



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



MUNICIPAL BUDGET OFFICE

July 8, 2024

Hon. JAY MANALO ILAGAN
OIC-Municipal Mayor
Mataasnakahoy, Batangas

THRU: MS. KAREN U. KASILAG 
OIC-Municipal Human Resource Management Officer

Dear Mayor:

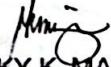
Greetings!

I would like to request an exemption from wearing the prescribed uniform for Tuesday (Red Polo Shirt) and Wednesday (CSC Shirt Red and Yellow) as I am still mourning for the death of my Aunties.

Rest assured that I will comply with the uniform policy within Forty (40) days.

I kindly request your favorable attention on this matter.

Respectfully yours,


VICKY K. MANIGBAS

Approved: _____

Disapproved: _____

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

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

CS Form No. 33-A
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



RECEIVED
SEP 20 2022

11:52 AM
DATE / TIME
NCRMAG. AB:
Sr. HR Specialist

Ms. VICKY K. MANIGBAS

You are hereby appointed as Administrative Officer II (Budget Officer I) SG-11 under
(Position Title)

Permanent status at the Office of the Municipal Budget with a compensation rate of Nineteen Thousand
(Permanent, Temporary, etc.) (Office/Department/Unit)

Seventy Nine Pesos (P 19,079.00) per month.

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

who was Vacant with Plantilla Item No. 63.
(Transferred, Retired, etc.)

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

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

September 16, 2022
Date of Signing

CSC ACTION: APPROVED

DRY SEAL

LILY BETH L. MOLOMAY
Director II

Authorized Official
Date

SEP 26 2022

OCT 04 2022
(Stamp of Date Release)
3-15

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 August 24, 2022 to September 8, 2022 and posted in CSC-FO Batangas, Public Market, Office Lobby from August 24, 2022 to September 8, 2022 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 9, 2022.

GALLY D. TIPAN

OIC- Mun. Human Resource Management Officer

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on September 13, 2022.

JANET MAGPANTAY ILAGAN

(Municipal Mayor)

CSC Notation

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

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

Acknowledgement

Received original/photocopy of appointment on September 16, 2022

VICKY K. MANIGBAS
Appointee



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



MUNICIPAL BUDGET OFFICE

MEMORANDUM

TO : ALL CONCERNED
SUBJECT : DESIGNATION OF AUTHORIZED SIGNATORY IN VIEW OF THE OFFICIAL TRAVEL OF THE MUNICIPAL BUDGET OFFICER
DATE : June 5, 2024

In the exigency of service, and in view of my Official Travel on June 6, 2024 to Baguio City, the undersigned is authorizing Ms. Vicky K. Manigbas, Administrative Officer II, to sign documents specifically and exclusively for Obligation Requests, Travel Order, Leave of Absence, Purchase Request, Requisition and Issue Slip, Inspection and Acceptance Report, Canvass, Training Design and Transmittal, to ensure the continuity of service.

For your information and guidance

ROSARIE E. DE LA PAZ
Municipal Budget Officer

Noted by:

HON. JANET M. ILAGAN
Municipal Mayor

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

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MUNICIPAL BUDGET OFFICE

MEMORANDUM

TO : ALL CONCERNED
SUBJECT : DESIGNATION OF AUTHORIZED SIGNATORY IN VIEW OF THE OFFICIAL TRAVEL OF THE MUNICIPAL BUDGET OFFICER
DATE : May 13, 2024

In the exigency of service, and in view of my Official Travel on May 15 to 17, 2024 to Baguio City, the undersigned is authorizing Ms. Vicky K. Manigbas, **Administrative Officer II**, to sign documents specifically and exclusively for Obligation Requests, Travel Order, Leave of Absence, Purchase Request, Requisition and Issue Slip, Inspection and Acceptance Report, Canvass, Training Design and Transmittal, to ensure the continuity of service.

For your information and guidance


ROSARIE C. DE LA PAZ
Municipal Budget Officer

Noted by:


HON. JANET M. ILAGAN
Municipal Mayor

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

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MUNICIPAL BUDGET OFFICE

MEMORANDUM

TO : ALL CONCERNED
**SUBJECT : DESIGNATION OF AUTHORIZED SIGNATORY, IN VIEW OF THE
UNDERSIGNED OFFICIAL TRAVEL**
DATE : March 11, 2024

In the exigency of service, and in view of my Official Travel on March 13 - 15 2024 to Baguio City, the undersigned is authorizing Ms. Vicky K. Manigbas, Administrative Officer II, to sign documents specifically and exclusively for Obligation Requests, Travel Order, Leave of Absence, Purchase Request, Requisition and Issue Slip, Inspection and Acceptance Report, Canvass, Training Design and Transmittal, to ensure the continuity of service.

For your information and guidance

ROSARIE C. DE LA PAZ
Municipal Budget Officer

Noted by:

HON. JANET M. ILAGAN,
Municipal Mayor

Joining hands for Mataasnakahoy's interest

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Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
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MUNICIPAL BUDGET OFFICE

MEMORANDUM

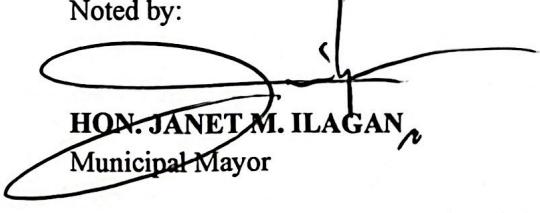
TO : ALL CONCERNED
SUBJECT : DESIGNATION OF AUTHORIZED SIGNATORY, IN VIEW OF THE UNDERSIGNED OFFICIAL TRAVEL
DATE : FEBRUARY 23, 2024

In the exigency of service, and in view of my Official Travel on February 27-29, 2024 to Puerto Princesa City, Palawan, the undersigned is authorizing Ms. Vicky K. Manigbas, Administrative Officer II, to sign documents specifically and exclusively for Obligation Requests, Travel Order, Leave of Absence, Purchase Request, Requisition and Issue Slip, Inspection and Acceptance Report, Canvass, and Transmittal, to ensure the continuity of service.

