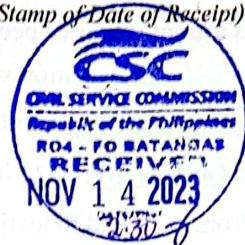


CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

(Stamp of Date of Receipt)



Mr. GLENN JOSHUA M. ESMEDILLA

You are hereby appointed as Administrative Aide I (Utility Worker I) (SG-1)
(Position Title)

under Permanent status at the Office of the Mayor- Office of the Business Permits and Licensing Officer
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of Nine Thousand Seven Hundred Fifty P 9,750.00

pesos per month.

The nature of this appointment is Original vice _____
(Original, Promotion, etc.)

N/A, who Vacant with Plantilla Item No. 32
(Transferred, Retired, etc.)

Page 3.

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

Very truly yours,

JANET MAGPANTAY ILAGAN, ⁴⁴
Municipal Mayor

November 7, 2023

Date of Signing

Subject to six (6) months
Probationary period

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

DRY SEAL

(Stamp of Date of Release)

Certification

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

The position was published at CSC Job Portal from September 25, 2023 to October 10, 2023 and posted in CSC-FO Batangas, Public Market, Office Lobby from September 25, 2023 to October 10, 2023 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on October 11, 2023.


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

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on October 31, 2023.


JANET MAGPANTAY ILAGAN
Municipal Mayor
Chairperson, HRMPSB/Placement Committee

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
<input type="checkbox"/> Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Acknowledgement

Received original/photocopy of appointment on November 7, 2023


GLENN JOSHUA M. ESMEDILLA
Appointee



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

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

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of Mr. GLENN JOSHUA M. ESMEDILLA as Administrative Aide I (Utility Worker I) in the Office of the Mayor- Office of the Business Permits and Licensing Officer of this municipality, all pertinent requirements contained in RA 7160 in Section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.

JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL ACCOUNTANT

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

THIS IS TO CERTIFY that funds are available for the position of Administrative Aide I (Utility Worker I) in the Office of the Mayor – Office of the Business Permits and Licensing Officer of this municipality, with Salary Grade 1 amounting to ONE HUNDRED SEVENTEEN THOUSAND PESOS (P 117,000.00) per annum as per Annual Budget CY-2023 of this municipality.

Issued this 7th day of November , 2023 at Mataasnakahoy, Batangas.



LENILYN C. CARAAN
Municipal Accountant

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

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

**Administrative Aide I
(Utility Worker I)**

2. ITEM NUMBER

3. SALARY GRADE

32

1

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

Province
 City
 Municipality

1st Class
 2nd Class
 3rd Class

5th Class
 6th Class
 Special

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

6. BUREAU OR OFFICE

Local Government Unit of Mataasnakahoy, Batangas

Office of the Mayor - Office of the Business Permits and Licensing Officer

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

Office of the Mayor - Office of the Business Permits and Licensing Officer

Office of the Mayor - Office of the Business Permits and Licensing Officer

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

SB Resolution No.
119-S-2023/
Ordinance of Budget
No. 06-S-2023

N/A

PERA	2,000.00
Clothing Allow.	6,000.00
Cash Gift	5,000.00
Year End Bonus	9,750.00
Mid-year Bonus	9,750.00
PEI	5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Municipal Government Assistant Department Head

N/A

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

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

POSITION TITLE

ITEM NUMBER

N/A

N/A

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

Broom, Dustpan, Telephone, Computer, Logbook

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			

18. WORKING CONDITION

Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Maintain cleanliness and orderliness of the workplace and does other related work.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat III)
21e. Core Competencies			Competency Level
None Yet			None Yet
21f. Leadership Competencies			Competency Level
None Yet			None Yet
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
20%	Maintain the cleanliness and orderliness in the office		
10%	Arrange various decorations in the office		
15%	Assists in the monitoring and inspection of business establishments;		
15%	Assists in evaluating the documents presented by business applicants;		
15%	Coordinates the licensing officer regarding compliance of business owners with the applicable laws, rules and regulations;		
15%	Assists in the verification of business applicant records;		
10%	Perform other functions and duties that may be assigned from time to time.		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.			
 GLENN JOSHUA M. ESMEDILLA <u>11/07/2023</u> Employee's Name, Date and Signature		 RODANTE G. DE LEON <u>11/07/2023</u> MGADH, Date and Signature	



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, Glenn Joshua M. Esmedilla of Brgy. II, Mataasnakahoy, Batangas having been appointed to the position of Administrative Aide I (Utility Worker I) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.


