

CS Form No. 33-A
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Mr. ROY A. MANALO

You are hereby appointed as Administrative Assistant I (Bookbinder III) SG - 7
(Position Title)
under Permanent status at the Office of the Municipal Assessor with a compensation
(Permanent, Temporary, etc.) (Office/Department/Unit)
rate of Eleven Thousand Eight Hundred Four Pesos (P 11,804.00) per month.

The nature of this appointment is Promotion vice -0-
(Original, Promotion, etc.)

who -0- with Plantilla Item No. 112 Page 7.
(Transferred, Retired, etc.)

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

(The employee shall be reverted to his former position in case the promotional appointment is disapproved/
invalidated as per CSC MC No. 21 S- 2019)

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date of Signing
October 10, 2019

CSC ACTION: APPROVED

LILY BETH L. MAJOMOT
Director II

Authorized Official

11 NOV 2019

Date

NOV 21 2019
 (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 Website from September 12, 2019 to September 26, 2019 and posted in CSCFO Batangas and other conspicuous places from September 12, 2019 to September 26, 2019 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on October 2, 2019.

EVELYN R. OLARTE
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 October 7, 2019.

~~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 Oct. 10, 2019.

Manalo
ROY A. MANALO
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)

PERSONAL INFORMATION

2. SURNAME	MANALO			NAME EXTENSION (JR., SR.)	NA		
FIRST NAME	ROY						
MIDDLE NAME	ABARINTOS						
3. DATE OF BIRTH (mm/dd/yyyy)	02/03/1977	16. CITIZENSHIP		<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization			
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS		If holder of dual citizenship, please indicate the details.				
5. SEX	<input checked="" type="checkbox"/> Male <input 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 NA		
7. HEIGHT (m)	1.60 METERS		ZIP CODE		House/Block/Lot No.		
8. WEIGHT (kg)	53 KILOGRAMS				N/A	Street	
9. BLOOD TYPE	O+				18. PERMANENT ADDRESS		N/A
10. GSIS ID NO.	006-0104-0118-5						
11. PAG-IBIG ID NO.	040138806110						Subdivision/Village
12. PHILHEALTH NO.	09-025009700-9						Barangay
13. SSS NO.	04-1037634-0		19. TELEPHONE NO.		MATAASNAKAHOY		
14. TIN NO.	908-740-638		20. MOBILE NO.		BATANGAS		
15. AGENCY EMPLOYEE NO.	ASS004		21. E-MAIL ADDRESS (if any)		City/Municipality		
					Province		
					4223		
					N/A NA		
					House/Block/Lot No.		
					N/A		
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					BATANGAS		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BAYANI		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm\dd\yyyy)
FIRST NAME	PRIMROSE	NAME EXTENSION (JR, SR) N/A	ANDREA NICOLE B. MANALO	10/07/2005
MIDDLE NAME	JAPLOS		CARLA ISABEL B. MANALO	04/24/2011
OCCUPATION	GOVERNMENT EMPLOYEE		--- nothing follows ---	
EMPLOYER/BUSINESS NAME	LOCAL GOVERNMENT UNIT			
BUSINESS ADDRESS	MATAASNAKAHOY, BATANGAS			
TELEPHONE NO.	(043) 403-8402			
24. FATHER'S SURNAME	MANALO			
FIRST NAME	REYNALDO	NAME EXTENSION (JR, SR) N/A		
MIDDLE NAME	EVANGELISTA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ABARINTOS			
FIRST NAME	EUFROCINA			
MIDDLE NAME	ROSALES		(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	SANTOL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1984	1990	GRADUATE	1990	N/A
	SECONDARY	LA PURISIMA CONCEPCION ACADEMY	HIGH SCHOOL	1990	1994	GRADUATE	1994	N/A
	VOCATIONAL/ TRADE COURSE	WESTERN PHILIPPINE COLLEGES	ELECTRONICS TECHNOLOGY	1994	1996	GRADUATE	1996	N/A
	COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	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

