

CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

(Stamp of Date of Receipt)



Mr. YVAN JAMES H. LALAMUNAN

You are hereby appointed as Administrative Aide I (Utility Worker I) (SG-1) _____
(Position Title)
under Permanent status at the Office of the Municipal Planning and Development Coordinator
(Permanent, Temporary, etc.) (Office/Department/Unit)
with a compensation rate of Ten Thousand One Hundred Forty Eight P 10,148.00
pesos per month.
The nature of this appointment is Original vice _____
(Original, Promotion, etc.)
N/A, who Vacant with Plantilla Item No. 65
(Transferred, Retired, etc.)
Page 5.

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

Subject to one (1) year
Probationary period

Very truly yours,

JANET MAGPANYAY ILAGAN
Municipal Mayor

March 20, 2025
Date of Signing

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

DRY SEAL

(Stamp of Date of Release)

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 (or) 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	LALAMUNAN		
FIRST NAME	YVAN JAMES		
MIDDLE NAME	HERNANDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	03/22/1999	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		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	If holder of dual citizenship, please indicate the details.	
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House Block Lot No. Purok 2 Subdivision/Village Street MATAASNAKAHOY BUBUYAN City/Municipality Barangay Province
7. HEIGHT (m)	1.60	ZIP CODE	4223
8. WEIGHT (kg)	70		N/A Purok 2 House Block Lot No. Street Subdivision/Village BUBUYAN Barangay MATAASNAKAHOY BATANGAS City/Municipality Province
9. BLOOD TYPE	B+		4223
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121253220525		
12. PHILHEALTH NO.	09-025676748-0		
13. SSS NO.	0442559397	19. TELEPHONE NO.	(043) 321-8957
14. TIN NO.	631-291-034-000	20. MOBILE NO.	09978198207
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	yvanjamesh22@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	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	LALAMUNAN			
FIRST NAME	HIPOLITO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	METRILLO			
25. MOTHER'S MAIDEN NAME	VICTORIA MENDOZA HERNANDEZ			
SURNAME	LALAMUNAN			
FIRST NAME	VICTORIA			
MIDDLE NAME	HERNANDEZ			

(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	BUBUYAN ELEMENTARY SCHOOL	ELEMENTRAY GRADUATE	2005	2011	Graduated	2011	N/A
SECONDARY	MATAASNAKAHOY NATIONAL HIGH SCHOOL	HIGH SCHOOL GRADUATE	2011	2015	Graduated	2015	N/A
VOCATIONAL / TRADE COURSE	TESDA-Organic Agriculture	NC-II	10/05/2021	11/09/2021	Graduated	2021	N/A
COLLEGE	BATANGAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT	2015	2019	Graduated	2019	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	03-05-25
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IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

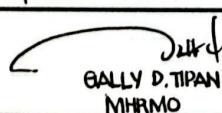
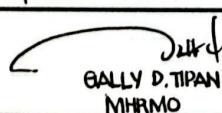
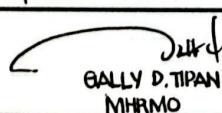
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)

SIGNATURE

DATE

03-03-25

<p>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,</p> <ol style="list-style-type: none"> within the third degree? within the fourth degree (for Local Government Unit - Career Employees)? 	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____												
<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: _____												
<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ End of Contract												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <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 checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
<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): _____												
<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> <ol style="list-style-type: none"> Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent? 	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 33%;">NAME</th> <th style="text-align: center; width: 33%;">ADDRESS</th> <th style="text-align: center; width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">QueenEsterM.Iglopas,LL.B.</td> <td style="text-align: center;">San Jose Batangas</td> <td style="text-align: center;">09155085595</td> </tr> <tr> <td style="text-align: center;">Engr. Michael R. Olarte,Enp</td> <td style="text-align: center;">Mataasnakahoy, Batangas</td> <td style="text-align: center;">09171890536</td> </tr> <tr> <td style="text-align: center;">Virgilio T. Hernandez</td> <td style="text-align: center;">Mataasnakahoy, Batangas</td> <td style="text-align: center;">09394905835</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	QueenEsterM.Iglopas,LL.B.	San Jose Batangas	09155085595	Engr. Michael R. Olarte,Enp	Mataasnakahoy, Batangas	09171890536	Virgilio T. Hernandez	Mataasnakahoy, Batangas	09394905835	 YVAN JAMES S. JIH ALAMINAN PHOTO
NAME	ADDRESS	TEL. NO.											
QueenEsterM.Iglopas,LL.B.	San Jose Batangas	09155085595											
Engr. Michael R. Olarte,Enp	Mataasnakahoy, Batangas	09171890536											
Virgilio T. Hernandez	Mataasnakahoy, Batangas	09394905835											
<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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: UMID</p> <p>ID/License/Passport No.: 2436044</p> <p>Date/Place of Issuance: 07/19/19 Batangas</p>	 Signature (Sign inside the box) 07-03-25 Date Accomplished	 Right Thumbmark											
<p>SUBSCRIBED AND SWORN to before me this <u>3rd day of March 2025</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 10px;">  BALLY D. TIPAN MHRMO Person Administering Oath </td> </tr> </table>			 BALLY D. TIPAN MHRMO Person Administering Oath										
 BALLY D. TIPAN MHRMO Person Administering Oath													

