

CS Form No. 33-B
Revised 2018

(Stamp of Date of Receipt)

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Ms. MARY CLAIRE S. BAGIOEN

Administrative Officer I

(Supply Officer I)

(Position Title)

(SG-10)

under Permanent status at the Mayor's Office- Office of the Municipal General Services Officer
(Permanent, Temporary, etc.)

(Office/Department/Unit)

with a compensation rate of Eighteen Thousand Two Hundred Eighty Six P 18,286.00
pesos per month.The nature of this appointment is Promotion vice Original Promotion, etc.)Ms. SHERLY T. SAGUN, who Promoted with Plantilla Item No. 22
(Transferred, Retired, etc.)Page 2.

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

Very truly yours,

JANET MAGPANTAY ILAGAN,
Municipal Mayor

December 16, 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 November 12, 2024 to November 27, 2024 and posted in CSC-FO Batangas, Public Market, Office Lobby from November 12, 2024 to November 27, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on November 28, 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 December 10, 2024.


JANET MAGPANTAY LAGAN
Municipal Mayor
Chairperson, HRMPSB/Placement Committee

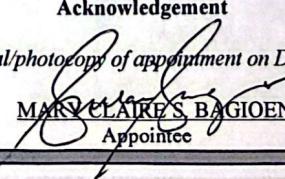
CSC/HRMO Notation

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 December 16, 2024


MARY CLAIRE S. BAGIOEN
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.**

I. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	BAGIOEN		
FIRST NAME	MARY CLAIRE		
MIDDLE NAME	SAYAS		
3. DATE OF BIRTH (mm/dd/yyyy)	03/10/1997	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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		
5. SEX	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female	
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	<input type="checkbox"/> Married <input type="checkbox"/> Separated	
7. HEIGHT (m)	1.57	17. RESIDENTIAL ADDRESS ZIP CODE	150 House Block Lot No. N/A Subdivision/Village MATAASNAKAHOY City/Municipality
8. WEIGHT (kg)	70		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS ZIP CODE	150 House Block Lot No. N/A Subdivision/Village MATAASNAKAHOY City/Municipality
10. GSIS ID NO.	2005948976		
11. PAG-IBIG ID NO.	121213855328		
12. PHILHEALTH NO.	09-250691077-5		
13. SSS NO.	N/A	19. TELEPHONE NO.	(043)774-5974
14. TIN NO.	728-091-314-000	20. MOBILE NO.	09060050076
15. AGENCY EMPLOYEE NO.	GSO006	21. E-MAIL ADDRESS (if any)	maryclairesbagoen@gmail.com

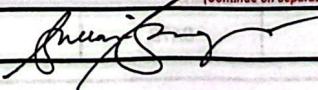
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	BAGIOEN		
FIRST NAME	ELPIDIO	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	BENOSA		
25. MOTHER'S MAIDEN NAME			
SURNAME	SAYAS		
FIRST NAME	DELFINA		
MIDDLE NAME	TIPAN	(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	PRIMARY	2003	2009	GRADUATED	2009	N/A
SECONDARY	BAYBOROB NATIONAL HIGH SCHOOL	SECONDARY	2009	2013	GRADUATED	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF BATANGAS LIPA CAMPUS	BS PSYCHOLOGY	2013	2017	GRADUATED	2017	CHED
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/19/2024
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Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



