JANUARY 03, 2025

OFFICE OF THE CIVIL SERVICE COMMISSION
CENTRAL OFFICE
DILIMAN, QUEZON CITY

CIVIL SERVICE COMMISSION
Integrated Records Management Office
JAN 03 2025
Received by:
Time: 2:57

DEAR SIR/MADAM:

GREETINGS!

ATTACHED HEREWITH ARE THE REQUIREMENTS FOR THE REQUEST FOR THE ~~OF~~ EXTENSION OF SERVICE OF ENGR. NENET M. HERNANDEZ, MGOH - MUNICIPAL ENGINEER OF THE MUNICIPAL GOVERNMENT OF MATAAS NA KAHOY, BATANGAS.

THANK YOU VERY MUCH!

SINCERELY YOURS,

SALLY D. TIPAN
MGOH - MHRMO

LUZON OPERATIONS GROUP
MEMBERSHIP DEPARTMENT

January 15, 2025

TLS CERTIFICATION

This is to certify that based on GSIS records, **MS. NENET MATANGUIHAN HERNANDEZ** whose date of birth is **December 28, 1959** and an employee of **Municipal Government of Mataas na Kahoy, Batangas** is a member of the System with assigned Business Partner (BP) number 2003965004.

As of December 29, 2024, the Total Length of Service (TLS) of **Ms. Hernandez** as appearing in the GSIS records is **14.9086** years, with no recorded regular Leave of Absence Without Pay (LAWOP) per Service Record submitted on January 10, 2025.

For reference, we are providing the actual computation of how we arrived at the number of days still required to complete the 15-year service requirement:

Actual services rendered: as of December 29, 2024			
From date	**End date**	**Agency**	**TLS PER SAP**
02/01/2010	12/28/2024	**Municipal Government of Mataas na Kahoy**	**14.9086**

From date	**End date**	**total # of days needed**	**(=1/12/total # of days in a mo. X no. of days in service)**	**TLS REQUIRED**
12/29/2025	12/31/2025	3	0.008064516	
01/01/2025	01/31/2025	31	0.083333333	
02/01/2025	02/04/2025	4	0.011904762	
		35	**0.095238095**	**0.095238095**
TOTAL LENGTH OF SERVICE				**15.0038381**

In view of the foregoing, in order to complete the 15-year service requirement, the services of **Ms. Hernandez** would need to be extended from December 29, 2024 until February 4, 2025, a duration of 1 month and 7 days, and her retirement date should not be earlier than February 5, 2025.

This certification is being issued in support of her request for extension of services with the Civil Service Commission.

ANA MARIA S. CASTILLO
Department Manager

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

BAGONG PILIPINAS

August 6, 2024

CIVIL SERVICE COMMISSION
Integrated Records Management Office
AUG 06 2024
Received by: Maila Rotas
Time: 9:18

ATTY. KARLO A. B. NOGRALES
Chairperson
Civil Service Commission
139 Panay Ave, South Triangle
1103 Quezon City

THRU: MS. ROWENA M. CUNANAN
Director II
CSC Field Office- Batangas

Dear Atty. Nograles:

Attached herewith are the pertinent documents of Engr. NENET M. HERNANDEZ for the request of extension of her service for your reference:

1.Request for extension of service signed by the head of office/ appointing officer/ authority or the employee in case of extension to complete the 15-year service required under the GSIS Law, containing the jurisdictions for the request;
2. Certification by a licensed government physician that the employee subject of the request is still mentally and physically fit to perform the duties and functions of his/her position;
3. Certified true copy of the employee's Certificate of Live Birth;
4. Clearance of no pending administrative case issued by the CSC, Office of the Ombudsman and agency concerned;
5. Service record of the employee, if the purpose of the extension is to complete the 15-year service requirement under the GSIS Law;
6. Certification from the GSIS on the Total Length of Service (TLS) of the employee for those who are completing the 15- year service requirement;
7. Certified true copy of the updated Plantilla of Personnel issued by the agency HRM Officer; and
8. Proof of payment of the filing fee.

Please acknowledge receipt hereof.

Thank you, God Bless and more power.

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

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

BAGONG PILIPINAS

August 6, 2024

ATTY. KARLO A. B. NOGRALES
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Civil Service Commission
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1103 Quezon City

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Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

BAGONG PILIPINAS

OFFICE OF THE MAYOR

ATTY. KARLO A. B. NOGRALES
The Chairperson of the CSC
Civil Service Commission
139 Panay Avenue, Brgy. South Triangle
Quezon City

THRU: MS. ROWENA M. CUNANAN
Director II
CSC Field Office- Batangas

Dear Atty. Nograles:

Greetings from the Municipal Government of Mataasnakahoy!

In connection with the compulsory retirement of **ENGR. NENET M. HERNANDEZ, Municipal Engineer** of this municipality on **December 28, 2024,** the undersigned is requesting your good office for the extension of her service for a period of three (3) months.

Based on the records of the Human Resource Management Office, Engr. Hernandez will be able to complete the required fifteen (15) years of service to avail the Government Service Insurance System (GSIS) retirement benefits should this request for extension of her service be granted.

Attached herewith are the pertinent documents for your reference:

a) Birth Certificate;
b) Service Record;
c) Medical Certificate;
d) Clearance of No Pending Administrative Case from the Civil Service Commission and Office of the Ombudsman;
e) Certification from the GSIS on the Total Length of Service (TLS);
f) Certified True Copy of the Updated Plantilla of Personnel; and
g) Proof of Payment.

We look forward to your favorable consideration of this request.

Thank you and more power.

Very truly yours,

HON. JANET M. ILAGAN
Municipal Mayor

Joining hands for Mataasnakahoy's interest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

BAGONG PILIPINAS

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The Chairperson of the CSC
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HON. JANET M. ILAGAN
Municipal Mayor

Draft 2

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

BAGONG PILIPINAS

OFFICE OF THE MAYOR

ATTY. KARLO A. B. NOGRALES
The Chairperson of the CSC
Civil Service Commission - Region IV
139 Panay Avenue, Brgy. South Triangle
Quezon City

— not Region IV, See previous Comment in Draft 1

THRU: MS. ROWENA M. CUNANAN
Director II
CSC Field Office- Batangas

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Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

BAGONG PILIPINAS

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Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MAYOR

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HON. JANET M. ILAGAN
Municipal Mayor

10 June 2024

Hon. **JANET MAGPANTAY ILAGAN**
Municipal Mayor
Mataasnakahoy, Batangas

REQUEST FOR EXTENSION OF SERVICE

Dear Mayor ILAGAN:

This refers to my impending compulsory retirement on 28 December 2024 when I will turn 65 years old.

As the Mayor would note, I joined government service only on 01 February 2010. In this regard, and upon checking with the Human Resource Management Office (HRMO), I would be short of about two (2) months to complete the required 15 years of service for government employees to avail of retirement benefits.

In light of the foregoing, may I please request that I be granted a three (3) month extension of service based on Civil Service Commission (CSC) Memorandum Circular (MC) No. 21 – S – 2020 entitled "Guidelines on the Request for Extension of Service."

Hoping for favorable consideration of the Mayor.

Thank you and best regards.

Very truly yours

Engr. NENET M. HERNANDEZ
Municipal Engineer

10 June 2024

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Mataasnakahoy, Batangas

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Municipal Engineer

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Engr. NENET M. HERNANDEZ
Municipal Engineer

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Telefax (043) 784-1016

BAGONG PILIPINAS

MUNICIPAL HEALTH OFFICE

CONTROL NO: 24-0988

MEDICAL CERTIFICATE

This is to certify that NENET HERNANDEZ, 64 YEARS OLD from BRGY. II-A MATAASNAKAHOY, BATANGAS consulted at Mataasnakahoy Rural Health Unit.

DATE : AUGUST 1, 2024

DIAGNOSIS : ESSENTIALLY NORMAL AT THE TIME OF EXAMINATION

REMARKS :

This certification is being issued upon the request of the above for whatever purpose it may serve.

KARLA MANALO CARAAN, MD
Municipal Health Officer
Lic. Number 113447

REPUBLIC OF THE PHILIPPINES

CERTIFICATE OF LIVE BIRTH

(FILL OUT COMPLETELY, ACCURATELY, LEGIBLY IN INK OR TYPEWRITTEN)

Register Number:
(a) Civil Registrar-General No.
(b) Local Civil Registrar No. 309

Province: Batangas
City or Municipality: Mataasnakahoy

LCR No.

1. Place of Birth
a. Province: Batangas
b. City or Municipality: Mataasnakahoy
c. Name of Hospital or Institution (If not in hospital, give street address): Poblacion
d. Is Place of Birth Inside City Limits? Yes ☐ No ☐
2. Usual Residence of Mother (Where does mother live?)
a. Province: Batangas
b. City or Municipality: Mataasnakahoy
c. Municipality Street
d. Is Residence Inside City Limits? Yes ☐ No ☐
e. Is Residence on a Farm? Yes ☐ No ☐

3. Name (Type or Print): First: Ninet Middle: Lubis Last: Matanguihan
4. Sex: Female
5a. Time Birth: Single ☒ Twin ☐ Triplet ☐
5b. Is Twin or Triplet, was Child: 1st ☐ 2nd ☐ 3rd ☐
6. Date of Birth: Month Dec. Day 28 Year 1959
7. Name: First Ponciano Middle Matanguihan Last Matanguihan
8. Religion: R.Catholic
9. Nationality: Filipino
10. Race: Bicol
11. Age (At time of this birth): 40 Years
12. Birthplace: M.Kahoy, Batangas
11a. Usual Occupation: Proprietor
11b. Kind of Business or Industry
12. Maiden Name: First Natividad Middle Lira Last Lubis
13. Religion: R.Catholic
14. Nationality: Filipino
15. Race: Bicol
16. Age (At time of this birth): 42 Years
17. Birthplace: M.Kahoy, Batangas
18. Previous Deliveries to Mother (Do not include this birth): 12
a. How many children are now living? 11
b. How many children have been born but now dead?
c. How many fetal deaths (losses) have occurred any time after conception?
19. Informant's Signature: Natividad Lubis
Name in Print: NATIVIDAD LUBIS
Address: M.Kahoy, Batangas
20. Mother's Maiden Address (Barrio, Street, City or Municipality, Province)

21. ATTENDANT AT BIRTH
I certify that I attended the birth of this child who was born alive at 0800 o'clock A. M. on the date above indicated.
a. Signature
b. Name in Print
c. Address
d. Date Signed by Attendant at Birth
e. Title of Attendant at Birth: ☐ M. D. ☐ Midwife ☐ Nurse ☐ Others (Specify)

22. Recorded in the Office of the Local Civil Registrar
a. Signature: Jacinto Hitna
b. Name in Print: JACINTO HITNA
c. Title of Position: Local Civil Reg.
d. Date: December 29,1959
23. a. Given Name Assigned from Supplemental Report
b. Date When Given Name Was Settled: 0420
24. Name of Preparer
Complete Name
25. Number of Birth
26. Legitimate: Yes ☐ No ☐
27. Date and Place of Marriage of Parents (For legitimate birth)
(Month) (Date) (Year)
City or Municipality Province
28. This Certificate is Prepared by
Signature: Natividad C. Lubis
Name in Print: NATIVIDAD L. LUBIS
Title or Position: Aunt
Date: December 29, 1959

(SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES)

(Municipality or City)
(Province)

1(a). 1(b). 1(c). 2. 0815 2(a). 2. 4. 5(a). 5(b). 6. 7. 8. 9(a). 0842 10(a). 10(b). 11 10(c). 13(a). 13(b). 14. 15. 16. 17. 18. 19. 20(a). 21(b). 22.

IMPORTANT: DO NOT DETACH, LOCAL CIVIL REGISTRAR MUST ACCOMPLISH THIS PORTION!

08801-CA-105SBB-00750-BI001

BEST POSSIBLE IMAGE

T0010880110500750020520240 01

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

HR700720223

Civil Registry Form No. 1A
(Birth-available)

Control No: B24-0099

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR
MATAASNAKAHOY, BATANGAS

July 31, 2024

TO WHOM IT MAY CONCERN:

We certify that, among others, the following facts of birth appear in our Register of Births on page 65 of book number 2:

Registry number	: 309
Date of Registration	: December 29, 1959
Population Reference No.	: x x x x x x x
Name of child	: **NENET MATANGUIHAN**
Sex	: Female
Date of birth	: December 28, 1959
Place of birth	: MATAASNAKAHOY, BATANGAS
Name of mother	: NATIVIDAD LUBIS
Citizenship of mother	: FILIPINO
Name of Father	: PONCIANO MATANGUIHAN
Citizenship of father	: FILIPINO
Date of marriage of parents	: Not Stated
Place of marriage of parents	: Not Stated

PURPOSE: FOR ANY LEGAL PURPOSES

This certification is issued to NENET M. HERNANDEZ upon his/her request.

LALAINE B. TIPAN
MUNICIPAL CIVIL REGISTRAR

MUNICIPAL CIVIL REGISTRAR ★ MATAASNAKAHOY, BATS. ★
OFFICIAL SEAL

Verified by:

PRIMROSE B. MANALO
Registration Officer II

Note: A mark, erasure or alteration of any entry invalidates this certification.

CIVIL SERVICE COMMISSION
Republic of the Philippines

Civil Service Commission Regional Office IV

No. 313, s. 2024

CERTIFICATION

This is to certify that **NENET M. HERNANDEZ** has no pending administrative case before this Office.

Issued upon request of Nenet M. Hernandez for whatever legal purpose it may serve.

Quezon City, April 26, 2024.

By the Authority of the Commission

MARIA LETICIA G. REYNA, MNSA
Director IV

RO4-LSD-2024-140

MLGR/115/idy

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE OMBUDSMAN

0440437- 1

C L E A R A N C E

This certifies that our records show that as of 14 June 2024, **NENET MATANGUIHAN HERNANDEZ, LGU MATAAS NA KAHOY, BATANGAS, BRGY. 4, MATAAS NA KAHOY, BATANGAS,** has NO PENDING CRIMINAL AND ADMINISTRATIVE CASES with the Office of the Ombudsman.

Issued on **20 June 2024** upon the request of **NENET MATANGUIHAN HERNANDEZ** for whatever legal purposes it may serve.