For your information and guidance


ROSARIE C. DE LA PAZ
Municipal Budget Officer

Noted by:


HON. JANET M. ILAGAN,
Municipal Mayor

Joining hands for Mataasnakahoy's interest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

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	MANIGBAS			NAME EXTENSION (JR., SR)	N/A	
FIRST NAME	VICKY					
MIDDLE NAME	KATIMBANG					
3. DATE OF BIRTH (mm/dd/yyyy)	21/12/1974		16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization		
4. PLACE OF BIRTH	BRGY. I, MATAASNAKAHOY, BATS.		If holder of dual citizenship, please indicate the details.	Pls. indicate country:		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female					
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		17. RESIDENTIAL ADDRESS	032 MANDIGMA House/Block/Lot No. Street N/A I Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province		
7. HEIGHT (m)	1.61		ZIP CODE	4223		
8. WEIGHT (kg)	63		18. PERMANENT ADDRESS	032 MANDIGMA House/Block/Lot No. Street I Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province		
9. BLOOD TYPE	O		ZIP CODE	4223		
10. GSIS ID NO.	2002006119		19. TELEPHONE NO.	N/A		
11. PAG-IBIG ID NO.	040138806208		20. MOBILE NO.	09171381847		
12. PHILHEALTH NO.	09-00044572-9		21. E-MAIL ADDRESS (if any)	vkmanigbas@yahoo.com		
13. SSS NO.	N/A					
14. TIN NO.	903-001-044					
15. AGENCY EMPLOYEE NO.	MBO-003					

II. FAMILY BACKGROUND

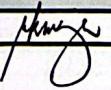
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)	
	FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A	N/A
	MIDDLE NAME	N/A				
	OCCUPATION	N/A				
	EMPLOYER/BUSINESS NAME	N/A				
	BUSINESS ADDRESS	N/A				
TELEPHONE NO.	N/A					
24. FATHER'S SURNAME	MANIGBAS (DECEASED)					
FIRST NAME	MARCIAL	NAME EXTENSION (JR., SR)				
MIDDLE NAME	MACALINDOL					
25. MOTHER'S MAIDEN NAME						
SURNAME	MATANGUIHAN					
FIRST NAME	CATALINA					
MIDDLE NAME	KATIMBANG					

(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	PRIMARY	1982	1988	GRADUATED	1988	N/A
SECONDARY	LA PURISIMA CONCEPCION ACADEMY	SECONDARY	1988	1992	GRADUATED	1992	Education Student Contracting
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF BATANGAS	BACHELOR OF SCIENCE IN ACCOUNTANCY	1993	1997	GRADUATED	1997	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9/7/2022	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFIRMATION	PLACE OF EXAMINATION / CONFIRMATION	LICENSE (If applicable)	
					NUMBER	Date of Validity
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

(Continue on separate sheet if necessary)

SIGNATURE _____ **DATE** _____ CS FORM 212 (Revised 2017), Page 2 of 4

SIGNATURE

DATE

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

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			
	Seminar/Workshop on Executive-Legislative Agenda and Capacity Development Agenda	08/16/2022	08/18/2022	32.0	Technical	Philippine League of Secretaries to the Sanggunian (PLEASES) Inc. & Batangas League of Secretaries to the Sanggunian (BLESS)
	Training/Workshop on the Updates on Barangay Budgeting and Procurement Process	06/06/2022	06/08/2022	32.0	Technical	DBM Regional Office IV-A / PHILLBO
	Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers	11/09/2020	11/10/2020	16.0	Technical	Philippine Government Electronic Procurement System (PhilGEPS)
	Training Seminar on Barangay Budgeting and Procurement Process	22/11/2018	24/11/2018	32.0	Technical	DBM Regional Office IV-A / PHILLBO
	Provincial Workshop on City/Municipality Commitment Setting on the Localization of the PDP and the SDGs	30/10/2018	31/10/2018	16.0	Technical	DILG Region IV-A
	Orientation/Seminar on Anti-Sexual Harassment Act of 1995	26/10/2017	26/10/2017	8.0	Technical	Civil Service Commission
	SS for Good Housekeeping for the Workplace	29/08/2017	29/08/2017	8.0	Technical	Department of Trade and Industry
	Public Service Ethics and Accountability (PSEA)	24/11/2015	25/11/2015	16.0	Technical	Civil Service Commission Region IV
	Orientation and Reorientation Meeting with Agency Authorize Officers and Electronic Remittance File Handler	06/11/2015	06/11/2015	4.0	Technical	Government Service Insurance System
	eBilling and Collection System	06/02/2014	06/02/2014	4.0	Technical	Government Service Insurance System
	Gender Sensitivity Training	03/12/2013	03/12/2013	8.0	Technical	Civil Service Commission Region IV
	Updates in New Government Accounting System for Barangays	02/06/2013	04/06/2013	24.0	Technical	League of Accountant in the Municipalities of Batangas Incorporated (LAMB)
	Seminar-Workshop on the Preparation of Bidding Documents, Project Procurement Management Plan and Annual On site orientation seminar/comprehensive Pag-ibig Fund Briefing	17/06/2010	18/06/2010	16.0	Technical	League of Accountant in the Municipalities of Batangas Incorporated (LAMB)
	Electronic New Government Accounting System (eNGAS)	11/02/2008	15/02/2008	40.0	Technical	Commission on Audit
	Seminar on Civil Service Commission Rules and Laws	21/11/2007	21/11/2007	8.0	Technical	Civil Service Commission
	Philippine Government Electronic Procurement System (PhilGEPS)	28/06/2007	28/06/2007	8.0	Technical	Department of Budget & Management
	Value Orientation Workshop	22/11/2006	23/11/2006	16.0	Technical	Reverend Father Pio A. Bagamano
	Updates on New Government Accounting System (NGAS)	19/01/2005	20/01/2005	16.0	Technical	League of Accountant in the Municipalities of Batangas Incorporated (LAMB)
	Orientation on Philhealth Premium Remittance System	15/06/2004	15/06/2004	8.0	Technical	Philippine Health Insurance Corporations
	Enhanced Briefing on Government Service Insurance System Electronic remittance module	19/02/2004	19/02/2004	8.0	Technical	Government Service Insurance System
	Spiritual and Moral Recovery	17/09/2003	18/09/2003	16.0	Technical	Human Resource Management Personnel
	Processing of Remittance through Electronic File Exchange	11/09/2003	11/09/2003	8.0	Technical	Government Service Insurance System
	Updates on New Government Accounting System (NGAS)	18/09/2002	20/09/2002	24.0	Technical	Commission on Audit
	Local Executive Forum	08/11/2001	08/11/2001	16.0	Technical	Civil Service Commission
	Performance Evaluation Seminar	14/06/2000	14/06/2000	8.0	Technical	Civil Service Commission
	Windows 95 Microsoft Word & Microsoft Excel	26/08/1998	28/08/1998	32.0	Technical	Department of Science and Technology
	Local Executive Forum	15/07/1998	16/07/1998	16.0	Technical	Civil Service Commission
	Project Feasibility Appraisal & Evaluation Seminar	15/12/1997	19/12/1997	40.0	Technical	Department of Trade and Industry
	Zero Waste Management	18/03/1997	18/03/1997	8.0	Technical	Department of Environment and Natural Resources
	Business Expensive Savings Trainings Game Workshop	21/01/1997	23/01/1997	24.0	Technical	Department of Trade and Industry

