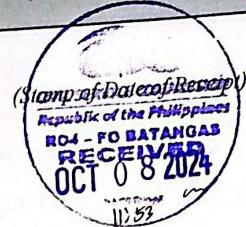


CS Form No. 33-B
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Ms. MA. TERESA T. LEYESA

You are hereby appointed as Administrative Assistant II (Clerk IV) (SG-8)
(Position Title)
under Permanent status at the Office of the Mayor
(Permanent, Temporary, etc.)
with a compensation rate of Fifteen Thousand Four Hundred One P 15,401.00
pesos per month.
The nature of this appointment is Promotion vice
(Original, Promotion, etc.)
N/A, who Vacant with Plantilla Item No. 6
(Transferred, Retired, etc.)
Page 1.

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

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

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

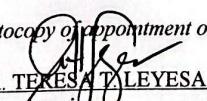
CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
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


MA. TERESA T. LEYESA
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.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	LEYESA			NAME EXTENSION (JR., SR.)	N/A
FIRST NAME	MA. TERESA				
MIDDLE NAME	TIBAYAN				
3. DATE OF BIRTH (mm/dd/yyyy)	07/12/1995	16. CITIZENSHIP		<input checked="" type="checkbox"/> Filipino	<input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	BRGY. LOOB MATAASNAKAHOY, BATS.	If holder of dual citizenship, please indicate the details		Pls. indicate country	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female				
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		107 House Block/lot No. N/A Subdivision/Village MATAASNAKAHOY City/Municipality	PUROK 6 Street LOOB Barangay BATANGAS Province
7. HEIGHT (m)	1.55 m.	ZIP CODE		4223	
8. WEIGHT (kg)	48 kg	18. PERMANENT ADDRESS		107 House Block/lot No. N/A Subdivision/Village MATAASNAKAHOY City/Municipality	PUROK 6 Street LOOB Barangay BATANGAS Province
9. BLOOD TYPE	O+	ZIP CODE		4223	
10. GSIS ID NO.	2003285966	19. TELEPHONE NO.		N/A	
11. PAG-BIG ID NO.	1211-6997-0222	20. MOBILE NO.		0945-266-4979	
12. PHILHEALTH NO.	09-2506840920	21. E-MAIL ADDRESS (if any)		teresaleyes15@gmail.com	
13. SSS NO.	0437467371				
14. TIN NO.	3282-44437-0000				
15. AGENCY EMPLOYEE NO.	OMM003				

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	LEYESA				
FIRST NAME	MARIO	NAME EXTENSION (JR., SR.)	N/A		
MIDDLE NAME	LUCERO				
25. MOTHER'S MAIDEN NAME	TERESITA BAUTISTA TIBAYAN				
SURNAME	TIBAYAN				
FIRST NAME	TERESITA				
MIDDLE NAME	BAUTISTA				

(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	LOOB ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	N/A	2008	SALUTATORIAN
SECONDARY	LA PURISIMA CONCEPCION ACADEMY	HIGH SCHOOL	2008	2012	N/A	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	BATANGAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN PSYCHOLOGY	2012	2016	N/A	2016	ACADEMIC EXCELLENCE AWARD
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/13/24
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (If applicable)	
				NUMBER	Date of Validity
CIVIL SERVICE (PROFESSIONAL LEVEL)	80.64	18/03/2018	BATANGAS NATIONAL HIGH SCHOOL - BATANGAS CITY	N/A	N/A

