

CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Ms. GELYN M. KATIMBANG

Administrative Officer II

You are hereby appointed as Administrative Officer II (Human Resource Management Officer I) (SG-11) _____
(Position Title)

under Permanent status at the Office of the Municipal Human Resource Management
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of Twenty One Thousand Three Hundred Eighty Four P 21,384.00
pesos per month.

The nature of this appointment is Promotion vice Original, Promotion, etc.
N/A, who Vacant with Plantilla Item No. 71
(Transferred, Retired, etc.)

Page 5.

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

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

October 1, 2024
Date of Signing

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

DRY SEAL

(Stamp of Date of Release)

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 ABBREVIE (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	KATIMBANG			NAME EXTENSION (JR., SR)	N/A
FIRST NAME	GELYN				
MIDDLE NAME	MATIBAG				
3. DATE OF BIRTH (mm/dd/yyyy)	5/28/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: N/A		
4. PLACE OF BIRTH	DITA, CUENCA, BATANGAS				
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female				
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. N/A Subdivision/Village CUENCA City/Municipality ZIP CODE 4222		
7. HEIGHT (m)	1.61				
8. WEIGHT (kg)	70 kg				
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village CUENCA City/Municipality ZIP CODE 4222		
10. GSIS ID NO.	2004155019				
11. PAG-IBIG ID NO.	121031928133				
12. PHILHEALTH NO.	09-2007100924	19. TELEPHONE NO.	N/A		
13. SSS NO.	04-218-6722-0	20. MOBILE NO.	09772866201		
14. TIN NO.	934-490-296	21. E-MAIL ADDRESS (if any)	gmatibag10581@yahoo.com		
15. AGENCY EMPLOYEE NO.	HRM004				

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	KATIMBANG			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	FRANCIS ALLAN	NAME EXTENSION (JR., SR)	N/A	FRECIA KAIRA NYLLA M. KATIMBANG	10/8/2020
MIDDLE NAME	DATINGGINOO			nothing follows-	
OCCUPATION	PHILIPPINE AIR FORCE				
EMPLOYER/BUSINESS NAME	PHILIPPINE AIR FORCE				
BUSINESS ADDRESS	AETDC, FERNANDO AIRBASE, LIPA CITY				
TELEPHONE NO.	N/A				
24. FATHER'S SURNAME	MATIBAG				
FIRST NAME	GODOFREDO	NAME EXTENSION (JR., SR)	N/A		
MIDDLE NAME	ROBLES				
25. MOTHER'S MAIDEN NAME					
SURNAME	LUBI				
FIRST NAME	BONIFACIA				
MIDDLE NAME	LUBI				

(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	CANOSSA ACADEMY	PRIMARY	1987	1994	Graduated	1994	N/A
SECONDARY	CANOSSA ACADEMY	HIGHSCHOOL	1994	1998	Graduated	1998	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	DE LA SALLE - LIPA	BACHELOR OF SCIENCE MAJOR IN BUSINESS MANAGEMENT	1998	2002	Graduated	2002	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	<i>G. Matibag</i>	DATE	9-07-2024	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

28. INCLUSIVE DATES (mm/dd/yyyy)							
		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB PAY GRADE (if applicable) & STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
08/20/2024	Present	ADMINISTRATIVE ASSISTANT I (Reproduction Machine Operator III)	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	14,524.00	7-1	PERMANENT	YES
1/1/2023	8/19/2024	ADMINISTRATIVE ASSISTANT I (Reproduction Machine Operator III)	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	13,965.00	7-1		YES
09-16-2022	12-31-2022	ADMINISTRATIVE ASSISTANT I (Reproduction Machine Operator III)	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	13,424.00	7-1	PERMANENT	YES
1/1/2022	9/15/2022	ADMINISTRATIVE AIDE IV REPRODUCTION MACHINE OPERATOR II	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	11,245.00	4-1	PERMANENT	YES
01/01/2021	12-31-2021	ADMINISTRATIVE AIDE IV REPRODUCTION MACHINE OPERATOR II	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	10,355.00	4-1	PERMANENT	YES
10/10/2019	12/31/2019	ADMINISTRATIVE AIDE IV REPRODUCTION MACHINE OPERATOR II	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	10,355.00	4-1	PERMANENT	YES
01/01/2019	10-09-2019	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	8,441.00	1-3	PERMANENT	YES
01/01/2018	12/31/2018	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	8,021.00	1-3	PERMANENT	YES
11/02/2017	12/31/2017	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	7,624.00	1-3	PERMANENT	YES
01/01/2017	11/01/2017	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	7,554.00	1-2	PERMANENT	YES
05/01/16	12/31/2016	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	7,176.00	1-2	PERMANENT	YES
12/01/14	04/30/16	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	6,818.00	1-2	PERMANENT	YES
11/2/2014	11/30/2014	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	6,295.00	1-2	PERMANENT	YES
1/1/2013	11/1/2014	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	6,215.00	1-1	PERMANENT	YES
1/1/2012	12/31/2012	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	5,948.00	1-1	PERMANENT	YES
11/2/2011	12/31/2011	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	5,681.00	1-1	PERMANENT	YES
2/16/2006	10/31/2011	CLERICAL AIDE	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	4,000.00	N/A	JOB ORDER	NO
		nothing follows					

(Continue on separate sheet if necessary)

SIGNATURE

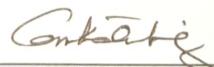
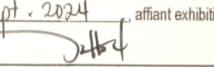
Girkaitis