WORK EXPERIENCE SHEET

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

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

- Duration: October 18, 2021 – Present
- Position: Job Order/Clerical Aide
- Name of Office/Unit: Office of the Municipal Planning and Development Coordinator
- Immediate Supervisor: Engr. Michael R. Olarte
- Name of Agency/Organization and Location: LGU-Mataasnakahoy, Mataasnakahoy, Batangas.
 - List of Accomplishments and Contributions (if any)
 - Successfully Uploaded Notice of Award and Proceed to PhilGeps Portal.
 - Top 2 for Outstanding Performance in Subabayyan Data Encoding for Cluster 3, June 16, 2022.
 - Top 1 for Outstanding Performance in Subabayyan Data Encoding for Cluster 3 Activity FY 2020-2021, September 15, 2022.
 - On time Submission of Procurement Monitoring Report and Supplemental Procurement Plan to GPBB and COA.
 - Summary of Actual Duties
 - Responsible for Data Encoding in SUBAYBAYAN, RSSA, PhilGeps Portal, Preparation/Formulation of reports such as Supplemental Procurement Plan and Procurement Monitoring Report, Create Notice of Award and Proceed for Regular BacReso, Assisting in gathering of Bidding Documents, Filling Bidding Document for Full Disclosure, Alternate Coordinator for PSA-Provincial Product Account data gathering, and Different Administrative work assigned by my co-workers and our Department Head.



YVAN JAMES H. LALAMUNAN

(Signature over Printed Name of Employee/Applicant)

Date: 03/03/25



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 Mr. Yvan James H. Lalamunan as Administrative Aide I (Utility Worker I) in the Office of the Municipal Planning and Development Coordinator 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 I (Utility Worker I) in the Office of the Municipal Planning and Development Coordinator of this municipality, with Salary Grade 1 amounting to ONE HUNDRED TWENTY ONE THOUSAND SEVEN HUNDRED SEVENTY SIX PESOS (P 121,776.00) per annum as per Annual Budget CY-2025 of this municipality.

Issued this 20th day of March , 2025 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 Aide I (Utility Worker I)															
2. ITEM NUMBER 65		3. SALARY GRADE 1															
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS																	
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input checked="" 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 Local Government Unit of Mataasnakahoy, Batangas		6. BUREAU OR OFFICE Office of the Municipal Planning and Development															
7. DEPARTMENT / BRANCH / DIVISION Office of the Municipal Planning and Development		8. WORKSTATION / PLACE OF WORK Office of the Municipal Planning and Development															
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 10,148.00		12. OTHER COMPENSATION <table> <tr> <td>PERA</td> <td>P 2,000.00</td> </tr> <tr> <td>Clothing Allow.</td> <td>7,000.00</td> </tr> <tr> <td>Cash Gift</td> <td>5,000.00</td> </tr> <tr> <td>Year End Bonus</td> <td>10,148.00</td> </tr> <tr> <td>Mid-year Bonus</td> <td>10,148.00</td> </tr> <tr> <td>PEI</td> <td>5,000.00</td> </tr> </table>		PERA	P 2,000.00	Clothing Allow.	7,000.00	Cash Gift	5,000.00	Year End Bonus	10,148.00	Mid-year Bonus	10,148.00	PEI	5,000.00
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PEI	5,000.00																
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Municipal Planning and Development Coordinator		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR N/A															
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>																	
POSITION TITLE N/A		ITEM NUMBER N/A															
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Broom, Dustpan, Telephone, Computer, Logbook																	
17. CONTACTS / CLIENTS / STAKEHOLDERS																	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff	Occasional <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Frequent <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17b. External General Public Other Agencies Others (Please Specify): _____	Occasional <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Frequent <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 type="checkbox"/> <input type="checkbox"/>																	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Prepares comprehensive plans and other development program of the LGU.																	