FEBRUARY 1, 2023

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IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB PAY GRADE & STEP (Format "00-00-Y") IF APPLICABLE & STEP (Format "00-00-Y") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2023	Present	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	OFFICE OF THE MUNICIPAL ASSESSOR	14,072.00	7-2	PERMANENT	YES
10/10/2022	12/31/2022	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	OFFICE OF THE MUNICIPAL ASSESSOR	13,528.00	7-2	PERMANENT	YES
01/01/2022	10/09/2022	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	OFFICE OF THE MUNICIPAL ASSESSOR	13,424.00	7-1	PERMANENT	YES
01/01/2021	31/12/2021	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	OFFICE OF THE MUNICIPAL ASSESSOR	12,884.00	7-1	PERMANENT	YES
01/01/2020	12/31/2020	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	OFFICE OF THE MUNICIPAL ASSESSOR	12,344.00	7-1	PERMANENT	YES
10/10/2019	12/31/2019	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	OFFICE OF THE MUNICIPAL ASSESSOR	11,804.00	7-1	PERMANENT	YES
02/01/2019	10/09/2019	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	9,567.00	3-4	PERMANENT	YES
01/01/2019	01/31/2019	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	9,494.00	3-3	PERMANENT	YES
01/01/2018	12/31/2018	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	9,084.00	3-3	PERMANENT	YES
01/01/2017	12/31/2017	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	8,692.00	3-3	PERMANENT	YES
05/01/2016	31/12/2016	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	8,317.00	3-2	PERMANENT	YES
02/01/2016	04/30/2016	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	7,958.00	3-2	PERMANENT	YES
12/01/2014	01/31/2016	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	7,879.00	3-2	PERMANENT	YES
02/01/2013	30/11/2014	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	7,313.00	3-2	PERMANENT	YES
01/01/2013	01/31/2013	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	7,221.00	3-1	PERMANENT	YES
01/01/2012	31/12/2012	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	6,931.00	3-1	PERMANENT	YES
01/01/2011	31/12/2011	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	6,641.00	3-1	PERMANENT	YES
02/01/2010	31/12/2010	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OFFICE OF THE MUNICIPAL ASSESSOR	6,060.00	3-1	PERMANENT	YES
01/01/2010	01/31/2010	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OFFICE OF THE MUNICIPAL ASSESSOR	5,464.00	1-4	PERMANENT	YES
07/01/2008	31/12/2009	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OFFICE OF THE MUNICIPAL ASSESSOR	4,845.00	1-3	PERMANENT	YES
07/01/2007	06/30/2008	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OFFICE OF THE MUNICIPAL ASSESSOR	4,405.00	1-3	PERMANENT	YES
21/12/2006	06/30/2007	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OFFICE OF THE MUNICIPAL ASSESSOR	4,004.00	1-3	PERMANENT	YES
12/01/2005	20/12/2006	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OFFICE OF THE MUNICIPAL ASSESSOR	3,907.00	1-2	PERMANENT	YES
12/01/2004	30/11/2005	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OFFICE OF THE MUNICIPAL ASSESSOR	3,711.00	1-2	PERMANENT	YES
21/12/2003	30/11/2004	UTILITY WORKER I	OFFICE OF THE MUNICIPAL ASSESSOR	3,711.00	1-1	PERMANENT	YES
07/01/2001	20/12/2003	UTILITY WORKER I	OFFICE OF THE MUNICIPAL ASSESSOR	3,711.00	1-1	PERMANENT	YES
01/01/2001	06/30/2001	UTILITY WORKER I	OFFICE OF THE MUNICIPAL ASSESSOR	3,520.00	1-1	PERMANENT	YES
21/12/2000	31/12/2000	UTILITY WORKER I	OFFICE OF THE MUNICIPAL ASSESSOR	3,520.00	1-1	PERMANENT	YES
07/16/1997	20/12/2000	CLERK	OFFICE OF THE MUNICIPAL ASSESSOR	2,000.00	N/A	CONTRACTUAL	NO
		--- nothing follows ---					

(Continue on separate sheet if necessary)