(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	Nothing Follows		
Computer Literate					AGAPE Youth Prayer Group	
Playing Volleyball					Mataasnakahoy Catholic Charismatic	
Badminton & Table Tennis					Mataasnakahoy Employee Association	
Singing, Dancing &					Parish Youth Ministry	
					Himig Agape	

(Continue on separate sheet if necessary)

SIGNATURE

DATE

9/7/2022

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WORK EXPERIENCE SHEET

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

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

- Duration: January 1, 2020 – present
- Position: Administrative Assistant I
- Name of Office/Unit: Office of the Municipal Budget
- Immediate Supervisor: Rosarie C. De La Paz
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
- Summary of Actual Duties
 - Assist the Municipal Budget in the preparation, distribution, review and consolidate the budget proposals of different department
 - Assist the Municipal Budget in the review of Barangay and Sangguniang Kabataan Annual/Supplemental Budget and
 - Preparing the Checklist on documentary requirements.

Responsible for the

- Review of the Project Procurement Management Plan (PPMP)
- Handling the Special Education Fund
 - Preparation/Recording/Encoding/Verifying/Updating of the following:
 - Registry of Appropriation, Allotment and Obligation Balances(RAAO)
 - Status of Appropriations, Allotments and Obligations (SAAOB)
 - Allotment Release Order (ARO)
 - Obligation Request (OBR)
 - Purchase Request (PR)
 - Ledger
 - Preparation of Obligation Request (OBR) of payroll bi-monthly
 - Recording and Updating of Journal of Personal Services
 - Provide analytical support to Barangay and Sangguniang Kabataan and
 - Performs other related functions

- Duration: January 2, 2010 – January 31, 2019
- Position: Administrative Aide III
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Corazon Lasin-Landicho
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
- Summary of Actual Duties
 - **GENERAL FUND**

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - Journal of Collections, Deposits and Disbursement
 - Bi-monthly payroll
 - Monthly remittances due to other government agencies
 - Subsidiary Ledger
- **SEF and TRUST FUND**

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - Journal of Collections, Deposits and Disbursement
 - Financial Reports (Trial Balance, Balance Sheet, Income Statement, Bank Reconciliation & Cash Flow)
 - Subsidiary Ledger
- Performs other related functions

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?

b. within the fourth degree (for Local Government Unit - Career

- YES NO
- 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: _____

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: _____

If YES, please specify ID No: _____

- YES NO
- If YES, please specify ID No: _____

If YES, please specify ID No: _____

b. Are you a person with disability?

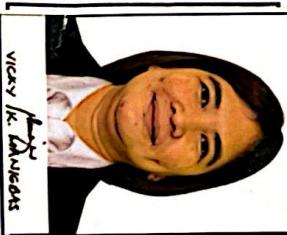
- YES NO
- If YES, please specify ID No: _____

c. Are you a solo parent?

- YES NO
- If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant if appointed)

NAME	ADDRESS	TEL. NO.
TEODORO M. ALVIS	MATAASNAKAHOY, BATANGAS	09215669338
MONTANO S. DIMACULANGAN	MATAASNAKAHOY, BATANGAS	09984846697



VICTORY K. TIPAN

Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance
TEODORO M. ALVIS	UMID
ID/License/Passport No.: 008-0050-2004-1	Date/Place of issuance: Malaboy, Bat.

Right Thumbprint

SUBSCRIBED AND SWEORN to before me this 9th day of Sept., 2022 affiant exhibiting his/her validly issued government ID as indicated above.

GALLY D. TIPAN

Person Administering Oath

Signature (Sign inside the box)
9/7/2022
Date Accomplished

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- Duration: October 31, 1997 – December 20, 2000
- Position: Job Order
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Lalaine B. Tipan/Engracia P. Caringal
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties
 - **GENERAL FUND**

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - Journal of Collections, Deposits and Disbursement
 - Bi-monthly payroll
 - Monthly remittances due to other government agencies
 - Subsidiary Ledger

- **SEF and TRUST FUND**

Responsible for the:

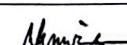
- Preparation/Recording/Encoding/Updating of the following:
 - Journal of Collections, Deposits and Disbursement
 - Subsidiary Ledger
- Performs other related functions

- Duration: June 17, 1995 – September 30, 1997
- Position: Job Order
- Name of Office/Unit: Office of the Human Resource Management
- Immediate Supervisor: Evelyn R. Olarte
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - 201 files
 - Leave Card
 - Service Record
 - Certifications
- Performs other related functions


VICKY K. MANIGBAS

(Signature Over Printed Name
Of Employee/Applicant)

Date: September 7, 2022

CS Form No. 33-A
Revised 2018



**Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY**

Ms. VICKY K. MANIGBAS

**You are hereby appointed as Administrative Officer II (Budget Officer I) SG-11 under
(Position Title)**

**Permanent status at the Office of the Municipal Budget with a compensation rate of Nineteen Thousand
(Permanent, Temporary, etc.) Office/Department/Unit**

Seventy Nine Pesos (P 19,079.00) per month.

**The nature of this appointment is Promotion vice Newly Created
(Original, Promotion, etc.)**

**who was Vacant with Plantilla Item No. 63.
(Transferred, Retired, etc.)**

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

Very truly yours,

**JANET MAGPANTAY ILAGAN
Municipal Mayor**

**September 16, 2022
Date of Signing**

CSC ACTION:

DRY SEAL

**Authorized Official
Date**

(Stamp of Date 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 August 24, 2022 to September 8, 2022 and posted in CSC-FO Batangas, Public Market, Office Lobby from August 24, 2022 to September 8, 2022 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 9, 2022.


GALLY D. TIPAN
OIC- Mun. Human Resource Management Officer

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on September 13, 2022.