BY AUTHORITY OF THE OMBUDSMAN

BELLA AURORA C. ASUNCION
Graft Investigation Officer I

NOT VALID WITHOUT DRY SEAL.
NOT VALID WITH ERASURES/ALTERATIONS.

OR#:9311281/ P150.00 / 2024-04-23
CONTROL NO.: **24-440437-1**

/KCVP

WE PROTECT

OFFICE OF THE OMBUDSMAN OFFICE OF THE OMBUDSMAN OFFICE OF THE OMBUDSMAN OFFICE OF THE OMBUDSMAN OFFICE

GSIS

Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan
BATANGAS BRANCH OFFICE

BAGONG PILIPINAS

March 13, 2024

Ms. NENET HERNANDEZ
Rizal St., Brgy II A
4223 Mataas na Kahoy, Batangas

BUSINESS PARTNER NO. 2003965004

Dear Sir/Madam:

This refers to your request for reconciliation of your **Compulsory Premium Payments.**

Based on the existing Membership Service Profile (MSP) and records on the mandatory GSIS premium Remittances, extracted as of March 13, 2024, your Periods with Paid Premiums (PPP) is **14.08285190.**

Should you have further queries, please feel free to email Ms. Chona B. Dalina, Officer II, Billing, Collection and Reconciliation Division at cbdalina@gsis.gov.ph, or call us at telephone number 723-4345 or visit the nearest GSIS office.

Thank you.

Very truly yours,

LEVI S. OLIVAR JR.
Branch Manager

GSIS BATANGAS BO
CERTIFIED TRUE COPY
VANHEINRICH EIDAM M. FLORES
GSIS BATANGAS BO
CERTIFYING OFFICER
Date: 8/1/24

CS Form No. 7
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CLEARANCE FORM

(Instructions at the back)

I PURPOSE

August 5, 2024
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY**

I hereby request clearance from money, property and work-related accountabilities for:

Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation:
☐ Retirement ☐ Leave Please specify: _____

Date of Effectivity:

Office of Assignment: Office of the Municipal Engineer

Position/SG/Step: Municipal Engineer/ SG24/ Step 4

ENGR. NENET M. HERNANDEZ
Name and Signature of Official

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

I hereby certify that this employee/official is cleared☐ / not cleared ☐of work-related accountabilities from this Unit/Office/Dept.

HON. JANET M. ILAGAN
Municipal Mayor

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. *Administrative Services*				
a. Supply and Property Procurement and Management Services	✓		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	✓		GALLY D. TIPAN	
c. Agency-accredited Union/Cooperative			N/A	
2. *Library*				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. *Finance and Assets Management*				
a. Financial Services	✓		LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	✓		LENILYN C. CARAAN	
c. Payroll & Remittance Services	✓		LENILYN C. CARAAN	
4. *Professional and Institutional Development*				
a. Scholarship Services			N/A	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Affairs Office

☐ with pending administrative case
☐ with ongoing investigation (no formal charge yet)

V CERTIFICATION

I hereby certify that this employee/ official is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.

HON. JANET M. ILAGAN
Municipal Mayor

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.

CS Form No. 7
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CLEARANCE FORM

(Instructions at the back)

I PURPOSE

August 5, 2024
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY**

I hereby request clearance from money, property and work-related accountabilities for:

Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation:
☐ Retirement ☐ Leave Please specify: _____

Date of Effectivity:

Office of Assignment: Office of the Municipal Engineer

Position/SG/Step: Municipal Engineer/ SG24/ Step 4

ENGR. NENET M. HERNANDEZ
Name and Signature of Official

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

I hereby certify that this employee/official is cleared ☐ / not cleared ☐ of work-related accountabilities from this Unit/Office/Dept.

HON. JANET M. ILAGAN
Municipal Mayor

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. *Administrative Services*				
a. Supply and Property Procurement and Management Services	✓		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	✓		GALLY D. TIPAN	
c. Agency-accredited Union/Cooperative			N/A	
2. *Library*				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. *Finance and Assets Management*				
a. Financial Services	✓		LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	✓		LENILYN C. CARAAN	
c. Payroll & Remittance Services	✓		LENILYN C. CARAAN	
4. *Professional and Institutional Development*				
a. Scholarship Services			N/A	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Affairs Office				

☐ with pending administrative case
☐ with ongoing investigation (no formal charge yet)

V CERTIFICATION

I hereby certify that this employee/ official is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.

HON. JANET M. ILAGAN
Municipal Mayor

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
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CS Form No. 7
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CLEARANCE FORM

(Instructions at the back)

I PURPOSE

August 5, 2024
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY**

I hereby request clearance from money, property and work-related accountabilities for:

Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation:
☐ Retirement ☐ Leave Please specify: _____

Date of Effectivity:

Office of Assignment: Office of the Municipal Engineer

Position/SG/Step: Municipal Engineer/ SG24/ Step 4

ENGR. NENET M. HERNANDEZ
Name and Signature of Official

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

I hereby certify that this employee/official is cleared ☐ / not cleared ☐ of work-related accountabilities from this Unit/Office/Dept.

HON. JANET M. ILAGAN
Municipal Mayor

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. *Administrative Services*				
a. Supply and Property Procurement and Management Services	✓		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	✓		GALLY D. TIPAN	
c. Agency-accredited Union/Cooperative			N/A	
2. *Library*				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. *Finance and Assets Management*				
a. Financial Services	✓		LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	✓		LENILYN C. CARAAN	
c. Payroll & Remittance Services	✓		LENILYN C. CARAAN	
4. *Professional and Institutional Development*				
a. Scholarship Services			N/A	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Affairs Office

☐ with pending administrative case
☐ with ongoing investigation (no formal charge yet)

V CERTIFICATION

I hereby certify that this employee/ official is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.

HON. JANET M. ILAGAN
Municipal Mayor

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6. Processing of clearance certificate shall follow the order of number indicated.

GSIS

Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan
BATANGAS BRANCH OFFICE

BAGONG PILIPINAS

March 13, 2024

Ms. NENET HERNANDEZ
Rizal St., Brgy II A
4223 Mataas na Kahoy, Batangas

BUSINESS PARTNER NO. 2003965004

Dear Sir/Madam:

This refers to your request for reconciliation of your **Compulsory Premium Payments.**

Based on the existing Membership Service Profile (MSP) and records on the mandatory GSIS premium Remittances, extracted as of March 13, 2024, your Periods with Paid Premiums (PPP) is **14.08285190.**

Should you have further queries, please feel free to email Ms. Chona B. Dalina, Officer II, Billing, Collection and Reconciliation Division at cbdalina@gsis.gov.ph, or call us at telephone number 723-4345 or visit the nearest GSIS office.

Thank you.

Very truly yours,

LEVI S. OLIVAR JR.
Branch Manager

Bgy. Alangilan, Batangas City ,4200

gfal ginhawa for all!

www.gsis.gov.ph
facebook.com/gsis.ph

GSIS Official
gsisbatangas@gsis.gov.ph gsis-romblon@gsis.gov.ph

(043) 723-4345
(043) 723-4123

Business Partner	2003965004	NENET HERNANDEZ 4223 MATAAS NA KAHOY BATANGAS
Display in BP role	FS-CD Business Partner	
Validity Period	01/01/0001 - 12/31/9999	

Control | Address | Address Overview | Identification | **Latest Employment Details** | Insurance Objects | Payment Transactions

Latest Employment Details

Annual Salary	837,384.00
Employer	1000033675
Position	MGDH ENGR
Place of Assignment	MUN GOVT OF MATAAS NA KAHOY
Total Length of Service	14.11828
Net LWOP	0.00000000
Net TLS	14.11828
Periods with Paid Premiums	14.08285190
Remitting Agency	1000033675
Insurance Amount	1,256,076.00
Policy Status	Active
Employment Status	Permanent
Average Monthly Compensation	68,481.76
Basic Monthly Pension	24,356.91

Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

SERVICE RECORD

NAME: HERNANDEZ, NENET MATANGUIHAN (If married woman, give also maiden name)

BIRTH: December 28, 1959 (Date herein should be checked from birth or baptismal certificate or some other reliable documents)

This is to certify that the employee named herein above actually rendered services in the office as shown by the service record below, each line of which is supported by the appointment and other papers actually issued by this office and approved by the authorities concerned.

SERVICE		RECORD OF APPOINTMENT			OFFICE/ENTITY/DIVISION			SEPARATION	
Inclusive Date									
From	To	Designation	Status	Salary	Station/Place	Branch	Abs. W/o Pay	Date	Cause
02-01-10	12-31-10	Engineer I	Perm.	136,068.00	Office of the Mun. Engr.	M-kahoy, Bats	None		
01-01-11	12-31-11	-do-	-do-	150,528.00	-do-	-do-	None		
01-01-12	12-31-12	-do-	-do-	157,764.00	-do-	-do-	None		
01-01-13	01-31-13	-do-	-do-	165,000.00	-do-	-do-	None		
02-01-13	11-30-14	-do-	-do-	167,112.00	-do-	-do-	None		
12-01-14	08-02-15	-do-	-do-	181,260.00	-do-	-do-	None		
08-03-15	04-30-16	Municipal Engineer	-do-	447,756.00	-do-	-do-	None		
05-01-16	12-31-16	-do-	-do-	509,496.00	-do-	-do-	None		
01-01-17	12-31-17	-do-	-do-	579,744.00	-do-	-do-	None		
01-01-18	08-02-18	-do-	-do-	659,688.00	-do-	-do-	None		
08-03-18	12-31-18	-do-	-do-	669,576.00	-do-	-do-	None		
01-01-19	12-31-19	-do-	-do-	762,900.00	-do-	-do-	None		
01-01-20	12-31-20	-do-	-do-	778,164.00	-do-	-do-	None		
01-01-21	08-02-21	-do-	-do-	793,428.00	-do-	-do-	None		
08-03-21	12-31-21	-do-	-do-	806,376.00	-do-	-do-	None		
01-01-22	12-31-22	-do-	-do-	821,880.00	-do-	-do-	None		
01-01-23	To present	-do-	-do-	837,384.00	-do-	-do-	None		

Issued in compliance with Executive Order No. 54 dated August 10, 1954 and in accordance with Circular No. 58 dated August 10, 1954 of the System.

Certified correct:

GALLY D. TIPAN
Municipal Human Resource Management Officer

Not Valid Without Seal

August 6, 2024
Date

ACCOUNTABLE FORM No. 51
Revised January, 1992

(ORIGINAL)

CSC
CIVIL SERVICE COMMISSION
Republic of the Philippines

REPUBLIKA NG PILIPINAS

Official Receipt of the Republic of the Philippines

OR Number : 09942851-2

No. 9942851-2

Date August 06, 2024 (Tuesday)

Agency **CIVIL SERVICE COMMISSION** | Fund **02**

Payor HERNANDEZ, NENET M.

Nature of Collection	Account Code	Amount
REQ. FOR EXTENSION OF SERVICES		₱ 500.00
TOTAL		₱ 500.00

Amount in Words Five Hundred pesos and 0/100 only

	Drawee Bank	Number	Date
[X] Cash			
[ ] Check			
[ ] Money Order			

Received the amount stated above.

RITCHEL S. JUDAN

Collecting Officer

NOTE: Write the number and date of this receipt on the back of check or money order received

Printed by: NATIONAL PRINTING OFFICE, Diliman, Quezon City, Tel. 926-7544

To: Gally

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph

NOV 13 2024

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
RELEASED
13 NOV 2024
NAME/POSITION:
RECORDS SECTION CN: 2024-11-13-200

JANET M. ILAGAN
Mayor
Municipal Hall
Barangay IV
Mataas na Kahoy, Batangas

Dear **Mayor Ilagan:**

This refers to the proposed travel to Thailand of Engr. Nenet M. Hernandez, Municipal Engineer from November 15-17, 2024 while on leave of absence for personal reasons.

Relative to the above, please be informed that the said request is hereby approved, subject to the provisions under DILG Memorandum Circular No. 2022-147 and to other applicable laws, rules and regulations.

Very truly yours,

JUANITO VICTOR C. REMULLA
Secretary

cc: Director ARIEL O. IGLESIA, CESO III, DILG Regional Office IV-A

P010-2024-10-30-013
BLGS/DTT/PCMD/kpl/bcf/fbr

Department of the Interior and Local Goverment

EDSA corner, Quezon Ave. Diliman, Quezon City,
Metro Manila, Philippines

89

REPUBLIC OF THE PHILIPPINES
PHLPOST
0060.00 PES
AC606AD 7528
PB74807 06.12.20
Quezon City Central

QUEZON CITY CENTRAL
1100 QUEZON CITY P.
DEC - 6 - 2024
REGISTRY DISPATCHING SECTION

MAYOR JANET M. ILAGAN
MUNICIPAL HALL
BARANGAY IV, MATAAS NA KAHOY
4223 BATANGAS

REGISTERED MAIL

Permit No. : PCA-17-09-873
Class Mail at : QCCPO
Valid until : December 31, 2024

2024-11-13-200

IV-A

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 272-9942

BAGONG PILIPINAS

OFFICE OF THE MUNICIPAL ENGINEER

MEMORANDUM

FOR : **HON. JANET M. ILAGAN**
Municipal Mayor

THRU : **MR. GALLY D. TIPAN** _____
Municipal Human Resource and Management Officer

SUBJECT : **REQUEST FOR LEAVE OF ABSENCE**

DATE : October 29, 2024

---

1. This is to request the approval of my Vacation Leave for one working day (1) on November 15, 2024 and two days (2) non-working days on November 16-17, 2024.

2. Reason: Travel Abroad (Thailand).

Further request consideration on this matter.