SIGNATURE

haman

DATE

FEBRUARY 1, 2023

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V. 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			
	TRAINING WORKSHOP ON GENERAL REVISION	12/15/2022	12/15/2022	8 HOURS	TECHNICAL	LEAGUE OF ASSESSORS IN THE MUNICIPALITIES OF BATANGAS, INC.
	EXECUTIVE-LEGISLATIVE AGENDA AND CAPACITY DEVELOPMENT AGENDA SEMINAR-WORKSHOP	08/16/2022	08/18/2022	24 HOURS	TECHNICAL	BATANGAS LEAGUE OF SECRETARIES TO THE SANGGUNIAN (BLESS)
	SEMINAR/WORKSHOP ON THE PREPARATION OF THE SCHEDULE OF MARKET VALUE	03/09/2022	03/09/2022	8 HOURS	TECHNICAL	Provincial Assessor's Office / League of Assessors in the Municipalities of Batangas
	SEMINAR/WORKSHOP ON "RECORDS MANAGEMENT SYSTEM"	09/05/2019	09/06/2019	16 HOURS	TECHNICAL	Provincial Assessor's Office / League of Assessors in the Municipalities of Batangas
	SEMINAR/WORKSHOP ON "SKILLS DEVELOPMENT TRAINING ON BUILDING VALUATION"	04/23/2019	04/24/2019	16 HOURS	TECHNICAL	Provincial Assessor's Office / League of Assessors in the Municipalities of Batangas
	SEMINAR/WORKSHOP ON "CYBERSECURITY AND ERPTA MODULE III INTEGRATION (Digital Mapping using ERPTA)"	02/13/2019	02/13/2019	8 HOURS	TECHNICAL	Provincial Assessor's Office / League of Assessors in the Municipalities of Batangas
	SEMINAR/WORKSHOP ON LANGUAGE PROFICIENCY	09/13/2018	09/14/2018	16 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT, MATAASNAKAHOY, BATANGAS
	SEMINAR/WORKSHOP ON THE ADOPTION OF THE LGU INTEGRATED FINANCIAL TOOLS (LIFT) SYSTEM	02/07/2018	02/09/2018	24 HOURS	TECHNICAL	REGIONAL ASSOCIATION OF TREASURERS & ASSESSORS, INC.
	DRIVING PROFESSIONAL GROWTH FOR LGU's DYNAMISM	05/02/2017	05/05/2017	32 HOURS	TECHNICAL	PHILIPPINE ASSOCIATION OF ASSESSING OFFICERS (PAAO), INC.
	SEMINAR/WORKSHOP ON "WEB-BASED REAL PROPERTY TAX SYSTEM WITH COMPUTER AIDED MAPPING (GIS)"	01/24/2017	01/26/2017	24 HOURS	TECHNICAL	LEAGUE OF ASSESSORS IN THE MUNICIPALITIES OF BATANGAS, INC.
	WEB-BASED REAL PROPERTY TAX SYSTEM & TAXMAPPING SYSTEM THRU TERRAIN SOFTWARE	05/23/2016	05/24/2016	16 HOURS	TECHNICAL	LEAGUE OF ASSESSORS IN THE MUNICIPALITIES OF BATANGAS, INC.
	ROLL-OUT SEMINAR/WORKSHOP ON ELECTRONIC STATEMENT OF RECEIPTS AND EXPENDITURES VERSION 2	08/26/2014	08/28/2014	24 HOURS	TECHNICAL	MUNICIPAL TREASURERS LEAGUE OF BATANGAS
	GENDER SENSITIVITY TRAINING	12/03/2013	12/03/2013	8 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE NO. 4
	SHORT COURSE FOR AUTO CAD SYSTEM FAMILIARITY INTERFACE COMMAND & FUNCTION	07/10/2013	07/12/2013	16 HOURS	TECHNICAL	PROVINCIAL GOVERNMENT OF BATANGAS CITY MUNICIPAL ENGINEERS LEAGUE OF BATANGA
	PUBLIC SERVANTS: UNITY WITH EXCELLENCE AT WORK	05/07/2013	05/07/2013	4 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKAHOY, BATANGAS
	WEB-BASED REAL PROPERTY TAX MANAGEMENT SYSTEM & E-GOVERNANCE SOFTWARE IMPLEMENTATION	07/12/2012	07/13/2012	16 HOURS	TECHNICAL	LEAGUE OF ASSESSORS IN THE MUNICIPALITIES OF BATANGAS, INC.
	COMPUTER AIDED DESIGN FOR TAX MAPS & WEB-BASED EAL PROPERTY TAX SYSTEM	03/21/2012	03/23/2012	24 HOURS	TECHNICAL	LEAGUE OF ASSESSORS IN THE MUNICIPALITIES OF BATANGAS, INC.
	VALUES ORIENTATION WORKSHOP	09/21/2011	09/23/2011	24 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE NO. 4
	ENHANCING ASSESSORS E-CAPABILITY ON REAL PROPERTY TAXATION	07/04/2011	07/08/2011	34 HOURS	TECHNICAL	LEAGUE OF ASSESSORS IN THE MUNICIPALITIES OF BATANGAS, INC.
	THE ROLL OUT ON THE BASIC PROVISIONS OF THE PHILIPPINE VALUATION STANDARDS	18/10/2010	21/10/2010	35 HOURS	TECHNICAL	REGIONAL ASSOCIATION OF TREASURERS & ASSESSORS, INC.
	GENERAL REVISION OF REAL PROPERTY ASSESSMENT FOR 2010	07/06/2010	07/08/2010	24 HOURS	TECHNICAL	PROVINCIAL ASSESSORS OFFICE
	REFRESHER COURSE ON THE GENERAL REVISION OF REAL PROPERTY VALUE & ASSESSMENT	05/30/2005	05/31/2005	16 HOURS	TECHNICAL	PROVINCIAL ASSESSORS OFFICE
	SPIRITUAL AND MORAL RECOVERY	09/17/2003	09/18/2003	16 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT- MATAASNAKAHOY, BATANGAS
	LOCAL EXECUTIVE FORUM	11/08/2001	11/09/2001	16 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE NO. 4
	PERFROMANCE EVALUATION SYSTEM	06/14/2000	06/14/2000	8 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION

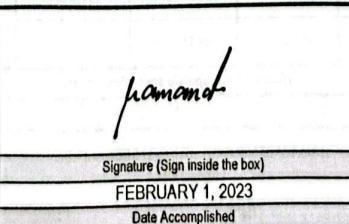
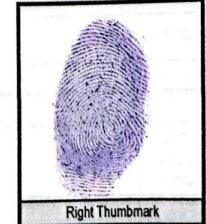
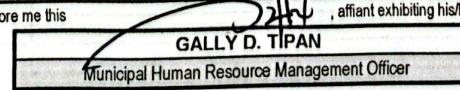
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DRIVING	N/A	N/A
--- nothing follows ---		

(Continue on separate sheet if necessary)

SIGNATURE	mananat	DATE	FEBRUARY 1, 2023	CS FORM 212 (Revised 2017), Page 3 of 4
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career)</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p>Date Filed: _____ Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>												
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____</p>												
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following</p> <p>a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>BRGY. CAPT. RENE LUBIS</td> <td>CALINGATAN, MATAASHAKAHAY, BATANGAS</td> <td>0928-1891247</td> </tr> <tr> <td>MRS. ROSARIE C. DELA PAZ</td> <td>MATAASHAKAHAY, BATANGAS</td> <td>(043) 276-9542</td> </tr> <tr> <td>MRS. FELICIANA O. GONZALES</td> <td>BRGY. I, MATAASHAKAHAY, BATANGAS</td> <td>0915-2617071</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	BRGY. CAPT. RENE LUBIS	CALINGATAN, MATAASHAKAHAY, BATANGAS	0928-1891247	MRS. ROSARIE C. DELA PAZ	MATAASHAKAHAY, BATANGAS	(043) 276-9542	MRS. FELICIANA O. GONZALES	BRGY. I, MATAASHAKAHAY, BATANGAS	0915-2617071	
NAME	ADDRESS	TEL. NO.											
BRGY. CAPT. RENE LUBIS	CALINGATAN, MATAASHAKAHAY, BATANGAS	0928-1891247											
MRS. ROSARIE C. DELA PAZ	MATAASHAKAHAY, BATANGAS	(043) 276-9542											
MRS. FELICIANA O. GONZALES	BRGY. I, MATAASHAKAHAY, BATANGAS	0915-2617071											
<p>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.</p>	 <p>Signature (Sign inside the box) FEBRUARY 1, 2023 Date Accomplished</p> 												
<p>Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: COMPANY ID</p> <p>ID/License/Passport No.: ASS004</p> <p>Date/Place of Issuance: 2019/M-KAHAY, BATS.</p> <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p>GALLY D. TIPAN Municipal Human Resource Management Officer</p>	 <p>CS FORM 212 (Revised 2017), Page 4 of 4</p>												



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
OFFICE OF THE MUNICIPAL ASSESSOR

FEB 17 2022

February 17, 2022

Ms. CRIELDA G. REAL
Asst. Revenue District Officer
Lipa City

Madam:

I would like to furnish you a copy of specimen signature of our authorized personnel to sign in the Tax Declaration and other certification issued by this office.

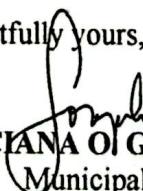
Please find below our specimen signatures that signify the authority for the purpose of issuance of Tax Declaration and other related documents.