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Maintain cleanliness and orderliness of the workplace and does other related work.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Must be able to read and write	None Required	None Required	None Required (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)			
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here.)</i>		
20%	Maintain the cleanliness and orderliness in the office		
20%	Assist in gathering of bidding documents and filing of bidding document for full disclosure;		
20%	Responsible for Data Encoding in SUBAYBAYAN, RSSA, PhilGeps Portal;		
10%	Create Notice of Award and Proceed for regular BacReso;		
10%	File incoming and out going communications;		
20%	Perform other functions and responsibilities 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.			
<u>YVAN JAMES H. LALAMUNAN 03/20/2025</u> Employee's Name, Date and Signature		<u>Engr. MICHAEL R. OLARTE 03/20/2025</u> MPBC, Date and Signature	



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy



OATH OF OFFICE

I, Yvan James H. Lalamunan of Brgy. Bubuyan, Mataasnakahoy, Batangas having been appointed to the position of Administrative Aide I (Utility Worker 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.

YVAN JAMES H. LALAMUNAN

(Signature over Printed Name of the Appointee)

Government ID: UMID ID
ID Number : 2436044
Date Issued : July19, 2019

Subscribed and sworn to before me this 20th day of March, 2025 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. YVAN JAMES H. LALAMUNAN has assumed the duties and responsibilities as Administrative Aide I (Utility Worker I) in the Office of the Municipal Planning and Development Coordinator effective March 20, 2025.

This certification is issued in connection with the issuance of the appointment of Mr. Lalamunan as Administrative Aide I (Utility Worker I).

Done this 20th day of March 2025 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: March 20, 2025

Attested by:

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

201 file
Admin
COA
CSC

Republic of the Philippines
BATANGAS STATE UNIVERSITY
Lipa City, Batangas
OFFICE OF THE UNIVERSITY REGISTRAR
~~OFFICIAL TRANSCRIPT OF RECORDS~~
BANTANGAS STATE UNIVERSITY
National Engineering University
Lipa Campus
Lipa City

03/04/2025

JENELYN M. GUTIERREZ

Head, Registration Services

Name : **LALAMUNAN, YVAN JAMES HERNANDEZ** Sex : Male
Date of Birth : March 22, 1999 Parent/ Guardian : Hipolito Lalamunan
Place of Birth : Brgy. Bubuyan, Mataasnakahoy, Batangas Address : Brgy. Bubuyan, Mataasnakahoy, Batangas

ENTRANCE DATA

Basis of Admission : Form 137-A Year Admitted : First Semester 2015-2016
Admitted To : College of Accountancy, Business and Economics High School/ College : Mataasnakahoy National High School
Degree Program : Bachelor of Science In Business Administration Address : Mataasnakahoy, Batangas

RECORD OF GRADUATION

Elementary	: Bubuyan Elementary School	Year Graduated	: 2011
Secondary	: Mataasnakahoy National High School	Year Graduated	: 2015
Degree/ Title	Bachelor of Science in Business Administration		
Major(s)	: Marketing Management	Minor(s)	: X-X-X
Date of Graduation	: June 20, 2019	Honors/ Distinction	: X-X-X

Course Code	Course Description	Final Grades	Credits
<u>First Semester 2015-2016</u>			
ACTG 101	Accounting for Non-Accountants 1	4.00/3.00	3
ENG 100	English Plus	2.50	(3)
FIL 101	Komunikasyon sa Akademikong Filipino	2.00	3
MATH 103	College Algebra	3.00	3
MGT 101	Principles of Management	4.00/3.00	3
NS 101	Earth and Environmental Sciences	2.25	3
NSTP 101	National Service Training Program 1	3.00	3
PE 101	Physical Fitness, Gymnastics and Aerobics	1.25	2
SS 101	General Psychology	3.00	3
<u>Second Semester 2015-2016</u>			
ACTG 102	Accounting for Non-Accountants 2	2.50	3
ENG 101	Advanced Grammar and Composition	2.25	3
FIL 102	Pagbasa at Pagsulat Tungo sa Pananaliksik	3.00	3
MATH 118	Mathematics of Investment	5.00	0
MKT 101	Principles of Marketing	5.00	0
NS 102	Biological Sciences	2.50	3
NSTP 102	National Service Training Program 2	2.00	3
PE 102	Rhythmic Activities	1.50	2
SS 105	Basic Economics with Taxation and Land Reform	4.00/3.00	3
<u>Summer 2016</u>			
COMP 101	Introduction to Computer Science	4.00/3.00	3
ENG 102	Study and Thinking Skills in English	2.50	3
FIN 101	Basic Finance: Money, Banking and Credit	2.00	3