IV. CIVIL SERVICE ELIGIBILITY						
27. CAREER SERVICE / RA 1080 (BOARD / BAR) UNDER SPECIAL LAW / CSC / CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			
CAREER SERVICE PROFESSIONAL ELIGIBILITY	81.4	12/08/2018	BATANGAS NATIONAL HIGH SCHOOL			
— 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 "00.00") INCREMENT	STATUS OF APPOINTMENT	OPPORTUNITY FOR SEPARATION (Y/N)
From 08/20/2024	To PRESENT	Administrative Assistant II(Clerk IV) General Service Section (LGU- Mataasnakahoy)	15,401.00	8-2	PERMANENT	Y
11/07/2023	8/19/2024	Administrative Assistant II(Clerk IV) General Service Section (LGU- Mataasnakahoy)	14,808.00	8-1	PERMANENT	Y
01/01/2023	11/06/2023	Administrative Aide III(Clerk I) General Service Section (LGU- Mataasnakahoy)	11,009.00	3-1	PERMANENT	Y
01/01/2022	12/31/2022	Administrative Aide III(Clerk I) General Service Section (LGU- Mataasnakahoy)	10,594.00	3-1	PERMANENT	Y
09/20/2021	12/31/2021	Administrative Aide III(Clerk I) General Service Section (LGU- Mataasnakahoy)	10,179.00	3-1	PERMANENT	Y
01/01/2021	09/17/2021	Job Order/ Clerical Aide General Service Section (LGU- Mataasnakahoy)	6,000.00	N/A	Job Order	N
01/01/2020	12/31/2020	Job Order/ Clerical Aide General Service Section (LGU- Mataasnakahoy)	6,000.00	N/A	Job Order	N
07/08/2019	12/31/2019	Job Order/ Clerical Aide General Service Section (LGU- Mataasnakahoy)	6,000.00	N/A	Job Order	N
02/06/2017	03/14/2017	Technical Recruiter/HR Assistant- Trainee NovaSolutions PH Inc	N/A	N/A	OJT	N
12/19/2016	01/20/2017	Interventionist/ SPED Teacher Trainee Children's Developmental and Intervention Center (Lipa City)	N/A	N/A	OJT	N
— NOTHING FOLLOWS —						
(Continue on separate sheet if necessary)						
SIGNATURE			DATE	11/19/2024		

CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION				
NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	

(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			
Seminar-Workshop on the 2016 Revised IRR of RA 9184, The Government Procurement Reform Act and its updates and the transitory provision of RA 12009	8/19/2024	8/21/2024	24.0	TECHNICAL	DBM REGION IV-A AND PHILBO-CALABARZON, INC
1st PICPA Luzon Geographical Area Office, Southern Tagalog Region(STAR) Conference, Government Summit and Enabling Workshop with the theme "Igniting Leadership: Transforming Values Into Action"	8/30/2024	8/31/2024	16.0	TECHNICAL	PICPA Batangas
Seminar-Workshop on the 2016 Revised IRR of RA 9184, otherwise known as the Government Procurement Reform Act	8/31/2023	9/02/2023	24.0	TECHNICAL	DBM REGION IV-A AND PHILBO-CALABARZON, INC
Training-Workshop on Local Road Asset Management for Municipal Local Government Units	08/08/2023	08/10/2023	24.0	TECHNICAL	DILG-NAPOLCOM
Governance and Management of Cooperative	14/06/2023	15/06/2023	16.0	TECHNICAL	Cooperative Union of Batangas
15TH PAGSO National Convention	17/05/2023	20/05/2023	20.0	TECHNICAL	PAGSO
Virtual Client Connection:PS-DBM Client Engagement on the use of Virtual Store	10/11/2022	10/11/2022	3.0	TECHNICAL	Department of Budget and Management-Procurement Service
SQL for Business Users	11/09/2022	12/09/2022	10.0	TECHNICAL	Development Academy of the Philippines
Essential Excel Skills for Data Preparation and Analysis	06/09/2022	07/09/2022	10.0	TECHNICAL	Development Academy of the Philippines
Getting Grounded on Analytics	04/08/2022	04/08/2022	3.0	TECHNICAL	Development Academy of the Philippines
Seminar-Workshop on Administrative Justice(SWAJ)	25/10/2022	26/10/2022	16.0	TECHNICAL	LGU Mataasnakahoy(HRMO)
Republic Act No. 9184 and its 2016 Revised IRR: Key Concept Practical Tools on Procurement Planning, Procedures and Document Control System	20/06/2022	22/06/2022	20.0	TECHNICAL	Philippine Association of Records Officers and Archivists
One-Time Cleansing of Property, Plant and Equipment Account Balances of Government Agencies	15/06/2022	15/06/2022	4.0	TECHNICAL	Government Financial Management Innovators Circle, INC
Localized Kios-Uniad Training	23/05/2022	25/05/2022	24.0	TECHNICAL	DSWD(Pantawid Pamilyang Pilipino Program)
Global Youth Summit	25/08/2018	25/08/2018	7.0	FOUNDATION	Global Peace Foundation and SM Cares
CISA (Credit Information System Act) Technical Compliance Workshop	23/07/2018	23/07/2018	8.0	TECHNICAL	Credit Information Corporation
Fundamentals of Cooperatives	12/07/2018	13/07/2018	16.0	TECHNICAL	PCLEDO Batangas
Early Childhood Education	28/04/2018	22/05/2018	54.0	TECHNICAL	Gowrie Victoria/Open2study
Governance and Management of Cooperative	08/06/2017	09/03/2017	16.0	TECHNICAL	PCLEDO Batangas
Seeking Christ Foremost Living Life Topmost	12/05/2017	05/13/2017	16.0	TECHNICAL	University of Batangas Lipa Campus
Global Youth Summit	03/03/2017	03/03/2017	7.0	FOUNDATION	Global Peace Foundation and SM Cares
Test Taking Skills and Strategies	12/11/2016	12/11/2016	8.0	TECHNICAL	RGO Review Center
Psychology in Action: HR Roles in Employee and Labor Relations	01/10/2016	01/10/2016	8.0	TECHNICAL	University of Batangas Lipa Campus
Psychology in Action: Psych Majors Rising Above the Challenge	05/03/2016	05/03/2016	8.0	TECHNICAL	University of Batangas Lipa Campus
Understanding the Psychology of Emotions: A Guide to Emotional Wellness	06/02/2016	06/02/2016	8.0	TECHNICAL	Philippines Mental Health Association Lipa-Batangas Chapter(PMHA)
Best Practices for Psychometricians: Psychological Assessment in the Philippines	04/12/2015	04/12/2015	8.0	TECHNICAL	PsycheGuide Association Inc. and Psychological Organization for the Promotion of Mental Health
Psychological Debriefing on Natural Disturbances	18/07/2015	18/07/2015	8.0	TECHNICAL	University of Batangas Lipa Campus
Putting Psychology Values at Work: Ethics for Philippine Psychologists	04/10/2014	04/10/2014	8.0	TECHNICAL	Lyceum of the Philippines University
Why Do We Fall in Love? Understanding the Psychology of Love and Relationships	17/09/2014	17/09/2014	8.0	TECHNICAL	Philippines Mental Health Association Lipa-Batangas Chapter(PMHA)