DATE

9-07//2024

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VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S					
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	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				
PICPA Southern Tagalog Region & Luzon Geographical Area Office, Southern Tagalog Region (STAR) Conference, Government Summit & Enabling Workshop	08/30/2024	8/31/2024	16 Hours	Technical	PICPA Southern Tagalog Region
29th Regional Conference of Human Resource management Practitioners	7/18/2024	7/20/2024	24 Hours	Technical	CIVIL SERVICE COMMISSION
Gender Seminar-Focusing on Leave Laws, Magna Carta of Women, and VAWC	06/29/2023	06/30/2023	16 Hours	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
Basic Life Support	04/12/2023	04/13/2023	16 Hours	Technical	Department of Health
Seminar on Republic Act No. 9184 and its 2016 Revised IRR: Key Concepts and Practical Tools on Procurement Planning, Procedures and Documents Control System.	6/20/2022	6/22/2022	24 HOURS	Technical	Philippine Association of Records Officers and Archivists
ORIENTATION /SEMINAR ON OMNIBUS RULES ON APPOINTMENT AND OTHER HUMAN RESOURCE ACTION (ORA-OHRA)	7/12/2018	7/12/2018	8 HOURS	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
SEMINAR/WORKSHOP ON LANGUAGE PROFICIENCY	8/13/2018	8/14/2018	16 HOURS	Technical	Lead Trainer, LASC, Learning Solutions
SEMINAR/WORKSHOP ON LAUGHTHER THERAPY	11/26/2018	11/26/2018	8 HOURS	Technical	PHILIPPINE MENTAL HEALTH ASSOCIATION LIPA- CHAPTER
ORIENTATION /SEMINAR OF 5'S	8/29/2017	8/29/2018	8 HOURS	Technical	DEPARTMENT OF TRADE AND INDUSTRY, BATANGAS
ORIENTATION/SEMINAR ON ANTI-SEXUAL HARASSMENT	10/26/2017	10/26/2017	8 HOURS	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
PERSONALITY DEVELOPMENT AND STRESS AND ANGER MANAGEMENT SEMINAR-WORKSHOP	9/27/2016	9/28/2016	16 Hours	Technical	PHILIPPINE MENTAL HEALTH ASSOCIATION LIPA- CHAPTER
RE-ENGINEERING / REVISION OF CITIZENS CHARTER	11/14/2016	11/14/2016	8 HOURS	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
PUBLIC SERVICE ETHICS AND ACCOUNTABILITY (PSEA)	11/24/2015	11/25/2015	16 HOURS	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
BASIC CUSTOMER SERVICE TRAINING SKILLS	6/6/2012	6/8/2012	24 HOURS	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
MULTI- SKILL SEMINAR AND WORKSHOP	10/6/2011	10/8/2011	24 HOURS	Technical	DEPARTMENT OF TOURISM AND WOMEN TRAVEL MANILA
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)	
PLAYING VOLLEYBALL,	N/A			N/A	
SURFING NET,					
PLAYING TAEKWONDO					
Nothing follows					
(Continue on separate sheet if necessary)					
SIGNATURE	Onko	DATE	9-07-2024	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 Bureau or Department where you will be appointed.		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO												
a. within the third degree?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO												
b. within the fourth degree (for Local Government Unit - Career)		If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
b. Have you been criminally charged before any court?		<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: _____												
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: 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>HON. JANET M. ILAGAN</td> <td>Brgy Nangkaan, Mataasnakahoy, Batangas</td> <td>0917-578-1717</td> </tr> <tr> <td>HON JAY M. ILAGAN</td> <td>Brgy. Santol, Mataasnakahoy, Batangas</td> <td>0917-517-7337</td> </tr> <tr> <td>GALLY D. TIPAN</td> <td>Brgy Nangkaan, Mataasnakahoy, Batangas</td> <td>0917-563-3720</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	HON. JANET M. ILAGAN	Brgy Nangkaan, Mataasnakahoy, Batangas	0917-578-1717	HON JAY M. ILAGAN	Brgy. Santol, Mataasnakahoy, Batangas	0917-517-7337	GALLY D. TIPAN	Brgy Nangkaan, Mataasnakahoy, Batangas	0917-563-3720
NAME	ADDRESS	TEL. NO.												
HON. JANET M. ILAGAN	Brgy Nangkaan, Mataasnakahoy, Batangas	0917-578-1717												
HON JAY M. ILAGAN	Brgy. Santol, Mataasnakahoy, Batangas	0917-517-7337												
GALLY D. TIPAN	Brgy Nangkaan, Mataasnakahoy, Batangas	0917-563-3720												
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.		 GELLYN M. KATIMBANG 												
Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: LGU-ID ID/License/Passport No.: hrm004 Date/Place of Issuance: 2023		 Signature (Sign inside the box) 9-07-2024 Date Accomplished												
SUBSCRIBED AND SWORN to before me this 7th day of Sept. 2024 affiant exhibiting his/her validly issued government ID as indicated above.  GALLY D. TIPAN Municipal Human Resource Management Officer														

WORK EXPERIENCE SHEET

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

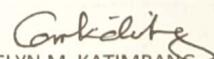
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Applying to Administrative Officer II (Human Resource Management Officer I)

- Duration: September 16, 2022 – To present
- Position: Administrative Assistant I (Reproduction Assistant I Machine Operator)
- Name of Office/Unit: Office of the Municipal Human Resource Management
- Immediate Supervisor: Mr. Gally D. Tipan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy, Batangas

- **Summary of Actual Duties**
- Preparation for the Agency Remittance Advice (ARA)
- Preparation/Printing of Certificate of Employment (with/without Cert of Compensation)
- Process and submit SALN of Municipal Employees and Barangay Officials.
- Process GSIS, Pag-Ibig and Bank Loan Application
- Process all necessary documents for seminars and other related activities
- Preparation and printing of Employee's identification Cards (Large and Small)
- Print documents in the Photo Copying Machine
- Printing of DTR of Job Orders and Permanent employees
- Process Payment of bills and payables of HRMO
- preparation of monthly report on accession and separation
- Encoding and filling of Travel Order and Leave Forms of HRMO Personnel

- Responsible in performing administrative and technical tasks e.g., preparation of monthly report on accession and separation, Preparation for the Agency Remittance Advice (ARA), Process all necessary documents for seminars and other related activities and monitoring of trainings conducted; responds to queries and performs other related functions.