*****Continuation on Sheet 2*****

GRADING SYSTEM					
1.00	- Excellent	2.00	- Meritorious	4.00	- Conditional Failure
1.25	- Superior	2.25	- Very Satisfactory	5.00	- Failure
1.50	- Very Good	2.50	- Satisfactory	Inc.	- Incomplete
1.75	- Good	2.75	- Fairly Satisfactory	Drp.	- Dropped
		3.00	- Passing		

Prepared by:

JENELYN M. GUTIERREZ
Administrative Aide VI

Verified by:

ANICIA M. VILLENA, MPA
Registrar I

Certified Correct:

BENTILDA A. DEL ROSARIO
OIC-University Registrar

Date : August 30, 2019

Not valid without university dry seal and
original signature of the University Registrar

CERTIFIED TRUE COPY:

03/04/2025

Republic of the Philippines

BATANGAS STATE UNIVERSITY

Lipa City, Batangas

JENELYN M. GUTIERREZ
Head, Registration ServicesOFFICE OF THE UNIVERSITY REGISTRAR
OFFICIAL TRANSCRIPT OF RECORDS

BATANGAS STATE UNIVERSITY

International Engineering University

Lipa Campus
Lipa City

Name

: LALAMUNAN, YVAN JAMES HERNANDEZ

Course Code	Course Description	Final Grades	Credits
Midterm Class 2016			
MATH 118	Mathematics of Investment	4.00/3.00	3
MKT 101	Principles of Marketing	1.75	3
First Semester 2016-2017			
ACTG 203	Financial Accounting and Reporting 1	4.00/3.00	3
COMP 102	Business Applications	2.00	3
ECO 201	Microeconomics: Theory and Applications	3.00	3
ENG 103	Oral Communication	2.25	3
HUM 101	Introduction to Humanities: Art Appreciation	1.25	3
MGT 102	Human Behavior in Organization	3.00	3
PE 103	Individual and Dual Sports	2.00	2
SS 103	Society and Culture with Responsible Parenthood	2.50	3
STAT 103	Business Statistics	4.00/3.00	3
Second Semester 2016-2017			
BPO 201	Fundamentals of Business Process Outsourcing 1	2.75	3
FIN 104	Business Finance	2.50	3
LAW 101	Laws on Obligations and Contracts	Inc./3.00	3
MATH 122	Quantitative Techniques in Business	5.00	0
MGT 103	Human Resource Management	3.00	3
MKT 202	Professional Salesmanship	2.25	3
MKT 203	Marketing Research	1.75	3
PE 104	Team Sports	1.50	2
SS 106	Politics and Governance with Philippine Constitution	2.50	3
Midterm Class 2017			
BPO 202	Fundamentals of Business Process Outsourcing 2	2.00	3
COMP 103	Management Information System	1.75	3
MATH 122	Quantitative Techniques in Business	2.75	3
First Semester 2017-2018			
BPO 303	Business Communications	1.75	3
HUM 107	Foreign Language 1	2.00	3
LAW 102	Laws on Business Organization	2.00	3
MGT 104	Production and Operations Management	2.25	3
MGT 105	Total Quality Management	1.75	3
MGT 106	Entrepreneurial Management	2.00	3
MKT 304	Product Management	2.50	3
MKT 305	Distribution Management	2.00	3
TAX 101	Income Taxation	1.50	3
Second Semester 2017-2018			
BPO 304	Service Culture	2.50	3
LAW 105	Sales Agency and Credit Transaction	2.50	3
LIT 101	Literatures of the Philippines	2.50	3
MGT 107	Good Governance and Social Responsibility	2.00	3
MKT 306	Integrated Marketing Communication	2.25	3
MKT 307	Retail Marketing e-Tailing	1.75	3
MKT 308	Service Marketing	2.50	3
RES 101	Introduction to Research	1.75	3
SS 102	Philippine History	3.00	3

*****Continuation on Sheet 3*****

Prepared by:

JENELYN M. GUTIERREZ
Administrative Aide VI

Verified by:

ANICIA M. VILLENA, MPA
Registrar I

Certified Correct:

BENILDA A. DEL ROSARIO
OIC-University Registrar

Date : August 30, 2019

Not valid without university dry seal and
original signature of the University RegistrarLC-TOR
6610

Republic of the Philippines
BATANGAS STATE UNIVERSITY
 Lipa City, Batangas
 OFFICE OF THE UNIVERSITY REGISTRAR
OFFICIAL TRANSCRIPT OF RECORDS
 BATANGAS STATE UNIVERSITY
 National Engineering University
 Lipa Campus
 Lipa City