NENET M. HERNANDEZ
Municipal Engineer

Approved: _____

Disapproved: _____

IO

Report ID: DTO-R03

RI923190
55

DEPARTMENT OF HEALTH
ST. JOSEPH HEALTHCARE, INC.
2F LIPA COM'L. CTR., A.MABINI ST. COR P.TORRES ST., LIPA CITY, BATANGAS
Phone Number (043) 757 4675

DRUG TEST REPORT

CCF No: 202202120005
Name: ILAGAN, KRISNO DE CASTRO
Birthdate: 03/31/1990 Age: 31 Gender: M

Transaction Date Time: 2/12/2022 9:31:00AM
Report Date Time: 2/12/2022 10:23:44AM

Test Method TEST KIT

Purpose
Government Employment

Requesting Parties
LGU

Result

Drug/Metabolite	*Result*	*Remarks*
METHAMPHETAMINE	NEGATIVE	PASSED
TETRAHYDROCANNABINOL	NEGATIVE	PASSED

Test Conducted By

96 MR. ROBERTO MACUHA ESTOLANO
Analyst

Approved By

DR. SPENCER SITJAR WATANABE 69
Head of Laboratory

Valid Within 12 Month/s from Transaction Date

This is a DOH-DDB IDTOMIS generated report

Civil Service Form No. 6
Revised 2020

Human ... Office
Mataasnakahoy
RECEIVED
Stamp of Date of Receipt
10.29.24 4:40pm

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
MEO	HERNANDEZ	NENET	MATANGUIHAN

3. DATE OF FILING October 29, 2024 4. POSITION MUNICIPAL ENGINEER 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☑ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- ☐ Within the Philippines _____
- ☑ Abroad (Specify) Thailand

In case of Sick Leave:
- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:
(Specify Illness) _____

In case of Study Leave:
- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:
- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

(3) THREE DAYS

INCLUSIVE DATES

November 15, 2024 (Working Days) / November 16 to 17, 2024

6.D COMMUTATION

- ☑ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of July 31, 2024

	Vacation Leave	Sick Leave
Total Earned	117.396	183.00
Less this application	-	-
Balance	116.396	183.00

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

7.B RECOMMENDATION

- ☑ For approval
- ☐ For disapproval due to _____

Hon. JANET M. ILAGAN
Municipal Mayor

7.C APPROVED FOR:

1 day with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

Hon. JANET M. ILAGAN
Municipal Mayor

INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and **to be accomplished at least in duplicate** with documentary requirements, as follows:

1. **Vacation leave***
   It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2. **Mandatory/Forced leave**
   Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. **Sick leave***
   - It shall be filed immediately upon employee's return from such leave.
   - If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

4. **Maternity leave* – 105 days**
   - Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
   - Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
   - Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. **Paternity leave – 7 days**
   Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. **Special Privilege leave – 3 days**
   It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

7. **Solo Parent leave – 7 days**
   It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

8. **Study leave* – up to 6 months**
   - Shall meet the agency's internal requirements, if any;
   - Contract between the agency head or authorized representative and the employee concerned.

9. **VAWC leave – 10 days**
   - It shall be filed in advance or immediately upon the woman employee's return from such leave.
   - It shall be accompanied by any of the following supporting documents:
     a. Barangay Protection Order (BPO) obtained from the barangay;
     b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
     c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
     d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

10. **Rehabilitation leave* – up to 6 months**
    - Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
    - Letter request supported by relevant reports such as the police report, if any,
    - Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
    - Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

11. **Special leave benefits for women* – up to 2 months**
    - The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
    - The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

12. **Special Emergency (Calamity) leave – up to 5 days**
    - The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
    - The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

13. **Monetization of leave credits**
    Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

14. **Terminal leave***
    Proof of employee's resignation or retirement or separation from the service.

15. **Adoption Leave**
    - Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

---

* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC Memorandum Circular No. 2, s. 1985).

Document Code		
FM-SP-DILG-07-01		
Rev. No.	Eff. Date	Page
01	09.16.24	1 of 1

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

CITIZEN'S CHARTER SERVICE REQUEST FORM

SERVICE TITLE: ISSUANCE OF CERTIFICATE FOR FOREIGN TRAVEL AUTHORITY OF LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES		**REFERENCE NO.**	FTA-R4A-MATAASNAKAHOY-BATANGAS-2024-10-30-005
		DATE OF REQUEST	October 30, 2024
		Name of Applicant:	NENET M. HERNANDEZ
ADMINISTRATIVE REQUIREMENTS	**Compliance**	**Contact Details:**	0977-832-0407
Basic Documents on All Travel Categories			
1. Request Letter (Note: Governors, Vice Governors, Mayors, and Vice Mayors traveling abroad shall indicate the name of the Highest Ranking Sanggunian Member in their request letter)	✓	**OTHER NEEDED INFORMATION, if any:**	
2. A duly notarized affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant, or Oath of Undertaking, when the applicant has a pending case; and	✓	**Position: MUNICIPAL ENGINEER**	**Region: IV-A CALABARZON**
3. A duly accomplished Clearance from Money and Property Accountabilities, (CS Form No. 7, Revised 2018) - signed by all Department Heads, indicating if cleared or not cleared and duly signed by the LCE	✓	**LGU: MATAASNAKAHOY**	**Destination: THAILAND**
4. Travel Authorization (or Travel Order or Endorsement) from the Local Chief Executive pursuant to Section 6, OP MC No. 35, Series of 2017	✓		
Additional Documents Per Travel Category			
OFFICIAL TRIPS		**Duration requested: Nov. 15-17, 2024**	**Category of travel: PERSONAL/PRIVATE**
2. Invitation Letter from the host country or sponsoring agency;			
3. Acceptance letter from CHED, TESDA, LGA or organizer, or donor,			
4. Copy or draft of the Memorandum of Agreement or Memorandum of Understanding between the LGU concerned and the LGU abroad (travel relating to Sister City or LG Technical Exchange Cooperation), if applicable.		**SIGNATURE:** NMHernandez	10-30-2024, 4:00 PM
		RECEIVED BY:	**DATE AND TIME RECEIVED**
UNOFFICIAL TRIPS		**GUILLERMO A. OCAMPO JR.** Receiving Officer	10-30-2024, 4:00 PM
2. For Governors, Mayors of Highly Urbanized Cities and Independent Component Cities, Mayor of Pateros (a) Duly accomplished Application for Leave (CS Form No. 6, Revised 2020) (b) Medical Certificate for medical reasons		**ENDORSED TO RESPONSIBLE OFFICER:**	**DATE AND TIME ENDORSED**
3. Other Elected Officials (including employees - department heads and below) when the period of travel extends to more than three (3) months or during a period of emergency or crisis (a) Duly approved Application for Leave of absence (CS Form No. 6, Revised 2020) (b) Medical Certificate for medical reasons	✓	**GUILLERMO A. OCAMPO JR.** Name/Unit and Designation	10-30-2024, 4:00 PM
REMARKS:			

ACKNOWLEDGEMENT RECEIPT

This is to acknowledge the service/s you have requested:

SERVICE TITLE:	Date Received		Date of Release in case of extension

NAME OF RESPONSIBLE OFFICER/UNIT/DESIGNATION:

REMARKS:

REFERENCE NO.

Republic of the Philippines
DEPARMENT OF THE INTERIOR AND LOCAL GOVERNMENT

OFFICE ADDRESS:

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. No. (043) 784-1016
Email Address: mayorsoffice_mkahoy@yahoo.com

BAGONG PILIPINAS

OFFICE OF THE MAYOR

29 October 2024

ATTY. LORD A. VILLANUEVA
OIC-Secretary
Department of the Interior and Local Government
DILG-NAPOLCOM Center, EDSA Cor.
Quezon Ave., West Triangle, Quezon City

Dear **Secretary Villanueva:**

Greetings from the Municipality of Mataasnakahoy, Batangas!

This is to endorse the travel abroad of Engr. NENET M. HERNANDEZ, Municipal Engineer of Mataasnakahoy, Batangas, from November 15-17, 2024 on her personal account. Said travel shall not entail any cost on part of the Municipal Government of Mataasnakahoy.

For the Secretary's approval.

Thank you and best regards.

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

Joining hands for Mataasnakahoy's Interest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 272-9942

BAGONG PILIPINAS

OFFICE OF THE MUNICIPAL ENGINEER

29 October 2024

ATTY. LORD A. VILLANUEVA
OIC Secretary
Department of the Interior and Local Government
DILG- NAPOLCOM Center, EDSA Cor.
Quezon Ave., West Triangle, Quezon City

Dear **OIC Secretary Villanueva:**

I write the reference to our trip to Thailand on private/ personal purposes from Nov. 15-17,2024

With regards to the aforementioned trip, may we please request the Honorable OIC Secretary that the undersigned be issued "Certificate of Foreign Travel Authority".

Hoping for the Secretary's favorable reply on this request.

Thank you and best regards.

Very Truly yours,

NENET M. HERNANDEZ
Municipal Engineer
Office of the Municipal Engineer

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 272-9942

BAGONG PILIPINAS

OFFICE OF THE MUNICIPAL ENGINEER

29 October 2024

HON. JANET MAGPANTAY ILAGAN
Municipal Mayor
Mataasnakahoy , Batangas

Dear Mayor Ilagan;

This refers to a travel to Thailand scheduled on November 15-17, 2024 for the undersigned to attend to some important personal matters.

May I request that I be authorized and allowed to undertake the said travel. May I assure that the expenses to be incurred on this travel will be on my own account no resource will come from the municipal government.

Hoping for your favorable action on this request.

Thank you and more power!

Very truly yours,

NENET M. HERNANDEZ
Municipal Engineer

Approved: _____
Disapproved: _____

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF MATAASNAKAHOY,BATANGAS)

AFFIDAVIT OF NO PENDING
CIVIL OR CRIMINAL CASE

I, **NENET M. HERNANDEZ**, of legal age, married, Filipino, and a resident of Barangay II-A, Mataasnakahoy, Batangas, after having been sworn to an oath in accordance with law, hereby depose and state;

That I am currently employed at the Local Government Unit of Mataasnakahoy, Batangas as Municipal Engineer.

That, I will be on my personal/private travel to Thailand on November 15-17, 2024.

That I am neither an advocate nor a mentor of any unlawful or subversive organization that advocated the overthrow of the government agency in the government.

That I was never accused of any offence or crime involving moral turpitude, neither one of the same nature or a pending case of anti-graft law (RA 3019) against my person is pending before any persecution office and judicial authorities elsewhere in the Philippines.

That I am executing this affidavit to attest to the truth of all the foregoing declaration and for whatever legal purposes it may serve.

IN WITNESS WHEREOF, I hereunto set my hand this ___ day of 29 OCT 2024 2024 at Municipality of Mataasnakahoy, Batangas.

NMHernandez
NENET M. HERNANDEZ
Affiant

SUBSCRIBED AND SWORN to before me this _____ day of 29 OCT 2024 2024 at Mataasnakahoy, affiant exhibited to me his/her _____ issued on _____ at _____

Doc No. 312
Page No. 03
Book No. 5
Series No. 2024

ATTY. AARON JAIME A. ARADA
Notary Public
N.C. No. 2022-0048 valid until Dec. 31, 2024
Roll of Attorneys No. 76864
IBP No. 383736 / 01.01.2024
PTR No. 33236848 / 01.02.2024
MCLE Compliance until April 14, 2025

CS Form No. 7
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CLEARANCE FORM

(Instructions at the back)

I PURPOSE **TRAVEL ABROAD -** THAILAND

Oct. 30, 2024
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY**
I hereby request clearance from money, property and work-related accountabilities for:

Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation:
☐ Retirement ☑ Leave Please specify: _____

Date of Effectivity: NOV. 15 - 17, 2024

Office of Assignment: Office of the Municipal Engineering

Position/SG/Step: Municipal Engineer / 24 / 4

ENGR. NENET M. HERNANDEZ
Name and Signature of Official

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

I hereby certify that this employee/official is cleared ☐ / not cleared ☐ of work-related accountabilities from this Unit/Office/Dept.

HON. JANET M. ILAGAN
Municipal Mayor

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. *Administrative Services*				
a. Supply and Property Procurement and Management Services	✓		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	✓		GALLY D. TIPAN	
c. Agency-accredited Union/Cooperative			N/A	
2. *Library*				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. *Finance and Assets Management*				
a. Financial Services	✓		LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	✓		LENILYN C. CARAAN	
c. Payroll & Remittance Services	✓		LENILYN C. CARAAN	
4. *Professional and Institutional Development*				
a. Scholarship Services			N/A	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Affairs Office

☐ with pending administrative case
☐ with ongoing investigation (no formal charge yet)

V CERTIFICATION

I hereby certify that this employee/ official is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.

HON. JANET M. ILAGAN
Municipal Mayor

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** shall prepare this form in quadruplicate.

2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)

3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.

4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.

5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.

6. Processing of clearance certificate shall follow the order of number indicated.

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Email Address: mayorsoffice_mkahoy@yahoo.com

BAGONG PILIPINAS

OFFICE OF THE MAYOR

AUTHORITY TO TRAVEL

This is to authorize **ENGR. NENET M. HERNANDEZ,** Municipal Engineer of the Local Government of Mataasnakahoy, to travel to Thailand from November 15-17, 2024 for vacation on personal account.

Engr. Hernandez has an approved leave of absence and no government fund shall be used for the said travel abroad.

Issued this 30th day of October 2024 at Mataasnakahoy, Batangas.

HON. JANET M. ILAGAN
Municipal Mayor

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph

NOV 13 2024

JANET M. ILAGAN
Mayor
Municipal Hall
Barangay IV
Mataas na Kahoy, Batangas

Dear **Mayor Ilagan:**

This refers to the proposed travel to Thailand of Engr. Nenet M. Hernandez, Municipal Engineer from November 15-17, 2024 while on leave of absence for personal reasons.

Relative to the above, please be informed that the said request is hereby approved, subject to the provisions under DILG Memorandum Circular No. 2022-147 and to other applicable laws, rules and regulations.

Very truly yours,

JUANITO VICTOR C. REMULLA
Secretary

cc: Director ARIEL O. IGLESIA, CESO III, DILG Regional Office IV-A

P010-2024-10-30-013
BLGS/DTT/PCMD/kpl/bcf/fbr

Pls. forward to HR

Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan
BATANGAS BRANCH OFFICE

March 13, 2024

Ms. NENET HERNANDEZ
Rizal St., Brgy II A
4223 Mataas na Kahoy, Batangas

BUSINESS PARTNER NO. 2003965004

Dear Sir/Madam:

This refers to your request for reconciliation of your **Compulsory Premium Payments.**

Based on the existing Membership Service Profile (MSP) and records on the mandatory GSIS premium Remittances, extracted as of March 13, 2024, your Periods with Paid Premiums (PPP) is **14.08285190.**

Should you have further queries, please feel free to email Ms. Chona B. Dalina, Officer II, Billing, Collection and Reconciliation Division at cbdalina@gsis.gov.ph, or call us at telephone number 723-4345 or visit the nearest GSIS office.

Thank you.