- NOTHING FOLLOWS -

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)	POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
				From	To	
08/11/24	PRESENT	ADMINISTRATIVE AIDE IV (CLERK II)	P 12,157.00	4-1	PERMANENT	Y
01/01/24	08/11/24	ADMINISTRATIVE AIDE IV (CLERK II)	P 11,690.00	4-1	PERMANENT	Y
01/01/23	12/31/23	ADMINISTRATIVE AIDE IV (CLERK II)	P 11,690.00	4-1	PERMANENT	Y
01/01/22	12/31/22	ADMINISTRATIVE AIDE IV (CLERK II)	P 11,245.00	4-1	PERMANENT	Y
12/01/21	12/31/21	ADMINISTRATIVE AIDE IV (CLERK II)	P 10,800.00	4-1	PERMANENT	Y
03/25/21	11/30/21	JOB ORDER (CLERICAL AIDE)	P 6,000.00	N/A	JOB ORDER	N
06/24/19	03/18/21	COST ACCOUNTING IN-CHARGE	P 13,000.00	N/A	PERMANENT	N
01/25/17	06/23/19	ACCOUNTING ASSISTANT / PAYROLL OFFICER	P 10,000.00 (370/day)	N/A	CONTRACTUAL	N
05/23/16	12/29/16	FINANCE STAFF	P 10,000.00	N/A	CONTRACTUAL	N

- NOTHING FOLLOWS -

(Continue on separate sheet if necessary)

SIGNATURE**DATE**

09/13/24

CS FORM 212 (Revised 2017), Page 2 of 4

Date of Validity N/A	CIVIL SOCIETY VOLUNTARY 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	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			
BAWAL BASTOS LAW		06/30/2024	06/30/2024	8 HOURS	TECHNICAL LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY
29TH REGIONAL CONFERENCE OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS		06/18/2024	06/20/2024	24 HOURS	TECHNICAL CIVIL SERVICE COMMISSION REGIONAL OFFICE IV
EXECUTIVE LEGISLATIVE AGENDA		08/16/2023	08/18/2023	24 HOURS	TECHNICAL LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY
TRAINING ON THE RATIONALIZATION OF LOCAL FEES AND CHARGES		07/04/2023	07/05/2023	16 HOURS	TECHNICAL LGU MATAASNAKAHOY - MUNICIPAL TREASURY OFFICE
LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)		06/29/2023	06/30/2023	16 HOURS	TECHNICAL CIVIL SERVICE COMMISSION REGIONAL OFFICE IV
TOURISM AWARENESS AND APPRECIATION SEMINAR		11/16/2022	11/16/2022	8 HOURS	TECHNICAL LGU MATAASNAKAHOY - MUNICIPAL TOURISM OFFICE
GSIS GENERAL INSURANCE FORUM		11/07/2022	11/07/2022	8 HOURS	TECHNICAL GSIS, BATANGAS BRANCH
SEMINAR-WORKSHOP ON ADMINISTRATIVE JUSTICE (SWAJ)		10/25/2022	10/26/2022	16 HOURS	TECHNICAL LGU MATAASNAKAHOY - MHRMO
COURSE ON RISK REDUCTION AND CRISIS MANAGEMENT FOR LGUs		08/09/2022	08/12/2022	12 HOURS	TECHNICAL SENATOR TOLENTINO ADAPTIVE GOVERNANCE AND INNOVATION FOR LOCAL EXECUTIVES (AGILE) PROGRAM
LOCAL PROJECT MONITORING COMMITTEE (LPMC) DOCUMENTATION WORKSHOP		07/28/2022	07/28/2022	8 HOURS	TECHNICAL PROVINCIAL PROJECT MONITORING COMMITTEE
REPUBLIC ACT. NO.9184 AND ITS 2016 REVISED IRR: KEY CONCEPT PRACTICAL TOOLS ON PROCUREMENT PLANNING, PROCEDURES AND DOCUMENTS CONTROL SYSTEM		06/20/2022	06/22/2022	24 HOURS	TECHNICAL PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS (PAROA)
LOCALIZED KILOS-UNLAD TRAINING		05/23/2022	05/25/2022	24 HOURS	TECHNICAL DSWD - REGION IV-A
BEATING UP THE COMPETITION: HOW TO BE ON TOP AND GET THE JOB		09/06/2016	09/06/2016	6 HOURS	STUDENT SCHOOL - BATANGAS STATE UNIVERSITY
ON-THE-JOB TRAINING AT MI DEPARTMENT STORE - WALTERMART, TANAUAN BATANGAS		31/01/2016	15/03/2016	300 HOURS	INTERN SCHOOL - BATANGAS STATE UNIVERSITY
ON-THE-JOB TRAINING AT KALEIDOSCOPE THERAPY AND LEARNING CENTER		24/11/2015	16/01/2016	300 HOURS	INTERN SCHOOL - BATANGAS STATE UNIVERSITY
HOTIDAD: PAGTUKLAS SA MASKARA AT PAGKATAO SA LIKOD NG MAKABAGONG PANAHON		12/08/2015	12/08/2015	6 HOURS	STUDENT SCHOOL - BATANGAS STATE UNIVERSITY
PSYCHOLOGICAL DISORDERS ACROSS THE LIFE STAGES		07/02/2015	07/02/2015	8 HOURS	STUDENT SCHOOL - BATANGAS STATE UNIVERSITY
ASEAN INFORMATION AND COMMUNICATION TECHNOLOGY: BUILDING A CONNECTED, VIBRANT AND SECURE COMMUNITY		24/01/2015	24/01/2015	4 HOURS	STUDENT SCHOOL - BATANGAS STATE UNIVERSITY
- 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 AND TECHNICAL PROFICIENCY (MICROSOFT OFFICE SUITE, GOOGLE APPLICATIONS, CANVA, ETC.)	APRIL 2018 EMPLOYEE OF THE MONTH AWARDEE (LHK CREATION INC.)			2012 BANYUHAY CLUB SECRETARY	
CRITICAL THINKING AND PROBLEM SOLVING FLEXIBILITY / ADAPTABILITY PROFESSIONALISM AND WORK ETHIC	PERFECT ATTENDANCE AWARDEE FOR MARCH 2018 - FEB 2019 (LHK CREATION INC.) - NOTHING FOLLOWS -			CIRCLE OF PSYCHOLOGY STUDENT BATCH 2016 - NOTHING FOLLOWS -	
ORGANIZATIONAL SKILLS / COMMUNICATION SKILLS / CREATIVE THINKING					
CONTENT CREATION / GRAPHIC DESIGN / PROJECT MANAGEMENT / EVENT MANAGEMENT					
READING & RESEARCH					
(Continue on separate sheet if necessary)					
SIGNATURE			DATE	09/13/24	