Name : LALAMUNAN, YVAN JAMES HERNANDEZ

Course Code	Course Description	Final Grades	Credits
Midterm Class 2018			
SS 104	Life and Works of Rizal	2.00	3
BPO 405	Principles of System Thinking	3.00	3
HUM 102	Introduction to Philosophy	1.75	3
LAW 104	Laws on Negotiable Instruments	2.50	3
MKT 409	Strategic Marketing Management	1.75	3
MKT 410	Marketing Management	1.75	3
MKT 411	Special Topics in Marketing Management with Seminar	1.75	3
RES 103	Feasibility Study	1.25	3
SS 116	Personality Development	2.50	3
First Semester 2018-2019			
MKT 412	Internship Training for Marketing Management	1.25	10
GRADUATION APPROVED AS PER AUTHORITY DELEGATED TO THE UNIVERSITY PRESIDENT BY VIRTUE OF BOARD OF REGENTS RESOLUTION NO. 706 SERIES 2017			
*****TRANSCRIPT CLOSED*****			

CERTIFICATION

This certifies that under Republic Act No. 9045, BATANGAS STATE UNIVERSITY
is exempted from issuing Special Order by the Commission on Higher Education.

Prepared by:

JENELYN M. GUTIERREZ
 Administrative Aide VI

Verified by:

ANICIA M. VILLENA, MPA
 Registrar I

Certified Correct:

BENILDA A. DEL ROSARIO
 OIC-University Registrar

Date : August 30, 2019

Not valid without university dry seal and
original signature of the University Registrar



LC-TOR
6631

Batangas State University

PAMBANSANG PAMANTASAN NG BATANGAS

Lipa City, Batangas

Sa Lahat ng Makatutunghay sa Kasulatan ito,

To All Whom This Presents May Come,

Mapitagang Bati:

Greetings:

CERTIFIED TRUE COPY:

JENILYN M GUTIERREZ
Head, Registration Services

03/04/2025

BATANGAS STATE UNIVERSITY
The National Engineering University
Lipa Campus
Lipa City

ipinababatid na ang Lupon ng mga Katiwala, sa bina ng kasangguthang

Be it known that the Board of Regents, by virtue of the authority

ipinaghahow dito ng Republika ng Pilipinas at sa rekomendasyon ng Sangguniang Pangakademiko ng Pamantasan
vested in it by the Republic of the Philippines and upon recommendation of the University Academic Council

ay naggawad kay

has conferred upon

Dyan James H. Lalamunan

na nahatugon sa lahat ng mga hagingan na may kaugayan sa degring

who has completed all the requirements pertaining thereto the degree of

Batsilyer ng Agham sa Pangangasiwa ng Negosyo

(Bachelor of Science in Business Administration)

lalip ang lahat ng mga karapatan, karangalan at pribilehiyo gayun din ang mga tungkulin at paranaagutang
with all the rights, honors and privileges as well as the obligations and responsibilities

nauuhol dito. Bilang katurayan, taglay nito ang tatak ng Pamantasan
appertaining thereto. In witness thereof, the seal of the University

at ang lagda ng Tagatala at Pangulo.

and the signatures of the University Registrar and University President are hereunto affixed.

Nilagdaan ngayong ika-20 ng Hunyo 2019 sa Lungsod ng Batangas, Pilipinas.

Signed this 20th day of June 2019 at Batangas City, Philippines.

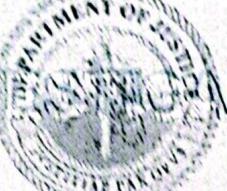


MERILITA B. MENDOZA
TAGATALA
Registrar

The signature of Tirso A. Ronquillo, Ph.D., President of Batangas State University.

TIRSO A. RONQUILLO, Ph.D.
PANGULO
President

NATIONAL BUREAU OF INVESTIGATION NATIONAL BUREAU OF INVESTIGATION



Republic of the Philippines
Department of Justice
National Bureau of Investigation