GELYNN M. KATIMBANG

(Signature over Printed Name
of Employee/Applicant)

Date: 09-07-2024



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of Ms. GELYN M. KATIMBANG as Administrative Officer II (Human Resource Management Officer I) in the Office of the Municipal Human Resource Management of this municipality, all pertinent requirements contained in RA 7160 in Section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.


JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL ACCOUNTANT

CERTIFICATION

THIS IS TO CERTIFY that funds are available for the position of Administrative Officer II (Human Resource Management Officer I) in the Office of the Municipal Human Resource Management of this municipality, with Salary Grade 11 amounting to TWO HUNDRED FIFTY SIX THOUSAND SIX HUNDRED EIGHT PESOS (P 256,608.00) per annum as per Annual Budget CY-2024 of this municipality.

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

A handwritten signature in black ink, appearing to read "L.C. CARAAN".

LENILYN C. CARAAN
Municipal Accountant

Bawat Kawani, Lingkod Bayani



Civil Service Commission Regional Office IV

RO4-230830-021



Republic of the Philippines
Civil Service Commission
Quezon City



GELYN M. KATIMBANG

Certification of Eligibility

This is to certify that

GELYNN M. KATIMBANG

has been granted a Civil Service Eligibility for passing/qualifying in the
CAREER SERVICE PROFESSIONAL EXAMINATION
 with a rating of 80.17 conducted by the Civil Service Commission
 in BATANGAS CITY, BATANGAS on MARCH 26, 2023.

His/her name has been entered in the official Register of Eligibles.
 Issued this 30th day of AUGUST 2023.

Date of Birth	May 28, 1981
Place of Birth	BATANGAS
Book Number	CSE-PPT 03.26.2023
Page Number	185
SN/LN	3141
EN/CN	222018
Date Released	June 9, 2023

By Authority of the Commission

RODOLFO M. MANALO
 Supervising 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.

73-13134961



CERTIFIED AUTHENTICATED COPY

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

230830-01101

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
(Human Resource Management Officer I)

2. ITEM NUMBER

3. SALARY GRADE

71

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

6. BUREAU OR OFFICE

Local Government Unit of Mataasnakahoy, Batangas

Office of the Municipal Human Resource Management

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

Office of the Municipal Human Resource
Management

Office of the Municipal Human Resource Management

9. PRESENT APPROP
ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

SB Resolution
No. 182-S-2024/
Ordinance of Budget
No. 25-S-2024

PERA	₱ 2,000.00
Clothing Allow.	7,000.00
Cash Gift	5,000.00
Year End Bonus	21,384.00
Mid-year Bonus	21,384.00
PEI	5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Municipal Human Resource Management Officer

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

Calculator, Computer, Laptap, Log Book

17. CONTACTS / CLIENTS / STAKEHOLDERS

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

Implements comprehensive and balanced personnel system and programs designed to promote moral, integrity, efficiency, responsiveness and courtesy in the implementation of government wide personnel and management programs and effectively carries out the communication system with the Civil Service Commission.

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

Assist the department, performing any combination of clerical duties requiring general knowledge and application of various work methods and procedures.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
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)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
10%	Assigned for the preparation of monthly report on accession and separation;	
15%	Assigned for the preparation of Agency Remittance Advice (ARA);	
15%	Process documents for trainings and seminars;	None Yet
10%	Filing and monitoring of office orders for renewal and updating	
10%	Preparation of Training Design of Different offices;	
15%	Prepare and process documents regarding office procurement;	
15%	Receive and review Statement of Assets and Liabilities (SALN) of Municipal Official and Employees and Barangay Functionaries;	
10%	Perform other duties and responsibilities that may be assigned from time to time.	

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.


GELYN M. KATIMBANG 10/01/2024
 Employee's Name, Date and Signature


GALLY D. TIPAN 10/01/2024
 MHRMO, Date and Signature

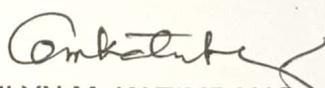


Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

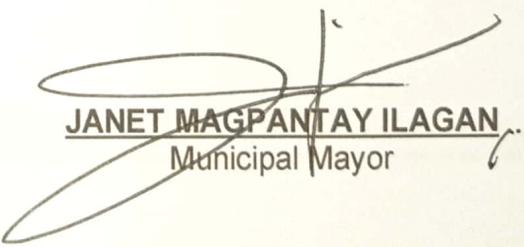
I, Gelyn M. Katimbang of Brgy. Nangkaan, Mataasnakahoy, Batangas having been appointed to the position of Administrative Officer II (Human Resource Management Officer I) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others 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.


GELYNN M. KATIMBANG
(Signature over Printed Name of the Appointee)

Government ID: LGU ID
ID Number : HRM003
Date Issued : N/A

Subscribed and sworn to before me this 1st day of October, 2024 in Mataasnakahoy Batangas, Philippines.


JANET MAGPANTAY ILAGAN
Municipal Mayor



CS Form No. 4
Revised 2018

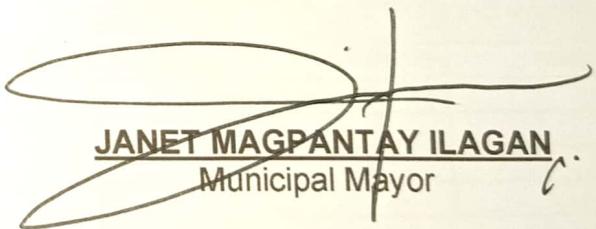
Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. GELYN M. KATIMBANG has assumed the duties and responsibilities as Administrative Officer II (Human Resource Management Officer I) in the Office of the Municipal Human Resource Management effective October 1, 2024.