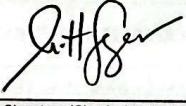
<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <ol style="list-style-type: none"> within the 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: _____ RESIGNATION
<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: 04-1018-000-0000331 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

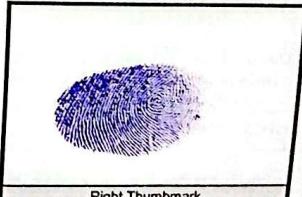
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
MAYOR JANET MAGPANTAY ILAGAN	MATAASNAKAHOY, BATANGAS	+63 9176581717
VICE MAYOR JAY MANALO ILAGAN	MATAASNAKAHOY, BATANGAS	+63 9175177337
MS. ARLENE P. ORENSE	TAMBO, LIPA CITY	+63 9175043709

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

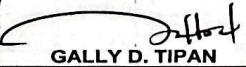
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID: DRIVER'S LICENSE	
ID/License/Passport No.: D18-22-301502	
Date/Place of Issuance: 07/20/2022 / TAGAYTAY	

	
Signature (Sign inside the box)	
Sept. 13, 2024	
Date Accomplished	



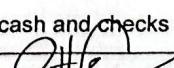
MA. ARLENE P. ORENSE
PHOTO

SUBSCRIBED AND SWORN to before me this 13th day of Sept. 2024, affiant exhibiting his/her validly issued government ID as indicated above.