JANET MAGPANTAY ILAGAN
Municipal Mayor

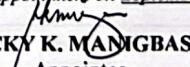
CSC Notation

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

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

Acknowledgement

Received original/photocopy of appointment on September 16, 2022


VICKY K. MANIGBAS
Appointee

PERSONAL DATA SHEET

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

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

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CS ID No. _____ (Do not fill up For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MANIGBAS		
FIRST NAME	VICKY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	KATIMBANG		
3. DATE OF BIRTH (mm/dd/yyyy)	21/12/1974	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	BRGY. I, MATAASNAKAHOY, BATS.	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	032 MANDIGMA House/Block/Lot No. Street N/A I Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
7. HEIGHT (m)	1.61	ZIP CODE	
8. WEIGHT (kg)	63		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	032 MANDIGMA House/Block/Lot No. Street I Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
10. GSIS ID NO.	2002006119	ZIP CODE	
11. PAG-IBIG ID NO.	040138806208		
12. PHILHEALTH NO.	09-00044572-9	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	09171381847
14. TIN NO.	903-001-044	21. E-MAIL ADDRESS (if any)	vkmanigbas@yahoo.com
15. AGENCY EMPLOYEE NO.	MBO-003		

II. FAMILY BACKGROUND

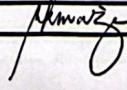
22. SPOUSE'S SURNAME	N/A			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A	N/A
MIDDLE NAME	N/A				
OCCUPATION	N/A				
EMPLOYER/BUSINESS NAME	N/A				
BUSINESS ADDRESS	N/A				
TELEPHONE NO.	N/A				
24. FATHER'S SURNAME	MANIGBAS (DECEASED)				
FIRST NAME	MARCIAL	NAME EXTENSION (JR., SR)			
MIDDLE NAME	MACALINDOL				
25. MOTHER'S MAIDEN NAME					
SURNAME	MATANGUIHAN				
FIRST NAME	CATALINA				
MIDDLE NAME	KATIMBANG				

(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)	YEAR GRADUATED	SCHOLARSHIP/ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	MATAASNAKAHOY CENTRAL SCHOOL	PRIMARY	1982	1988	GRADUATED	1988	N/A
SECONDARY	LA PURISIMA CONCEPCION ACADEMY	SECONDARY	1988	1992	GRADUATED	1992	Education Student Contracting
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF BATANGAS	BACHELOR OF SCIENCE IN ACCOUNTANCY	1993	1997	GRADUATED	1997	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE  DATE 9/7/2022 CS FORM 212 (Revised 2017), Page 1 of 4

IV. CIVIL SERVICE ELIGIBILITY

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
N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

(Continue on separate sheet if necessary)

SIGNATURE

DATE

97/2022

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

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			
Seminar/Workshop on Executive-Legislative Agenda and Capacity Development Agenda		08/16/2022	08/18/2022	32.0	Technical	Philippine League of Secretaries to the Sanggunian (PLEASES) Inc. & Batangas League of Secretaries to the Sanggunian (BLESS)
Training/Workshop on the Updates on Barangay Budgeting and Procurement Process		06/06/2022	06/08/2022	32.0	Technical	DBM Regional Office IV-A / PHILLBO
Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers		11/09/2020	11/10/2020	16.0	Technical	Philippine Government Electronic Procurement System (PhilGEPS)
Training Seminar on Barangay Budgeting and Procurement Process		22/11/2018	24/11/2018	32.0	Technical	DBM Regional Office IV-A / PHILLBO
Provincial Workshop on City/Municipality Commitment Setting on the Localization of the PDP and the SDGs		30/10/2018	31/10/2018	16.0	Technical	DILG Region IV-A
Orientation/Seminar on Anti-Sexual Harassment Act of 1995		26/10/2017	26/10/2017	8.0	Technical	Civil Service Commission
5S for Good Housekeeping for the Workplace		29/08/2017	29/08/2017	8.0	Technical	Department of Trade and Industry
Public Service Ethics and Accountability (PSEA)		24/11/2015	25/11/2015	16.0	Technical	Civil Service Commission Region IV
Orientation and Reorientation Meeting with Agency Authorize Officerss and Electronic Remittance File Handler		06/11/2015	06/11/2015	4.0	Technical	Government Service Insurance System
eBilling and Collection System		06/02/2014	06/02/2014	4.0	Technical	Government Service Insurance System
Gender Sensitivity Training		03/12/2013	03/12/2013	8.0	Technical	Civil Service Commission Region IV
Updates in New Government Accounting System for Barangays		02/06/2013	04/06/2013	24.0	Technical	League of Accountant in the Municipalities of Batangas Incorporated (LAMB)
Seminar-Workshop on the Preparation of Bidding Documents, Project Procurement Management Plan and Annual On site orientation seminar/comprehensive Pag-ibig Fund Briefing		17/06/2010	18/06/2010	16.0	Technical	League of Accountant in the Municipalities of Batangas Incorporated (LAMB)
Electronic New Government Accounting System (eNGAS)		12/03/2008	12/03/2008	8.0	Technical	Pag ibig Batangas
Seminar on Civil Service Commission Rules and Laws		11/02/2008	15/02/2008	40.0	Technical	Commission on Audit
Philippine Government Electronic Procurement System (PhilGEPS)		21/11/2007	21/11/2007	8.0	Technical	Civil Service Commission
Value Orientation Workshop		15/06/2007	15/06/2007	8.0	Technical	Department of Budget & Management
Updates on New Government Accounting System (NGAS)		22/11/2006	23/11/2006	16.0	Technical	Reverend Father Pio A. Bagamanon
Orientation on Philhealth Premium Remittance System		19/01/2005	20/01/2005	16.0	Technical	League of Accountant in the Municipalities of Batangas Incorporated (LAMB)
Enhanced Briefing on Government Service Insurance System Electronic remittance module		19/02/2004	19/02/2004	8.0	Technical	Government Service Insurance System
Spiritual and Moral Recovery		17/09/2003	18/09/2003	16.0	Technical	Human Resource Management Personnel
Processing of Remittance through Electronic File Exchange		11/09/2003	11/09/2003	8.0	Technical	Government Service Insurance System
Updates on New Government Accounting System (NGAS)		18/09/2002	20/09/2002	24.0	Technical	Commission on Audit
Local Executive Forum		08/11/2001	08/11/2001	16.0	Technical	Civil Service Commission
Performance Evaluation Seminar		14/06/2000	14/06/2000	8.0	Technical	Civil Service Commission
Windows 95 Microsoft Word & Microsoft Excel		26/08/1998	28/08/1998	32.0	Technical	Department of Science and Technology
Local Executive Forum		15/07/1998	16/07/1998	16.0	Technical	Civil Service Commission
Project Feasibility Appraisal & Evaluation Seminar		15/12/1997	19/12/1997	40.0	Technical	Department of Trade and Industry
Zero Waste Management		18/03/1997	18/03/1997	8.0	Technical	Department of Environment and Natural Resources
Business Expensive Savings Trainings Game Workshop		21/01/1997	23/01/1997	24.0	Technical	Department of Trade and Industry

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

SPECIAL 31. SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN 33. ASSOCIATION/ORGANIZATION (Write in full)	
Computer Literate	N/A	AGAPE Youth Prayer Group	
Playing Volleyball		Mataasnakahoy Catholic Charismatic	
Badminton & Table Tennis		Mataasnakahoy Employee Association	
Singing, Dancing &		Parish Youth Ministry	
	Nothing Follows	Himig Agape	
(Continue on separate sheet if necessary)			
SIGNATURE	Alma	DATE	9/7/2022
CS FORM 212 (Revised 2017), Page 3 of 4			