GLENN JOSHUA M. ESMEDILLA
(Signature over Printed Name of the
Appointee)

Government ID: Drivers License
ID Number : DO1-20-013880
Date Issued : N/A

Subscribed and sworn to before me this 7th day of November, 2023 in Mataasnakahoy Batangas, Philippines.


JANET MAGPANTAY ILAGAN
Municipal Mayor



CS Form No. 4
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr. GLENN JOSHUA M. ESMEDILLA has assumed the duties and responsibilities as Administrative Aide I (Utility Worker I) in the Office of the Mayor- Office of the Business Permits and Licensing Officer effective November 7, 2023.

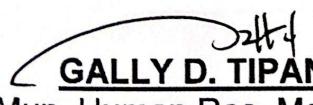
This certification is issued in connection with the issuance of the appointment of Mr. Esmedilla as Administrative Aide I (Utility Worker I).

Done this 7th day of November 2023 in Mataasnakahoy, Batangas.


JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: November 7, 2023

Attested by:


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

201 file
Admin
COA
CSC


PERSONAL DATA SHEET


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

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

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

1. CS ID No.

(Do not fill up. For CSC use only)

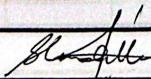
I. PERSONAL INFORMATION

2. SURNAME	ESMEDILLA		
FIRST NAME	GLENN JOSHUA		
MIDDLE NAME	MERCADO		
3. DATE OF BIRTH (mm/dd/yyyy)	1/27/2000	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization If holder of dual citizenship, please indicate the details: Philippines
4. PLACE OF BIRTH	LIPA CITY, BATANGAS		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	174	N/A House/Block/Lot No. SITIO PARANG Subdivision/Village MATAASNAKAHOY City/Municipality	
8. WEIGHT (kg)	52	ZIP CODE	4223
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A House/Block/Lot No SITIO PARANG Subdivision/Village MATAASNAKAHOY City/Municipality
10. GSIS ID NO.	None	ZIP CODE	4223
11. PAG-IBIG ID NO.	None	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	09-250687354-3	20. MOBILE NO.	0939-571-4499
13. SSS NO.	04-42336798	21. E-MAIL ADDRESS (if any)	esmedillaglenn@gmail.com
14. TIN NO.	722-896-132		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ESMEDILLA			
FIRST NAME	ALLAN	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	HERNANDEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	MERCADO			
FIRST NAME	ROSENIE			
MIDDLE NAME	BRAZA			(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Mataasnakahoy Central School	Elementary	2006	2012	Graduated	2012	N/A
SECONDARY	Mataasnakahoy National High School	High School	2012	2016	Graduated	2016	N/A
	La Purisima Conception Academy	Senior High School	2016	2018	Graduated	2018	N/A
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Batangas State University (Lipa Campus)	Bachelor of Science in Computer Science	2018	2018	23 units	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	NA	NA
(Continue on separate sheet if necessary)							
SIGNATURE				DATE	October 3, 2023		

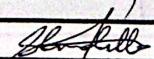
IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Career Service Professional Eligibility	81.17	03/13/2022	Batangas National High School		
	Driver's License	N/A	N/A	Batangas City	D01-20-013880	1/27/2025

Nothing Follows
(Continue on separate sheet if necessary)
V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0" Y INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
	10/19/2021	Present	JOB ORDER (LICENSING/CLERICAL AIDE)	BUSINESS PERMIT AND LICENSING SECTION	6,000.00	N/A	JOB ORDER	N

Nothing Follows
(Continue on separate sheet if necessary)