GALLY D. TIPAN
Municipal Human Resource Management Officer

WORK EXPERIENCE SHEET

- Duration: December 1, 2021 – Present
- Position: Administrative Aide IV – Clerk II
- Name of Office/Unit: Office of the Municipal Mayor
- Immediate Supervisor: Mayor Janet M. Ilagan
- Name of Agency/Company and Location: Municipal Government of Mataasnakahoy / Brgy. IV, Mataasnakahoy, Batangas
- Summary of Actual Duties
 - Monitor official electronic mail; Prepare request letters, endorsements, recommendations, certificates, permits and clearances; Prepare vouchers for electric and water bills; Draft correspondence; Approve transactions on LandBank WeAccess; Assist the Municipal Budget office in ensuring that the budget allocated to different offices is properly utilized; Prepare reports as needed by the office; Maintain office files and records; Consolidate incoming transactions; Answer telephone calls, disseminate communications and direct calls to appropriate offices; Track inventory of office supplies and inform the management of any shortages and the need for replenishment; and Perform other duties and responsibilities that may be assigned by the immediate supervisor from time to time.
- Duration: March 25, 2021 – November 30, 2021
- Position: Job Order (Clerical Aide)
- Name of Office/Unit: Office of the Municipal Mayor
- Immediate Supervisor: Mayor Janet M. Ilagan
- Name of Agency/Company and Location: Municipal Government of Mataasnakahoy / Brgy. IV, Mataasnakahoy, Batangas
- Summary of Actual Duties
 - Documentation of Activities and Meetings; Assign in posting activities on official Facebook page of Mataasnakahoy; Validate AICS beneficiaries in far flung areas; Monitor the inventory of relief goods; Release relief goods to Covid patients and indigent families; Release and make an inventory of Assistive Devices; Assist in the validation and listing of applicants and beneficiaries of different types of Financial Assistance; and Prepare certificates and clearances.
- Duration: June 24, 2019 – March 18, 2021
- Position: Cost Accounting in-Charge
- Name of Office/Unit: HR/Admin
- Immediate Supervisor: Mr. Kyu Sup Lee (Managing Director)
- Name of Agency/Company and Location: LHK Creation, Inc. – Brgy. Santol, Mataasnakahoy, Batangas
- Summary of Actual Duties
 - Prepare monthly reports for the revenue and expenses of the company; check and monitor purchase requests; and provide administrative assistance to the Managing Director.
- Duration: January 25, 2017 – June 23, 2019
- Position: Accounting Assistant
- Name of Office/Unit: HR/Accounting
- Immediate Supervisor: Ms. Arlene P. Orense
- Name of Agency/Company and Location: LHK Creation, Inc. – Brgy. Santol, Mataasnakahoy, Batangas
- List of Accomplishments and Contributions
 - April 2018 Employee of the Month Awardee
 - Perfect Attendance Awardee for March 2018 – February 2019
- Summary of Actual Duties
 - Monitor, check and encode purchase requests; Liquidate expenses; Prepare company's payroll; Prepare Pag-IBIG Reports; Encode 13th Month Pay; Draft Cost Data Reports, and make an inventory of grocery and office supplies.
- Duration: May 23, 2016 – December 29, 2016
- Position: Finance Staff
- Name of Office/Unit: Finance Department
- Immediate Supervisor: Ms. Lorena de Las Alas
- Name of Agency/Company and Location: JAMC Marketing Inc. – Brgy. Dagatan, Lipa City Batangas
- Summary of Actual Duties
 - Check remittances of salesman; Encode remitted checks; Deposit cash and checks collected.


 Ma. TERESA T. DEJESA
 (Signature over Printed Name
 of Employee/Applicant)

Date: 09/13/24



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. MA. TERESA T. LEYESA as Administrative Assistant II (Clerk IV) in the Office of the Municipal Mayor of this municipality, all pertinent requirements contained in RA 7160 in Section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.

JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL ACCOUNTANT

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

THIS IS TO CERTIFY that funds are available for the position of Administrative Assistant II (Clerk IV) in the Office of the Municipal Mayor of this municipality, with Salary Grade 8 amounting to ONE HUNDRED EIGHTY FOUR THOUSAND EIGHT HUNDRED TWELVE PESOS (P 184,812.00) per annum as per Annual Budget CY-2024 of this municipality.

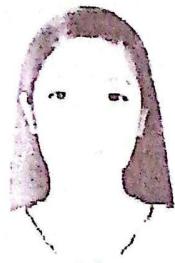
Issued this 1st day of October , 2024 at Mataasnakahoy, Batangas.

A handwritten signature in black ink, appearing to read "Lenilyn C. Caraan".