Very truly yours,

LEVI S. OLIVAR JR.
Branch Manager

Business Partner	2003965004	NENET HERNANDEZ 4223 MATAAS NA KAHOY BATANGAS
Display in BP role	FS-CD Business Partner	
Validity Period	01/01/0001 - 12/31/9999	

Control | Address | Address Overview | Identification | Latest Employment Details | Insurance Objects | Payment Transactions

Latest Employment Details

Annual Salary	837,384.00
Employer	1000033675
Position	MGDH ENGR
Place of Assignment	MUN GOVT OF MATAAS NA KAHOY
Total Length of Service	14.11828
Net LWOP	0.00000000
Net TLS	14.11828
Periods with Paid Premiums	14.08285190
Remitting Agency	1000033675
Insurance Amount	1,256,076.00
Policy Status	Active
Employment Status	Parmanent
Average Monthly Compensation	68,481.76
Basic Monthly Pension	24,356.91

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

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

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

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

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	HERNANDEZ		
FIRST NAME	NENET	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MATANGUIHAN		
3. DATE OF BIRTH (mm/dd/yyyy)	12/28/1959	16. CITIZENSHIP	☐ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
4. PLACE OF BIRTH	MATAASNAKAHOY	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	☐ Male ☑ Female		
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No.: RIZAL ST. Street: II-A Subdivision/Village: Barangay: MATAASNAKAHOY City/Municipality: BATANGAS Province:
7. HEIGHT (m)	5'2		
8. WEIGHT (kg)	57 KG	ZIP CODE	4223
9. BLOOD TYPE	"B"	18. PERMANENT ADDRESS	House/Block/Lot No.: RIZAL ST. Street: II-A Subdivision/Village: Barangay: MATAASNAKAHOY City/Municipality: BATANGAS Province:
10. GSIS ID NO.	2003965004		
11. PAG-IBIG ID NO.	1210-6964-8666		
12. PHILHEALTH NO.	0920087161	ZIP CODE	4223
13. SSS NO.	04-0600415-0	19. TELEPHONE NO.	461-3262
14. TIN NO.	146-053-871	20. MOBILE NO.	0977-832-0407
15. AGENCY EMPLOYEE NO.	ME0001	21. E-MAIL ADDRESS (if any)	nenet_h@yahoo.com

II. FAMILY BACKGROUND

			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
22. SPOUSE'S SURNAME	HERNANDEZ		VANESSA H. LUBIS	4/15/1984
FIRST NAME	RODANTE	NAME EXTENSION (JR., SR)	PAOLO ENRIQUIE M. HERNANDEZ	10/16/1985
MIDDLE NAME	MOJADO		MA. CRISELDA M. ACOTACOT	11/1/1986
OCCUPATION	CIVIL ENGINEER		CHRISTINE M. HERNANDEZ	10/15/1993
EMPLOYER/BUSINESS NAME	N/A		RODANTE M. HERNANDEZ JR.	2/8/1995
BUSINESS ADDRESS	N/A		CHRISTIAN M. HERNANDEZ	8/14/1996
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MATANGUIHAN			
FIRST NAME	PONCIANO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MATANGUIHAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	LUBIS			
FIRST NAME	NATIVIDAD			
MIDDLE NAME	LINA		(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	JUAN LUNA ELEMENTARY SCHOOL	PRIMARY	1966	1972	GRADUATE	1972	N/A
SECONDARY	NATIONAL UNIVERSITY	HIGH SCHOOL	1972	1976	GRADUATE	1976	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	NATIONAL UNIVERSITY	COLLEGE (BACHELOR OF SCIENCE IN CIVIL ENGINEERING)	1976	1981	GRADUATE	1981	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	NHHernandez	DATE	Mar. 15, 2019

IV. CIVIL SERVICE ELIGIBILITY

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 ENGINEER BOARD EXAMINATION	73.65	NOV. 30 - DEC.4, 1983	MANILA	035920	5/25/1984

(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.

INCLUSIVE DATES (mm/dd/yyyy) From	To	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	GOV'T SERVICE (Y/N)
1/1/2019	PRESENT	MUNICIPAL ENGINEER	OFFICE OF THE MUNICIPAL ENGINEER	₱ 63,575.00.00	24-2	PERMANENT	YES
3/8/2013	12/31/2018	MUNICIPAL ENGINEER	OFFICE OF THE MUNICIPAL ENGINEER	₱ 55,798.00	24-1	PERMANENT	YES
1/1/2013	2/8/2013	MUNICIPAL ENGINEER	OFFICE OF THE MUNICIPAL ENGINEER	₱ 54,974.00	24-1	PERMANENT	YES
1/1/2017	12/31/2017	MUNICIPAL ENGINEER	OFFICE OF THE MUNICIPAL ENGINEER	₱ 48,312.00	24-1	PERMANENT	YES
5/1/2016	12/31/2016	MUNICIPAL ENGINEER	OFFICE OF THE MUNICIPAL ENGINEER	₱ 42,458.00	24-1	PERMANENT	YES
8/3/2015	4/30/2016	MUNICIPAL ENGINEER	OFFICE OF THE MUNICIPAL ENGINEER	₱ 37,313.00	24-1	PERMANENT	YES
12/1/2014	8/2/2015	ENGINEER I	OFFICE OF THE MUNICIPAL ENGINEER	₱ 15,165.00	12-2	PERMANENT	YES
2/1/2013	11/30/2014	ENGINEER I	OFFICE OF THE MUNICIPAL ENGINEER	₱ 13,926.00	12-2	PERMANENT	YES
1/1/2013	1/31/2013	ENGINEER I	OFFICE OF THE MUNICIPAL ENGINEER	₱ 13,750.00	12-2	PERMANENT	YES
1/1/2012	12/31/2012	ENGINEER I	OFFICE OF THE MUNICIPAL ENGINEER	₱ 13,147.00	12-1	PERMANENT	YES
1/1/2011	12/31/2011	ENGINEER I	OFFICE OF THE MUNICIPAL ENGINEER	₱ 12,544.00	12-1	PERMANENT	YES
2/1/2010	12/31/2010	ENGINEER I	OFFICE OF THE MUNICIPAL ENGINEER	₱ 11,339.00	12-1	PERMANENT	YES
4/1/2008	12/31/2009	OFFICE ENGINEER	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	₱ 5,082.00	N/A	JOB ORDER	YES
7/1/2005	3/31/2008	SUSTAINING TECHNICAL EMPLOYEE	KLR TRADING AND CONSTRUCTION	₱ 5,000.00	N/A	CONTRACTUAL	NO
1/1/1983	7/1/2005	CIVIL ENGINEER	E.H. CONSTRUCTION	₱ 5,000.00	N/A	CONTRACTUAL	NO
1/1/1982	12/31/1982	CIVIL ENGINEER AIDE II	MINISTRY OF PUBLIC WORKS AND HIGHWAYS	₱ 5,000.00	N/A	CASUAL	YES

(Continue on separate sheet if necessary)

SIGNATURE	NMHernandez	DATE	Mar. 15, 2019

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
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	To			
PLANNING AND IMPLEMENTATION OF LOCAL DEVELOPMENT PROGRAM	11/6/2018	11/9/2018	32	MANAGERIAL	DEPARTMENT OF THE INTERIOR & LOCAL GOVERNMENT
44TH PICE NATIONAL CONVENTION AND TECHNICAL CONFERENCE	10/29/2018	10/31/2018	24	TECHINCAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEER
CONSULTATION DIALOGUE IN THE IMPLEMENTATION OF SUPPLEMENTARY FEEDING PROGRAM	9/25/2018	9/26/2018	16	MANAGERIAL	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE
LANGUAGE PROFICIENCY	9/13/2018	9/14/2018	16	MANAGERIAL	LOCAL GOVERNMENT UNIT - MATAASNAKAHOY
PUBLIC TRANSPORT ROUTE PLANNING (LPTRP – DOTr CAPACITY BUILDING ACTIVITIES ((PART 2)	6/25/2018	6/29/2018	40	TECHINCAL	LAND TRANSPORTATION FRANCHISING REGULATORY BOARD
20TH NATIONAL MIDYEAR CONVENTION AND 20TH MIDYEAR NATIONAL TECHNICAL CONFERENCE	6/13/2018	6/15/2018	24	TECHINCAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEER
WORKSHOP ON NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096) REVISED IMPLEMENTING RULES AND REGULATIONS (IRR)	5/21/2018	5/25/2018	40	TECHINCAL	CITY -MUNICIPAL ENGINEER'S LEAGUE OF BATANGAS
REFRESHER COURSE ON IMPLEMENTING RULES AND REGULATION OF THE NATIONAL BUILDING CODE AND ITS AMENDMENTS AND ISSUANCES PARTICULAR RULE 11 MOF THE CODE " ADMINISTRATION AND ENFORCEMENT"	8/24/2017	8/25/2017	16	TECHINCAL	CITY -MUNICIPAL ENGINEER'S LEAGUE OF BATANGAS
CIVIL ENGINEERING BREAKING GROUNDS, BUILDING THE WORLD	6/15/2017	6/17/2017	24	TECHINCAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEER
REVISED IMPLEMENTING RULES AND REGULATION OF R.A 9184	3/6/2017	3/8/2017	24	TECHINCAL	DEPARTMENT OF BUDGET & MANAGEMENT
ASSESSMENT OF BUILDING PERMIT FEES AND PROJECT MANAGEMENT & FOR ALL LOCAL INFRASTRUCTURE PROJECT	11/24/2016	11/26/2016	24	TECHINCAL	CITY -MUNICIPAL ENGINEER'S LEAGUE OF BATANGAS
REVISED IMPLEMENTING RULES AND REGULATION OF R.A 9184	11/17/2016	11/19/2016	24	TECHINCAL	DEPARTMENT OF BUDGET & MANAGEMENT
DISTRICT ACCESSIBILITY AUDIT CONFERENCE	11/16/2016	11/16/2016	8	TECHINCAL	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
RE ENGINEERING / REVISION OF CITIZEN'S CHARTER	11/14/2016	11/14/2016	8	TECHINCAL	LOCAL GOVERNMENT UNIT - MATAASNAKAHOY
PERSONALITY DEVELOPMENT & ANGER & STRESS MANAGEMENT	9/28/2016	9/28/2016	8	MANAGERIAL	LOCAL GOVERNMENT UNIT - MATAASNAKAHOY
COORDINATION MEETING ON THE PROJECT OF HFEP CY2016	6/8/2016	6/9/2016	16	TECHINCAL	DEPARTMENT OF HEALTH
TRANSPARENCY AND ACCOUNTABILITY IN THE GOVERNMENT PROCUREMENT PROCESS	5/23/2016	5/25/2016	24	TECHINCAL	PHILLIPINE LOCAL BUGET OFFICER - CALABARZON INC
17TH REGIONS IV-A & IV-B TECHNICAL CONFERENCE	4/14/2016	4/15/2016	16	TECHINCAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEER
BATANGAS GREEN BUSINESS SUMMIT 2016	3/17/2016	3/17/2016	8	TECHINCAL	METRO BATANGAS BUSINESS CLUB
STRESS AND ANGER MANAGEMENT SEMINAR	3/9/2016	3/9/2016	8	MANAGERIAL	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE
PUBLIC SERVICE ETHICS & ACCOUNTABILITY (PSEA)	11/24/2015	11/25/2015	16	TECHINCAL	LGU MATAASNAKAHOY
SEMINAR - WORKSHOP ON THE NATIONAL BUILDING CODE OF THE PHILIPPINES (P.D 1096 AND ITS IMPLEMENTING RULES & REGULATION (IRR)	9/21/2015	9/25/2015	40	TECHINCAL	DEPATMENT OF PUBLIC WORKS AND HIGHWAYS - (PHILIPPINE ASSOCIATION OF BUILDING OFFICIAL)
TRAINING WORKSHOP ON THE FORMULATION OF LOCAL CLIMATE CHANGE ACTION PLAN	8/25/2015	8/29/2015	40	TECHINCAL	DEPARTMENT OF THE INTERIOR & LOCAL GOVERNMENT
HEALTH FACILITY ENHANCEMENT PROGRAM COORDINATION MEETING	7/10/2015	7/10/2015	8	TECHINCAL	DEPARTMENT OF HEALTH

(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)
PLAYING BOWLING	N/A	CITY -MUNICIPAL ENGINEER'S LEAGUE OF BATANGAS

(Continue on separate sheet if necessary)

SIGNATURE	NMHernandez	DATE	Mar. 15, 2019

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

28. 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)

29. 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			
WORKSHOP ON THE PREPARATION OF PROGRAM OF WORK RE: ABC APPROVED BUDGET FOR THE CONTRACT AND DUPA DETAILED UNIT PRICE ANALYSIS	4/14/2015	4/15/2015	16	TECHNICAL	CITY MUNICIPAL ENGINEER'S LEAGUE OF BATANGAS DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ENVIRONMENTAL SUMMIT EXHIBIT DUBBED: PARTNERS FOR CHANGE	11/20/2014	11/20/2014	8	TECHNICAL	THE UNITED NATIONS WORLD FOOD PROGRAM
AUTO CADD 3D SYSTEM TRAINING WORKSHOP	11/5/2014	11/7/2014	24	TECHNICAL	CITY MUNICIPAL ENGINEER'S LEAGUE OF BATANGAS
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM	4/2/2014	04/03/201	16	TECHNICAL	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS)
GENDER SENSITIVITY TRAINING	12/3/2013	12/3/2013	8	TECHNICAL	CIVIL SERVICE COMMISSION
BASIC INCIDENT COMMAND SYSTEM TRAINING COURSE	11/13/2013	11/15/2013	24	TECHNICAL	OFFICE OF CIVIL DEFENSE NDRRMC
EXECUTIVE AND LEGISTATIVE AGENDA	8/22/2013	8/23/2013	16	TECHNICAL	DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT
SHORT COURSE FOR AUTO CARD SYSTEM	7/10/2013	7/12/2013	24	TECHNICAL	CITY MUNICIPAL ENGINEER'S LEAGUE OF BATANGAS
PUBLIC SERVANTS: UNITY WITH EXCELLENCE AT WORK	5/7/2013	5/7/2013	4	TECHNICAL	MUNICIPAL RESOURCE MANAGEMENT PRACTITIONERS INC
TOURISM STUDY MISSION/ LAKBAY ARAL	4/9/2013	4/12/2013	32	TECHNICAL	RESOURCE MANAGEMENT OFFICE
TRAINING WORKSHOP ON LOCAL SHELTER PLAN FORMULATION	9/26/2012	9/28/2012	24	TECHNICAL	HOUSING & URBAN DEVELOPMENT COORDINATING COUNCIL
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM AND HUMAN RESOURCE PLANNING HANDHOLDING ORIENTATION SEMINAR	9/20/2012	9/20/2012	8	MANAGERIAL	CIVIL SERVICE COMMISSION
BASIC COSTUMER SERVICE SKILLS TRAINING	6/6/2012	6/8/2012	24	TECHNICAL	BATANGAS COUNCIL OF HUMAN RESOURCE MANAGEMENT PRACTITIONER INC.
ORIENTATION/WORKSHOP ON GOVERNMENT PROCUREMENT REFORM ACT (RA9184)	5/3/2012	5/5/2012	24	TECHNICAL	DEPARTMENT OF BUDGET &MANAGEMNT
VALUES ORIENTATION WORKSHOP	9/21/2011	9/23/2011	24	TECHNICAL	CIVIL SERVICE COMMISSION
MAKALICASSAN'S TRAINING ON DISASTER RISK REDUCTION AND MANAGEMENT & CLIMATE CHANGE ADAPTION	7/12/2011	7/14/2011	24	TECHNICAL	DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT
PULONG PAGHAHANDA PARA SA TAAL 2011	3/31/2011	3/31/2011	8	TECHNICAL	PHILIPPINE INSTITUTE OF VOLCANOLOGY AND SEISMOLOGY
TRAINING ON THE USE OF THE PROGRAM OF WORKS AND THE BUILDING PERMIT FEES ASSESMENT UTILITY SOFTWARES	10/21/2010	10/22/2010	16	TECHNICAL	CITY MUNICIPAL ENGINEER LEAGUE OF BATANGAS
VISUAL ROAD CONDITION ASSESMENT ENHANCEMENT	3/18/2009	3/20/2009	24	TECHNICAL	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