SIGNATURE	DATE	October 3, 2023
		

TRY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

(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			
BASIC WATER SEARCH AND RESCUE AND LIFE SAVING TACHNIQUES TRAINING	5/24/2023	5/26/2023	3 DAYS	N/A	MUNICIPALITY OF MATAASNAKAHOY
TRAINING ON THE ADOPTION OF THE 2019 UPDATES TO PHILIPPINE STANDARD INDUSTRIAL CLASSIFICATION AMONG LOCAL GOVERNMENT UNITS	6/1/2023	6/2/2023	2 DAYS	N/A	PHILIPPINE STATISTICS AUTHORITY - CALABARZON
TOURISM AWARENESS AND APPRECIATION SEMINAR	11/16/2022	11/16/2022	1 DAY	N/A	MUNICIPALITY OF MATAASNAKAHOY
ISPLS:BPBC REFRESHER'S TRAINING	8/14/2022	8/15/2022	2 DAYS	N/A	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
DICT REGION IV MULTI-STAKEHOLDERS ENGAGEMENT SUMMIT 2022	12/16/2022	12/16/2022	3 HRS	N/A	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
WEBINAR ON "LATEST TRENDS IN TECHNOLOGY FOR MSME'S	3/24/2022	3/24/2022	4 HRS	N/A	DEPARTMENT OF TRADE AND INDUSTRY

Nothing Follows

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and Hobbies	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

(Continue on separate sheet if necessary)

DATE

October 3, 2023

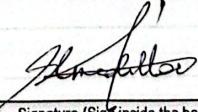
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Resignation from previous work at Aruze Global Shared Services Philippines.
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

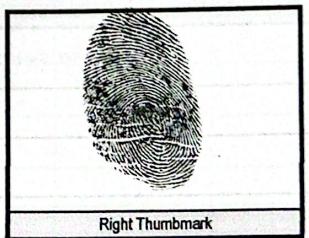
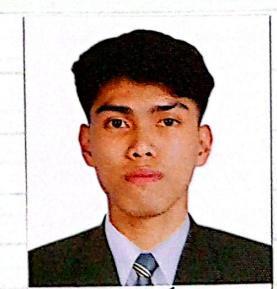
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
Rodante G. de Leon	Brgy. Calingatan Mataasnakahoy, Batangas	9175798863
Mary Ann A. Comia	Brgy. II Mataasnakahoy, Batangas	9672560672
Alona Mae M. Maranan	Brgy. San Sebastian Mataasnakahoy, Batangas	9075010850

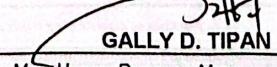
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate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

Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	Driver's License
ID/License/Passport No.:	D01-20-013880
Date/Place of Issuance:	Batangas City


Signature (Sign inside the box)
October 3, 2023
Date Accomplished



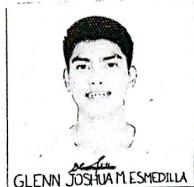
SUBSCRIBED AND SWORN to before me this 3rd day of October 2023, affiant exhibiting his/her validly issued government ID as indicated above.


GALLY D. TIPAN
Mun. Human Resource Management Officer



Regional Office IV

RO4-220822-028



GLENN JOSHUA M. ESMEDILLA

Republic of the Philippines
Civil Service Commission
Quezon City



Certification of Eligibility

This is to certify that

GLENN JOSHUA M. ESMEDILLA

has been granted a Civil Service Eligibility for passing/qualifying in the
CAREER SERVICE PROFESSIONAL EXAMINATION
with a rating of **81.17** conducted by the Civil Service Commission
in **BATANGAS CITY, BATANGAS** on **MARCH 13, 2022**.

His/her name has been entered in the official Register of Eligibles.
Issued this 22nd day of AUGUST, 2022.