LENILYN C. CARAAN
Municipal Accountant



RO4-211210-038



MA. TERESA T. LEYESA

Certification of Eligibility

This is to certify that

MA TERESA T. LEYESA

has been granted a Civil Service Eligibility for passing/qualifying in the
CAREER SERVICE PROFESSIONAL EXAMINATION
with a rating of **80.64** conducted by the Civil Service Commission
in **BATANGAS CITY, BATANGAS** on **MARCH 18, 2018**.

His/her name has been entered in the official Register of Eligibles.

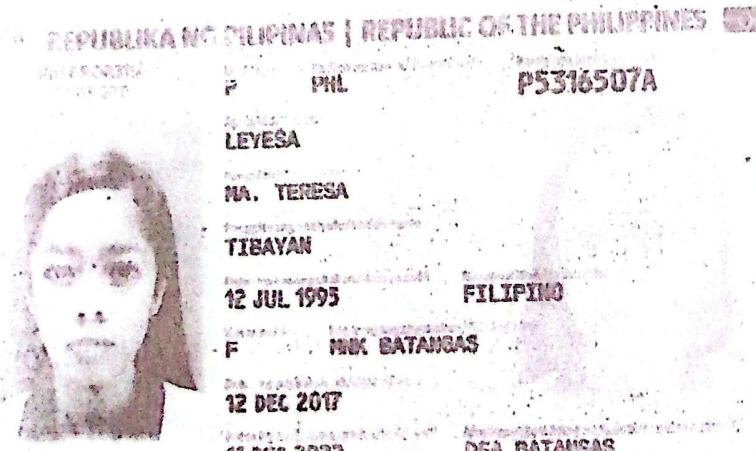
Issued this 10th day of DECEMBER, 2021.

Date of Birth July 12, 1995
Place of Birth M KAHOY BATS
Book Number CSE-PPT 03.18.2018
Page Number 109
SN/LN 2174
EN/CN 214266
Date Released May 16, 2018

By Authority of the Commission

RODOLFO M. MANALO
Acting Chief, HR Specialist, ESD
CSC RO IV

WARNING *Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution.
Any alteration, erasure, or without the official seal of the Commission shall invalidate this certification.*



CERTIFIED AUTHENTICATED COPY

S. Dumlao
MINNETTE CLARICE J. DUMLAO
Human Resource Specialist I
Examination Services Division
2611213-2864

Bawat Kawani, Lingkod Bayani

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 II (Clerk IV)				
2. ITEM NUMBER		3. SALARY GRADE				
6		8				
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS						
<input type="checkbox"/> Province <input 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		6. BUREAU OR OFFICE				
Local Government Unit of Mataasnakahoy, Batangas		Office of the Mayor				
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK				
Office of the Mayor		Office of the Mayor				
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION		
SB Resolution No. 182-S-2024/ Ordinance of Budget No. 25-S-2024	N/A	P 15,401.00		PERA P 2,000.00 Clothing Allow. 7,000.00 Cash Gitt 5,000.00 Year End Bonus 15,401.00 Mid-year Bonus 15,401.00 PEI 5,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR				
Municipal Mayor		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		ITEM NUMBER				
N/A		N/A				
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK						
Calculator, Computer, Laptap, Log Book						
17. CONTACTS / CLIENTS / STAKEHOLDERS						
17a. Internal	Occasional	Frequent	17b. External		Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			
Staff	<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

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

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

To provide the Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement , security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the office.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility

21e. Core Competencies

None Yet	Competency Level
None Yet	

21f. Leadership Competencies

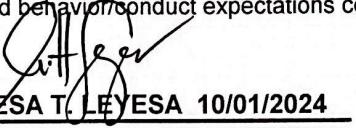
None Yet	Competency Level
None Yet	

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here)	Competency Level
15%	Maintain files and records so they remain updated and easily accessible	
10%	Sort and distribute incoming mail and prepare outgoing mail	
10%	Take minutes of meetings and dictations	
15%	Assist in office management and organization procedures	
10%	Create videos that require special filming and editing skills	
15%	Assign in posting activities on official facebook page	
15%	Assist in the validation and listing of applicants and beneficiaries of different types of Financial Assistance;	
10%	Perform other functions and duties 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.