40841243



RAONG PILIPINAS

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

NSID NO.
L455CYVS99-RA1693845

FAMILY NAME
LALAMUNAN

MIDDLE NAME
HERNANDEZ

ADDRESS
BRGY BUBUYAN MATAASNAKAHOY BATANGAS

DATE OF BIRTH
March 22, 1999

CITIZENSHIP
FILIPINO
PURPOSE

MULTI-PURPOSE CLEARANCE

REMARKS
NO RECORD ON FILE

VALID UNTIL
March 04, 2026

FIRST NAME
YVAN JAMES

HUSBAND'S SURNAME

PLACE OF BIRTH
MATAASNAKAHOY BATANGAS

CIVIL STATUS
SINGLE

GENDER
MALE

SIGNATURE



L455CYVS99-RA1693845

JUDGE JAIME B. SANTIAGO (RET.)
Director

Date Printed: Tuesday, March 4, 2025 02:32 PM

Agency	RA	DATID	dampilm
CASID	dampilm	BIOID	dampilm
O.R. No.	MP4VRVAHOT	RECID	IN1ID
O.R. Date	03/04/2025 2:30:19 PM	PRTID	gonzagatv
DST PAID			



MinCtbl Form No. 102
(Revised January 1993)

(To be accomplished in quadruplicate)

(Copy for OCRG)

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF LIVE BIRTH

(Fill out completely, accurately and legibly. Use ink or typewriter.
Place X before the appropriate answer in items 2, 5a, 5b and 10a.)

Province Batangas
City/Municipality Katakomboy

Registry No.
99-113

REMARKS/ANNOTATION

1. NAME (First) <u>IVAN</u> (Middle) <u>JAMES</u> (Last) <u>HERNANDO</u>	2. SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	3. DATE OF BIRTH (day) <u>22</u> (month) <u>March</u> (year) <u>1999</u>
4. PLACE OF BIRTH (Name of Hospital/Clinic/Institution/ House No., Street, Barangay) <u>Brgy. Katakomboy, Batangas</u>		
5a. TYPE OF BIRTH <input checked="" type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> 3 Triplet, etc.	b. IF MULTIPLE BIRTH, CHILD WAS <input type="checkbox"/> 1 First <input type="checkbox"/> 2 Second <input type="checkbox"/> 3 Others, Specify <u>None</u>	
c. BIRTH ORDER (live births and fetal deaths including this delivery) <u>1st, second, third, etc.</u>	d. WEIGHT AT BIRTH <u>3175</u> grams	
6. MAIDEN NAME <u>Victoria</u>	(Last) <u>Mendoza</u>	
7. CITIZENSHIP <u>Filipino</u>	8. RELIGION <u>R. Catholic</u>	
9a. Total number of children born alive: <u>4</u>	b. No. of children still living including this birth: <u>4</u>	c. No. of children born alive but are now dead: <u>0</u>
10. OCCUPATION <u>Housekeeper</u>	11. Age at the time of this birth: <u>21</u> years	
12. RESIDENCE (House No., Street, Barangay) <u>Brgy. Katakomboy, Batangas</u>	(City/Municipality) <u>Katakomboy</u>	(Province) <u>Batangas</u>
13. NAME (First) <u>Hipolito</u> (Middle) <u>Matrillo</u> (Last) <u>Indumentos</u>	14. CITIZENSHIP <u>Filipino</u>	
15. RELIGION <u>R. Catholic</u>	16. OCCUPATION <u>Day laborer</u>	
17. Age at the time of this birth: <u>26</u> years		

18. DATE AND PLACE OF MARRIAGE OF PARENTS (If not married, accomplish Affidavit of Acknowledgment/Admission of Paternity at the back.)

July 20, 1992 M. Kahoy, Batangas

19a. ATTENDANT Physician Nurse Midwife 4 Hobit (Traditional Midwife) 5 Others (Specify) None

19b. CERTIFICATION OF BIRTH

I hereby certify that I attended the birth of the child who was born alive at 11:00 A.M. o'clock am/pm on the date stated above.

Signature Lia Name in Print LEONIDA B. ALVIES

Title or Position Midwife

Address Brgy. Upan, M. Kahoy, Batangas

Date April 13, 1999

20. INFORMANT

Signature Victoria Lalamisan Name in Print VICTORIA LALAMISAN

Relationship to the child Mother

Address Brgy. Upan, M. Kahoy, Batangas

Date April 13, 1999

21. PREPARED BY

Signature Lia Name in Print LEONIDA B. ALVIES

Title or Position Midwife

Date April 13, 1999

22. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR

Signature Lia Name in Print LEONIDA B. ALVIES

Title or Position Mun. Civil Registrar

Date April 13, 1999

For OCRG USE ONLY:
Population Reference No.

