

January 20, 2025

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

**THRU: Mr. GALLY D. TIPAN**  
Mun. Human Resource Mgt. Officer

Dear Mayor:

Greetings of Peace!

I would like to request for the exemption of wearing agency-prescribed uniform for Wednesday (Red Polo Shirt) for the reason that I am still in mourn for the loss of my father last December 6, 2024.

Rest assured that I will be complying the policy on wearing prescribed uniform soon after the "Babang Luksa".

Hoping for your favorable consideration on this matter.

Thank you and more power.

Respectfully yours,

  
**PRIMROSE B. MANALO**

Approved :

Disapproved :

Received :

*Gally D. Tipan*  
GALLY D. TIPAN  
01/20/25

CS Form No. 33-A

Revised 2018



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



**Ms. PRIMROSE B. MANALO**

**You are hereby appointed as Registration Officer II (SG - 14) under Permanent**  
(Position Title) (Permanent, Temporary, etc.)

**status at the Office of the Municipal Civil Registry with a compensation rate of**  
(Office/Department/Unit)

**Twenty Thousand Eight Hundred Sixteen Pesos (P 20,816.00) per month.**

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

**who -0- with Plantilla Item No. 65 Page 4.**  
(Transferred, Retired, etc.)

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

(The employee shall be reverted to her 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 MACPANTAY ILAGAN  
Municipal Mayor

## CSC Notation

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.

 PRIMROSE B. MANALO  
Appointee



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

## OFFICE OF THE MAYOR

OFFICE ORDER  
No.22 -S-2023

FROM: Hon. JANET MAGPANTAY ILAGAN  
Municipal Mayor

TO : Ms. PRIMROSE B. MANALO  
Registration Officer II

DATE : May 11, 2023

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE In the Office of the  
Municipal Civil Registry

In the exigency of the service and in view of the absence (Travel Abroad) of Ms. Lalaine B. Tipan, Municipal Civil Registrar, you are hereby designated as Officer-in-charge in the Office of the Municipal Civil Registry for the period May 12 to 19,2023 without additional compensation.

In view thereof, you shall exercise the rights, duties and responsibilities inherent to the office policies but this excludes financial matters.

Further, you shall receive RATA and other benefits equivalent to the amount received by the Municipal Civil Registrar for the time being.

This Order shall take effect immediately and automatically be revoked upon the attendance and presence of Ms.Tipan.

For Information and guidance.

Conforme

Ms. PRIMROSE B. MANALO  
Registration Officer II

Hon. JANET MAGPANTAY ILAGAN  
Municipal Mayor

**J**oining hands for **M**ataasnakahoy's **I**nterest  
ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



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

## OFFICE OF THE MAYOR

OFFICE ORDER  
No.20-S-2023

FROM: Hon. JANET MAGPANTAY ILAGAN  
Municipal Mayor

TO : Ms. PRIMROSE B. MANALO  
Registration Officer II

DATE : April 24, 2023

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE in the Office of the  
Municipal Civil Registry

In the exigency of the service and in view of the official travel of Ms. Lalaine B. Tipan, Municipal Civil Registrar in attending Seminar 2023 Conference of Local and Regional Executives with the theme "**Strengthening Competent, Motivated, Agile and Resilient Executives**" at Baguio City, you are hereby designated as Officer-in-charge in the Office of the Municipal Civil Registry for the period April 25-27, 2023 without additional compensation.

In view thereof, you shall exercise the rights, duties and responsibilities inherent to the office policies but this excludes financial matters.

This Order shall take effect immediately and automatically be revoked upon the attendance and presence of Ms. Tipan.

For Information and guidance.

Conforme:

Ms. PRIMROSE B. MANALO  
Registration Officer II

Hon. JANET MAGPANTAY ILAGAN  
Municipal Mayor

**J**oining hands for **M**ataasnakahoy's **I**nterest  
ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

# PERSONAL DATA SHEET

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

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

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

## I. PERSONAL INFORMATION

2. SURNAME	MANALO			NAME EXTENSION (JR., SR.)	N/A
FIRST NAME	PRIMROSE				
MIDDLE NAME	BAYANI				
3. DATE OF BIRTH (mm/dd/yyyy)	03/15/1976	16. CITIZENSHIP		<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization <small>If holder of dual citizenship, please indicate the details.</small>	
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS			Pls. 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 <small>House/Block/Lot No.</small> <small>Subdivision/Village</small> <small>City/Municipality</small> <small>ZIP CODE</small>	
7. HEIGHT (m)	1.63 METERS			N/A      N/A	
8. WEIGHT (kg)	49 KILOGRAMS			Street N/A      CALINGATAN	
9. BLOOD TYPE	"B"			Barangay N/A      BATANGAS	
10. GSIS ID NO.	006-0120-0559-2			Province 4223	
11. PAG-IBIG ID NO.	149000216682				
12. PHILHEALTH NO.	09-000044584-2				
13. SSS NO.	N/A			18. PERMANENT ADDRESS	
14. TIN NO.	908-739-855			<small>House/Block/Lot No.</small> <small>Subdivision/Village</small> <small>City/Municipality</small> <small>ZIP CODE</small>	
15. AGENCY EMPLOYEE NO.	MCR002			N/A      N/A	
19. TELEPHONE NO.					
20. MOBILE NO.					
21. E-MAIL ADDRESS (if any)					

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MANALO			23. NAME OF CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROY	NAME EXTENSION (JR., SR.)		ANDREA NICOLE B. MANALO		10/7/2005
MIDDLE NAME	N/A			CARLA ISABEL B. MANALO		4/24/2011
OCCUPATION	GOVERNMENT EMPLOYEE					
EMPLOYER/BUSINESS NAME	LOCAL GOVERNMENT UNIT					
BUSINESS ADDRESS	MATAASNAKAHOY, BATANGAS					
TELEPHONE NO.	(043)461-0293					
24. FATHER'S SURNAME	BAYANI					
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR.)				
MIDDLE NAME	N/A					
25. MOTHER'S MAIDEN NAME						
SURNAME	JAPLOS					
FIRST NAME	ROSITA					
MIDDLE NAME	DE CASTRO			<small>(Continue on separate sheet if necessary)</small>		

## 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	CALINGATAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1983	1989	GRADUATE	1989	N/A
SECONDARY	THE MABINI ACADEMY	HIGH SCHOOL	1989	1993	GRADUATE	1993	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF BATANGAS	BACHELOR OF SCIENCE IN COMMERCE	1993	1997	GRADUATE	1997	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	Juanito	DATE	JANUARY 29, 2021	CS FORM 212 (Revised 2017), Page 1 of 4
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#### **IV. CIVIL SERVICE ELIGIBILITY**

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE PROFESSIONAL	82.70	11/7/1999	TANAUAN CENTRAL SCHOOL	N/A	N/A
	CAREER SERVICE SUBPROFESSIONAL	83.38	8/15/1999	BATANGAS NATIONAL HIGH SCHOOL	N/A	N/A

**(Continue on separate sheet if necessary)**

## **V. WORK EXPERIENCE**

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

(Continue on separate sheet if necessary)

**SIGNATURE**

*[Signature]*

DATA

JANUARY 29, 2021

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## VI. VOLUNTARY WORK OR INVOLVEMENT

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&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&amp;D/training program and include only the relevant L&amp;D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