MA. TERESA T. LEYESA 10/01/2024
 Employee's Name, Date and Signature


HON. JANET M. ILAGAN 10/01/2024
 Municipal Mayor, Date and Signature



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

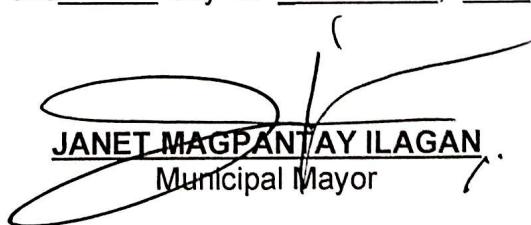
I, Ma. Teresa T. Leyesa of Brgy. Loob, Mataasnakahoy, Batangas having been appointed to the position of Administrative Assistant II (Clerk IV) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold 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.


MA. TERESA T. LEYESA
(Signature over Printed Name of the Appointee)

Government ID: Drivers License
ID Number : D18-22-301502
Date Issued : 07/20/2022

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 Ms. MA. TERESA T. LEYESA has assumed the duties and responsibilities as Administrative Assistant II (Clerk IV) in the Office of the Mayor effective October 1, 2024.

This certification is issued in connection with the issuance of the appointment of Ms. Leyesa as Administrative Assistant II (Clerk IV).

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


JANET MAGPANTAY LAGAN,
Municipal Mayor

Date: October 1, 2024

Attested by:


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

201 file
Admin
COA
CSC



MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

J U S T I F I C A T I O N

THIS IS TO JUSTIFY the promotion of **MS. MA. TERESA T. LEYESA**, from Administrative Aide IV (Clerk II), Salary Grade 4, to Administrative Assistant II (Clerk IV), Salary Grade 8, in the Office of the Mayor.

Section 97 of 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA), Revised July 2018, states that an employee may be promoted to a position that is not more than three (3) salary grade, pay or job grades higher than the employee's present position, except when the promotional appointment falls within the purview of the following exemptions wherein Ms. Leyesa had met:

- That Ms. Leyesa is the best-qualified next-in-rank to the vacant position as identified by the Merit Selection Plan;
- That Ms. Leyesa is the qualified lone applicant to the position considering the vacant position was posted from September 5, 2024 to September 20, 2024 at the CSC Job Portal and in three (3) conspicuous places in the municipality (Public Market, HRM Bulletin and office lobby of the leftwing building) to widespread the publication and to attract best-qualified applicants; and
- That the promotion of Ms. Leyesa passed through a deep selection process by the Human Resource Merit Promotion and Selection Board (HRMPSB) taking into consideration her qualifications:
 - Educational achievement;
 - Highly specialized training;
 - Work experience; and
 - Consistent high-performance rating.

On this premise, I may conclude that meritorious cases are present for the Quantum Leap Law exemption.

This justification was done to support the appointment of Ms. Ma. Teresa T. Leyesa, to the position of Administrative Assistant II (Clerk IV), Salary Grade 8, in the Office of the Mayor.

Issued this 1st day of October 2024.


GALLY D. TIPAN
Municipal Human Resource Management Officer

Noted by:


HON. JANET MAGPANTAY ILAGAN,
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHYOY
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. Ma. Teresa T. Leyesa**, Administrative Aide IV (Clerk IV) of the Office of the Mayor, got a Very Satisfactory Performance, with a numerical rating of 4.1974 in her 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
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 MATAASNAKAHYOY

BATANGAS STATE UNIVERSITY

verified from the original:

Batangas City
OFFICE OF THE UNIVERSITY REGISTRAR
OFFICIAL TRANSCRIPT OF RECORDS

RHEA M. DURAN, MPA

Head, Registration

1-16-2021

Female
BATANGAS STATE UNIVERSITY
 Mario Levesa
 Lipa City, Batangas
 Brgy. Loob, Mataasnakahoy,
 Batangas