1018-A99EN01-6

TO BE FILLED UP AT THE
OFFICE OF THE CIVIL
REGISTRAR

41

9900113

48

1

49

1220399

56

10181

61

1

62

043175

68

1

70

040460

76

22031

79

10181

86

110170

88

61836

93

072092

94

10181

95

041399

06631-8B-145JGC-00091-BI002

BEST POSSIBLE IMAGE



T14506631145009102262018002
ZL700179454

BReN
01018-A99EN01-9

Documentary
Stamp Tax Paid

Lisa Grace S. Bersales

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



MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
- b. Attach this certificate to original appointment, transfer and reemployment.
- c. The results of the following pre-employment medical/physical/**psychological** must be attached to this form:

- Blood Test
 Urinalysis
 Chest X-Ray
 Drug Test
 Psychological Test
 Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)		AGENCY / ADDRESS	
Lalamuran, Yvan James HERNANDEZ		LGU - MATAASNAKAHAY Brgy. IV, MATAASNAKAHAY BATANGAS	
ADDRESS			
Brgy. Bulayyan, Mataasnakahay, Batanga			
AGE	SEX	CIVIL STATUS	PROPOSED POSITION
25	M	Single	Administrative Aide I

FOR THE LICENSED GOVERNMENT PHYSICIAN

I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically FIT / UNFIT for employment.

SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN	OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE	
		
KARLA MANALO CARAAN, MD, MPA		
AGENCY/Affiliation of Licensed Government Physician:		
Mataasnakahay		
LICENSE NO.	HEIGHT (M)	WEIGHT (KG)
1344Y	Bare Foot	Stripped
	5'3	70
OFFICIAL DESIGNATION	BLOOD TYPE	
MTH	BT	
	DATE EXAMINED	
	3/20/25	



St. Joseph HealthCare, Inc.

2F, Lipa Commercial Center, A. Mabini Cor. E Mayo & P. Torres Sts., Brgy 5, Lipa City, Batangas

Department of Radiology

Medical Imaging Report

PIN: SJHI-25-1324

Patient: LALAMUNAN, YVAN JAMES

Referring Physician:

Clinical HX/DX:

Examination: CHEST PA

Procedure: RADIOGRAPHY

Date: 03/17/2025

Age: 25

Sex: MALE

Company: GOV'T

The lungs are clear

Heart is not enlarged

Intact bony thorax

IMPRESSION: NORMAL CHEST X-RAY

RINA S. DE TORRES, RXT

Lic. No. 5285

Radiologic Technologist

JERIC P. MEDINA, MD, FPCR

Lic. No. 91903

Radiologist



2ND Floor LIPA CITY COMMERCIAL CENTER, A. MABINI St. Cor. P. Torres St. Lipa City, Batangas
Tel No. : (043) 757-4675 Mobile No. : 09171367258

Name: **LALAMUNAN, YVAN JAMES**
Age : **25** Sex : **MALE**

Patient Pin: **SJHI 25-0758**
Company: **WALKIN**

Sample Date:

March 17, 2025

**LABORATORY REPORT
HEMATOLOGY**

DESCRIPTION	RESULT	REFERENCE VALUES
RED BLOOD CELLS	5.36	FEMALE : $4.0-5.4 \times 10^{12}/L$ MALE : $4.6-6.0 \times 10^{12}/L$
HEMOGLOBIN	147	FEMALE : 120-160g/L MALE : 140-180g/L
HEMATOCRIT	0.46	FEMALE : 0.37-0.47 MALE: 0.40-0.54
MCV	85.4	76-100 fL
MCH	27.4	27-32 pg
MCHC	32.1	32-36%
WHITE BLOOD CELLS	6.2	$5.0-10.0 \times 10^9/L$
Segmenters	0.43	0.55-0.68
Lymphocytes	0.36	0.25-0.39
Monocytes	0.21	0.02-0.08
PLATELET COUNT	262	$150-450 \times 10^9/L$
BLOOD TYPING	"B" RH POSITIVE	
HbsAg SCREENING		

CLINICAL MICROSCOPY

URINALYSIS

DESCRIPTION	RESULT	NORMAL VALUE	DESCRIPTION	RESULT	NORMAL VALUE
COLOR	YELLOW		WHITE BLOOD CELLS	0-2/HPF	
TRANSPARENCY	HAZY		RED BLOOD CELLS	0-2/HPF	
PH	6.0	5.0-8.0	A.URATES/PHOSPHATES		
SPECIFIC GRAVITY	1.020	1.005-1.030	EPITHELIAL CELLS		
SUGAR	NEGATIVE	NEGATIVE	BACTERIA	MODERATE	
PROTEIN	TRACE	NEGATIVE	MUCUS THREADS	MODERATE	
PREGNANCY TEST					
REMARKS:					

