTHER THAT:</p> <p><input type="checkbox"/> Marriage License No. <u>3213495</u> issued on <u>September 3, 1999</u> in favor of said parties, was exhibited to me.</p> <p><input type="checkbox"/> no marriage license was necessary, the marriage being solemnized under Art. _____ of Executive Order No. 200.</p> <p><input type="checkbox"/> the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1053.</p> <p><u>REV. JU. PIO A. MAGAMANO</u></p> <p>(Signature of Solemnizing Officer) <u>Parish Priest</u></p>						
<p>Authorization no. <u>97-2555-99</u></p> <p>(Religious Affiliation, Registry No. and Expiration Date, if applicable)</p> <p><u>MARIO LUCI</u></p> <p><u>TEODORO ALVIS</u></p>				<p>Expiration <u>1999</u></p> <p>WITNESSES</p> <p>(Print Name and Sign)</p> <p><u>Adelaida Lubis</u></p> <p><u>Nenita Alvis</u></p>		
<p>RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR</p> <p><u>Nenita Alvis</u></p> <p>MUNICIPAL CIVIL REGISTRAR</p> <p>SEP. 28 1999</p> <p>Date Received</p>						

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



MUNICIPAL FORM NO. 102 (Revised Dec. 1, 1958)

REPUBLIC OF THE PHILIPPINES

TO BE ACCOMPLISHED IN DUPLICATE

CERTIFICATE OF LIVE BIRTH
(FILL OUT COMPLETELY, ACCURATELY, LEGIBLY IN INK OR TYPEWRITER)

LCR No. _____

Registrar Number

(a) Civil Registrar-General No. _____
(b) Local Civil Registrar No. _____ 53Province: Batangas
City or Municipality: Mataasnakahoy

(Municipality or City)

1. PLACE OF BIRTH		2. USUAL RESIDENCE OF MOTHER (Where does mother live?)	
a. PROVINCE	Batangas	b. PROVINCE	Batangas
b. CITY OR MUNICIPALITY	Mataasnakahoy	c. CITY OR MUNICIPALITY	Mataasnakahoy
d. NAME OF HOSPITAL OR INSTITUTION (If not in hospital, give street address)		e. NUMBER AND STREET	
Nangkaan		Nangkaan	
d. IS RESIDENCE INSIDE CITY LIMITS?		e. IS RESIDENCE ON A FARM?	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f. NAME (Type or print)		First Middle Last	
CHILD	Meliton	Agojo	Manalo
6. SEX	7. G. THIS BIRTH	8. IF TWIN OR TRIPLETS, WAS CHILD	9. DATE OF BIRTH
Male	SINGLE <input checked="" type="checkbox"/> TWIN <input type="checkbox"/> TRIPLETS <input type="checkbox"/>	1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/>	Month Day Year March 10 1962
10. BIRTHPLACE		11a. USUAL OCCUPATION	
FATHER	Liberato Dimayuga	Manalo	Catholic Filipino Brown
12. AGE (At time of this birth)	28 Years	11b. KIND OF BUSINESS OR INDUSTRY	
13. MAIDEN NAME		14. BIRTHPLACE	
Marcelina Orenda Agojo		Nangkaan, Batangas	
15. BIRTHPLACE		16. PREVIOUS DELIVERIES TO MOTHER	
Nangkaan, Mataasnakahoy, Batangas		(Do not include this birth) 2	
17. INFORMANT'S SIGNATURE:		18. DATE SIGNED BY ATTENDANT AT BIRTH	
Liberato Dimayuga		19. I HEREBY CERTIFY that I attended the birth of this child who was born alive at 2:00 o'clock P.M. on the date above indicated.	
20. RECEIVED IN THE OFFICE OF THE LOCAL CIVIL REGISTRAR BY		21. a. GIVEN NAME ADDED FROM SUPPLEMENTAL REPORT	
a. SIGNATURE: JACINTO MITRA		b. DATE WHEN GIVEN NAME WAS SUPPLIED 05/20	
b. NAME IN PRINT: JACINTO MITRA		22. LENGTH OF PREGNANCY	
c. TITLE OR POSITION: Local Civil Registrar		23. LEGITIMATE	
d. DATE: 3/15/62		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
24. DATE AND PLACE OF MARRIAGE OF PARENTS (For legitimate birth)		25. THIS CERTIFICATE IS PREPARED BY	
February 18 1955 (Month) (Date) (Year)		SIGNATURE: AELINO K. ESCANO NAME IN PRINT: AELINO K. ESCANO TITLE OR POSITION: CLERK DATE: 3/15/62	
City or Municipality - Mataasnakahoy, Province - Batangas		26. SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES	
18-230			

RESERVE FOR RECORDING

DO NOT DETACH LOCAL CIVIL REGISTERS MOST ACCOMPLISH THIS PORTION

1(e). 68
1(b). 15
1(c). 0815
2. _____
2(d). _____
4. _____
5(a). _____
5(b). _____
6. _____
9. _____
11(a). 680
11(b). _____
12. _____
14. (3)
15(a). _____
15(b). 3
16. _____
18(a). _____
18(b). _____
22(a). _____
22(b). _____
23. _____

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National Statistician and Civil Registrar General
Philippine Statistics Authority

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