(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)
PLAYING BOWLING	N/A	CITY MUNICIPAL ENGINEER'S LEAGUE OF BATANGAS

(Continue on separate sheet if necessary)

SIGNATURE	NMHernandez	DATE	Mar. 15, 2019

34.	Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate supervision Bureau or Department where you will be appointed,	
	a. within the third degree?	☐ YES ☑ NO
	b. within the fourth degree (for Local Government Unit - Career)	☐ YES ☑ NO If YES, give details:
35.	a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO If YES, give details:
	b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:
36.	Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details:
37.	Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☐ YES ☑ NO If YES, give details:
38.	a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ YES ☑ NO If YES, give details:
	b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ YES ☑ NO If YES, give details:
39.	Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country):
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:	
a.	Are you a member of any indigenous group?	☐ YES ☑ NO If YES, please specify:
b.	Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No:
c.	Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
ENGR. GIL B. AGARRI	DPWH	756-1818
ENGR. NOLI ALCANTARA	DPWH	756-1818

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.

NMHernandez

NENET M. HERNANDEZ

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	GSIS
ID/License/Passport No.:	2003965004
Date/Place of Issuance	MATAASNAKAHON

NMHernandez

Signature (Sign inside the box)

Mar. 18, 2019

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 18th of March, 2019, affiant exhibiting his/her validly issued government ID as indicated above.

EVELYN R. OLARTE

Person Administering Oath

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD

LAST NAME	HERNANDEZ
FIRST NAME	NENET
MIDDLE NAME	M
REGISTRATION NO.	0035920
REGISTRATION DATE	07/03/1984
VALID UNTIL	12/28/2024

CIVIL ENGINEER

NMHernandez
NMHernandez
NMHernandez

.C20

Professional Regulation Co
www.prc.gov.ph

LIPA-018

CERTIFICATIO

20-3616265

This is to certify that the person whose signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.

NMHernandez

Signature of Professional

TEOFILO S. PILANDO, JR.
Chairman

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. 043-7841113/ 4610107
Telefax 043-7841016

OFFICE OF THE MAYOR

OFFICE ORDER
No. 31-S-2022

FROM	:	**Hon. JANET MAGPANTAY ILAGAN** Municipal Mayor
TO	:	**ENGR. NENET M. HERNANDEZ** Municipal Engineer
DATE	:	**AUGUST 11, 2022**
SUBJECT	:	**INSPECTION OF ALL PUBLIC SCHOOLS WITHIN THE MUNICIPALITY**

In view of the necessity of the Local Government of Mataasnakahoy to ensure the achievement of Development Goals particularly on Outstanding Education, Culture, and Sport retrospect to the 10 Point Development Agenda of this municipality and to promote the best interests of constituents are of paramount in building a resilient and sustainable community. You are hereby ordered to inspect all public schools within the municipality which need repairs and/or construction and do the necessary documents like Program of Works.

For strict compliance and guidance.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. 043-7841113 / 4610107
Telefax 043-7841016

OFFICE OF THE MAYOR

ADMINISTRATIVE INVESTIGATING COMMITTEE

RESOLUTION TO PROVIDE THE MAYOR THE RESULTS OF THE INVESTIGATION CONDUCTED REGARDING THE COMPLAINT FILED AGAINST ENGR. NENET M. HERNANDEZ

WHEREAS, through Administrative Order No. 25, Series of 2019, created the Administrative Investigating Committee (AIC) for the Municipality of Mataasnakahoy, with the main function to conduct hearings on cases brought against appointed local officials and employees;

WHEREAS, a letter complaint by Mr. Kai Heinrich Peter and Ms. Juvy Molo Peter dated 06 December 2019, was received by the office of the Mayor requesting the Mayor "to impose the appropriate administrative sanctions against Mrs. Hernandez for her grave abuse of authority, gross misconduct, and/or corrupt practices. In the meantime, we are respectfully praying for the revocation and/or cancellation of the Certificate of Occupancy and Certificate of Final Electrical Inspection for the being spurious and fabricated."

WHEREAS, the AIC, through its Chairman, has required Municipal Engineer Nenet M. Hernandez to submit a letter to answer the complaint filed against her; and

WHEREAS, the AIC has conducted hearings on the complaint against Engr. Hernandez, providing time for both the complainant and the respondent to explain their respective sides, and has eventually made a careful deliberation and consultations with the legal consultant.

NOW RESOLVED as it is hereby **RESOLVED** the AIC finds acceptable the claim by the respondent Engr. Hernandez that the Certificate of Occupancy and the Certificate of Final Electrical Inspection issued by the Municipal Engineering Office (MEO) are not "spurious and fabricated" and had gone through the MEO's usual process of issuance;

RESOLVED FURTHER that Engr. Hernandez, being the Head of the Municipal Engineering Office of Mataasnakahoy be instructed to immediately improved the existing systems and procedures of issuance of certificates and of other pertinent documents being issued by her department; and to attend National Building Code training, seminars, workshop and other related activities; and

RESOLVED FINALLY that all improvements on systems and procedure in the Municipal Engineering Office (i.e., submission by contractor's / client of required report, conduct of ocular inspection, etc.) be reported in writing to the Mayor within a specified period of time.

Issued this 07th day of January 2020, in Mataasnakahoy, Batangas

EMMANUEL A. ALFILER
Senior Admin. Assistant III

LENILYN C. CARAAN
Municipal Accountant

MICHAEL R. OLARTE
MPDC

ROSARIE C. DE LA PAZ
Municipal Budget Officer

MARIA MARISA L. MARASIGAN
Municipal Treasurer

EVELYN R. OLARTE
MHRMO

LALAINE B. TIPAN
Municipal Civil Registrar

GALLY D. TIPAN
LDRRMO

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. 043-7841113 / 4610107
Telefax 043-7841016

OFFICE OF THE MAYOR

MEMORANDUM

FROM : **EMMANUEL A. ALFILER**
Senior Admin Assist. III

FOR : **Hon. JANET MAGPANTAY ILAGAN**
Municipal Mayor

DATE : 07 January 2020

SUBJECT : **Findings and Recommendations on the Complaint filed against Municipal Engineer Nenet M. Hernandez**

In behalf of the members of the Administrative Investigating Committee (AIC), we are pleased to submit to the Mayor the following:

1. Letter-complaint of Mr. Kai Heinrich Peter and Ms. Juvy Molo Peter, against Engr. Hernandez, dated 06 December 2019;
2. Minutes of the AIC meeting held at the SB Conference Room, 2nd floor, Municipal Building, dated 16 December 2019;
3. Letter- reply of Engr. Hernandez on the Complaint of Mr. and Ms. Peter, dated 19 December 2019;
4. Minutes of the AIC meeting held at the SB Conference Room, 2nd floor, Municipal Building, dated 23 December 2019;
5. AIC Resolution providing the Mayor the Results of Investigation Conducted regarding the Complaint against Engr. Nenet M. Hernandez, dated 7 January 2020; and
6. A memorandum to Engr. Hernandez officially informing the Municipal Engineer of the results of the AIC investigations, and instructing her to conduct necessary improvements on the systems and procedures of issuance of pertinent documents from her office, for signature of the Mayor.

HK - jr 7-01-2020

For the Mayor's consideration.

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. 043-7841113 / 4610107
Telefax 043-7841016

OFFICE OF THE MAYOR

MEMORANDUM ORDER
No. 1-A -S - 2020

FROM : **Hon. JANET MAGPANTAY ILAGAN**
Municipal Mayor

FOR : **Engr. NENET M. HERNANDEZ**
Municipal Engineer

DATE : 08 January 2020

SUBJECT : **Administrative Investigation Committee (AIC) Report and Immediate Improvements in the System and Procedures in the Municipal Engineering Office (MEO)**

This is with reference to the recently concluded AIC investigation regarding the complaint filed against you by Mr. Kai Heinrich Peter and Ms. Juvy Molo Peter in a letter dated 06 December 2019.

Be informed that the AIC has agreed to and accepted your explanation that the Certificate of Occupancy and Certificate of Final Electrical Inspection are not "spurious and fabricated" as claimed by the complainant and they were issued in accordance to the existing procedures you have in the MEO.

However, through the Committee's recommendations, you are hereby ordered to:

1. Make immediate and pertinent improvements on the current systems and procedures of the MEO, with particular attention to;
   1.1 Proper coordination with other departments, that your office officially work with in the LGU;
   1.2 Submission by clients / contractors of required reports and other documents prior to issuance of certificates; and
   1.3 Conduct of ocular inspections and proper documentations (e.g., log book entries and photo documentation, etc.) of said activities;
2. Ensure continuous professional development of you and staff of MEO by attending National Building Code training, seminars, workshops and other related activities; and
3. Report in writing within fifteen (15) days upon receipt hereof, all the activities and improvements you are in instituting in MEO.

Republic of the Phillipines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL ENGINEER

January 13, 2020

To: JANET MAGPANTAY ILAGAN
Municipal Mayor

Dear Mayor,

This is in compliance with your Memorandum Order # 1- A- S – 2020, as far as our office is concerned , my staff and I are doing our best to comply for the needs of the clients .We are coordinating with other offices before issuing such documents . We are trying to be synchronized with the system to make the processing faster and effective . Also we always have our office meeting for the consistency and accuracy of our office. We conducted ocular inspection as scheduled for the Municipal projects (infrastructures), building inspection,electrical and plumbing inspection.

Rest assured that we will do our best for the good of this Municipality and to comply all the needs for the satisfaction of our clients. Attached herewith are the log book entries for the building inspection and completion.

Thank you very much.

Respectfully yours,

NENET M. HERNANDEZ
Municipal Engineer

OFFICE OF THE MAYO
RECEIVED
1-13-20
MATAAS NA KAHOY, BAT

December 6, 2019

HON. JANET MAGPANTAY-ILAGAN
Municipal Mayor
Mataasnakahoy Batangas

RE: **Complaint against Mrs. Nenet M. Hernandez, Municipal Building Official**

Dear Mayor ILAGAN:

We are filing this formal complaint against your Municipal Building Official, Mrs. Nenet M. Hernandez, for her act of issuing spurious and fabricated Certificate of Occupancy as well as the Certificate of Final Electrical Inspection both dated February 18, 2019.

As you may know, there is right now a pending criminal complaint against Ronaldo G. Ronquillo for Estafa as a consequence of his misrepresentation to us of being a Civil Engineer and his subsequent abandonment of the construction of our house despite obtaining substantial amount of money. At the time Mr. Ronquillo abandoned the project in April, 2019, it was only forty percent (40%) completed as the house was totally bare and uninhabitable. However, in his Counter-Affidavit submitted to the Office of the City Prosecutor of Lipa City, Mr. Ronquillo attached a purported Certificate of Occupancy and Certificate of Final Electrical Inspection which, according to him, would not be issued by Mrs. Hernandez unless the project was at least ninety percent (90%) completed.

To set the record straight, that was the very first time that we saw the purported Certificate of Occupancy and Certificate of Final Electrical Inspection. We really have no knowledge of the genuineness and due execution of these documents. Truth to tell, and contrary to the standard practice, we were never interviewed nor was the ongoing construction of our house inspected by Mrs. Hernandez or by any of her staff at the Municipal Building Office. Thus, we have every reason to believe that the Certificate of Occupancy and Certificate of Final Electrical Inspection were spurious and fabricated, and that the same were issued by Mrs. Hernandez for some corrupt motive and intention to favor Mr. Ronquillo.

In this regard, we are humbly requesting your good Office to impose the appropriate administrative sanctions against Mrs. Hernandez for her grave abuse of authority, gross misconduct, and/or corrupt practices. In the meantime, we are respectfully praying for

the revocation and/or cancellation of the Certificate of Occupancy and Certificate of Final Electrical Inspection for being spurious and fabricated.

We are hoping for your prompt response and favorable action on this matter. Thank you, warmest personal regards.

Very truly yours,

KAI HEINRICH PETER
Complainant

JUVY MOLO PETER
Complainant

Assisted by:

DANILO G. DE GUZMAN
Legal Counsel

OFFICE OF THE MAYOR
12/06/19
11:07AM
MATAAS NA KAHOY BATS

COPY FURNISHED:

HON. JAY MANALO ILAGAN
Municipal Vice Mayor and
Presiding Officer, Sangguniang Bayan
Mataasnakahoy, Batangas

MRS. NENET M. HERNANDEZ
Municipal Building Official
Mataasnakahoy, Batangas

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. 043-7841113 / 4610107
Telefax 043-7841016

OFFICE OF THE MAYOR

12 December 2019

ENGR. NENET M. HERNANDEZ
Municipal Engineer
Mataasnakahoy, Batangas

Dear **Engr. Hernandez:**

This refers to the attached complaint by Mr. KAI HEINRICH PETER and Ms. JUVY MOLO PETER regarding a plea/prayer that you be charged administratively for pre-issuing the Certificate of Occupancy and Final Electrical Inspection on their property which it was still not ready for habitation.