-NOTHING FOLLOWS-

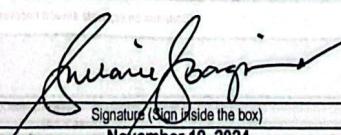
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	N/A	N/A
INVITATION LAYOUT		
PHOTOGRAPHY		
Knowledge in technical recruitment		
Knowledge in Data Analysis		
Cooking		
Painting		
Knowledge in Inventory		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/19/2024
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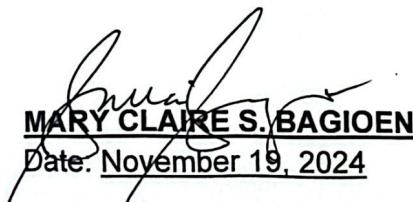
<p>Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
<p>35. a. Have you ever been found guilty of any administrative offense?</p>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
<p>b. Have you been criminally charged before any court?</p>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: N/A Status of Case/s: N/A												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
<p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>		<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: N/A												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): N/A												
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any Indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: N/A												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Ms. Emilia R. Malaluan</td> <td>Mataasnakahoy, Batangas</td> <td>9175491663</td> </tr> <tr> <td>Mrs. Lolita Orense</td> <td>San Jose, Batangas</td> <td>9175052307</td> </tr> <tr> <td>Ms. Vicky Manigbas</td> <td>Mataasnakahoy, Batangas</td> <td>9171381847</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Ms. Emilia R. Malaluan	Mataasnakahoy, Batangas	9175491663	Mrs. Lolita Orense	San Jose, Batangas	9175052307	Ms. Vicky Manigbas	Mataasnakahoy, Batangas	9171381847	 BAGIOEN, MARY CLAIRE S.
NAME	ADDRESS	TEL. NO.												
Ms. Emilia R. Malaluan	Mataasnakahoy, Batangas	9175491663												
Mrs. Lolita Orense	San Jose, Batangas	9175052307												
Ms. Vicky Manigbas	Mataasnakahoy, Batangas	9171381847												
<p>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.</p>		 Signature (Sign inside the box) November 19, 2024 Date Accomplished												
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <table border="1"> <tr> <td>Government Issued ID: TIN</td> </tr> <tr> <td>ID/License/Passport No.: 728-091-314</td> </tr> <tr> <td>Date/Place of Issuance: August 16, 2018</td> </tr> </table>		Government Issued ID: TIN	ID/License/Passport No.: 728-091-314	Date/Place of Issuance: August 16, 2018	 Right Thumbmark									
Government Issued ID: TIN														
ID/License/Passport No.: 728-091-314														
Date/Place of Issuance: August 16, 2018														
<p>SUBSCRIBED AND SWORN to before me this 19th day of Nov. 2024, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1"> <tr> <td>GALLY D. TIPAN</td> </tr> <tr> <td>MHRMO</td> </tr> </table>			GALLY D. TIPAN	MHRMO										
GALLY D. TIPAN														
MHRMO														