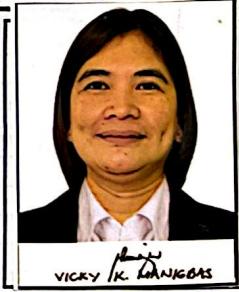
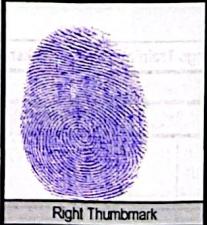
(Continue on separate sheet if necessary)

SIGNATURE

DATE

9/7/2022

CS FORM 212 (Revised 2017), Page 3 of 4

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? b. within the fourth degree (for Local Government Unit - Career)		<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: _____												
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: _____												
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)		<table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>TEODORO M. ALVIS</td> <td>MATAASNAKHOY, BATANGAS</td> <td>09215669338</td> </tr> <tr> <td>MONTANO S. DIMACULANGAN</td> <td>MATAASNAKHOY, BATANGAS</td> <td>09984846697</td> </tr> <tr> <td>ROSARIE C. DELA PAZ</td> <td>MATAASNAKHOY, BATANGAS</td> <td>09178578111</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	TEODORO M. ALVIS	MATAASNAKHOY, BATANGAS	09215669338	MONTANO S. DIMACULANGAN	MATAASNAKHOY, BATANGAS	09984846697	ROSARIE C. DELA PAZ	MATAASNAKHOY, BATANGAS	09178578111
NAME	ADDRESS	TEL. NO.												
TEODORO M. ALVIS	MATAASNAKHOY, BATANGAS	09215669338												
MONTANO S. DIMACULANGAN	MATAASNAKHOY, BATANGAS	09984846697												
ROSARIE C. DELA PAZ	MATAASNAKHOY, BATANGAS	09178578111												
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.		 VICKI L. LANGAS												
Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: UMID ID/License/Passport No.: 006-0050-2994-1 Date/Place of Issuance: M-kahoy, Bats.	<table border="1"> <tr> <td>Signature</td> <td>Date Accomplished</td> </tr> <tr> <td colspan="2">Signature (Sign inside the box)</td> </tr> <tr> <td colspan="2">9/7/2022</td> </tr> </table>	Signature	Date Accomplished	Signature (Sign inside the box)		9/7/2022								
Signature	Date Accomplished													
Signature (Sign inside the box)														
9/7/2022														
SUBSCRIBED AND SWEARN TO before me this <u>7th day of Sept. 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above. GALLY D. TIPAN Person Administering Oath														

WORK EXPERIENCE SHEET

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

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

- Duration: January 1, 2020 – present
- Position: Administrative Assistant I
- Name of Office/Unit: Office of the Municipal Budget
- Immediate Supervisor: Rosarie C. De La Paz
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties
 - Assist the Municipal Budget in the preparation, distribution, review and consolidate the budget proposals of different department
 - Assist the Municipal Budget in the review of Barangay and Sangguniang Kabataan Annual/Supplemental Budget and
 - Preparing the Checklist on documentary requirements.

- Responsible for the:**
 - Review of the Project Procurement Management Plan (PPMP)
 - Handling the Special Education Fund
 - Preparation/Recording/Encoding/Verifying/Updating of the following:
 - Registry of Appropriation, Allotment and Obligation Balances(RAAO)
 - Status of Appropriations, Allotments and Obligations (SAAOB)
 - Allotment Release Order (ARO)
 - Obligation Request (OBR)
 - Purchase Request (PR)
 - Ledger
 - Preparation of Obligation Request (OBR) of payroll bi-monthly
 - Recording and Updating of Journal of Personal Services
 - Provide analytical support to Barangay and Sangguniang Kabataan and
 - Performs other related functions

- Duration: January 2, 2010 – January 31, 2019
- Position: Administrative Aide III
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Corazon Lasin-Landicho
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties
 - **GENERAL FUND**

Responsible for the:

Preparation/Recording/Encoding/Updating of the following:

- Journal of Collections, Deposits and Disbursement
- Bi-monthly payroll
- Monthly remittances due to other government agencies
- Subsidiary Ledger

- **SEF and TRUST FUND**

Responsible for the:

Preparation/Recording/Encoding/Updating of the following:

- Journal of Collections, Deposits and Disbursement
- Financial Reports (Trial Balance, Balance Sheet, Income Statement, Bank Reconciliation & Cash Flow)
- Subsidiary Ledger

- Performs other related functions

- Duration: December 1, 2004 – December 31, 2010
- Position: Administrative Aide I
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Corazon Lasin-Landicho
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties
 - GENERAL FUND

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - Journal of Collections, Deposits and Disbursement
 - Bi-monthly payroll
 - Monthly remittances due to other government agencies
 - Subsidiary Ledger

- SEF and TRUST FUND

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - Journal of Collections, Deposits and Disbursement
 - Financial Reports (Trial Balance, Balance Sheet, Income Statement, Bank Reconciliation & Cash Flow)
 - Subsidiary Ledger
- Performs other related functions

- Duration: December 21, 2000 – November 30, 2003
- Position: Utility Worker I
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Arnold S. Villanueva/Corazon Lasin-Landicho
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties
 - GENERAL FUND

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - Journal of Collections, Deposits and Disbursement
 - Bi-monthly payroll
 - Monthly remittances due to other government agencies
 - Subsidiary Ledger

- SEF and TRUST FUND

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - Journal of Collections, Deposits and Disbursement
 - Financial Reports (Trial Balance, Balance Sheet, Income Statement, Bank Reconciliation & Cash Flow)
 - Subsidiary Ledger
- Performs other related functions

- Duration: October 31, 1997 – December 20, 2000
- Position: Job Order
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Lalaine B. Tipan/Engracia P. Caringal
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties

- GENERAL FUND

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - Journal of Collections, Deposits and Disbursement
 - Bi-monthly payroll
 - Monthly remittances due to other government agencies
 - Subsidiary Ledger

- SEF and TRUST FUND

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - Journal of Collections, Deposits and Disbursement
 - Subsidiary Ledger

- Performs other related functions

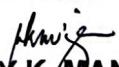
- Duration: June 17, 1995 – September 30, 1997
- Position: Job Order
- Name of Office/Unit: Office of the Human Resource Management
- Immediate Supervisor: Evelyn R. Olarte
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties

Responsible for the:

- Preparation/Recording/Encoding/Updating of the following:
 - 201 files
 - Leave Card
 - Service Record
 - Certifications

- Performs other related functions


VICKY K. MANIGBAS

(Signature Over Printed Name
Of Employee/Applicant)

Date: September 7, 2022



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL GOVERNMENT

CERTIFICATION

~~CERTIFICATION~~

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of Ms. VICKY K. MANIGBAS as Administrative Officer II (Budget Officer I) in the Office of the Municipal Budget 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.