IRVIN M. SUBOL
Administrative Assistant II
(Clerk IV)

ROY A. MANALO
Administrative Assistant I
(Bookbinder III)

Thank you and more power.

Respectfully yours,


FELICIANA O. GONZALES, REA
Municipal Assessor



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

OFFICE OF THE MAYOR

OFFICE ORDER
No. 38 – S – 2021

FROM : Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor

TO : CONCERNED MUNICIPAL EMPLOYEES

DATE : September 28, 2021

SUBJECT : ASSESSMENT ON REAL PROPERTY AND TAX COLLECTION TASK FORCE

In view of the necessity of the Local Government of Mataasnakahoy to boost the revenue through efficient real property tax policies by eliminating obsolete rates and overlapping valuations, the following personnel are hereby order to conduct assessment on real properties and tax collection in this municipality.

Mr. JAY A. METRILLO, Local Treasury Operation Officer II	-	Team Leader
Mr. IRVIN M. SUBOL, Clerk IV	-	Member
Mr. ROY A. MANALO, Administrative Assistant I	-	Member

This Order shall take effect on 28th of September 2021 and remain enforce unless otherwise revoked or amended.

For compliance and guidance.

Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor

Joining hands for Mataasnakahoy's Interest



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

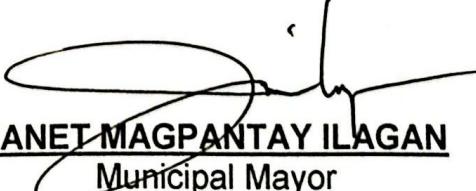
I, ROY A. MANALO of Brgy. Calingatan, Mataasnakahoy, Batangas having been appointed to the position of Administrative Assistant I (Bookbinder III) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter 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.


ROY A. MANALO
(Signature over Printed Name of the Appointee)

Government ID: LGU-ID
ID Number : ASS-004
Date Issued : 2016

Subscribed and sworn to before me this 10th day of October, 2019 in Mataasnakahoy Batangas, Philippines.


JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr. ROY A. MANALO has assumed the duties and responsibilities as Administrative Assistant I (Bookbinder III) in the Office of the Municipal Assessor effective October 10, 2019.

This certification is issued in connection with the issuance of the appointment of Mr. Manalo as Administrative Assistant I (Bookbinder III)

Done this 10th day of October, 2019 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN
Municipal Mayor

The signature is handwritten in black ink, appearing to read "Janet Magpantay Ilagan". Below the signature, the name is printed in capital letters, followed by the title "Municipal Mayor".

Date: October 10, 2019

Attested by:

EVELYN R. OLARTE
Mun. Human Res. Mgt. Officer

The signature is handwritten in black ink, appearing to read "Evelyn R. Olarte". Below the signature, the name is printed in capital letters, followed by the title "Mun. Human Res. Mgt. Officer".

201 file
Admin
COA
CSC



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL BUDGET

CERTIFICATION

THIS IS TO CERTIFY that funds are available for the position of Administrative Assistant I (Bookbinder III) in the Office of the Municipal Assessor this municipality, with Salary Grade 7 amounting to ONE HUNDRED FORTY ONE THOUSAND SIX HUNDRED FORTY EIGHT PESOS (P 141,648.00) per annum as per Annual Budget CY-2019 of this municipality.

Issued this 10th day of October 2019 at Mataasnakahoy, Batangas.

RO SARIE C. DE LA PAZ
Municipal Budget Officer



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 ROY A. MANALO as Administrative Assistant I (Bookbinder III) in the Office of the Municipal Assessor 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 LAGAN
Municipal Mayor

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 <small>(Revised Version No. 1, s. 2018)</small>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		Administrative Assistant I (Bookbinder III)			
2. ITEM NUMBER		3. SALARY GRADE			
112 - 7		SG - 7			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input checked="" type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input checked="" type="checkbox"/> 4th Class	<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special		
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
Local Government Unit of Mataasnakahoy, Batangas		Office of the Municipal Assessor			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
Office of the Municipal Assessor		Office of the Municipal Assessor			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
P 11,804.00	P 9,567.00	P 11,804.00	PERA P 2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Municipal Assessor		None			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <small>(if more than seven (7) list only by their item numbers and titles)</small>					
POSITION TITLE		ITEM NUMBER			
Municipal Assessor		105 - 7			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Binding Machine, Computer, Calculator, Logbook, Cutter, Scissor, Triangular Scale, Tape Measure					
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 checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	<hr/>	
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Take charge in the assessment of real property. Ensure all laws and policies governing the appraisal and assessment of real properties and properly executed equitably and justifiably.					