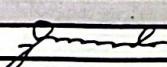
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	PhIGEPS ONLINE TRAINING FOR BUYERS	11/09/2020	11/10/2020	16 HOURS	TECHNICAL	(PHIGEPS) e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	SEMINAR/WORKSHOP ON RA 9184 OTHERWISE KNOWN AS THE GOVERNMENT PROCUREMENT REFORM ACT	08/08/2019	08/10/2019	24 HOURS	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT (REGIONAL OFFICE IV-A) PHILBO-CALABARZON, INC.
	TRAINING ON THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT 9184	07/24/2019	07/26/2019	24 HOURS	TECHNICAL	GOVERNMENT PROCUREMENT POLICY BOARD - TECHNICAL SUPPORT OFFICE (GPPB-TSO)
	SEMINAR/WORKSHOP ON LANGUAGE PROFICIENCY	09/13/2018	09/14/2018	16 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKAHAY, BATANGAS
	OMNIBUS RULES ON APPOINTMENT AND OTHER HUMAN RESOURCE ACTION (ORA-OHRA)	07/12/2018	07/12/2018	8 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION AND LOCAL GOVERNMENT UNIT-MATAASNAKAHAY, BATANGAS
	9TH NATIONAL WORKSHOP ON CIVIL REGISTRATION	06/05/2018	06/07/2018	24 HOURS	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
	NATIONAL CONFERENCE AND CONGRESS OF CIVIL REGISTRY PERSONNEL AND IMPLEMENTING PARTNERS IN CIVIL REGISTRATION	02/27/2017	03/03/2017	40 HOURS	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
	TRAINING ON REVISED IMPLEMENTING RULES AND REGULATIONS AND MANUAL OF INSTRUCTIONS OF REPUBLIC ACT 9255	06/07/2016	06/08/2016	16 HOURS	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
	NATIONAL CONVENTION OF CIVIL REGISTRY PERSONNEL AND PARTNERS IN CIVIL REGISTRATION	04/04/2016	04/08/2016	40 HOURS	TECHNICAL	PHILIPPINE ASSOCIATION OF CIVIL REGISTRARS
	9TH NATIONAL CONVENTION OF SOLEMNIZING OFFICERS	08/25/2015	08/27/2015	24 HOURS	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
	13TH NATIONAL BIENNIAL CONVENTION ON CIVIL REGISTRATION	05/18/2015	05/22/2015	40 HOURS	TECHNICAL	PHILIPPINE ASSOCIATION OF CIVIL REGISTRARS
	TRAINING ON THE PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY COURT DECREES, LEGAL INSTRUMENTS, REPUBLIC ACT 9046, REPUBLIC ACT 10172 AND SUPPLEMENTAL REPORTS	02/26/2015	02/27/2015	16 HOURS	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY AND LEAGUE OF CIVIL REGISTRARS OF BATANGAS PROVINCE
	GENDER SENSITIVITY TRAINING	12/03/2013	12/03/2013	8 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION AND LOCAL GOVERNMENT OF MATAASNAKAHAY, BATANGAS
	PUBLIC SERVANTS : UNITY WITH EXCELLENCE AT WORK	05/07/2013	05/07/2013	4 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKAHAY, BATANGAS
	LEAGUE OF CIVIL REGISTRARS OF BATANGAS PROVINCE YEAR-END ASSESSMENT AND PLANNING WORKSHOP WITH DISCUSSION ON THE IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT 10172	12/07/2012	12/07/2012	8 HOURS	TECHNICAL	NATIONAL STATISTICS OFFICE - BATANGAS
	TRAINING ON REVISED CIVIL REGISTRY FORMS AND PHILCRIS VERSION 3.0	11/18/2011	11/18/2011	8 HOURS	TECHNICAL	NATIONAL STATISTICS OFFICE
	VALUES ORIENTATION WORKSHOP (VOW)	09/21/2011	09/23/2011	24 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION / LOCAL GOVERNMENT UNIT-MATAASNAKAHAY, BATANGAS
	ORIENTATION / SEMINAR ON REPUBLIC ACT 9485 (ANTI-RED TAPE ACT OF 2007)	03/31/2009	03/31/2009	8 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKAHAY, BATANGAS
	SPIRITUAL AND MORAL RECOVERY	09/17/2003	09/18/2003	16 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKAHAY, BATANGAS
	LOCAL EXECUTIVE FORUM (LEF)	11/08/2001	11/09/2001	16 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE NO. 4
	PERFORMANCE EVALUATION SYSTEM	06/14/2000	06/14/2000	8 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKAHAY, BATANGAS
	LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)	04/15/1998	04/16/1998	16 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKAHAY, BATANGAS

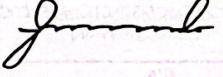
(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

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

(Continue on separate sheet if necessary)