Date of Birth January 27, 2000
Place of Birth LIPA CITY
Book Number CSE-PPT 03.13.2022
Page Number 30
SN/LN 407
EN/CN 205170
Date Released June 13, 2022

By Authority of the Commission

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

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

22-12095361

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
NON-PROFESSIONAL DRIVER'S LICENSE



Last Name, First Name, Middle Name
ESMEDILLA, GLENN JOSHUA MERCADO
Nationality Sex Date of Birth Weight (kg) Height (cm)
PHL M 2000/01/27 50 170
Address
**SITIO PARANG BRGY II MATAAS NA KAHYO
BATANGAS**
License No. Expiration Date Agency Code
DO 120-013880 2028/01/27 DOT
Mailing Address Eye Color
None BLACK
Use License
0.2 Condition
NONE
Signature of Licensee
Eduardo S. Galvanete

CERTIFIED AUTHENTICATED COPY

John Homer M. Alim
JOHN HOMER M. ALIM
Human Resource Specialist II
Examination Services Division

20220823-690

Bawat Kawani, Lingkod Bayani

SZ



Regional Office IV

RO4-220822-028



GLENN JOSHUA M. ESMEDILLA

Republic of the Philippines
Civil Service Commission
Quezon City



Certification of Eligibility

This is to certify that

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CSC RO IV

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Any alteration, erasure, or without the official seal of the Commission shall invalidate this certification.*

22-13093181

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
NON-PROFESSIONAL DRIVER'S LICENSE



Signature of Licensee

Last Name, First Name, Middle Name
ESMEDILLA, GLENN JOSHUA MERCADO
Nationality Sex Date of Birth Weight (kg) Height(m)
PHL M 2000/01/27 60 1.70
Address
**SITIO PARANG BRGY II MATAAS NA KAHOY
BATANGAS**
Driving No. Expiration Date Agency Code
D01-20-018880 2025/01/27 D01
Mailing Address
First Name
JOHN HOMER M. ALIM
Last Name
Middle Name
Gender
Male
Age
32
Sex
Male
Height
1.82
Weight
70
Condition
NONE
Signature
JOHN HOMER M. ALIM
Signature of Agent
EDGAR C. GALVANTE
Title
Assistant Secretary

CERTIFIED AUTHENTICATED COPY

JOHN HOMER M. ALIM
Human Resource Specialist II
Examination Services Division

20220823-6900



Republika ng Pilipinas
Kagawaran ng Edukasyon
Rehiyon IV - A - CALABARZON
SANGAY NG BATANGAS



FORMERLY MATAASNAKAHOY HIGH SCHOOL

Pinatutunayan nito na si

This certifies that

Glenn Joshua M. Esmedilla

Learner Reference Number (LRN): 301124140001

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatalbos ng Senior High School na itinakda para sa
has satisfactorily completed the requirements for Senior High School prescribed for

ACADEMIC TRACK AND ACCOUNTING, BUSINESS AND MANAGEMENT(ABM) STRAND

AKADEMIK TRACK AT ACCOUNTING, BUSINESS AND MANAGEMENT(ABM) STRAND

Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Secondary Schools of the Department of Education, and is therefore awarded this

KATIBAYAN

DIPLOMA

Nilagdaan sa Mataasnakahoy, Batangas, Pilipinas

Signed in Mataasnakahoy, Batangas, Philippines

nitong ika- 3 ng April, 2018

this 8th day of April, 2018



No. 674 s. 2018
Special Order (A)

DEXTER V. ALVIS
Punong-Guro
Principala

RAQUEL PATRICIA O. INCIONG, M.A.
Pangulo
President

(Copy for OCRG)



Municipal Form No. 102
(Revised January 1993)

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

(Fill out completely, accurately and legibly. Use ink or typewriter.
Place X before the appropriate answer in Items 2, 5a, 5b and 19a.)

(To be accomplished in quadruplicate)

REMARKS/ANNOTATION

Province Batangas
City/Municipality Lipa City

Registry No.

06899-G7-105BLM-00428-BI001

BReN
01014-B00AT03-6

Documentary
Stamp Tax Paid

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

Republic of the Philippines
Department of Justice
National Bureau of Investigation

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

NBI ID NO:

E253AG1A00-RA1222323

FAMILY NAME:
ESMEDILLA

MIDDLE NAME:
MERCADO

ADDRESS:
SITIO PARANG BRGY 2 MATAASNAKAHOY BATANGAS

DATE OF BIRTH:
January 27, 2000

CITIZENSHIP:
FILIPINO

PURPOSE:

MULTI-PURPOSE CLEARANCE

REMARKS:
NO RECORD ON FILE

VALID UNTIL

October 31, 2024

FIRST NAME

GLENN JOSHUA

HUSBAND'S SURNAME

PLACE OF BIRTH

LIPA CITY

CIVIL STATUS

SINGLE

GENDER
MALE

SIGNATURE



Date Printed: Tuesday, October 31, 2023 02:56 PM

Agency RA

CASID janet1

O.R. No. MP4QHTADDB

O.R. Date 10/31/2023 2:55:31 PM

DST PAID

DATID janet1

BIOID janet1

RECID INTID

PRTID janet1

ATTY. MEDARDO G. DE LEMOS
Director



E253AG1A00-RA1222323

MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

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

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

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)		AGENCY / ADDRESS	
ESMEDILLA, GLENN JOSHUA MERCADO			
ADDRESS			
SITIO PARONG Brgy II MATAASNAKADY, BOSTANLAS			
AGE	SEX	CIVIL STATUS	PROPOSED POSITION
23	Male	Single	

FOR THE LICENSED GOVERNMENT PHYSICIAN

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

SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PH <i>Kuncangan Carman, Kerla</i>	OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE 		
AGENCY/Affiliation of Licensed Government Physician:			
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD TYPE
<i>1347</i>			
OFFICIAL DESIGNATION	DATE EXAMINED <i>11/6/23</i>		

MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

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

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

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)		AGENCY / ADDRESS	
ESMEDIUP, GLENN JOSHUA MERCADO			
ADDRESS			
SITIO PARANDO BRGY II MATAASNAKADYO, BATANGAS			
AGE	SEX	CIVIL STATUS	PROPOSED POSITION
23	Male	Single	

FOR THE LICENSED GOVERNMENT PHYSICIAN

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

SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN	OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE	
<i>Karla Caraan, R.N.</i>		
AGENCY/Affiliation of Licensed Government Physician:		
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped
113448		
OFFICIAL DESIGNATION	BLOOD TYPE	
	DATE EXAMINED	
	11/11/23	



QK902700
81

DEPARTMENT OF HEALTH
SHALOM MEDICAL DIAGNOSTIC LABORATORY, INC.
ZENAIDA ARCADE M. H. DEL PILAR ST., BRGY. 2, BATANGAS CITY, BATANGAS

Phone Number 0437861798

DRUG TEST REPORT

CCF No: R202310090023
Name: ESMEDILLA, GLENN JOSHUA MERCADO
Birthdate: 01/27/2000 Age: 23 Gender: M

Transaction Date Time: 10/6/2023 12:00:00AM
Report Date Time: 10/10/2023 3:24:28PM

Test Method TEST KIT

Purpose

Random Government Employee

Requesting Parties

LGU MATAASNAKAHOY

Result

Drug/Metabolite	Result	Remarks
METHAMPHETAMINE	NEGATIVE	PASSED
TETRAHYDROCANNABINOL	NEGATIVE	PASSED

Test Conducted By

79

JANESSA BAES MAGSUMBOL

Analyst

Approved By

27

DR. ALPHA GRACE B CABIC

Head of Laboratory

Valid Within 12 Month/s from Transaction Date

This is a DOH-DDB IDTOMIS generated report

Certified photo copy from the office file:

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



St. Joseph HealthCare, Inc.

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

Department of Radiology

Medical Imaging Report

PIN: SJHI-23-4630

Patient: ESMEDILLA, GLENN JOSHUA M.

Referring Physician:

Clinical HX/DX:

Examination: CHEST PA

Procedure: RADIOGRAPHY

Date: 10/28/2023

Age: 23 Sex: MALE

Company: WALK-IN

The lungs are clear

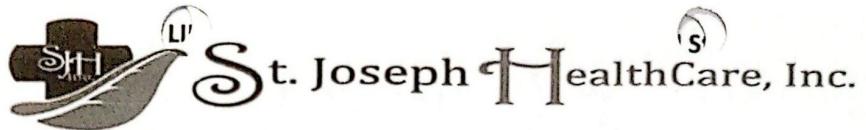
Heart is not enlarged

Intact bony thorax

IMPRESSION: NORMAL CHEST X-RAY

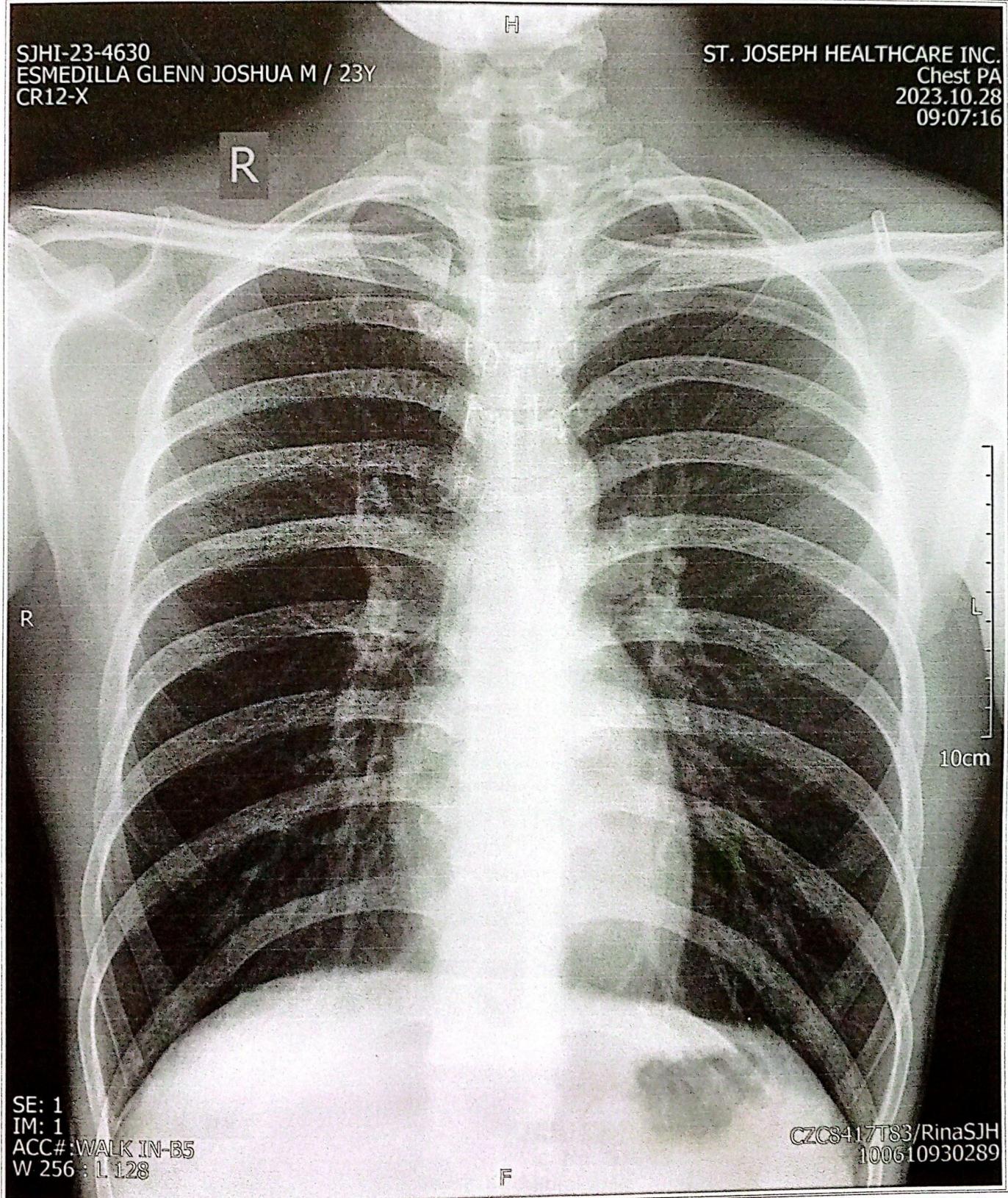

RINA S. DE TORRES, RXT
Lic. No. 5285
Radiologic Technologist


JERICK P. MEDINA, MD, FPCR
Lic. No. 91903
Radiologist



2F Lipa Commercial Center, Along A. Mabini St., Corner P. Torres St., Lipa City

Patient ID	SJHI-23-4630	ESMEDILLA GLENN JOSHUA M/23 (2000/01/27)	
Exam Date	2023/10/28	Exam Desc	Chest





St. Joseph HealthCare, Inc.