In light of the complaint and as part of the functions of the Administrative Investigation Committee (AIC), we are requiring you to submit your own written explanation on or before 5:00 PM, 13 December 2019, why you should not be charged as claimed by the complainants.

The decision and the eventual recommendation of the AIC will somehow be dependent upon the explanations you will provide the Committee. In this regard, we recommend that you exhaust all possible arguments you can put up.

For your immediate action.

Thank you and best regards.

Very truly yours,

EMMANUEL A. ALFILER
Chairman, AIC

Noted:

JANET MAGPANTAY ILAGAN
Municipal Mayor

Rcvd : MED . 12/12/19

Joining hands for Mataasnakahoy's Interest

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL ENGINEER

13 December 2019

EMMANUEL A. ALFILER
Chairman , AIC

In connection with your letter dated Dec. 12, 2019 for the complaint of Mr. KAI HEINRICH PETER and Ms. JUVY MOLO PETER regarding a plea/ prayer that I may be charged administratively for pre-issuing the Certificate of Occupancy and Final Electrical Inspection on their property which it was not yet ready for habitation.

In view of this , I consulted with my MELBA (Municipal Engineers) colleague regarding this matter and they suggested me to directly seek advice to the office of the National Building Code of the Philippines.

May I ask the committee to give me 5 days to settle this. Thank you very much for your kindness.

Very truly yours,

NENET M. HERNANDEZ
Municipal Engineer

Ika-19 ng Disyembre 2019

12/19/19

EMMANUEL A. ALFILER
Chairman
Administrative Investigation Committee
Office of the Mayor
Mataasnakahoy, Batangas

Patungkol: **SAGOT SA SULAT-REKLAMO** nina Kai Heinrich Peter at Juvy Molo Peter na may petsang ika-6 ng Disyembre 2019

Ginoong Alfiler:

Ito ay kaugnay sa idinulog na reklamo laban sa akin ng mag-asawang Kai Heindrich Peter at Juvy Molo Peter bilang Municipal Building Official. Ito rin ang aking "written explanation" kaugnay sa inyong sulat noong ika-12 December 2019.

Nais ko pong malaman ninyo na walang katotohanan ang lahat ng kanilang reklamo, bintang o pahayag na ako ay nag-issue ng "**spurious and fabricated** Certificate of Occupancy as well as the Certificate of Final Electrical Inspection" noong ika-18 ng Pebrero 2019, naaayon sa mga sumunod na kadahilanan:

(1) Totoo at hindi peke ang Certificate of Occupancy at Certificate of Final Electerical Inspection (mga dokumento) na ini-issue ng aming tanggapan.

(2) Ang pag-issue ng mga dokumento ay hindi kinakailangang ninety percent (90%) completed o tapos salungat sa sinabi diumano ni Ronaldo G. Ronquillo. Hindi ito isang requirement at hindi nakalagay sa National Building Code of the Philippines.

(3) Wala akong kinalaman sa nabanggit nilang kasong criminal na isinampa laban kay Ronaldo G. Ronquillo. Ito ay sa pagitan lamang ng magkabilang panig.

(4) Wala rin akong kinalaman sa kung ano mang misrepresentasyon na nangyari sa pagitan ng mag-asawang Peters at Mr. Ronquillo. Ginagawa ko lamang ang aking trabaho ng walang bahid na korupsyon o masamang intension salungat sa sinasabi ng mag-asawang Peters.

Kaugnay nito, nawa ay inyong dinggin ang aking panig at i-DENY ang mga hiling ng mga nagreklamo: "to impose the administrative sanction against Mrs. Hernandez for her grave abuse of authority, gross misconduct and/or corrupt practices. xxx we are respectfully praying for the revocation and/or inspection of the Certificate of Occupancy and Certificate of Final Electrical Inspection for being spurious and fabricated."

Salungat sa lahat ng kanilang mga paratang, walang anumang bahid o nangyaring pang-aabuso ng kapangyarihan o awtoridad, gross misconduct at/o korupsyon sa pag-issue ng Certificate of Occupancy at Certificate of Final Electrical Inspection.

Ginagawa ko lamang po ang aking trabahong pampubliko bilang Municipal Building Official ng naaayon sa batas at tamang proseso para sa ating mahal na munisipyo.

Salamat at Gumagalang,

NMHernandez

NENET M. HERNANDEZ
Municipal Building Official
Mataasnakahoy, Batangas

Nabigyan ng kopya:

HON. JANET MAGPANTAY-ILAGAN
Municipal Mayor
Mataasnakahoy, Batangas

KSS Porma Blg. 33
(Narebisa, 1998)

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Gng. NENET M. HERNANDEZ
Brgy. II-A, Mataasnakahoy
Batangas

Kayo po ay nahirang na **Municipal Engineer (SG – 24)**
You are hereby appointed as

na may katayuang **Permanent** sa **Office of the Municipal Engineering**
with a (status) at the

LGU – Mataasnakahoy, Batangas sa pasahod na
(Agency) with a compensation rate of

Apat na Daan at Apatnapu't Pitong Libo Pitong Daan at Limampu't Anim na Piso (P447,756.00)
peso

sa bawat taon.
per annum

Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di -aaga sa petsa ng pagpirma ng
The effective date of this appointment shall be the date of actual assumption by the appointee but not earlier than the date of issuance of the

Puno ng Tanggapan o Appointing Authority.
appointment which is the date of the signing of the appointing authority

Ang appointment na ito ay **Promotion**
This appointment is (Original, Promotion, atbp.)

bilang kapalit ni **Henry S. Matanguihan** na **Retired**
vice who (Transferred,Retired, etc.)

at ayon sa Plantilya Aytem Blg **139** na may pahina **10** .
and in accordance with the Plantilla Item No. page

Sumasainyo,

JAY MANALO ILAGAN
Puno ng Tanggapan
Head of Agency

P I N A G T I B A Y
alinsunod sa RESOLUSYON ng KOMISYON NG SERBISYO SIBIL Bilang 011854 na may Petsa December 4, 2001

071

Petsa ng Pagpirma
Date of Signing
August 3, 2015

Sertipikasyon

Ito ay pagpapatunay na lahat ng dapat gawin at mga kailangang dokumento para sa appointment na ito ay ayon sa CSC MC # 40 ,s. 1998 ay nasunod na, narebisa ko at napatunayang nasa ayos.

Ang posisyon ay nalathala sa CSC Bulletin noong ika – 8 ng Hulyo, 2015.
The position was published at on

This is to certify that all requirements and supporting papers pursuant to MC# 40, s. 1998 have been complied with, reviewed and found to be in order.

EVELYN R. OLARTE
Municipal Human Resource Management Officer

Sertipikasyon

Ito ay pagpapatunay na ang nahirang ay nagdaan sa pagsusuri ng Personnel Selection Board at kwalipikado.

This certify that the appointee has been screened and found qualified by the Promotion/Personnel Selection Board.

JAY MANALO ILAGAN
Chairman Personnel Selection Board

Mga Notasyon

ANUMANG BURA O PAGBABAGO SA AKSIYONG GINAWA NG KOMISYON NG SERBISYO SIBIL AY MAGPAPAWALANG BISA SA PAGHIRANG NA ITO MALIBAN KUNG ANG PAGBABAGO AY NASUSULAT NA KINUMPIRMA NG KSS/KOMISYON.

Petsa ng paglabas sa KSS/Komisyon

Mga pagbibigyan ng kopya:
Orihinal - Kopya ng nahirang
Pangalawang kopya – para sa Komisyon ng Serbisyo Sibil
Pangatlong kopya – para sa ahensiya

R-9-28-21

Republika ng Pilipinas
Lalawigan ng Batangas
BULWAGAN NG KATARUNGAN
Pallocan, Lungsod ng Batangas

TANGGAPAN NG PANLALAWIGANG TAGA-USIG

SPS. KAI HENRICH PETER and JUVY MOLO-PETER,	**NPSD NO. IV-02-INV-22D-00284**
Complainant/s,	
- versus –	- for -
ENGR. NENET M. HERNANDEZ, *Respondent/s.*	**VIOLATION OF SEC. 3(e) of R.A. 3019 and FALSIFICATION OF DOCUMENT BY A PUBLIC OFFICER**

x - - -

Certificate of Final Electrical Inspection (hereafter, the "questioned documents") which were both purportedly issued and signed by the respondent as Municipal Engineer of Mataasnakahoy, Batangas on 18 February 2019.

Initially, the complainants speculated that Mr. Ronquillo, who submitted the questioned documents in the *Estafa case*, falsified the same. However, the complainants later on learned from inquiring with the respondent Municipal Engineer that they were indeed issued and signed by her. When the complainants inquired with the respondent, they also lamented to her that they could not have applied for the questioned documents since the subject residential building covered by the certifications was only forty (40%) completed at that time. The complainants averred that no one even interviewed them nor inspected the status of the said construction project prior to the issuance of the questioned documents.

In the same discussion, the complainants allegedly reminded the respondent that sometime in November 2018, they went to see the respondent in her office to seek assistance because they were experiencing delays with their then contractor, Engr. Ronquillo, the same person against whom they filed the *Estafa case*. The respondent then referred another contractor to the complainants who inspected the construction project but was not engaged by the latter due to financial reasons.

During their meeting, the respondent mentioned to the complainants that one of her office staff accompanied "Engr. Ronquillo" when he applied for the issuance of the questioned documents from her office. The respondent, after reviewing the application, apparently issued and signed the documents.

It was for this reason that the complainants thereafter wrote a letter to the Municipal Mayor Janet M. Ilagan of Mataasnakahoy, Batangas to seek an investigation on the circumstances surrounding the issuance of the said documents and to impose administrative sanctions against the respondent. Consequently, an Administrative Investigation Committee (AIC) was formed to hear the matter.

In the Memorandum Order No. 1-A-S-2020, Mayor Ilagan apparently stated that the AIC has agreed to the respondent's explanation that both the *Certificate of Occupancy* and *Certificate of Final Electrical Inspection* were neither spurious nor fabricated, and that they were issued in accordance with existing procedures in the Municipal Engineer's Office (MEO).

Nonetheless, the complainants maintained that since there is an express attestation in the *Certificate of Occupancy* that the property "has been inspected and found to be in conformity with the approved plans and specifications on file x x x", hence, the respondent took advantage of her

official position as Municipal Engineer and committed a deliberate assertion of falsehood upon material facts.

What is more, the complainants alleged that the respondent extended a personal accommodation in favor of Engr. Ronquillo in issuing the questioned documents containing false assertion of facts and which were later on utilized by Engr. Ronquillo to defend himself from liability to the complainants. Allegedly, the respondent with manifest partiality, evident bad faith or inexcusable negligence, granted unwarranted benefit, advantage, or preference to Engr. Ronquillo causing undue injury to the complainants, by issuing the questioned documents in violation of Section 3(e) of R.A. No 3019.

In support, the complainants attached photocopies of the following documents in their Complaint-Affidavit:

i. *Complaint-Affidavit* of the complainants in the *Estafa Case*;
ii. *Counter-Affidavit* of Engr. Ronquillo in the *Estafa Case*;
iii. *Certificate of Occupancy* dated 18 February 2019;
iv. *Certificate of Final Electrical Inspection* dated 18 February 2019;
v. *Letter-Complaint* of the complainants to Mayor Ilagan; and
vi. *Memorandum Order No. 1-A-S-2020* dated 08 January 2020 of the Office of the Mayor of Mataasnakahoy, Batangas.

Respondent's Defense

For her part, the respondent in her *Counter-Affidavit* averred that the filing of the instant case against her was ill-motivated and intended only to harass her. This is because the complainants, after having failed to pursue the *Estafa case* against Engr. Ronquillo, now turned against her by filing the instant case. The respondent claimed that whatever transpired between the complainants and Engr. Ronquillo is none of her business.

The respondent also denied that the questioned documents were bogus or falsified.

First, she asserted that the complainants presented no proof as to their claim that their house/residential building was only forty (40%) percent completed for which reason the questioned documents should not have been issued. On the contrary, the respondent alleged that it was stated in the records of the *Estafa* case that the house/residential building was already ninety (90%) complete when the questioned documents were issued. The respondent invoked the equipoise doctrine claiming that the scales of justice be tilted in favor of the accused where, as in the instant case, the uncorroborated allegation of the complainants contrast with the sworn statements of others.

Second, the respondent also invoked the resolution of the administrative investigation conducted by the Office of the Mayor of

In the case of ***Susan A. Yap vs. Elizabeth Lagtapon***, G.R. No. 196347, 23 January 2017, the Supreme Court enunciated that "[t]he presumption of regularity in the performance of official duties is an aid to the effective and unhampered administration of government functions. Without such benefit, every official action could be negated with minimal effort from litigants, irrespective of merit or sufficiency of evidence to support such challenge. To this end, our body of jurisprudence has been consistent in requiring nothing short of clear and convincing evidence to the contrary to overthrow such presumption." In this case, the allegations and pieces of evidence adduced fall short to convince this Office to overcome the presumption of regularity in favor of the respondent.

Moreover, the results of the administrative investigation conducted by the AIC in connection with the administrative complaint of the complainants is persuasive upon this Office. In the said *Resolution* of the AIC, it was expressly held that the explanation of the respondent was found acceptable that the questioned documents issued by the respondent were neither spurious nor fabricated, and had gone through the MEO's usual process of issuance.

In light of the foregoing, this Office finds no probable cause to charge herein respondent for falsification of document by a public official.