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: November 7, 2023 – Present
- Position: Administrative Assistant II (Clerk IV)
- Name of Office/Unit: General Services Office
- Immediate Supervisor: Emilia R. Malaluan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
- Summary of Actual Duties
 - Develop and perform archival and record management with respect to records of offices and departments of the local government unit
 - Classify, store, retrieve, secure, track and archive records of properties (PPE land, building, vehicle, other machineries and infrastructure)
 - Prepares Report on Physical Count of Inventory (Semi-Expandable and Office Supplies)
 - Assist on the consolidation of Supplies
 - Establish and maintain the records of the unserviceable properties/turned over to the office of the General Service for safekeeping
 - Validate Pre-Inspection and Waste Material Report
 - Tagging for all serviceable and unserviceable PPE's
 - Prepare and verify unserviceable properties for disposal and validate Property Return Slip
 - Conduct periodic physical inventory of all government properties equipment and all its assets.
 - Prepare documents for procurement of Supplies and Property and for the repair and maintenance of vehicle and other property (Purchase Request, Canvas, Purchase Order, Requisition and Issue Slip, Acceptance and Inspection Slip, OBR, Acknowledgement Report, Inventory Custodian Slip, Waste Material Reports, Voucher)
 - Prepare documents for the insurance and LTO registration of Municipal Service Vehicle.
 - Prepare outgoing communication letters
 - Conduct Physical Inventory of Property, Plant and Equipment owned by the Municipality.
 - Prepares Report on Physical Count of Property, Plant and Equipment
 - Prepare APP CSE submitted to PS-DBM.
- Duration: September 20, 2021 – November 6, 2023
- Position: Administrative Aide III(Clerk I)
- Name of Office/Unit: General Services Office
- Immediate Supervisor: Emilia R. Malaluan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
- Summary of Actual Duties
 - Develop and perform archival and record management with respect to records of offices and departments of the local government unit
 - Classify, store, retrieve, secure, track and archive records of properties (PPE land, building, vehicle, other machineries and infrastructure)
 - Prepares Report on Physical Count of Inventory
 - Assist on the consolidation of Supplies
 - Establish and maintain the records of the unserviceable properties/turned over to the office of the General Service for safekeeping
 - Validate Pre-Inspection and Waste Material Report
 - Tagging for all serviceable and unserviceable PPE's
 - Prepare and verify unserviceable properties for disposal and validate Property Return Slip
 - Conduct periodic physical inventory of all government properties equipment and all its assets.

- Prepare documents for procurement of Supplies and Property and for the repair and maintenance of vehicle and other property (Purchase Request, Canvas, Purchase Order, Requisition and Issue Slip, Acceptance and Inspection Slip, OBR, Acknowledgement Report, Inventory Custodian Slip, Waste Material Reports, Voucher)
 - Prepare documents for the insurance of Municipal Service Vehicle.
-
- Duration: July 8, 2019 - September 17, 2021
 - Position: Job Order/Clerical Aide
 - Name of Office/Unit: General Services Office
 - Immediate Supervisor: Emilia R. Malaluan
 - Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
- Summary of Actual Duties
 - Assist on Classifying, storing, retrieval, securing, tracking and archiving of records on properties (PPE land, building, vehicle, other machineries and infrastructure)
 - Assist on the preparation of Report on Physical Count of Inventory
 - Assist on maintaining the records of the unserviceable properties/turned over to the office of the General Service for safekeeping
 - Validate Pre-Inspection and Waste Material Report
 - Assist on tagging for all serviceable and unserviceable PPE's
 - Assist on the Conduct periodic physical inventory of all government properties equipment and all its assets.
 - Assist on the Preparation of documents for procurement of Supplies and Property and for the repair and maintenance of vehicle and other property (Purchase Request, Canvas, Purchase Order, Requisition and Issue Slip, Acceptance and Inspection Slip, OBR, Acknowledgement Report, Inventory Custodian Slip, Waste Material Reports, Voucher)
 - Assist on the Preparation of documents for the insurance of Municipal Service Vehicle.