Received this 10th day of September, 2018.

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 Officer II (Budget Officer I) in the Office of the Municipal Budget of this municipality, with Salary Grade 11 amounting to TWO HUNDRED TWENTY EIGHT THOUSAND NINE HUNDRED FORTY EIGHT PESOS (P 228,948.00) per annum as per Annual Budget CY-2022 of this municipality.

Issued this 16th day of September , 2022 at Mataasnakahoy, Batangas.

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

LENILYN C. CARAAN
Municipal Accountant



VICKY K. MANIGBAS

RO4-220802-051

Republic of the Philippines
Civil Service Commission
Quezon City



Certification of Eligibility

This is to certify that
VICKY K. MANIGBAS

has been granted a Civil Service Eligibility for passing/qualifying in the
CAREER SERVICE PROFESSIONAL EXAMINATION
with a rating of 80.27 conducted by the Civil Service Commission
in BATANGAS CITY, BATANGAS on MARCH 13, 2022.

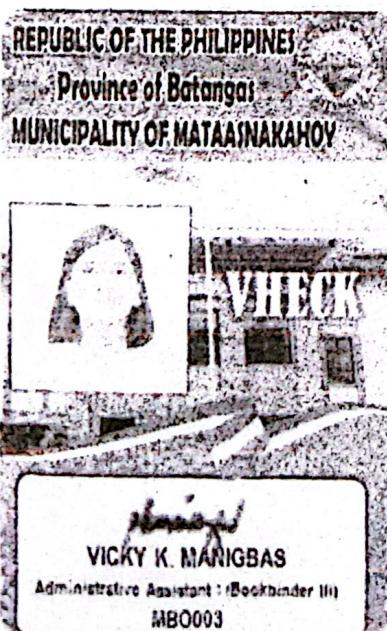
His/her name has been entered in the official Register of Eligibles.
Issued this 2nd day of AUGUST, 2022.

Date of Birth	December 21, 1974
Place of Birth	MATAASNAKAHOY
Book Number	CSE-PPT 03.13.2022
Page Number	51
SN/LN	705
EN/CN	206025
Date Released	June 13, 2022

By Authority of the Commission

RADNE B. JOMUAD
Director III
CSC RO IV

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



CERTIFIED AUTHENTICATED COPY

MINNETTE CLARICE J. DUMLAO

Human Resource Specialist I
Examination Services Division

20220802-123

Bawat Kawani, Lingkod Bayani



Civil Service Commission Regional Office IV



VICKY K. MANIGBAS

RO4-220802-051

Republic of the Philippines
Civil Service Commission
Quezon City



Certification of Eligibility

This is to certify that
VICKY K. MANIGBAS

has been granted a Civil Service Eligibility for passing/qualifying in the
CAREER SERVICE PROFESSIONAL EXAMINATION
with a rating of 80.27 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 2nd day of AUGUST, 2022.

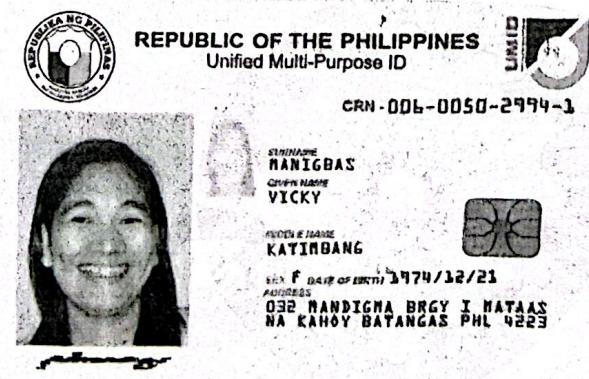
Date of Birth December 21, 1974
Place of Birth MATAASNAKAHOY
Book Number CSE-PPT 03.13.2022
Page Number 51
SN/LN 705
EN/CN 206025
Date Released June 13, 2022

By Authority of the Commission

RADNE B. JOMUAD
Director III
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.*

22-13092755



CERTIFIED AUTHENTICATED COPY

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

230404-00079

Bawat Kawani, Lingkod Bayani

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

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

Administrative Officer II (Budget Officer I)

2. ITEM NUMBER

63

3. SALARY GRADE

11

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

Province
 City
 Municipality

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

5th Class
 6th Class
 Special

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

Local Government Unit of Mataasnakahoy, Batangas

6. BUREAU OR OFFICE

Office of the Municipal Budget

7. DEPARTMENT / BRANCH / DIVISION

Office of the Municipal Budget

8. WORKSTATION / PLACE OF WORK

Office of the Municipal Budget

**9. PRESENT APPROP
ACT**

SB Resolution No.
084-S-2022/
Ordinance of Budget
No. 05-S-2022

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P 19,079.00

12. OTHER COMPENSATION

PERA	2,000.00
Clothing Allow.	6,000.00
Cash Gift	5,000.00
Year End Bonus	19,079.00
Mid-year Bonus	19,079.00
PEI	5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Municipal Budget Officer

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

N/A

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

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

POSITION TITLE	ITEM NUMBER
Administrative Aide III (Utility Worker II)	65
Administrative Aide I (Utility Worker I)	66

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

Calculator, Computer/ Laptop, Logbook

17. CONTACTS / CLIENTS / STAKEHOLDERS

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

18. WORKING CONDITION

Office Work Other/s (Please Specify)
Field Work

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

Prepare executive and supplemental budget, review and consolidate municipal and barangay budget. Provide technical services to the local chief Executive and other local and barangay officials on budget matter.

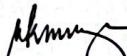


Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

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

SO HELP ME GOD.


VICKY K. MANIGBAS

(Signature over Printed Name of the Appointee)

Government ID: UMID GSIS
ID Number : 006-0050-2994-1
Date Issued : N/A

Subscribed and sworn to before me this 16th day of September, 2022 in Mataasnakahoy Batangas, Philippines.


JANET MAGPANTAY LAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. VICKY K. MANIGBAS has assumed the duties and responsibilities as Administrative Officer II (Budget Officer I) in the Office of the Municipal Budget effective September 16, 2022.

This certification is issued in connection with the issuance of the appointment of Ms. Manigbas as Administrative Officer II (Budget Officer I).