This certification is issued in connection with the issuance of the appointment of Ms. Katimbang as Administrative Officer II (Human Resource Management Officer I).

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



JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: October 1, 2024

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 cases against the person concerned.

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

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

(DRAFT 08.09.2017)

I. PERSONAL INFORMATION

2. SURNAME FIRST NAME MIDDLE NAME	KATIMBANG GEYLON MATIBAG	NAME EXTENSION (JR., SR.) N/A		
3. DATE OF BIRTH (mm/dd/yyyy)	5/28/1981	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	DITA, CUENCA, BATANGAS	If holder of dual citizenship, please indicate the details:	Please indicate country	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No.	N/A Street
7. HEIGHT (m)	1.61		N/A Subdivision/Village	N/A Barangay
8. WEIGHT (kg)	70 kg	ZIP CODE	CUENCA City/Municipality	BATANGAS Province
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	N/A House/Block/Lot No.	N/A Street
10. GSIS ID NO.	2004155019		N/A Subdivision/Village	N/A Barangay
11. PAG-IBIG ID NO.	121031928133		CUENCA City/Municipality	BATANGAS Province
12. PHILHEALTH NO.	09-2007100924	ZIP CODE	4222	
13. SSS NO.	04-218-6722-0	19. TELEPHONE NO.	N/A	
14. TIN NO.	934-490-296	20. MOBILE NO.	09772866201	
15. AGENCY EMPLOYEE NO.	HRM004	21. E-MAIL ADDRESS (if any)	gmatibag10581@yahoo.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME	KATIMBANG FRANCIS ALLAN DATINGGINOO	23. NAME OF CHILDREN (Write full name and list all) NAME EXTENSION (JR., SR.) N/A	DATE OF BIRTH (mm/dd/yyyy)	
OCCUPATION	PHILIPPINE AIR FORCE	FRECIA KAIRA NYLLA M. KATIMBANG	10/8/2020	
EMPLOYER/BUSINESS NAME	PHILIPPINE AIR FORCE	nothing follows-		
BUSINESS ADDRESS	AETDC, FERNANDO AIRBASE, LIPA CITY			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME FIRST NAME MIDDLE NAME	MATIBAG GODOFREDO ROBLES	NAME EXTENSION (JR., SR.) N/A		
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME	LUBI BONIFACIA LUBI	(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	CANOSSA ACADEMY	PRIMARY	1987	1994	Graduated	1994	N/A
SECONDARY	CANOSSA ACADEMY	HIGHSCHOOL	1994	1998	Graduated	1998	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	DE LA SALLE - LIPA	BACHELOR OF SCIENCE MAJOR IN BUSINESS MANAGEMENT	1998	2002	Graduated	2002	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	Confidential	DATE	9-07-2024	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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 "00-0Y INCREMENT")	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
08/20/2024	Present	ADMINISTRATIVE ASSISTANT I (Reproduction Machine Operator III)	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	14,524.00	7-1	PERMANENT	YES
1/1/2023	8/19/2024	ADMINISTRATIVE ASSISTANT I (Reproduction Machine Operator III)	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	13,965.00	7-1		YES
09-16-2022	12-31-2022	ADMINISTRATIVE ASSISTANT I (Reproduction Machine Operator III)	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	13,424.00	7-1	PERMANENT	YES
1/1/2022	9/15/2022	ADMINISTRATIVE AIDE IV REPRODUCTION MACHINE OPERATOR II	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	11,245.00	4-1		YES
01/01/2021	12-31-2021	ADMINISTRATIVE AIDE IV REPRODUCTION MACHINE OPERATOR II	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	10,355.00	4-1	PERMANENT	YES
10/10/2019	12/31/2019	ADMINISTRATIVE AIDE IV REPRODUCTION MACHINE OPERATOR II	MUNICIPAL HUMAN RESOURCE MANAGEMENT/LGU MATAASNAKAHOY BATANGAS	10,355.00	4-1		YES
01/01/2019	10-09-2019	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	8,441.00	1-3	PERMANENT	YES
01/01/2018	12/31/2018	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	8,021.00	1-3		YES
11/02/2017	12/31/2017	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	7,624.00	1-3	PERMANENT	YES
01/01/2017	11/01/2017	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	7,554.00	1-2		YES
05/01/16	12/31/2016	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	7,176.00	1-2	PERMANENT	YES
12/01/14	04/30/16	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	6,818.00	1-2		YES
11/2/2014	11/30/2014	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	6,295.00	1-2	PERMANENT	YES
1/1/2013	11/1/2014	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	6,215.00	1-1		YES
1/1/2012	12/31/2012	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	5,948.00	1-1	PERMANENT	YES
11/2/2011	12/31/2011	ADMINISTRATIVE AIDE I	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	5,681.00	1-1		YES
2/16/2006	10/31/2011	CLERICAL AIDE	MAYOR'S OFFICE-LGU MATAASNAKAHOY BATANGAS	4,000.00	N/A	JOB ORDER	NO
		nothing follows					

(Continue on separate sheet if necessary)