MARY CLAIRE S. BAGIOEN

Date: November 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. MARY CLAIRE S. BAGIOEN as Administrative Officer I (Supply Officer I) in the Mayor's Office- Office of the Municipal General Services Officer 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

~~Municipal Mayor~~

—GENERAL FUNCTION OF THE UNIT OR SECTION

Takes custody and accountable for all properties.



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 I (Supply Officer I) in the Office of the Mayor's Office- Office of the Municipal General Services Officer of this municipality, with Salary Grade 10 amounting to TWO HUNDRED NINETEEN THOUSAND FOUR HUNDRED THIRTY TWO PESOS (P 219,432.00) per annum as per Annual Budget CY-2024 of this municipality.

Issued this 16th day of December , 2024 at Mataasnakahoy, Batangas.


LENILYN C. CARAAN
Municipal Accountant

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

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

**Administrative Officer I
(Supply Officer I)**

2. ITEM NUMBER

22

3. SALARY GRADE

10

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

Province
 City
 Municipality

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

5th Class
 6th Class
 Special

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

Local Government Unit of Mataasnakahoy, Batangas

6. BUREAU OR OFFICE

Mayor's Office- Office of the Municipal General Services Officer

7. DEPARTMENT / BRANCH / DIVISION

Mayor's Office- Office of the Municipal General Services Officer

8. WORKSTATION / PLACE OF WORK

9. PRESENT APPROP ACT

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

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P 18,286.00

12. OTHER COMPENSATION

PERA	P 2,000.00
Clothing Allow.	7,000.00
Cash Gift	5,000.00
Year End Bonus	18,286.00
Mid-year Bonus	18,286.00
PEI	5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Municipal Government Assistant Department Head

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

N/A

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

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

POSITION TITLE

ITEM NUMBER

Administrative Aide III

26

Administrative Aide I

27

Administrative Aide I

28

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

Computer/Laptop, Printer, Logbook, Telephone

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive /

General Public

Managerial

Supervisors

Non-Supervisors

Staff

Other Agencies

Others (Please Specify): _____

18. WORKING CONDITION

Office Work

Other/s (Please Specify)

Field Work

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

Takes custody and accountable for all properties, real or personal, owned by the local government unit and archival and record management with respect to records of offices and departments of this municipality.

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

Assist the Municipal Government Assistant Department Head in relation to procurement, inspection, acceptance, maintenance and inventory of materials, equipment and properties to support the efficient operations of the office.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility

21e. Core Competencies

Competency Level

3.1f Leadership Competencies

Competency Level

22 STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Competency Level

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
10%	In-charge of the receipt and issuance of supplies and equipment to the different offices;	
15%	Assist in consolidating and preparing requisitions of supplies, materials and other sundry items for purchase on quantity basis;	
20%	Conduct regular inventory and disposal of property and office equipment based on existing rules and regulations;	
15%	Prepare and maintain necessary reports regarding inventory and disposal of property and equipment;	None Yet
10%	Issuances of supplies and other reports on supply and property management;	
15%	Coordinate with the Accounting Department regarding reconciliation of delivered supplies, materials, and equipment for the book of accounts;	
15%	Perform other duties and responsibilities that may be assigned by immediate supervisor 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.

MARY CLAIRE S. BAGIOEN 12/16/2024

Employee's Name, Date and Signature

EMILIA R. MALALUAN 12/16/2024

Signature



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy 
BACONG PILIPINAS

OATH OF OFFICE

I, Mary Claire S. Bagioen of Brgy. Nangkaan, Mataasnakahoy, Batangas, having been appointed to the position of Administrative Officer I (Supply Officer 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.



MARY CLAIRE S. BAGIOEN

(Signature over Printed Name of the Appointee)

Government ID: TIN ID
ID Number : 728-091-314
Date Issued : August 16, 2018

Subscribed and sworn to before me this 16th day of December, 2024 in Mataasnakahoy Batangas, Philippines.