Second, the complainants also charged the respondent with violation of Section 3(e) of R.A. No. 3019, which provides thus –

> *"Section 3. Corrupt practices of public officers. In addition to acts or omissions of public officers already penalized by existing law, the following shall constitute corrupt practices of any public officer and are hereby declared to be unlawful:*
>
> *x x x x*
>
> *(e) Causing any undue injury to any party, including the Government, or giving any private party any unwarranted benefits, advantage or preference in the discharge of his official administrative or judicial functions through manifest partiality, evident bad faith or gross inexcusable negligence. This provision shall apply to officers and employees of offices or government corporations charged with the grant of licenses or permits or other concessions."*

The essential elements of this offense are as follows:

1. The accused must be a public officer discharging administrative, judicial or official functions;

2. He must have acted with manifest partiality, evident bad faith or inexcusable negligence; and

3. That his action caused any undue injury to any party, including the government, or giving any private party unwarranted benefits, advantage or preference in the discharge of his functions.[2]

The *first element* is undisputed in this case, the respondent being a public officer (i.e., Municipal Engineer of Mataasnakahoy, Batangas) discharging official functions when she issued the questioned documents. However, the *second* and *third* elements are found wanting in this case.

The Supreme Court has time and again held that the *second element* of acting with "manifest partiality," "evident bad faith," or "gross inexcusable negligence", although not separate offenses, require proof of their existence in connection with the prohibited acts to convict an accused. Relevantly, the Supreme Court has emphatically held thus –

> "x x x. There is 'manifest partiality' when there is clear, notorious, or plain inclination or predilection to favor one side or person rather than another. 'Evident bad faith' connotes not only bad judgment but also palpably and patently fraudulent and dishonest purpose to do moral obliquity or conscious wrongdoing for some perverse motive or ill will. 'Evident bad faith' contemplates a state of mind affirmatively operating with furtive design or with some motive of self-interest or ill will or for ulterior purposes. 'Gross inexcusable negligence' refers to negligence characterized by the want of even the slightest care, acting or omitting to act in a situation where there is a duty to act, not inadvertently but wilfully and intentionally, with conscious indifference to consequences insofar as other persons may be affected."[3]

To our mind, the allegation of the complainants that the respondent at one time referred another contractor to the complainants as replacement for Engr. Ronquillo (which they eventually did not engage) is not evidence of manifest partiality, evident bad faith or gross inexcusable neglect on the part of the respondent in issuing the questioned documents. After all, the referral for a replacement contractor was admittedly sought by the complainants themselves and was not forced upon them by the respondent.

As for the *third element*, there are two (2) separate acts which may qualify as a violation of Section 3(e) of R.A. No. 3019, that is – (i) that the accused is said to have caused undue injury to the government or any party when the latter sustains actual loss or damage, which must exist as a fact and cannot be based on speculations or conjectures, and (ii) that the accused is said to have given unwarranted benefits, advantage, or preference to a private party.[4]

---

[2] ***Stewart G. Leonardo vs. People of the Philippines***, G.R. No. 246451, 03 February 2021.
[3] ***Librado M. Cabrera and Fe M. Cabrera vs. People of the Philippines***, G.R. No. 191611-14, 29 July 2019.
[4] ***Librado M. Cabrera and Fe M. Cabrera vs. People of the Philippines***, G.R. No. 191611-14, 29 July 2019.

GN

Tested against the foregoing rudiments, this Office finds no clear and convincing evidence in the records of this case which proves that the issuance of the questioned documents caused undue injury, loss or damage to the complainants, much less to the government, or that the respondent had given an unwarranted benefit, advantage or preference to Engr. Ronquillo.

All told, this Office also finds no probable cause to charge herein respondent for violation of Section 3(e) of R.A. No. 3019.

WHEREFORE, premises considered, the undersigned respectfully recommends that the instant complaint for violation of Section 3(e) of R.A. No. 319 and falsification of document by a public officer against respondent ENGR. NENET M. HERNANDEZ be **DISMISSED** for lack of probable cause.

Batangas City, 10 June 2022.

GABRIEL LORENZO L. IGNACIO
Prosecutor III
Senior Assistant Provincial Prosecutor

RECOMMENDING APPROVAL:

MA. ISABEL TIBAYAN-MELLA
Prosecutor IV
Deputy Provincial Prosecutor

APPROVED:

LOURDES G. RAMIREZ-ZAPANTA
Prosecutor V
Provincial Prosecutor

Copy furnished:

SPS Kai Heinrich Peter
Juvy Molo-Peter
Barangay Loob, Mataasnakahoy, Batangas

Engr. Nenet M. Hernandez
c/o Office of the Municipal Engineer
Mataasnakahoy, Batangas

Cornelio L. Somido
Deputy Ombudsman for Luzon
Office of the Ombudsman
Ombudsman Building, Agham Road
Diliman, Quezon City
Ref no. **IC-OL-21-0043**

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
Manila

PROFESSIONAL IDENTIFICATION CARD

LAST NAME ▶ HERNANDEZ
FIRST NAME ▶ NENET
MIDDLE INITIAL/NAME ▶ M
REGISTRATION NO. ▶ 0035920
REGISTRATION DATE ▶ 07/03/1984
VALID UNTIL ▶ 12/28/2021

CIVIL ENGINEER

12/28/1959
02/20/2018

C17

Professional Regulation Commission
P. Paredes St., Sampaloc, Manila 1008, Philippines
www.prc.gov.ph ☎ (632) 7362248 / 3102009

17-829497

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked, or withdrawn.

N.M. Hernandez
Signature of Professional

TEOFILO S. PILANDO, JR.
CHAIRMAN

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
Manila

PROFESSIONAL IDENTIFICATION CARD

LAST NAME ▶ HERNANDEZ
FIRST NAME ▶ NENET
MIDDLE INITIAL/NAME ▶ M
REGISTRATION NO. ▶ 0035920
REGISTRATION DATE ▶ 7/3/1984
VALID UNTIL ▶ 12/28/2018

CIVIL ENGINEER

12/28/1959
11/27/2015

Professional Regulation Commission
P. Paredes St., corner N. Reyes St., Sampaloc, Manila
www.prc.gov.ph Hotline Number: 735-1535

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked, or withdrawn.

0015761 60

Signature of Professional

ANGELINE T. CHUA CHIACO
ACTING CHAIRPERSON

ANNEX "B-1"

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Notice of Salary Adjustment

Date: May 17, 2016

Engr. Nenet M. Hernandez
Municipal Engineer
(Mun. Gov't. Dept. Head)

Dear Engr. Hernandez :

Pursuant to Local Budget Circular No. 108 dated February 24, 2016, implementing Executive Order No. 201 dated February 19, 2016, your salary is hereby adjusted effective May 1, 2016, as follows:

1. Adjusted monthly basic salary effective May 1, 2016 under The new Salary Schedule ; SG 24 , Step 1 P 42,458.00
2. Actual monthly basic salary as of April 30, 2016 ; SG 24 , Step 1 37,313.00
3. Monthly salary adjustment effective May 1, 2016 (1-2) P 5,145.00

It is understood that this salary adjustment is subject to usual accounting and auditing rules and regulations, and to appropriate re- adjustment and refund if found not in order.

Very truly yours,

HENRY L. LAQUI
Acting Municipal Mayor

Position Title: Mun. Engineer (MGDH)
Salary Grade : 24-1
Item No., FY 2016 Plantilla of Personnel: 140-10

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

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

TO WHOM IT MAY CONCERN:

This certifies that in connection with the appointment of NENET M. HERNANDEZ as Municipal Engineer in the Office of the Municipal Engineering of this municipality, all pertinent requirements contained in RA 7160 in section 325 on limitation of personal services in the total annual/supplemental appropriations, salary rate, etc., have been complied with.

JAY MANALO ILAGAN
Municipal Mayor

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

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

TO WHOM IT MAY CONCERN:

In connection with the appointment of NENET M. HERNANDEZ, Municipal Engineer in the Office of the Municipal Engineering with a salary of P447,756.00 per annum effective August 3, 2015. I hereby certify that fund for the position is available.

Issued this 3rd day of August, 2015 at Mataasnakahoy, Batangas.

JAY MANALO ILAGAN
Municipal Mayor

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MAYOR

NOTICE OF ASSUMPTION OF OFFICE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that NENET M. HERNANDEZ of Mataasnakahoy, Batangas has assumed office at the Office of the Municipal Engineering as Municipal Engineer effective August 3, 2015 at Mataasnakahoy, Batangas.

Issued this 3rd day of August, 2015 at Mataasnakahoy, Batangas.

JAY MANALO ILAGAN
Municipal Mayor

Republika ng Pilipinas
Lalawigan ng Batangas
Bayan ng Mataasnakahoy

PANUNUMPA SA KATUNGKULAN

Ako si NENET M. HERNANDEZ ng Brgy. II-A, Mataasnakahoy, Batangas na itinalaga sa katungkulan bilang Municipal Engineer ay taimtim na nanunumpa na tutuparin ko ng buong husay at katapatan, sa abot ng aking kakayahan, ang mga tungkulin ng aking kasalukuyang katungkulan at ng iba pang pagkaraan nito'y gagampanan ko sa ilalim ng Republika ng Pilipinas; na aking itataguyod at ipagtatanggol ang Saligang Batas ng Pilipinas; na tunay na nananalig at tatalima ako rito; na susundin ko ang mga batas, mga kautusang legal, at mga dekretong pinaiiral ng mga sadyang itinakdang may kapangyarihan sa Republika ng Pilipinas, at kusa kong babalikatin ang pananagutang ito nang walang anumang pasubali o hangaring umiwas.

Kasihan nawa ako ng Diyos.

NMHernandez
NENET M. HERNANDEZ

Sedula Klase _____ Bilang 14271525
Kinuha sa Mataasnakahoy, Batangas
Petsa Enero 21, 2015

= = = =

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

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

TO WHOM IT MAY CONCERN:

This is in connection with the appointment of NENET M. HERNANDEZ , Municipal Engineer (SG – 24/1) in the Office of the Municipal Engineering with a salary of P447,756.00 per annum effective August 3, 2015.

I hereby certify that the appropriation for the position is available.

ROSARIE C. DE LA PAZ
Municipal Budget Officer

REPUBLIC OF THE PHILIPPINES
BC – CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
HERNANDEZ NENET M.
(FAMILY NAME) (GIVEN NAME) (M.)

DEPARTMENT, CORP. OR AGENCY/LOCAL
LGU - Mataasnakahoy, Bats.

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

5. WORK/STATION/PLACE OF WORK
Office of the Municipal Engineer

6. PRES. APPROP. ACT
BOARD RES.
ORD. NO.
ITEM NO.

6.b PREV. APPROP. ACT
BOARD RES.
ORD. NO.
ITEM NO.

7. a. SALARY
AUTHORIZED P37,313.00
ACTUAL P 37,313.00

b. OTHER COMPENSATION
P 2,000.00 – PERA

8. OFFICIAL DESIGNATION OF POSITION
Municipal Engineer

9. WORKING OR PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL GROUP TITLE (Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION CHECK GOVERNMENTAL UNIT AND UNIT CLASS

MUNICIPALITY		CITY		PROVINCE	
X					
1ST	2ND	3RD	4TH X	5TH	
6TH	7TH				

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of Working Time	DUTIES:
	1. Initiate, review and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in infrastructure development and public works in general of the local government unit concerned;
	2. Advise the mayor, as the case may be on infrastructure, public works, and other engineering matters;
	3. Administer, coordinate, supervise, and control the construction, maintenance, improvement, and repair of roads, bridges and other engineering and public works projects of the local government unit concerned;
	4. Provide engineering services to the local government unit concerned, including investigation and survey, engineering designs feasibility studies, and project management;
	5. Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinance.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Municipal Mayor

15. POSITION OF NEXT HIGHER SUPERVISOR

16. NAME, TITLE AND ITEM NOS. OF THOSE DIRECTLY SUPERVISE (If more than 7 list only by their item nos. and files.

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
, calculator, meter, scale, triangle etc.

18. CONTACTS

	OCCASSIONAL	FREQUENT
General Public		X
Other Agencies		
Supervisors	X	
Management		X
Other (Specify)		

19. WORKING CONDITIONS

Normal Working Condition	X
Field Works	X
Field Trips	
Expose to varied weather	
Other (Specify)	

20. I CERTIFY that the above answer are accurate and complete.

August 3, 2015
Date

NMHernandez
NENET M. HERNANDEZ
Signature of Employee

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

21. Described briefly the general function of the Unit or Section.
Provide engineering services to LGU concerned including investigation and survey; engineering services, design feasibility studies and project management.

22. Described briefly the general function of the position
In-charge of the engineering and supervising the projects of the diff. departments of the municipality

23. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should be filled for all positions other than teaching)

Education	Bachelor's Degree in Civil Engineering
Experience	3 years' experience in the practice of engineering
Training	None required
Eligibility	RA 1080

24. License or certificate required to do this work, if any

1

25. I hereby certify that the above answers are accurate and complete.

August 3, 2015
Date

JAY MANALO ILAGAN
Municipal Mayor

26. APPROVED:

August 3, 2015
Date

JAY MANALO ILAGAN
Municipal Mayor

Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE MEMBERS OF THE SANGGUNIANG BAYAN OF MATAASNAKAHOY, BATANGAS HELD AT THE VICENTE R. MATANGUIHAN MEMORIAL HALL ON AUGUST 17, 2015.

PRESENT:

HON. HENRY L. LAQUI	-Municipal Vice Mayor/Presiding Officer
HON. ROY L. LANDICHO	-SB Member
HON. JOSEPH D. CALINISAN	-SB Member
HON. PEPITO D. VERGARA	-SB Member
HON. CHESTER V. VERGARA	-SB Member
HON. FERDINAND L. DIMAANO	-SB Member
HON. ALBERTO V. OBTIAL	-SB Member
HON. ORLANDO L. OBTIAL	-SB Member
HON. MARIO EDWIN E. ARIOLA	-SB Member
HON. JERRY M. REYES	-SB Member/LNB President

ABSENT:

NONE

RESOLUTION NO. 77-S-2015

RESOLUTION CONCURRING THE APPOINTMENT OF ENGR. NENET M. HERNANDEZ, AS MUNICIPAL ENGINEER OF THIS MUNICIPALITY

WHEREAS, Hon. Jay Manalo Ilagan, Municipal Mayor requested the Sangguniang Bayan Members for the concurrence of appointment of Engr. Nenet M. Hernandez as Municipal Engineer of this municipality;

WHEREAS, Personnel Selection Board rendered a report that Engr. Nenet M. Hernandez, met the needed requirements and passed the Qualification Standards;

WHEREAS, pursuant to Rep. Act 7160 Chapter 2 Sec. 443 (d) which states that "unless otherwise provided herein; heads of department and offices shall be appointed by the Municipal Mayor with the concurrence of the majority of all the Sangguniang Bayan members, subject to civil service law, rules and regulations";

NOW THEREFORE, be it resolved as it is hereby resolved on motion by Hon. Mario Edwin Ariola duly seconded by all Sangguniang Bayan members to approve resolution entitled "Resolution concurring the appointment of Engr. Nenet M. Hernandez, as Municipal Engineer of this municipality".