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

Binding of office documents for safe keeping and documentation and does other related work.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary Graduate	None required	None required	None required (MC 11,s. 96-Cat III)
21e. Core Competencies			Competency Level
None Yet			None Yet
21f. Leadership Competencies			Competency Level
None Yet			None Yet

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here.)	Competency Level
30%	Take charge of binding the following documents: * Field Appraisal & Assessment Sheet (FAAS) * Certified True Copies of Tax Declaration (16 Barangays) * Monthly and Quarterly Reports * Tax Mapping Sheets for finalization of Maps * Tax Mapping Control Roill (TMCR) * All Ownership record forms	
25%	Take charge in the tax mapping records	
20%	Assist to all Assessor's field works	
15%	Provide client assistance through answering phone calls and entertaining walk-in-clients.	None Yet
10%	Perform other functions 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.

ROY A. MANALO 10/10/2019
Employee's Name, Date and Signature

FELICIANA O. GONZALES 10/10/2019
Supervisor's Name, Date and Signature



Republic of the Phillipines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
OFFICE OF THE MUNICIPAL ASSESSOR

JUSTIFICATION

THIS IS TO JUSTIFY the promotion of **Mr. ROY A. MANALO**, Administrative Aide III (Utility Worker II) Salary Grade 3 in the Office of the Municipal Assessor to Administrative Assistant I (Bookbinder III) Salary Grade 7 in the same office.

Mr. Roy Manalo had been Job Order on this municipality from July 16, 1997 to December 20, 2000 and on December 21, 2000 he was appointed as Utility Worker II to present.

He has consistent Very Satisfactory Rating since he was appointed as such.

As this office is the income generating one, there is a felt need for Administrative Assistant I, (Bookbinder III) to organize/bind all records of lot/building owners and other documents as follows:

- Field Appraisal and Assessment Sheet
- Daily Tax Mapping Records/Sketch Plans
- Monthly Reports/Quarterly Reports
- Assessment Roll
- Notice of Assessment
- Tax Declaration
- Certifications

In the exigency of the service and in addition to his position he will assist the office in the daily routinary works. There were only two (2) regular employees and 3 complement employees in the office.

Mr. Manalo is a lone applicant in the position of Administrative Assistant I (Bookbinder III) inspite that the position was published in the CSC Website and in (3) conspicuous places at the municipality from September 12 to September 26, 2019 and has gone through deep screening process by the Human Resource Management Personnel Selection Board and found qualified for the position.


FELICIANA O. GONZALES, REA
Municipal Assessor



STATISTICAL FORM NO. 101-(Rev. Dec. 1, 1953)

TO BE ACCOMPLISHED IN DUPLICATES

REPUBLIC OF THE PHILIPPINES

CERTIFICATE OF LIVE BIRTH
(FILL OUT COMPLETELY, ACCURATELY, LEGIBLY IN INK OR TYPEWRITER)

Register Number:

Province: BATANGAS
City or Municipality: HATAACNAKAHOY

(a) Civil Registrar-General No.

(b) Local Civil Registrar No. 54(2-77)