JANET MAGPANTAY ILAGAN
Municipal Mayor

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

v.p.

UB DRY SEAL

Prepared by: tsmb
Checked by: map

Verified by: Mervin A. Pagcaliwagan
Assistant Registrar

Certified True & Correct: DR. NENITA E. CUEVAS
University Registrar

JUN 13 2017

Page 1

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Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



CS Form No. 4
Revised 2018

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. MARY CLAIRE S. BAGIOEN has assumed the duties and responsibilities as Administrative Officer I (Supply Officer I) in the Mayor's Office-Office of the Municipal General Services Officer effective December 16, 2024.

This certification is issued in connection with the issuance of the appointment of Ms. Bagioen as Administrative Officer I (Supply Officer I),

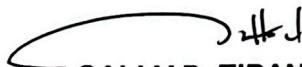
Done this 16th day of December 2024 in Mataasnakahoy, Batangas.


JANET MAGPANTAY ILAGAN

Municipal Mayor

Date: December 16, 2024

Attested by:


GALLY D. TIPAN

Mun. Human Res. Mgt. Officer

201 file
Admin
COA
CSC



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



OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

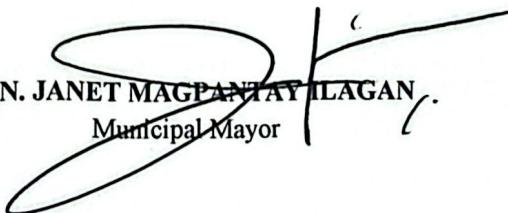
CERTIFICATION

This is to certify that Ms. **MARY CLAIRE S. BAGIOEN**, Administrative Assistant II (Clerk IV) of the Mayor's Office- Office of the General Services Officer, got a Very Satisfactory Performance, with a numerical rating of 4.3375 in her Individual Performance Commitment Review (IPCR) for the January-June 2024 rating period.

Issued this 16th day of December 2024 at Mataasnakahoy, Batangas.


GALLY D. TIPAN
MGDH-MHRMO

Noted by:


HON. JANET MAGPANTAY ILAGAN
Municipal Mayor

Joining hands for **M**ataasnakahoy's **i**nterest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



CO-20200204-029



Republic of the Philippines
Civil Service Commission
Quezon City



Certification of Eligibility

This is to certify that

MARY CLAIRE S. BAGIOEN

has been granted a Civil Service Eligibility for passing/qualifying in the
Career Service Professional Examination
with a rating of 81.40 conducted by the Civil Service Commission
in Batangas City on August 12, 2018.

Issued upon the request of Ms. BAGIOEN this 4th day of February 2020.

Date of Birth : March 10, 1997
Place of Birth : MKAHOY BATS
Book Number : R-4 CSP 08.12.18 RROF
Page Number : 24
Seq./Line No. : 461
Card/Cert. No. : 208750
Examinee No. : October 09, 2018
Date of Release : Date of Effectivity

By Authority of the Commission

RAMON JUN D. ACLAN
Chief Human Resource Specialist
Integrated Records Management Office

WARNING : Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution under RA 9416.
Any alteration, erasure, or absence of the official dry seal of the Commission shall invalidate this certification.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

BAGIOEN, MARY CLAIRE SAYAS
TIN: 728-091-314-000

150 NANGKAAN

MATAASNAKAHOY
BATANGAS

DATE OF BIRTH: 03-10-1997

DATE OF ISSUE: 08-16-2018

SIGNATURE



CERTIFIED AUTHENTICATED COPY

MYLENE F. MUYANO

Supervising Human Resource Specialist
Integrated Records Management Office

OR No. 7494101-6 dated February 04, 2020

Bawat Kawani, Lingkod Bayani

CSC Building, IBP Road, Batasan Hills, 1126 Quezon City (02) 931-7935/(02) 931-7939/(02) 931-8092 cscphil@csc.gov.ph www.csc.gov.ph



University of Batangas

LIPA CITY

Sa Lahat ng Makatutunghay sa Kasulatang Ito
To All Persons To Whom These Presents May Come

MAPITAGANG BATI: GREETINGS

Ipinababatid na ang Lupon ng mga Katiwala, sa paggamit ng kapangyarihang kaloob ng Republika ng Pilipinas at sa tagubilin ng Sanggunian ng Pamantasan, ay naggawad kay Philippines, and on the recommendation of the University Faculty, has conferred upon

Mary Claire Sayas Bagioen

na nakatupad sa lahat ng kinakailangan ukol dito ng kursong who has fulfilled all the requirements thereof, the degree of

Bachelor of Science in Psychology

kalakip ang lahat ng karapatan, karangalan at mga pribilehiyo gayon din ang mga tungkulin at pananagutang nauukol dito. with all the rights, honors and privileges as well as the obligations and responsibilities thereunto appertaining.