Name : LEYESA, MA. TERESA TIBAYAN
 Date of Birth : July 12, 1995
 Place of Birth : Brgy. Loob, Mataasnakahoy, Batangas

Sex
 Parent/Guardian
 Address

ENTRANCE DATA

Basis of Admission : Form 137-A
 Admitted To : College of Arts and Sciences
 Course : Bachelor of Science in Psychology

Year Admitted : First Semester 2012-2013
 High School/College : La Purisima Concepcion Academy
 Address : Brgy. II, Mataasnakahoy, Batangas

RECORD OF GRADUATION

Elementary	: Loob Elementary School	Year Graduated	: 2008
Secondary	: La Purisima Concepcion Academy	Year Graduated	: 2012
Degree / Title	: Bachelor of Science in Psychology	Minor(s)	: X-X-X
Major(s)	: X-X-X	Honors/Distinction	: X-X-X
Date of Graduation	: April 5, 2016	GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN PSYCHOLOGY AS PER REFERENDUM DATED MARCH 30, 2016	
Remarks			

Course Code	Course Description	Final Grades	Credits
<u>First Semester 2012-2013</u>			
MATH 103	College Algebra	1.50	3
ENG 101	Advanced Grammar and Composition	1.50	3
FIL 101	Komunikasyon sa Akademikong Filipino	2.00	3
SS 101	General Psychology	2.50	3
HUM 101	Introduction to Humanities: Art Appreciation	2.25	3
NS 101	Earth and Environmental Sciences	2.75	3
SS 115	Seminar in Personality Development	2.25	1
SS 105	Basic Economics with Taxation and Land Reform	2.00	3
NSTP 101	National Service Training Program I	1.50	3
PE 101	Physical Fitness, Gymnastics and Aerobics	1.25	2
<u>Second Semester 2012-2013</u>			
COMP 101	Introduction to Computer Science	2.00	3
ENG 102	Study and Thinking Skills in English	1.50	3
FIL 102	Pagbasa at Pagsulat Tungo sa Pananaliksik	1.75	3
HUM 102	Introduction to Philosophy	1.50	3
MATH 107	Plane Trigonometry	1.75	3
NS 103	Science, Technology and Society	1.75	3
NSTP 102	National Service Training Program II	1.25	3
PE 102	Rhythmic Activities	1.75	3
SS 102	Philippine History	1.75	2
<u>First Semester 2013-2014</u>			
BIO 101	Fundamentals of Biology	1.50	4
CHEM 104	General Chemistry	1.75	5
ENG 103	Oral Communication	2.00	3

*****continuation on sheet 2*****

GRADING SYSTEM

2.00	- Meritorious	4.00	- Conditional Failure
2.25	- Very Satisfactory	5.00	- Failure
2.50	- Satisfactory	Inc.	- Incomplete
2.75	- Fairly Satisfactory	Drp.	- Dropped
3.00	- Passing		

Prepared by:

Melody S. Morada
MELODY S. MORADA
 Administrative Aide VI

Checked by:

Hiedi D. Capistrano
HIEDI D. CAPISTRANO
 Administrative Aide VI

Certified Correct:

Benilda A. Del Rosario
BENILDA A. DEL ROSARIO
 Registrar I

Date: May 16, 2016

(Approved):

*Editha Berberabe-Aguistin***EDITHA BERBERABE-AGUISTIN, MPPM**

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

BATANGAS STATE UNIVERSITY

Copied from the original:

Batangas City

OFFICE OF THE UNIVERSITY REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

RHEA M. DURAN, MPA

Head, Registration
11-10-2021

Name: LEYESA, MA. TERESA TIBAYAN

BATANGAS STATE UNIVERSITY

Course Code	Course Description	Units	Grade	Credits
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First Semester 2013-2014

FIL	103	Masining na Pagpapahayag	2.25	3
LIT	101	Literatures of the Philippines	2.00	3
PE	103	Individual and Dual Sports	2.00	2
PSY	201	Theories of Personality	2.25	3
SS	103	Society and Culture with Responsible Parenthood	2.00	3