APPROVED: August 17, 2015.

RESOLVED FURTHER, that a copy of this resolution be forwarded to Hon. Jay Manalo Ilagan, Municipal Mayor for his information and guidance. Likewise, to all concerned agencies for their information and guidance.

I HEREBY CERTIFY, to the correctness of the above quoted resolution.

FLORY I. TAPEL
Temporary Secretary- Designate

ATTESTED:

HENRY L. LAQUI
Municipal Vice-Mayor/Presiding Officer

Approved:

JAY MANALO ILAGAN
Municipal Mayor

Notice of Step Increment Due to Length of Service

August 3, 2018

NENET M. HERNANDEZ
Municipal Engineer
Mataasnakahoy, Batangas

Dear Ms. Hernandez :

Pursuant to the Civil Service Commission and Department of Budget and Management Joint Circular No.1 Series of 2012 dated September 3, 2012, and pursuant to R.A. 6758 on Compensation and Position Classification Act of 1989 your salary as Municipal Engineer is hereby adjusted effective August 3, 2018; as follows.

1. Actual monthly basic salary as of August 3, 2018 P 55,798.00
   SG 24 Step 2

2. Actual monthly basic salary as of P 54,974.00
   July 31, 2018 SG - 24 Step 1

3. Monthly salary adjustment effective August 3, 2018 (24 - 2) P 824.00

It is understood that this salary adjustment is subject to review and post audit and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

GUALBERTO R. SILVA
Municipal Mayor

Position Title: Municipal Engineer
Salary Grade SG - 24
Item No. FY 2018 Plantilla of Personnel 140-10

Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

Hon. JAY MANALO ILAGAN
Municipal Mayor
Municipal Government
Mataasnakahoy, Batangas

Thru : Mrs. EVELYN R.OLARTE
Municipal Human Resource Management Officer
Municipal Government
Mataasnakahoy, Batangas

Sir :

I wish to apply for the position to be vacated soon by Engr. Henry S. Matanguhan. I been working with LGU Mataasnakahoy at the Office of the Municipal Engineer as Engineer I since February 1, 2010. I'm confident that I can perform the duties and responsibilities of a Municipal Engineer.

Sure of myself, I will work hand and hand with the LGU family on the delivery of services needed for the attainment of our vision .

Hoping that I will be given a chance.

Thank you very much & more power to you.

Respectfully yours,
NMHernandez
NENET M. HERNANDEZ

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

APPLICANTS PROFILE

Position : Municipal Engineer
SG : 24

NAME	PRESENT POSITION	RATING	SG	ELIGIBILITY	HIGHEST EDUCATIONAL ATTAINMENT	EXPERIENCE
NENET M. HERNANDEZ	Engineer I		12	RA 1080	Graduate Bachelor of Science in Civil Engineering	From February 1, 2010 to Present Engineer I at the Office of the Municipal Engineering

NAME	PRESENT POSITION	RATING	SG	ELIGIBILITY	HIGHEST EDUCATIONAL ATTAINMENT	EXPERIENCE
ERICKSON D. MALICSI	-	-	-	RA 1080	Graduate Bachelor of Science in Civil Engineering	From December 2011 to May 2015 (QC Engineer) UNICORP International Contracting Ltd, King Abdulaziz International Airport, Jeddah

						From January 2011 to August 2011 (Planning Engineer) UNICORP International Contracting Ltd, Alkhobar Kingdom of Saudi Arabia From August 2011 to December 2011 (QC Engineer) UNICORP International Contracting Ltd, Al Samer & Umm AlKhair, Jeddah From June 2009 to January 2011 (Civil Engineer) UNICORP International Contracting Ltd, JV, ALMABANI, Riyadh Kingdom of Saudi Arabia From March 2008 to January 2009 (Planning Engineer) UNICORP International Contracting Ltd, Alkhobar Kingdom of Saudi Arabia From October 2006 to August 2007 (Planning Engineer) Al Fowriya Trading & Constructing WLL, Qatar From October 2005 to October 2006 (Resident Engineer / Project Inspector) Green Field Development Corp. Sta. Rosa Laguna

						From September 2003 – April 2005 (Site/ Cadet Engineer) of Monolith Construction & Devt Corp. Susying Commercial Warehouse Project, Manila From August 2001 – May 2003 (Project Engineer) of C-Tek Engineering Services, Olongapo City

No. 24413 A

NATIONAL UNIVERSITY

MANILA, PHILIPPINES
OFFICE OF THE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORD

NENET L. MATANGUIHAN
NAME

MATAAS na KAHOY, BATANGAS
ADDRESS

FAR EASTERN UNIVERSITY
SCHOOL LAST ATTENDED

1ST SEM 1978-79
DATE OF ADMISSION

STATUS OF ADMISSION

PRIMARY SCHOOL	YEAR
Mataas na Kahoy Elem School	1970
-do-	1972

INTERMEDIATE SCHOOL	YEAR
NATIONAL UNIVERSITY	1976

HIGH SCHOOL	YEAR

BACHELOR OF SCIENCE IN CIVIL ENGINEERING (B.S.C.E.)
DEGREE OF TITLE

MARCH 1981
DATE OF GRADUATION

S.O. No. 3-1651 s. 1981 dated March 30, 1981
SPECIAL ORDER No.

REMARKS: GRADUATED With the degree of BACHELOR of SCIENCE IN CIVIL ENGINEERING (B.S.CE) IN MARCH 1981

MAY 12, 1981
DATE ISSUED

OFFICIAL RECEIPT NO.

GRADING SYSTEM:

A	96%	to	100%	Passed
A-	90%	to	95%	"
B+	86%	to	89%	"
B	85%			"
B-	80%	to	84%	"
C+	76%	to	79%	"
C	75%			"
F	BELOW		75%	Failure
Dr.				Dropped
Inc.				Incomplete
W				Withdrawal

CREDITS: One university unit of credit is one hour lecture or recitation each week for a period of a complete semester. In all courses, two and a half to three hours of laboratory works, and, in the technical courses three hours of drafting or shop works, are regarded as the equivalent of one recitation or lecture.

(Not valid without the university seal)

LETICIA L. PAGUTA

TERM	SUBJECTS		GRADES FINAL	GRADES RE-EXAMINATION	CREDITS
	FAR EASTERN UNIVERSITY				
Ist Sem 1976-77	Chem 1	Gen Inorganic Chem	3		5
	Zool 1	Gen Zoology	5		0
	Span 1	Elem Spanish	2		3
	Engl 1	Basic English	3		3
	Math 1	College Algebra	3		3
	Physical Education		2.25		1
2nd Sem 1976-77	Math 11	College Algebra	Inc	3	5
	Math 6	Plane Trigonometry	3		3
	Phil.Constitution		2.75		3
	Physical Education		2.25		1
	Draw 111	Eng'g Drawing 1	2.5		2
	Chem 122	Chem 11 lec	2.75		3
	Chem 122b	Chem 11 lab	5		0
	Hum 1	Family Planning	3		1
	Engl 1	English Composition	2.75		3
SUM' 77	S.Sc. 121	Social Science	3		2
	Chem 122	Chem 11 lab	2.5		1
	Math 15	Solid Geom &spher Trigonometry	3		3
	Span 2	Interm Spanish	2.25		3
Ist Sem 1977-78	Draw 122	Eng'g Drawing	2.75		2
	Life of Rizal		2.75		3
	Span 3	Adv.Spanish	2.5		3
	Engl 3	Read/Wrtg. in College	2.75		3
	Physical Education		1		1
2nd Sem 1977-78	Phys 211	College Physics I lec	3		3
	Phys 211b	College Physics 1lab	3		2
	Math 100	Analytic Geometry	3		5
	Engl 10	Technical Writing	3		3
	C.E.9 211	Elem Surveying lec	3		2
	CE 211b	Elem Surveying lab	3		2
	CE 325	Environmental Science	3		2
	Physical Education		2		1
Sum'78	Math 101	Diff. Calculus	2.75		5
	Span 4n	Phil.Lit in Spanish	1.75		3
	NATIONAL UNIVERSITY				
Ist Sem 1978-79	Math 221	Integral Calculus	C+		3
	Phys 220	College Physics	C+		5
	CE 311	Orient to Eng'g Layout	C		2
	Geo 311	Eng'g Geology	C		3
	EE 310	Elem of EE	C		3
	SURV 321	Higher Surveying	C		4

Prepared by: -Continued sheet 2-

Checked by:

THIS IS TO CERTIFY THAT DOCUMENTARY STAMP IN THE AMOUNT OF ₱15.00 HAS BEEN ATTACHED IN THE ORIGINAL

mIDAEZ

Pabagado

February 15, 2010

TO WHOM IT MAY CONCERN:

This is to certify that this is a true photocopy of the original Transcript of Records of ***Ms. Nenet L. MATANGUIHAN,*** *a graduate from the College of Engineering with the degree of BACHELOR OF SCIENCE IN CIVIL ENGINEERING (B.S.C.E.) in March, 1981 with S.O. (B) No. 3-1651 series 1981 dated: March 30, 1981.*

University Seal

Ms. PAULINE A. PAGGAO
Registrar

Checked by: rejaguda

NATIONAL UNIVERSITY

MANILA, PHILIPPINES
OFFICE OF THE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORD

No. 24414 A

NAME: Nenet L. Matanguihan

ADDRESS: Mataas na Kahoy, Batangas

SCHOOL LAST ATTENDED

DATE OF ADMISSION

STATUS OF ADMISSION

PRIMARY SCHOOL — YEAR

INTERMEDIATE SCHOOL — YEAR

HIGH SCHOOL — YEAR

DEGREE OF TITLE

DATE OF GRADUATION

SPECIAL ORDER NO.

REMARKS

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TERM	SUBJECTS		GRADES: FINAL	GRADES: RE-EXAMINATION	CREDITS
	Sheet 2				
2nd Sem	Math 311	Diff. Equation	Failed		0
1978-79	Mech 311	Mechnics/Statics	C		5
	CE 321	Const Mat & Testing	C/B-		2/1
	ME 320	Elem of ME	C		3
	CE 322	Environmental Eng'g	B+		3
	Surv 411	Route Survey	C		3
Ist Sem	CE 411	Eng'g Mgt	C+		3
1979-80	CE 418	Eng'g Econ & Acctg	C		3
	CE 419	Soil Mechanics lec	C		2
	CE Tech 11	Plumbing Layout	C		2
	Mech 322	Str. of Mat.	C		5
	Stat 300	Statistics	C		3
	Math 311	Diff. Equations	C		3
2ndSem	Mech 421	Mech of Fluids	C/C+		4/1
1979-80	CE 421	Theory of Structures	Inc/C+		C/
	CE 423	Highway Eng'g	Inc	C	3
	CE 424	Specs/Contracts/Rthics	C		3
	CE Tech 111	Surveying Project	C+		2
	CE 419	Soil Mechanics lab	C		1
Sum '80	CE 511	Const Met.Plang.&Est	C		3
	CE 512	Irrigation Eng'g	C		3
	CE 515	Water Supply	C		3
Ist Sem	CE 514	Princ of Reinf Concrete		C+	3
1980-81	CE 516	Earthquake Eng'g	C		3
	CE 513	Timeber Design	C/B		3/1
	CE 525	Sewage Disposal	C		2
	CEE 11	River Control & Drainage		C	2
	Pil 111	Gram. & Comp 1	B		3
	Taxation And Land Reform		C		3
2nd Sem	Hum 121	Eastern Culture	B-		3
1980-81	CE 526	Foundation Eng'g	C		2
	CE 527	Pre-stressed Concrete Design	C		3
	CE 524	Reinf Concrete Design	C		4
	Hum 111	Western Culture	B		3
	Pil 121	Gram & Comp	B+		3
	CE 523	Steel Design	C		4/1
	CE 529	Project Study	B-		2
	Tree Planting		Validated		
	YCAP		Validated		

x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-

-TRANSCRIPT CLOSED-

Prepared by: Checked by:

THIS DOCUMENT MAY NOT BE ACCEPTED IN THE AMOUNT OF ... UNLESS ATTACHED IN THE DUPLICATE ...

February 15, 2010

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University Seal

Ms. PAULINE A. PAGGAO
Registrar

Checked by: rejaguda

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
Manila

PROFESSIONAL IDENTIFICATION CARD

LAST NAME ▶ HERNANDEZ
FIRST NAME ▶ NENET
MIDDLE INITIAL/NAME ▶ M
REGISTRATION NO. ▶ 0035920
REGISTRATION DATE ▶ 07/03/1984
VALID UNTIL ▶ 12/28/2015

CIVIL ENGINEER

12281959
02/07/2012

Professional Regulation Commission
P. Paredes St., corner N. Reyes St., Sampaloc, Manila
www.prc.gov.ph Hotline Number: 735-1535

CERTIFICATION 901538910

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked, or withdrawn.

Signature of Professional

PRC CHAIRPERSON

ANNEX " B-1"

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

NOTICE OF SALARY ADJUSTMENT

Date: JAN 16 2017

Engr. Nenet M. Hernandez
Municipal Engineer

Dear Engr. Hernandez:

Pursuant to Local Budget Circular No. 113 dated January 5, 2017, implementing Executive Order No. 201 dated February 19, 2016 , your salary is hereby adjusted effective January 1, 2017 , as follows:

1. Adjusted monthly basic salary effective January 1, 2017, under the new Salary Schedule SG 24 , Step 1 — P 48,312.00
2. Actual monthly basic salary as of December 31, 2016 ; SG 24 , Step 1 — 42,458.00
3. Monthly salary adjustment effective January 1, 2017 (1-2) — P 5,854.00

It is understood that this salary adjustment is subject to usual accounting and auditing rules and regulations, and to appropriate re- adjustment and refund if found not in order.

Very truly yours,

GUALBERTO R. SILVA
Municipal Mayor

Position Title: Mun. Engineer (MGDH)
Salary Grade : 24-1
Item No., FY 2017 Plantilla of Personnel: 140-10