Bilang katunayan ay taglay nito ang tatak ng Pamantasan at ang mga lagda In testimony whereof, hereunto are affixed the seal of the University and the signatures ng Pangulo ng Pamantasan, ng Dekano at ng Tagatala. of the University President, the Dean of the College and the University Registrar.

*Iginawad sa Lungsod ng Lipa, Pilipinas ngayong ika -20 ng Abril 2017.
Given at Lipa City, Philippines this 20th day of April 2017.*

Special Order (B)(R-IVA)
No. 50-305201-0093 s.2017
Issued on April 27, 2017

TAGATALA
Registrar

DEKANO
Dean

PANGULO
President



University of Batangas

LIPA CITY



OFFICIAL TRANSCRIPT OF RECORDS

Name: BAGIOEN, MARY CLAIRE SAYAS	Student No.: 1320113	Sex: F
Address: Nangkaan Mataasnakahoy, Batangas		
College of Education, Arts & Sciences		
Entrance Credential: Form 137A - Bayorbor National High School	Date Admitted:	First Semester 2013-2014
Preliminary Education:		
Elementary: P. Elem. ng Nangkaan	Year Graduated:	2008 - 2009
High School: Bayorbor National High School	Year Graduated:	2012 - 2013
Degree/Title Conferred: Bachelor of Science in Psychology	Major:	
Date of Graduation: April 20, 2017	S.O. No.	50-305201-0093 s.2017
		Date Issued: April 27, 2017

C O U R S E S (With Descriptive Titles)	GRADES		CREDITS
	FINAL	RE-EX/ COMPL'N	
FIRST SEMESTER 2013-2014			
ENG 101	English Communication 1	2.25	3
ENGPROF1	ENGLISH PROFICIENCY	2.50	3
FIL 101	Komunikasyon sa Akademikong Filipino	2.25	3
MATH 101	College Algebra	2.50	3
NS 101	Earth Science	2.25	3
NSTP/CWTS1	NSTP/CWTS 1	1.75	3
PE 101	Physical Fitness and Gymnastics	2.00	2
UBCV 101	UB History, Founders and Values	2.00	1
SECOND SEMESTER 2013-2014			
ENG 102	English Communication 2	2.25	3
FIL 102	Pagbasa at Pagsulat Tungo sa Pananaliksik	1.75	3
MATH 102	Trigonometry	2.75	3
NS 102	Biological Science	1.50	3
NSTP/CWTS2	NSTP/CWTS 2	1.50	3
PE 102	Fundamentals of Rhythmic Activities	1.25	2
PSY 101	General Psychology with Drug Education	1.75	3
SOC SCI 101	Philippine History	2.50	3
UBCV 102	Faith in God	1.25	1
FIRST SEMESTER 2014-2015			
CHEM101	General Chemistry	CERTIFIED TRUE COPY OF THE ORIGINAL	5
ENG 103	Modern Communication	<i>[Signature]</i>	3
ENG 104	Philippine Literature	<i>[Signature] CFSM</i>	3
INFOTECHB	Introduction to Information and Communications Technology	<i>[Signature]</i>	3
PE 103	Individual/Dual Sports	<i>[Signature] DR. NENITA E. CUEVAS</i>	2
PSY 101B	Theories of Personality	<i>[Signature] University Registrar</i>	3
PSY 102B	Developmental Psychology	<i>[Signature]</i>	3
SOC SCI 102	Pol. & Governance w/ Phil. Const.	<i>[Signature]</i>	3
UBCV 103	Love of Wisdom	<i>[Signature]</i>	1
SECOND SEMESTER 2014-2015			
INFOTECH 102	Productivity Tools and Database Application	1.50	3
PE 104	Team Sports	1.75	2
PHY 101S	General Physics	1.75	5
PSY 108	Psychological Assessment	1.75	5

GRADING SYSTEM:

1.00 - 99 - 100%	1.75 - 90 - 92%	2.50 - 81 - 83%
1.25 - 96 - 98%	2.00 - 87 - 89%	2.75 - 78 - 80%
1.50 - 93 - 95%	2.25 - 84 - 86%	3.00 - 75 - 77%
5.00 - Failed	Inc - Incomplete	

Remarks: cont. on the next page

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UB DRY SEAL
REV. APR. 2007 TAYBPrepared by: *[Signature]*
Checked by: *[Signature]*Verified by: *[Signature]*
MERVIN A. PAGCALIWAGAN
Assistant RegistrarCertified True & Correct: *[Signature]*
DR. NENITA E. CUEVAS
University Registrar

I JUN 13 2017

Page 1



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University of Batangas

LIPA CITY



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COURSES (With Descriptive Titles)	GRADES		CREDITS
	FINAL	RE-EX/ COMPL'N	
PSY LRN	1.75		3
PSY SOC	1.75		3
PSYSTAT	2.00		5
FIRST SEMESTER 2015-2016			
FIL 103	2.00		3
FL 1 S	1.50		3
HUM 101	1.00		3
PSY 104	1.75		5
PSY 109A	1.75		3
PSY 110 ELEC	1.75		3
SOC SCI 103	1.50		3
ZOO 101A	2.00		5
SECOND SEMESTER 2015-2016			
BOT 101	2.00		5
ENG 105	1.50		3
ENG 106	1.50		3
PSY 107 ELEC	1.50		3
PSY 111	1.75		3
PSY 113 ELEC	1.75		3
PSY 116	1.75		3
RIZAL COURSE	1.75		3
SOCSCI 104A	1.25		3
FIRST SEMESTER 2016-2017			
ED 104	2.00		3
FLANG 2	1.25		3
PHILO 101	1.75		3
PSY 114	1.75		3
PSY 115 ELEC	1.75		3
PSY 117	1.75		3
UBCV 104	1.50		1

GRADING SYSTEM:

1.00 - 99 - 100%	1.75 - 90 - 92%	2.50 - 81 - 83%
1.25 - 96 - 98%	2.00 - 87 - 89%	2.75 - 78 - 80%
1.50 - 93 - 95%	2.25 - 84 - 86%	3.00 - 75 - 77%

5.00 - Failed

Inc - Incomplete

Remarks: cont. on the next page

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Prepared by: *[Signature]*
Checked by: *[Signature]*

Verified by:

[Signature]
MERVIN A. PAGCALIWAGAN
Assistant Registrar

Certified True & Correct:

[Signature]
DR. NENITA E. CUEVAS
University Registrar

JUN 13 2017

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**University of
Batangas**
LIPA CITY



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		Date Issued: April 27, 2017

C O U R S E S (With Descriptive Titles)	G R A D E S		C R E D I T S
	F I N A L	R E - E X / C O M P L ' N	
SECOND SEMESTER 2016-2017			
PSY 118 ELEC	Current Issues in Psychology	1.75	3
PSY 119	Practicum in Psychology Children's Developmental and Intervention Center of Lipa (200 Hours)	1.75	3
PSY 120	novaSolutions Philippines, Inc. - Pasig City February 6, 2017 - March 14, 2017 (200 Hours) Board Review in Psychology	2.00	3
xxxxxxxxxxTRANSCRIPT CLOSEDxxxxxxxxxx			
 University of Batangas LIPA CITY			
CERTIFIED TRUE COPY OF THE ORIGINAL			
 f/ DR. NENITA E. CUEVAS University Registrar			
			

GRADING SYSTEM:

1.00 - 99 - 100%	1.75 - 90 - 92%	2.50 - 81 - 83%
1.25 - 96 - 98%	2.00 - 87 - 89%	2.75 - 78 - 80%
1.50 - 93 - 95%	2.25 - 84 - 86%	3.00 - 75 - 77%
5.00 - Failed	Inc - Incomplete	

Remarks: GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN PSYCHOLOGY (BS PSYCH) AS OF APRIL 20, 2017.

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UB DRY SEAL

Prepared by: 
Checked by: 

Verified by:

MERVIN A. PAGCALIWAGAN

Assistant Registrar

Certified True & Correct:

DR. NENITA E. CUEVAS

University Registrar

JUN 13 2017

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

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