1. PLACE OF BIRTH		2. USUAL RESIDENCE OF MOTHER (Where does mother live?)	
a. PROVINCE	Batangas	a. PROVINCE	Batangas
b. CITY OR MUNICIPALITY	Hataacnakahoy	b. CITY OR MUNICIPALITY	Hataacnakahoy
c. NAME OF HOSPITAL OR INSTITUTION (If not in hospital, give street address)	San Sebastian	c. NUMBER AND STREET	San Sebastian
d. IS PLACE OF BIRTH INSIDE CITY LIMITS?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	d. IS RESIDENCE INSIDE CITY LIMITS?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. NAME (Type or print)		First: BOY	Middle: ABANTOS
CHILD	4. SEX	5. DATE BIRTH	6. IF TWIN OR TRIPLETS, WAS CHILD
	M	SINGLE <input type="checkbox"/> TWIN <input type="checkbox"/> TRIPLETS <input type="checkbox"/>	1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/>
FATHER	7. Name	First: Reynaldo	Middle: Evangelista
	8. Age (At time of birth)	10. Birthplace	11. Usual Occupation
Years: 33	San Sebastian, Mikehey, Batangas	Bourneightman	
MOTHER	12. Maiden Name	First: Burcodina	Middle: Rosales
	13. Age (At time of birth)	14. Birthplace	15. Nationality
Years: 30	Banate, Batangas	Filipino	
16. PREVIOUS DELIVERIES TO MOTHER (Do not include this birth)			
a. How many children are now living?		b. How many other children were born alive but are now dead?	
0		0	
c. How many total deaths (infants born - dead any time after conception)?		d. How many stillbirths?	
0		0	
17. INFORMANT'S SIGNATURE: JEMI			
18. ATTENDANT AT BIRTH			
I hereby certify that I attended the birth of this child who was born alive at 3:15 P.M. on the date above indicated.			
Signature: <i>[Signature]</i>			
b. DATE SIGN'D BY ATTENDANT AT BIRTH			
c. TITLE OF ATTENDANT AT BIRTH: <input type="checkbox"/> M.D. <input type="checkbox"/> Midwife <input type="checkbox"/> Nurse <input type="checkbox"/> Others (Specify)			
20. RECEIVED IN THE OFFICE OF THE LOCAL CIVIL REGISTRAR BY:			
c. SIGNATURE: <i>[Signature]</i>			
d. NAME IN PRINT: RENE D. BERSALES			
e. TITLE OR POSITION: <i>[Signature]</i>			
f. DATE: 27/7/77			
22a. LENGTH OF PREGNANCY COMPLETED WEEKS.		22b. WEIGHT AT BIRTH LBS. 02	
		22c. DATE OF BIRTH (Month) June (Year) 1977	
24. DATE AND PLACE OF MARRIAGE OF PARENTS (For legitimate birth)		25. THIS CERTIFICATE IS PREPARED BY SIGNATURE: <i>[Signature]</i> NAME IN PRINT: LISA GRACE S. BERSALES TITLE OR POSITION: National Statistician and Civil Registrar General DATE: 27/7/77	
City or Municipality: Victoria, Oriental Mindoro			
26. SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES			

06471-G9-105JIL-00457-B1007

BEST POSSIBLE IMAGE



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BReN
01018-A77C301-7Documentary
Stamp Tax Paid

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

3760



CamScanner



**University of
Batangas**
OFFICIAL TRANSCRIPT OF RECORDS

Name **MANALO, ROY ABARINTOS**

Student No. 9420118

Sex M

Address

College of
Entrance Credential

Date Admitted

Preliminary Education

Elementary

Year Graduated

High School

Year Graduated

Degree/TITLE Conferred

Major

Date of Graduation

Date Issued

S.O. No.

SUBJECTS (With Descriptive Titles)	GRADES		CREDITS
	FINAL	RE-EX/ COMPL'N	
SUMMER 1994-1995 cont.			
ELX 107- Electronics Theory 6	2.75		5
ELX 109- Instrumentation and Control	2.75		3
FIRST SEMESTER 1995-1996			
E L PAGE 10 # 89 ELECTRONICS-MALE			
OJT 101- On The Job Training	2.00		12
PE 103- Individual/ Dual Sports	2.50		2
SECOND SEMESTER 1995-1996			
E L PAGE 9 # 86 ELECTRONICS-MALE			
ELX 105- Safety Measures	2.00		3
ELX 108- Industrial Electronics	2.25		3
ELX 106- Electronics Theory 5	2.25		6
PE 104- Team Sports/ Games	2.00		2
TRANSCRIPT CLOSED-----			

**GRADING SYSTEM:**

1.00 - 99 - 100%

1.75 - 90 - 92%

2.50 - 81 - 83%

1.25 - 96 - 98%

2.00 - 87 - 89%

2.75 - 78 - 80%

1.50 - 93 - 95%

2.25 - 84 - 86%

3.00 - 75 - 77%

5.00 - Failed

Inc. - Incomplete

Remarks:

GRADUATED WITH TWO-YEAR CERTIFICATE
OF PROFICIENCY IN ELECTRONICS TECHNOLOGY
AS OF MARCH 9, 1996

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MARIE ANN A. ALETA

Prepared by: medeleinemelo

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Certified True and Correct:

DR. NENITA E. CUEVAS

University Registrar

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for DR. NENITA E. CUEVAS
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