SIGNATURE  DATE JANUARY 29, 2021 CS FORM 212 (Revised 2017), Page 3 of 4

<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?</p> <p>b. Are you a person with disability?</p> <p>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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">NAME</th> <th style="text-align: left; width: 30%;">ADDRESS</th> <th style="text-align: left; width: 40%;">TEL NO.</th> </tr> </thead> <tbody> <tr> <td>MRS. LALAJINE B. TIPAN</td> <td>BRGY IV, MATAASNAKAHAYO, BATANGAS</td> <td>(043)461-2123</td> </tr> <tr> <td>BRGY. CAPT. RENE LUBIS</td> <td>CALINGATAN, MATAASNAKAHAYO, BATANGAS</td> <td>0928-1891247</td> </tr> <tr> <td>MRS. NENITA A. ALVIS</td> <td>BRGY IV, MATAASNAKAHAYO, BATANGAS</td> <td>(043)784-1041</td> </tr> </tbody> </table> <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>		NAME	ADDRESS	TEL NO.	MRS. LALAJINE B. TIPAN	BRGY IV, MATAASNAKAHAYO, BATANGAS	(043)461-2123	BRGY. CAPT. RENE LUBIS	CALINGATAN, MATAASNAKAHAYO, BATANGAS	0928-1891247	MRS. NENITA A. ALVIS	BRGY IV, MATAASNAKAHAYO, BATANGAS	(043)784-1041
NAME	ADDRESS	TEL NO.											
MRS. LALAJINE B. TIPAN	BRGY IV, MATAASNAKAHAYO, BATANGAS	(043)461-2123											
BRGY. CAPT. RENE LUBIS	CALINGATAN, MATAASNAKAHAYO, BATANGAS	0928-1891247											
MRS. NENITA A. ALVIS	BRGY IV, MATAASNAKAHAYO, BATANGAS	(043)784-1041											
<p>Government Issued ID (i.e. 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.: MCR002</p> <p>Date/Place of Issuance: 2019M-KAHAYO, BATB.</p>	 <p>Signature (Sign inside the box)</p> <p>JANUARY 29, 2021</p> <p>Date Accomplished</p>	 <p>Right Thumbmark</p>											
<p>SUBSCRIBED AND SWEARN to before me this 1st day of February, 2021, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>EVELYN R. OLARTE</td> </tr> <tr> <td>Municipal Human Resource Management Officer</td> </tr> </table>			EVELYN R. OLARTE	Municipal Human Resource Management Officer									
EVELYN R. OLARTE													
Municipal Human Resource Management Officer													

# 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.

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

## I. PERSONAL INFORMATION

2. SURNAME	MANALO		
FIRST NAME	PRIMROSE	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	BAYANI		
3. DATE OF BIRTH (mm/dd/yyyy)	03/15/1976	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		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	If holder of dual citizenship, please indicate the details.	
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. _____ Street _____ N/A CALINGATAN Subdivision/Village _____ Barangay _____ MATAASNAKAHOY BATANGAS City/Municipality _____ Province _____
7. HEIGHT (m)	1.63 METERS	ZIP CODE	4223
8. WEIGHT (kg)	49 KILOGRAMS	18. PERMANENT ADDRESS	N/A House/Block/Lot No. _____ Street _____ N/A CALINGATAN Subdivision/Village _____ Barangay _____ MATAASNAKAHOY BATANGAS City/Municipality _____ Province _____
9. BLOOD TYPE	B+	ZIP CODE	4223
10. GSIS ID NO.	006-0120-0559-2	19. TELEPHONE NO.	(043) 740-2948
11. PAG-IBIG ID NO.	149000216682	20. MOBILE NO.	0966-9477873
12. PHILHEALTH NO.	09-000044584-2	21. E-MAIL ADDRESS (if any)	pbmanalo0315@yahoo.com
13. SSS NO.	N/A	22. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
14. TIN NO.	908-739-855	ANDREA NICOLE B. MANALO	07/10/2005
15. AGENCY EMPLOYEE NO.	MCR002	CARLA ISABEL B. MANALO	24/04/2011
----- nothing follows -----			

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MANALO			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROY	NAME EXTENSION (JR., SR.)	ANDREA NICOLE B. MANALO		07/10/2005
MIDDLE NAME	N/A ABARINTOS			CARLA ISABEL B. MANALO	
OCCUPATION	GOVERNMENT EMPLOYEE			24/04/2011	
EMPLOYER/BUSINESS NAME	LOCAL GOVERNMENT UNIT				
BUSINESS ADDRESS	MATAASNAKAHOY, BATANGAS				
TELEPHONE NO.	(043) 461-0293				
24. FATHER'S SURNAME	BAYANI				
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR.)			
MIDDLE NAME	N/A LINA				
25. MOTHER'S MAIDEN NAME					
SURNAME	JAPLOS				
FIRST NAME	ROSITA				
MIDDLE NAME	DE CASTRO			(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	CALINGATAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1983	1989	GRADUATE	1989	N/A
SECONDARY	THE MABINI ACADEMY	HIGH SCHOOL	1989	1993	GRADUATE	1993	N/A
VOCATIONAL/TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF BATANGAS	BACHELOR OF SCIENCE IN COMMERCE	1993	1997	GRADUATE	1997	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 1, 2023	CS FORM 212 (Revised 2017). Page 1 of 4
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#### **IV. CIVIL SERVICE ELIGIBILITY**

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE PROFESSIONAL	82.70	07/11/1999	TANAUAN CENTRAL SCHOOL	N/A	N/A
	CAREER SERVICE SUBPROFESSIONAL	83.38	15/08/1999	BATANGAS NATIONAL HIGH SCHOOL	N/A	N/A
	----- nothing follows -----					

(Continue on separate sheet if necessary)

## **V. WORK EXPERIENCE**

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

(Continue on separate sheet if necessary)

---

**SIGNATURE**

*[Signature]* (Contd.)