SIGNATURE

Contabiliz

DATE

9-07//2024

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

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			
PICPA Southern Tagalog Region & Luzon Geographical Area Office, Southern Tagalog Region (STAR) Conference, Government Summit & Enabling Workshop	08/30/2024	8/31/2024	16 Hours	Technical	PICPA Southern Tagalog Region
29th Regional Conference of Human Resource management Practitioners	7/18/2024	7/20/2024	24 Hours	Technical	CIVIL SERVICE COMMISSION
Gender Seminar-Focusing on Leave Laws, Magna Carta of Women, and VAWC	06/29/2023	06/30/2023	16 Hours	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
Basic Life Support	04/12/2023	04/13/2023	16 Hours	Technical	Department of Health
Seminar on Republic Act No. 9184 and its 2016 Revised IRR: Key Concepts and Practical Tools on Procurement Planning, Procedures and Documents Control System.	6/20/2022	6/22/2022	24 HOURS	Technical	Philippine Association of Records Officers and Archivists
ORIENTATION /SEMINAR ON OMNIBUS RULES ON APPOINTMENT AND OTHER HUMAN RESOURCE ACTION (ORA-OHRA)	7/12/2018	7/12/2018	8 HOURS	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
SEMINAR/WORKSHOP ON LANGUAGE PROFICIENCY	8/13/2018	8/14/2018	16 HOURS	Technical	Lead Trainer, LASC, Learning Solutions
SEMINAR/WORKSHOP ON LAUGHTHER THERAPY	11/26/2018	11/26/2018	8 HOURS	Technical	PHILIPPINE MENTAL HEALTH ASSOCIATION LIPA- CHAPTER
ORIENTATION /SEMINAR OF 5'S	8/29/2017	8/29/2018	8 HOURS	Technical	DEPARTMENT OF TRADE AND INDUSTRY, BATANGAS
ORIENTATION/SEMINAR ON ANTI-SEXUAL HARASSMENT	10/26/2017	10/26/2017	8 HOURS	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
PERSONALITY DEVELOPMENT AND STRESS AND ANGER MANAGEMENT SEMINAR-WORKSHOP	9/27/2016	9/28/2016	16 Hours	Technical	PHILIPPINE MENTAL HEALTH ASSOCIATION LIPA- CHAPTER
RE-ENGINEERING / REVISION OF CITIZENS CHARTER	11/14/2016	11/14/2016	8 HOURS	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
PUBLIC SERVICE ETHICS AND ACCOUNTABILITY (PSEA)	11/24/2015	11/25/2015	16 HOURS	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
BASIC CUSTOMER SERVICE TRAINING SKILLS	6/6/2012	6/8/2012	24 HOURS	Technical	CIVIL SERVICE COMMISSION / LGU Mataasnakahoy
MULTI- SKILL SEMINAR AND WORKSHOP	10/6/2011	10/8/2011	24 HOURS	Technical	DEPARTMENT OF TOURISM AND WOMEN TRAVEL MANILA
nothing follows					

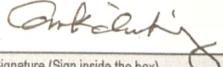
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and Hobbies	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
PLAYING VOLLEYBALL,	N/A	N/A
SURFING NET,		
PLAYING TAEKWONDO		
Nothing follows		

(Continue on separate sheet if necessary)

SIGNATURE	Enkencia	DATE	9-07-02024	CS FORM 212 (Revised 2017), Page 3 of 4
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34. Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate 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: _____ 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: _____												
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: 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>HON. JANET M. ILAGAN</td> <td>Brgy. Nangkaan, Mataasnakahoy, Batangas</td> <td>0917-578-1717</td> </tr> <tr> <td>HON JAY M. ILAGAN</td> <td>Brgy. Santol, Mataasnakahoy, Batangas</td> <td>0917-517-7337</td> </tr> <tr> <td>GALLY D. TIPAN</td> <td>Brgy Nangkaan, Mataasnakahoy, Batangas</td> <td>0917-563-3720</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	HON. JANET M. ILAGAN	Brgy. Nangkaan, Mataasnakahoy, Batangas	0917-578-1717	HON JAY M. ILAGAN	Brgy. Santol, Mataasnakahoy, Batangas	0917-517-7337	GALLY D. TIPAN	Brgy Nangkaan, Mataasnakahoy, Batangas	0917-563-3720
NAME	ADDRESS	TEL. NO.											
HON. JANET M. ILAGAN	Brgy. Nangkaan, Mataasnakahoy, Batangas	0917-578-1717											
HON JAY M. ILAGAN	Brgy. Santol, Mataasnakahoy, Batangas	0917-517-7337											
GALLY D. TIPAN	Brgy Nangkaan, Mataasnakahoy, Batangas	0917-563-3720											
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.	 GELYNN M. KATIMBANG												
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: LGU-ID ID/License/Passport No.: hrm004 Date/Place of Issuance: 2023	 Signature (Sign inside the box) 9-07-2024 Date Accomplished 												
SUBSCRIBED AND SWORN to before me this day of _____, affiant exhibiting his/her validly issued government ID as indicated above.  <table border="1"> <tr> <td>GALLY D. TIPAN</td> </tr> <tr> <td>Municipal Human Resource Management Officer</td> </tr> </table>		GALLY D. TIPAN	Municipal Human Resource Management Officer										
GALLY D. TIPAN													
Municipal Human Resource Management Officer													

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.

Applying to Administrative Officer II (Human Resource Management Officer I)

- Duration: September 16, 2022 – To present
- Position: Administrative Assistant I (Reproduction Assistant I Machine Operator)
- Name of Office/Unit: Office of the Municipal Human Resource Management
- Immediate Supervisor: Mr. Gally D. Tipan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy, Batangas

- **Summary of Actual Duties**
- Preparation for the Agency Remittance Advice (ARA)
- Preparation/Printing of Certificate of Employment (with/without Cert of Compensation)
- Process and submit SALN of Municipal Employees and Barangay Officials.
- Process GSIS, Pag-Ibig and Bank Loan Application
- Process all necessary documents for seminars and other related activities
- Preparation and printing of Employee's identification Cards (Large and Small)
- Print documents in the Photo Copying Machine
- Printing of DTR of Job Orders and Permanent employees
- Process Payment of bills and payables of HRMO
- preparation of monthly report on accession and separation
- Encoding and filling of Travel Order and Leave Forms of HRMO Personnel

- Responsible in performing administrative and technical tasks e.g., preparation of monthly report on accession and separation, Preparation for the Agency Remittance Advice (ARA), Process all necessary documents for seminars and other related activities and monitoring of trainings conducted; responds to queries and performs other related functions.