Done this 16th day of September, 2022 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: September 16, 2022

Attested by:

GALLY D. TIPAN

OIC- Mun. Human Res. Mgt. Officer

201 file
Admin
COA
CSC



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNKAHOY
Tel. No. (043) 784-1088
e-mail: hrmo_lgumataasnakahoy@yahoo.com.ph

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

CERTIFICATION

This is to certify that Ms. Vicky K. Manigbas, Administrative Assistant I (Bookbinder III) at the office of the Municipal Budget , got Very Satisfactory Rating in her Individual Performance Commitment Report (IPCR) for rating period January to June 2022, with the Numerical Rating of 4.0625.

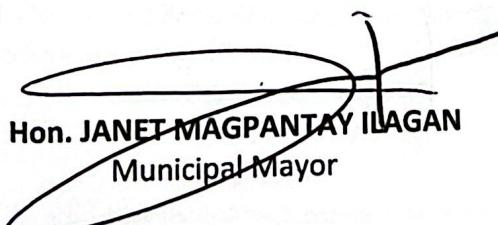
Issued this 16th day of September, 2022 for whatever legal purpose it may serve.



GALLY D. TIPAN

OIC- Mun. Human Res. Mgt. Officer

Noted:



Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor



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

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

JUSTIFICATION

THIS IS TO JUSTIFY the promotion of Ms. VICKY K. MANIGBAS, Administrative Assistant I (Bookbinder III), Salary Grade 7, to Administrative Officer II (Budget Officer I), Salary Grade 11, in the Office of the Municipal Budget.

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

- That Ms. Manigbas is the best qualified next-in-rank to the vacant position as identified by the Merit Selection Plan;
- That Ms. Manigbas is the qualified applicant to the position considering the vacant position was posted on August 24, 2022 to September 8, 2022 at CSC Job Portal and in three (3) conspicuous places in the municipality (Public Market, HRM Bulletin and office lobby of the leftwing building) to widespread the publication and to attract best qualified applicants.
- That the promotion of Ms. Manigbas passed through a deep selection process by the Human Resource Merit Promotion and Selection Board (HRMPSB) taking into consideration her superior qualification in regards to:
 - Educational achievement
 - Highly specialized trainings
 - Work experience
 - Consistent high performance rating

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

This justification was done to support the appointment of Ms. Vicky K. Manigbas to the position Administrative Officer II (Budget Officer I), Salary Grade 11, in the Office of the Municipal Budget.

Issued this 16th day of September, 2022.


GALLY D. TIPAN
OIC- Municipal Human Resource Management Officer

Noted by:


JANET MAGPANTAY-HAGAN
Municipal Mayor



UNIVERSITY OF BATANGAS
(WESTERN PHILIPPINE COLLEGES)
BATANGAS CITY
PHILIPPINES

OFFICIAL TRANSCRIPT OF RECORDS

Page 2

NAME MANIGBAS, Vicky K.
Student Number 9316910 Sex Female
Permanent Address _____
College of _____
Entrance Data _____
NCEE Rating _____ Year Taken _____
S.O. (B) No. _____ Date Issued _____

RECORD OF CANDIDATE FOR GRADUATION

College of _____
Candidate for Title/Degree _____

Major _____ Minor _____

Date of Graduation _____

PERSONAL RECORDS

Date/Place of Birth _____

Parent/Guardian _____

PRELIMINARY EDUCATION

Name of School _____ Year _____

Primary _____

Intermediate _____

High School _____

SUBJECTS (With Descriptive Titles)	GRADES		CREDITS	CREDITS BY GROUPS										
	FINAL	RE-EX/ COMPL'N		1	2	3	4	5	6	7	8	9	10	11
FIRST SEMESTER 1994-95 CONT. E.L. PAGE 76 # 605 BSA- FEMALE														
Eco 101- Principles of Economics with Tax and Land Reform	2.5		3											
Type 101- Fundamentals of Typewriting	2		3											
Math 107- Business Statistics	2.5		3											
Psy 102- Business Psychology	2		3											
Eng 104- Scientific Report Writing	2		3											
PE 103- Physical Education	1.75		2											
SECOND SEMESTER 1994-95 E.L. PAGE 65 # 582 BSA- FEMALE														
Acc 106- Constructive Accounting	3		3											
Fin 101- Prin of Money, Banking & Credit	2.5		3											
Acc 105- Financial Accounting Part 2 and Current Issues	3		3											
Mktg 101- Principles of Marketing	2.75		3											
Eng 106- Philippine Literature	2.25		3											
Type 102- Advanced Typewriting	2.25		3											
Math 123- Calculus	1.75		3											
PE 104- Physical Education	1.75		2											
FIRST SEMESTER 1995-96 E.L. PAGE 80 # 713 BSA- FEMALE														
Eng 107- Business Correspondence	2		3											
Acc 107- Financial Statement Analysis	3		3											

G Grading System: 1.00 - 99-100 2.25 - 84- 86
1.25 - 96- 98 2.5 - 81- 83
1.5 - 93- 95 2.75 - 78- 80
1.75 - 90- 92 3.00 - 75- 77
2.00 - 87- 89 5.00 - Failure
* Inc. - Incomplete

* Incomplete - lacking work to complete the requirements of
the course or no examination.

RE REMARKS: cont. on the next page.

TOTAL CREDITS FOR GRADUATION

SUMMARY OF UNITS

- | | |
|-------------|-------------|
| 1. Eng. | 7. |
| 2. Span. | 8. |
| 3. Math | 9. |
| 4. Soc. Sc. | 10. PE/ROTC |
| 5. | 11. |
| 6. | Total _____ |

CERTIFICATION:

I hereby certify that the foregoing records of _____ candidate for graduation, have been verified by me and that true copies substantiating the same are kept on file in this College.

University of
Batangas

NOT VALID WITHOUT

UB DRY SEAL

CERTIFIED TRUE COPY OF THE
ORIGINAL

(MRS.) DOLORES H. SOLIS

Registrar

N

No. 80719 DR. NENITA E. CUEVAS
University Registrar

Ty

Typed by: emherandez

Checked by: _____

Registrar

Checked by: _____



UNIVERSITY OF BATANGAS
(WESTERN PHILIPPINE COLLEGES)
BATANGAS CITY
PHILIPPINES

Page 3

OFFICIAL TRANSCRIPT OF RECORDS

NAME MANIGBAS, Vicky K.
Student Number 9316910 Sex Female
Permanent Address _____
College of _____
Entrance Data _____
NCEE Rating _____ Year Taken _____
S.Q. (B) No. _____ Date Issued _____