Second Semester 2013-2014

BIO	205	General Zoology	1.25	4
COMP	109	Computer Applications	2.00	3
ENG	104	Technical Writing	1.50	3
LIT	102	Literatures of the World	1.50	3
PE	104	Team Sports	1.75	2
PSY	203	Developmental Psychology	2.00	3
PSY	202	Industrial Psychology	2.25	3
SS	104	Life and Works of Rizal	1.50	3
STAT	101	Fundamentals of Statistics	1.00	3

First Semester 2014-2015

CHEM	105	Fundamentals of Organic Chemistry	1.25	5
MGMT	102	Human Behavior in Organization	1.50	3
PSY	304	Basic Guidance and Counseling	1.75	3
PSY	305	Mental Hygiene with Current Issues	1.75	3
PSY	306	Group Dynamics	1.25	3
PSY	307	Physiological Psychology	1.50	3
PSY	308	Psychometrics I	1.50	3
STAT	104	Psychological Statistics	1.50	3

Second Semester 2014-2015

COMP	110	Computer Programming with Visual Basic	2.50	3
MGMT	103	Human Resource Management	1.50	3
PSY	309	Experimental Psychology (Lecture and Research)	1.75	5
PSY	310	Abnormal Psychology	2.00	3
RES	101	Introduction to Research	1.25	3
PSY	311	Gender and Development	2.00	3
SS	106	Politics and Governance with Philippine Constitution	1.50	3

First Semester 2015-2016

PSY	415	Career Guidance and Development	1.25	3
PSY	416	Psychotherapy with Comprehensive Examination	2.25	3
PSY	413	Psychometrics II	2.25	3
PSY	412	Sikolohiyang Filipino	1.75	3
RES	102	Thesis Writing II	1.25	3
PSY	414	Social Psychology	1.50	3

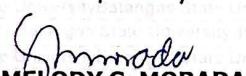
Second Semester 2015-2016

PSY	417	Internship Training for Psychology	1.50	10
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*****Transcript Closed*****

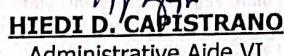
C E R T I F I C A T I O NThis certifies that under Republic Act No. 9045, BATANGAS STATE UNIVERSITY
is exempted from issuing Special Order by the Commission on Higher Education.

Prepared by:



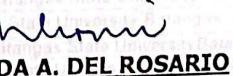
MELODY S. MORADA
Administrative Aide VI

Checked by:



HIEDI D. CAPISTRANO
Administrative Aide VI

Certified Correct:

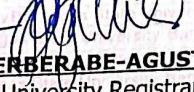


BENILDA A. DEL ROSARIO
Registrar I

Date:

May 16, 2016

Approved:



EDITHA BERBERABE-AGUSTIN, MMPPM
University Registrar

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

Batangas State University

PAMBANSANG PAMANTASAN NG BATANGAS

Batangas City

Sa Lahat ng Matatutunghay sa Kasulatang ito,

To All Whom This Presents May Come,

Mamatagalang Mati:

Greetings:

ininalabatid na ang Lupon ng mga Katiwala, sa bisa ng kapangyarihang

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

pinagpalooob dito ng Republika ng Pilipinas at sa rekomendasyon ng Sangguniang Panyakademiko 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

Ma. Teresa T. Lepesa

na nahatugon sa lahat ng mga kahinginan na may haugnayan sa degring
who has completed all the requirements pertaining thereto the degree of

Batsilver ng Agham sa Psychology

(Bachelor of Science in Psychology)

lilik ang lahat ng mga karapatan, karungalan at privilehiyo gayun din ang mga tungkulin at paranggutanang
with all the rights, honors and privileges as well as the obligations and responsibilities
nauukol dito. Bilang haturayun, taglay nito ang tatah 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.

Nlikidoan ngayong ika 5 ng Abril 2016 sa Lungsod ng Batangas, Pilipinas.

Signed this 5th day of April 2016 at Batangas City, Philippines.

EDITHA BERBERE-AUGUSTIN, MMPM
TAGATALA
Registrar

TIRSO A. RONQUILLO, Ph.D.
PANGULO
President