GELYN M. KATIMBANG

(Signature over Printed Name
of Employee/Applicant)

Date: 9-8-2024



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Tel. No. (043) 784-1088



MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

JUSTIFICATION

THIS IS TO JUSTIFY the promotion of **MS. GELYN M. KATIMBANG**, from Administrative Assistant I (Reproduction Machine Operator III), Salary Grade 7, to Administrative Officer II (Human Resource Management Officer I), Salary Grade 11, in the office of the Municipal Human Resource Management.

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

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

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

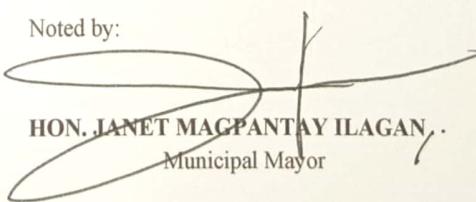
This justification was done to support the appointment of Ms. Gelyn M. Katimbang, to the position of Administrative Officer II (Human Resource Management Officer I), Salary Grade 11.

Issued this 1st day of October 2024.


GALLY D. TIPAN

Municipal Human Resource Management Officer

Noted by:


HON. JANET MACPANTAY ILAGAN,
Municipal Mayor



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



OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

CERTIFICATION

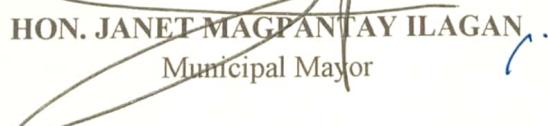
This is to certify that **Ms. Gelyn M. Katimbang**, Administrative Assistant I (Reproduction Machine Operator III) of the Municipal Human Resource Management Office, got a Very Satisfactory Performance, with a numerical rating of 4.2037 in her Individual Performance Commitment Review (IPCR) for the January-June 2024 rating period.

Issued this 1st day of October, 2024 for whatever legal purpose it may serve.

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


GALLY D. TIPAN
MGDH-MHRMO

Noted by:


HON. JANET MAGPANTAY ILAGAN
Municipal Mayor

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

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



DE LA SALLE LIPPI

Tertiary School

1962 J.P. Laurel National Highway, Lipa City, Batangas, Republic of the Philippines
Tel. No.: (043) 768-1848/768-2381/768-2481 local 222

E-mail : ruben.rubia@fasalipa.edu.ph
Website : <http://www.fasalipa.edu.ph>

OFFICE OF THE TERTIARY SCHOOL REGISTRAR

OFFICIAL TRANSCRIPT OF RECORD

RECORD OF : MATIBAG, GELYN L.
HIGH SCHOOL : CANOSSA ACADEMY
ADMITTED ON : 1ST SEMESTER, 98-99

SCHOOL OF : COMMERCE
GRADUATED : 04/01/02
DEGREE : BSC-BM

TERM	COURSE DESCRIPTION	GRADE	HRS./WEEK		UNI
			Lec.	Lab.	
1st Sem. 98-99	PHILO11 LOGIC	2.25			3.0
	MATH11 COLLEGE ALGEBRA	5.00			0
	THEO11 MAN AND CHRIST	2.72			3.0
	COMP11 INTRODUCTION TO COMPUTER	2.25			3.0
	PE11 PHYSICAL FITNESS	1.75			2.0
	MGT11 BUSINESS ORG. & MANAGEMENT	2.75			3.0
	ACCTG11 FUNDS. AND PROF. ACCOUNTING	2.50			6.0
	ENG11B DEVELOPMENTAL READING	2.25			3.0
	ENG11A BUSINESS COMMUNICATION	2.25			3.0
2nd Sem. 98-99	ALGEBRA COLLEGE ALGEBRA	2.25			3.0
	PE-TWO INDIVIDUAL SPORTS	1.50			2.0
	EFFWRIT EFFECTIVE WRITING	2.25			3.0
	GENPSYC GENERAL PSYCHOLOGY	2.50			3.0
	HUMBORG HUMAN BEHAVIOR IN ORGANIZATION	2.50			3.0
	PCACCTG PART. AND CORP. ACCOUNTING	2.75			6.0
	PHILHIS PHILIPPINE HISTORY	2.50			3.0
	SPRESHE SPREADSHEET AND EXCEL	2.25			3.0
	THEOTWO MAN AND THE SACRAMENTS	2.25			3.0
Summer	BUSMATH BUSINESS MATHEMATICS	2.00			3.0
1st Sem. 99-00	PRIBANK PRIN. OF BANKING, MONEY & CREDIT	2.50			3.0
	PRINENT PRINCIPLES OF ENTREPRENEURSHIP	2.25			3.0
	FIN-ONE FINANCIAL ACCOUNTING I	2.50			3.0
	FILIONE SINING NG PAKIKIPAGTALASTASAN	2.25			3.0
	PE-TRI TEAM SPORTS	1.00			2.0
	ORALCOM SPEECH AND ORAL COMMUNICATION	2.50			3.0
	THEOTRI BIBLE STUDY I	2.00			3.0
	GENBIOL GENERAL BIOLOGY	2.25			3.0
	BUSSTAT BUSINESS STATISTICS	2.50			3.0
	POLIGOV POL. & GOV. W/PHIL. CONSTITUTION	2.00			3.0
2nd Sem. 99-00	BUSIFIN BUSINESS FINANCE	2.50			3.0
	BUSIRES BUSINESS RESEARCH	2.50			3.0

One unit of credit is one hour of lecture or recitation/laboratory for the period of a complete semester.

DESCRIPTION	GRADING SYSTEM
EX (Excellent)	98 - 100 - 1.0
SP (Superior)	95 - 97 - 1.25
VG (Very Good)	92 - 94 - 1.5
AA (Above Average)	89 - 91 - 1.75
GD (Good)	86 - 88 - 2.0
AV (Average)	83 - 85 - 2.25
SA (Satisfactory)	80 - 82 - 2.5
FR (Fair)	77 - 79 - 2.75
PS (Passing)	75 - 76 - 3.0
RT (Repeat)	Below 75 - 5.0

SPECIAL ORDER NO. :

(B) (R-IV) NO. 50-340104-4-0142 S. 200

REMARKS: More on page 2 ...