RECORD OF CANDIDATE FOR GRADUATION

College of _____
Candidate for Title/Degree _____

Major _____ Minor _____

Date of Graduation _____

PERSONAL RECORDS

Date/Place of Birth _____

Parent/Guardian _____

PRELIMINARY EDUCATION

Name of School _____ Year _____

Primary _____

Intermediate _____

High School _____

SUBJECTS (With Descriptive Titles)	GRADES		CREDITS	CREDITS BY GROUPS										
	FINAL	RE-EX/ COMPL'N		1	2	3	4	5	6	7	8	9	10	11
FIRST SEMESTER 1995-96 CONT. E.L. PAGE 80 # 713 BSA- FEMALE														
Acc 108- Advanced Acctg Problem Part 1	3		3											
Acc 109- Cost Accounting Part 1	3		3											
Fin 102- Business Finance	2.25		3											
Math 128- Quantitative Tech in Business	3		3											
Comp 101- Intro to Computer & Programming	2.5		3											
SECOND SEMESTER 1995-96 E.L. PAGE 73 # 656 BSA- FEMALE														
Tax 101- Income Taxation	3		3											
Law 101- Obligation and Contract	2.25		3											
Acc 112- Auditing Theory	2.75		3											
Acc 110- Cost Accounting Part 2	3		3											
Eng 117C- Oral Comm & Public Speaking	3		3											
Comp 105- Word Process and Spreadsheet Worksheet														
Soc Sc 105- Contemporary National Dev't with Family Planning	2.25		3											
Acc 111- Management Accounting	2.75		3											
FIRST SEMESTER 1996-97 E.L. PAGE 68 # 623 BSA- FEMALE														
Res 101- Fundamentals of Research	2		3											
Acc 313- Applied Auditing	2.5		6											
BM 103- Production Management	2.25		3											

Grading System: 1.00 - 99-100 2.25 - 84- 86
1.25 - 96- 98 2.5 - 81- 83
1.5 - 93- 95 2.75 - 78- 80
1.75 - 90- 92 3.00 - 75- 77
2.00 - 87- 89 5.00 - Failure

* Inc. - Incomplete

* Incomplete - lacking work to complete the requirements of the course or no examination.

REMARKS: cont. on the next page.

University of
Batangas

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ORIGINAL (MRS.) DOLORES M. SOLIS

Registrar

No. 80720 MAR 26 2019
DR. NENITA E. CUEVAS

University Registrar

Typed by: emherandez Checked by: _____

TOTAL CREDITS FOR GRADUATION

SUMMARY OF UNITS

- Eng. _____ 7. _____
- Span. _____ 8. _____
- Math _____ 9. _____
- Soc. Sc. _____ 10. PE/ROTC _____
- _____ 11. _____
- Total _____

CERTIFICATION:

I hereby certify that the foregoing records of _____ candidate for graduation, have been verified by me and that true copies substantiating the same are kept on file in this College.

Registrar

Checked by: _____



UNIVERSITY OF BATANGAS
 (WESTERN PHILIPPINE COLLEGES)
 BATANGAS CITY
 PHILIPPINES

Page 4

OFFICIAL TRANSCRIPT OF RECORDS

NAME MANIGBAS, Vicky K.
 Student Number 9316910 Sex Female
 Permanent Address _____
 College of _____
 Entrance Data _____
 NCEE Rating _____ Year Taken _____
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College of _____
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Name of School _____ Year _____

Primary _____

Intermediate _____

High School _____

SUBJECTS (With Descriptive Titles)	GRADES		CREDITS	CREDITS BY GROUPS										
	FINAL	RE-EX/ COMPL'N		1	2	3	4	5	6	7	8	9	10	11
FIRST SEMESTER 1996-97 CONT. E.L. PAGE 68 # 623 BSA- FEMALE														
Law 102- Partnership & Corporation Law	2.5		3											
Tax 102- Business Taxation	2.5		3											
Acc 114- Advanced Acctg Problem Part 2	2.5		3											
Comp 126- Comp Info System in Bus Part 1	5		0											
SECOND SEMESTER 1996-97 E.L. PAGE 71 # 567 BSA- FEMALE														
Eco 107- Advanced Economics	3		3											
Rizal- Rizal's Life and Work	2.5		3											
BM 111- Entrepreneurial Management	2.25		3											
Acc 116- Refresher Course	2.75		(3)											
BA 102- Business Policy	2.25		3											
Comp 127-Comp & Info System in Bus Part 2	2		3											
Acc 115- Management Advisory Services	3		6											
Law 104- Negotiable Instrument	2.5		3											
Comp 126- Comp Info System in Bus Part 1	2		3											
-----TRANSCRIPT CLOSED-----														

Grading System: 1.00 - 99-100 2.25 - 84- 86
 1.25 - 96- 98 2.5 - 81- 83
 1.5 - 93- 95 2.75 - 78- 80
 1.75 - 90- 92 3.00 - 75- 77
 2.00 - 87- 89 5.00 - Failure

* Inc. - Incomplete

* Incomplete - lacking work to complete the requirements of the course or no examination.

REMARKS: GRANTED UPON REQUEST


**University of
Batangas**

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ORIGINAL** (MRS.) DOLORES M. SOLIS

Registrar

No. 80721 M. M. Cuevas 9/4/19

DR. NELIA E. CUEVAS
University Registrar

Typed by: emherandez Checked by: _____

TOTAL CREDITS FOR GRADUATION

SUMMARY OF UNITS

1. Eng. _____ 7. _____
2. Span. _____ 8. _____
3. Math _____ 9. _____
4. Soc. Sc. _____ 10. PE/ROTC _____
5. _____ 11. _____
6. _____ Total _____

CERTIFICATION:

I hereby certify that the foregoing records of _____ candidate for graduation, have been verified by me and that true copies substantiating the same are kept on file in this College.

Registrar

Checked by: _____

University of Batangas

BATANGAS CITY

Sa Unahang Makatutunghang sa Kasalatanang Ito

To All Persons To Whom These Presents May Come

MAPITAGANG BATI:

GREETINGS:

Ipinababatid na ang Lupon ng mga Katiwala, sa paggamit ng kapangyarihang kaloob ng
Be it known, that the Board of Trustees, by virtue of the authority granted by

Republika ng Pilipinas at sa tagubilin ng Sanggunian ng Pamantasan, ay naggawad kay
the Republic of the Philippines, and on recommendation of the University Faculty, has conferred upon



CERTIFIED TRUE COPY OF THE
ORIGINAL

Univer 9/4/97

DR. NENITA E. CUEVAS
University Registrar

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

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

Iginawad sa Batangas City, Pilipinas, ngayong ika-21
Given at Batangas City, Philippines this 21/32
ng March, taon ng ating Panginoon, isang libo siyam na raan at 97,
day of March, in the year of our Lord, one thousand nine hundred and 97.

SPECIAL ORDER (B) (2-IV)
No. 508-1048 S, 1997
as of March 1997
dated Sept. 26, 1997

H. Alfonso B. Piz
PANGULO
(President)

Cynthia M. Ricablana
DEKANO
(Dean)