Gato
ERIKA LOUISE N. LANTO, RMT
MEDICAL TECHNOLOGIST LIC# 0117423

g
MARIAN ABEGAIL P. GELERA, RMT
MEDICAL TECHNOLOGIST LIC# 0117420

g
SPENCER S. WATANABE, MD, FPSP, MHA
PATHOLOGIST LIC# 0112723



MLT Psychological Evaluation Center

PNP Accreditation No. - 2000 - 0014
Main Office: 316 Quezon Avenue, Quezon City
Telephone No. 929-7261 / 410-6639

TO:

SUBJECT: PSYCHOLOGICAL EXAMINATION

NAME: YVAN JAMES H. LALAMUNAN

DATE OF EXAM: 17 Mar. 2025

AGE: 25

CIVIL STATUS: Single

HOME ADDRESS: Brgy .Bubuyan, Mataasnakahoy, Batangas

EVALUATION REPORT

FACTORS	FINDINGS
Intelligence (Ability to learn & solve problems)	ABOVE AVERAGE
Educational Attainment	BSBA
Experience (relevance to position)	JOB ORDER
Motivation: Financial Security	AVERAGE
Change in Assignment	NONE
Honesty/Integrity	AVERAGE
Social Adjustment	AVERAGE
Loyalty (Identifying with superiors)	AVERAGE
Hostility & Violent Tendencies	No trace of violence
Acceptance of Responsibility	AVERAGE
Energy and Initiative	AVERAGE
Independence (self-reliance)	AVERAGE
Self-Discipline	AVERAGE
Steadiness and Endurance Under Pressure	HIGH

SUMMARY

Intelligence Quotient: **105**

Classification: ABOVE AVERAGE

Percentage Score: **37th PERCENTILE**

Personality Evaluation: A righteous individual, subject incessantly follows his beliefs and values, particularly in maintaining a responsible approach towards work. He takes time in planning while earnestly working towards the realization of his conceived goals.

REMARKS: Recommended

MA. CORAZON S. PAMINTUAN
Psychologist
(Accreditation No. 130)

Valid for (6) months from date of issue.

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of March 20, 2025
(Required by R.A. 6718)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Joint Filing Separate Filing Not Applicable

Joint Fitting

Separate Filing

Not Applicable

DECLARANT:	LALAMUNAN (Family Name)	VYAN JAMES (First Name)	H. (M.I.)	POSITION:	ADMINISTRATIVE AIDE I
ADDRESS:	BARANGAY MATAASNAKAHOY	BUBUYAN BATANGAS		AGENCY/OFFICE:	100 MATAASNAKAHOY / MPDC
				OFFICE ADDRESS:	V. TEMPLO ST., Brgy. IV MATAASNAKAHOY, BATANGAS
SPOUSE:	N/A (Family Name)	N/A (First Name)	N/A (M.I.)	POSITION:	N/A
				AGENCY/OFFICE:	N/A
				OFFICE ADDRESS:	N/A

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME **DATE OF BIRTH** **AGE**
N/A N/A N/A

ASSETS, LIABILITIES AND NETWORTH

(including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

Subtotal: -0-

b. Personal Properties*

TOTAL ASSETS (a+b): **7,000.00**

2. LIABILITIES*

NATURE	NAME OF CREDITOR	OUTSTANDING BALANCE
N/A	N/A	N/A

TOTAL LIABILITIES: -0-

NET WORTH: Total Assets less Total Liabilities = P 7,000.00

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant /Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

 I/ We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

 I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
KING WALTER H. LALAMUNAN	BROTHER	SERGEANT	AIR FORCE OF THE PHILIPPINES /CLARK, PAMPANGA

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: MARCH 20, 2025

(Signature of Declarant)

(Signature of Co-Declarant/Spouse)

Government Issued ID:
ID No.:
Date Issued:DRIVER'S LICENSE
D01-21-006043
07-12-2021Government Issued ID:
ID No.:
Date Issued:N/A
N/A
N/A

SUBSCRIBED AND SWORN to before me this 20 day of MAR 2025, affiant exhibiting to me the above-stated government issued identification card.

ATTY. ROWELL B. MALABAG

NOTARY PUBLIC UNTIL DECEMBER 31, 2026
PERSON AUTHORIZING OATH
COMMISSION NO. 2024-0040/ ROLL NO. 68570
IBP NO. 476577 / 11-13-24 / PASIG CITY
PTR NO. 34206374 / 01-02-25 / M-KAHAY, BATS.
MCLE COMPLIANCE NO. VII-0002112
423 Rafael Lubis Street, Barangay II-A, Malasnabahoy, Batangas