Glenda
ANNABELLE L. SUBOL

LEILAN DU ENRICO

(Not valid for transfer without seal)

Prepared by:

Checked by

Registrar

CS CamScanner



DE LA SALLE LIP

Tertiary School

1962 J.P. Laurel National Highway, Lipa City, Batangas, Republic of the Philippines
Tel. No.: (043) 758-1848/758-2381/758-2481 local 222

OFFICE OF THE TERTIARY SCHOOL REGISTRAR

OFFICIAL TRANSCRIPT OF RECORD

RECORD OF : MATIBAG, GELYN L.
HIGH SCHOOL : CANOSSA ACADEMY
ADMITTED ON : 1ST SEMESTER, 98-99

SCHOOL OF : COMMERCE
GRADUATED : 04/01/02
DEGREE : BSC-BM

E-mail : robert.ruibis@lasalqua.edu.ph
 Website : <http://www.lasalqua.edu.ph>

DE LA SALLE LASALQUA COLLEGE
 OFFICE OF THE REGISTRAR
CERTIFIED TRUE COPY

R. LEVINITIA B. SILVA
 COLLEGE REGISTRAR

TERM	COURSE DESCRIPTION	GRADE	HRS./WEEK		UNI
			Lec.	Lab.	
FILITWO	PANITIKANG PILIPINO	2.00			3.0
HUMANRE	HUMAN RESOURCE MANAGEMENT	2.25			3.0
OBLICON	OBLIGATIONS AND CONTRACTS	2.00			3.0
PE-FOUR	SPECIALIZATION IN SPORTS	1.25			2.0
PHYSCLIE	PHYSICAL SCIENCE	2.00			3.0
SOCULFA	SOCIETY & CULTURE W/ FAM. PLAN.	2.00			3.0
THEOFOR	BIBLE STUDY II	1.75			3.0
Summer 99-00S	BASICON	2.75			3.0
1st Sem. 00-01	QUANTEC	2.50			3.0
	THEOFIV	2.25			3.0
	MARKMA1	2.75			3.0
	PARTLAW	2.00			3.0
	FILITRI	2.00			3.0
	ARTAPRE	2.25			3.0
	COMPAP1	2.50			3.0
	PHILLIT	1.75			3.0
2nd Sem. 00-01	ASIALIT	2.50			3.0
	MARKMA2	2.50			3.0
	PRODMAN	3.00			3.0
	NEGOTIN	2.50			3.0
	INC-TAX	2.25			3.0
	BUSINET	2.75			3.0
	MACECON	2.75			3.0
	THEOSIX	2.25			3.0
1st Sem. 01-02	RIZCOUR	2.00			3.0
	THEOSEV	1.75			3.0
	BUS-TAX	2.75			3.0
	INVESMA	2.75			3.0
	LABECON	2.25			3.0
	ELECONE	2.25			3.0
	REORIEN	1.75			3.0

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REMARKS :

More on page 3 ...

Glenbow
ANNABELLE L. SUBOL

LEILAN D'ENRICO

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Prepared by:

Checked by:

Registrar

Registrar



DE LA SALLE LIPA Tertiary School

1882 J.P. Laurel National Highway, Lipa City, Batangas, Republic of the Philippines
Tel. No.: (043) 756-1640/756-2381/756-2481 local 222

e-mail : ruben.rubis@fassalipg.edu.ph
Website : <http://www.fassalipg.edu.ph>

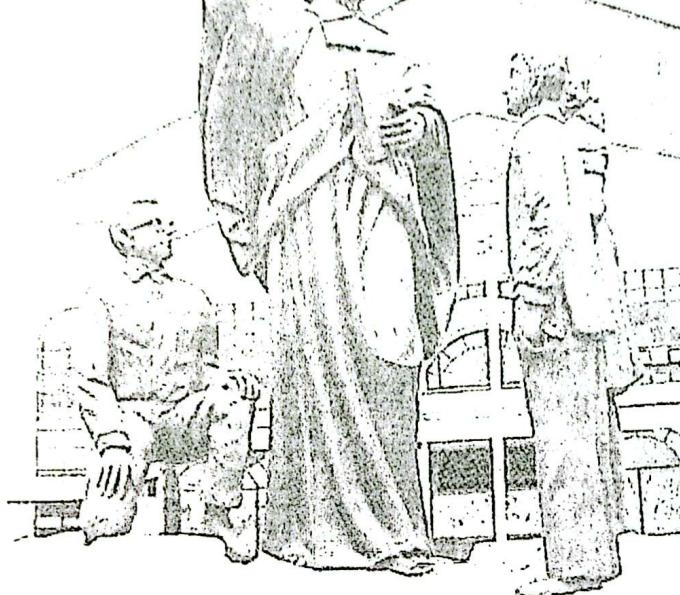
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HIGH SCHOOL : CANOSSA ACADEMY
ADMITTED ON : 1ST SEMESTER, 98-99

SCHOOL OF : **COMMERCE**
GRADUATED : **04/01/02**
DEGREE : **BSC-BM**

TERM	COURSE DESCRIPTION	GRADE	HRS./WEEK		UNITS
			Lec.	Lab.	
2nd Sem. 01-02	MANPLAN	MANAGEMENT PLANNING & CONTROL	2.50		3.0
	STRATMIA	STRATEGIC MANAGEMENT	2.25		3.0
	RESWRIT	RESEARCH WRITING	1.75		3.0
	INTERCO	INTERNATIONAL ECONOMICS	1.75		3.0
	COMPAP2	COMPUTER APPLICATION IN BUS.	2.25		3.0
	THEOEYT	FAMILY LIFE EDUCATION	1.75		3.0