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

Name:	ESMEDILLA, GLENN JOSHUA	Patient Pin:	SJHI93982
Age :	23	Sex :	MALE
		Company:	LGU-MATAAS NA KAHOY

Sample Date: October 28, 2023

LABORATORY REPORT

HEMATOLOGY

DESCRIPTION	RESULT	REFERENCE VALUES
RBC	5.16	FEMALE : $4.0-5.4 \times 10^{12}/L$ MALE : $4.6-6.0 \times 10^{12}/L$
Hemoglobin	152	FEMALE : 120-160g/L MALE : 140-180g/L
Hematocrit	0.46	FEMALE : 0.37-0.47 MALE: 0.40-0.54
MCV	88.6	76-100 fL
MCH	29.5	27-32 pg
MCHC	33.3	32-36%
White blood cells	5.5	$5.0-10.0 \times 10^9/L$
Segmenters	0.48	0.55-0.68
Lymphocytes	0.44	0.25-0.39
Monocytes	0.08	0.02-0.08
Platelet count	369	$150-450 \times 10^9/L$
BLOOD TYPE	" B " RH POSITIVE	
REMARKS: ***NOT VALID WITHOUT A SEAL		

KP
KRESTA XIÑA R. TUMBAGA, RMT

MEDICAL TECHNOLOGIST LIC# 55185

AK
MYKEE D. REYES, RMT

CHIEF MEDICAL TECHNOLOGIST LIC# 83300

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



St. Joseph HealthCare, Inc.

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

Name:	ESMEDILLA, GLENN JOSHUA	Patient Pin:	SJHI93982
Age :	23	Sex :	MALE
		Company:	LGU-MATAAS NA KAHOY

Sample Date: **October 28, 2023**

LABORATORY REPORT

CLINICAL MICROSCOPY

URINALYSIS

DESCRIPTION	RESULT	NORMAL VALUE
COLOR	YELLOW	
TRANSPARENCY	SLIGHTLY TURBID	
PH	6.0	5.0-8.0
SPECIFIC GRAVITY	1.020	1.005-1.030
SUGAR	NEGATIVE	NEGATIVE
PROTEIN	NEGATIVE	NEGATIVE
WHITE BLOOD CELLS	0-2/HPF	
RED BLOOD CELLS	0-2/HPF	
A.URATES/PHOSPHATES		
EPITHELIAL CELLS		
BACTERIA	FEW	
MUCUS THREADS	FEW	
PREGNANCY TEST		
REMARKS: ***NOT VALID WITHOUT A SEAL		

KRESTA XIÑA R. TUMBAGA, RMT
MEDICAL TECHNOLOGIST LIC# 55185

MYKEE D. RESABA, RMT
CHIEF MEDICAL TECHNOLOGIST LIC# 83300

Spencer S. Watanabe, MD, FPSP, MHA
PATHOLOGIST LIC# 0112723



MLT Psychological Evaluation Center

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

TO:

SUBJECT: PSYCHOLOGICAL EXAMINATION

NAME: GLENN JOSHUA M. EMEDILLA

DATE OF EXAM: 28 Oct. 2023

AGE: 23

CIVIL STATUS: Single

HOME ADDRESS: Sitio Parang Brgy. II, Mataasnakahoy, Batangas

EVALUATION REPORT

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

SUMMARY

Intelligence Quotient: 105

Classification: ABOVE AVERAGE

Percentage Score: 37Th PERCENTILE

Personality Evaluation: He finds contentment and happiness in the presence of his family and loved ones. Resourceful and never idle, he maximizes his effort to gain substantial result from work. Apparent responsibility in carrying out his obligations has always been present. Musically inclined.

REMARKS: Recommended

MA. CORAZON PAMINTUAN
Psychologist
(Accreditation No. 130)