END OF TRANSCRIPT



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RT (Repeat)	Below 75 - 5.0

SPECIAL ORDER NO. :

(B) (R-IV) NO. 50-340104-4-0142 S. 2002

REMARKS :

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Prepared by:

LEILANI DJ ENRICO

~~RUBEN T. RUBIN~~

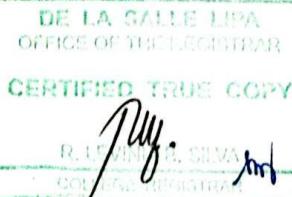
Registrar

CS CamScanner

DE LA SALLE LIPA

TERTIARY SCHOOL

Lungsod ng Lipa, Pilipinas
LIPA CITY, PHILIPPINES



Sa lahat ng makakatunghay ng kasulatang ito, mapitugang batî sa ngalan ng Maykapal
TO ALL TO WHOM THIS DIPLOMA COMES TO VIEW, GREETINGS IN THE LORD

bayaang mabatid ng lahat na kami bilang mga saksi ay nagpapahayag na si

LET ALL MEN KNOW THAT WE SIGNIFY AND BEAR WITNESS THAT

Gelyn L. Matibag

ay nakatupad sa itinakdang kurso at nakasulit ng maluwalhati gaya ng pinaglibay ng Komisyon ng
HAS SATISFACTORILY COMPLETED THE PRESCRIBED COURSE OF STUDY AS APPROVED BY THE COMMISSION ON

Pinakamataas na Edukasyon ng Republika ng Pilipinas ay ipinagkaloob ang titulong
HIGHER EDUCATION OF THE REPUBLIC OF THE PHILIPPINES HAS BEEN CONFERRED THE DEGREE OF

Batsilier sa Algham ng Pangangalakal Bachelor of Science in Commerce

Nagpakanay sa PANGANGASIWANG PANGKALAKAL
MAJOR IN BUSINESS MANAGEMENT

Iginawad ngayong ika 1 araw ng Abril, taon ng ating Panginoon, dalawang libo at dalawa
GIVEN THIS 1st DAY OF APRIL, YEAR OF OUR LORD, TWO THOUSAND AND TWO.

Bilang katanayan ay aming ikinintal ang tatak ng paaralan at ang lagda namin.
IN WITNESS WHEREOF WE HAVE SET THE SEAL OF THE SCHOOL AND OUR SIGNATURE.

BR. RAFAEL S DONATO FSC
PRESIDENT, DE LA SALLE LIPA, INC

PABLITO M. SARMENTO
DEAN



(TO BE ACCOMPLISHED IN DUPLICATES)

CERTIFICATE OF LIVE BIRTH
 FILL OUT COMPLETELY, ACCURATELY, WRITING IN INK OR TYPEWRITER

Province: BATANGAS		Register Number:	
City or Municipality: CAMALIG		(a) Civil Registrar-General No. 283 (F-4-81)	
1. Place of Birth		2. Usual Residence or Mover (Where does mother live)	
a. Province: BATANGAS		a. Province: BATANGAS 1009R	
b. City or Municipality: CAMALIG		b. City or Municipality: CAMALIG 1009R	
c. Name of Hospital or Institution (if not in hospital, give address)		c. Hospital or Birthplace: BITA 2	
d. Room or Room Number: AT HOME		d. Room or Room Number: 2	
Year: 1981	No: 1	Month: MAY	Day: 28
e. Name (Type or print) GILMA		f. Sex: LIVE	
g. Father's Name: EDUARDO GONZALEZ		h. Mother's Name: MARIBEL GATBIA	
i. Age (At time of birth): 21		j. Age (At time of birth): 28	
k. Marital Status: Married		l. Nationality: FILIPINO	
m. Year: 41		n. Employer: EMPLOYEE	
o. M. I. N. N. BATANGAS		p. Religious Affiliation: CATHOLIC	
q. Date of Birthplace: 1981-05-28		r. Previous Delivery: NO	
s. Years: 32		t. How many children are now living: 2	
u. Independent's Signature: Guilma de la Torre		v. How many children were born dead but survived: 0	
w. Name in Print: Guilma de la Torre		x. How many deaths from birth to death: 0	
y. Address: Bataan, Camalig, Batangas		z. Date of Birth: 1981-05-28	
aa. M. O. T. M. Address: (Municipal Street, City or Municipality, Province)		bb. Given Name & Surname from Civil Status Report: Guilma, Camalig, Batangas	
cc. I declare by oath that I attended the birth of this child at 1009R on the date above in the year 1981 at 10:00 A.M. L.F.T.H.		dd. Signed before me by Attestant at 1009R on the date above in the year 1981 at 10:00 A.M. L.F.T.H.	
ee. Signature: Guilma de la Torre		ff. Attestant's Signature: Guilma de la Torre	
gg. Name in Print: GUILMA DE LA TORRE		hh. Date: 1981-05-28	
ii. Title or Position: EMPLOYEE		jj. Place: BATAAN, CAMALIG, BATANGAS	
kk. Date: 1981-05-28		ll. Signature: Guilma de la Torre	
mm. Length of Pregnancy: 9 months		nn. Signature: Guilma de la Torre	
oo. Date and Place of Marriage of Parents (Parientes): Date: April 1, 1971 Place: Camalig, Batangas		pp. This document is issued to Guilma de la Torre Signature: Guilma de la Torre	
qq. City or Municipality: Bataan, Lipa City		rr. Name in Print: Guilma de la Torre Title or Position: EMPLOYEE Date: 1981-05-28	
ss. Space for Social and Health Items for Record Purpose		tt. Date: 1981-05-28	

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National Statistician and Civil Registrar General
Philippine Statistics Authority

CDSm