DATA

FEBRUARY 1, 2023

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## 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&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&amp;D/training program and include only the relevant L&amp;D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/SPONSORED BY (Write in full)
		From	To			
	SEMINAR-WORKSHOP ON ADMINISTRATIVE JUSTICE (SWA)	10/25/2022	10/26/2022	16 HOURS	TECHNICAL	LGU-MATAASNAKHOY, BATANGAS
	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)
	ONLINE TRAINING FOR THE MUNICIPAL LOCAL GOVERNMENT UNITS ON REPUBLIC ACT NO. 9184 AND ITS REVISED IMPLEMENTING RULES AND REGULATIONS BATCH 7	10/25/2021	10/29/2021	40 HOURS	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT - GOVERNMENT PROCUREMENT POLICY BOARD TECHNICAL SUPPORT OFFICE
	GOVERNMENT WIDE EMAIL SYSTEM (GovMail) AND GOVERNMENT CONFERENCING SERVICE (GVCS) TRAINING	09/20/2021	09/21/2021	8 HOURS	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
	PHILGEPS ONLINE TRAINING FOR BUYERS	11/09/2020	11/10/2020	16 HOURS	TECHNICAL	(PHILGEPS) e-BLACKBOARDS LEARNING AND SOLUTIONS, INC
	SEMINARWORKSHOP ON RA 9184 OTHERWISE KNOWN AS THE GOVERNMENT PROCUREMENT REFORM ACT	08/08/2019	08/10/2019	24 HOURS	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT (REGIONAL OFFICE IV-A) PHILLBO-CALABARZON, INC.
	TRAINING ON THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT 9184	07/24/2019	07/26/2019	24 HOURS	TECHNICAL	GOVERNMENT PROCUREMENT POLICY BOARD - TECHNICAL SUPPORT OFFICE (GPPB-TSO)
	SEMINAR/WORKSHOP ON LANGUAGE PROFICIENCY	09/13/2018	09/14/2018	16 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKHOY, BATANGAS
	OMNIBUS RULES ON APPOINTMENT AND OTHER HUMAN RESOURCE ACTION (ORA-OHRA)	07/12/2018	07/12/2018	8 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION AND LOCAL GOVERNMENT UNIT-MATAASNAKHOY, BATANGAS
	9TH NATIONAL WORKSHOP ON CIVIL REGISTRATION	06/05/2018	06/07/2018	24 HOURS	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
	NATIONAL CONFERENCE AND CONGRESS OF CIVIL REGISTRY PERSONNEL AND IMPLEMENTING PARTNERS IN CIVIL REGISTRATION	02/27/2017	03/03/2017	40 HOURS	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
	TRAINING ON REVISED IMPLEMENTING RULES AND REGULATIONS AND MANUAL OF INSTRUCTIONS OF REPUBLIC ACT 9255	08/07/2016	08/08/2016	16 HOURS	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
	NATIONAL CONVENTION OF CIVIL REGISTRY PERSONNEL AND PARTNERS IN CIVIL REGISTRATION	04/04/2016	04/08/2016	40 HOURS	TECHNICAL	PHILIPPINE ASSOCIATION OF CIVIL REGISTRARS
	9TH NATIONAL CONVENTION OF SOLEMNIZING OFFICERS	08/25/2015	08/27/2015	24 HOURS	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
	13TH NATIONAL BIENNIAL CONVENTION ON CIVIL REGISTRATION	05/18/2015	05/22/2015	40 HOURS	TECHNICAL	PHILIPPINE ASSOCIATION OF CIVIL REGISTRARS
	TRAINING ON THE PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY COURT DECREES, LEGAL INSTRUMENTS, REPUBLIC ACT 9048, REPUBLIC ACT 10172 AND SUPPLEMENTAL REPORTS	02/26/2015	02/27/2015	16 HOURS	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY AND LEAGUE OF CIVIL REGISTRARS OF BATANGAS PROVINCE
	GENDER SENSITIVITY TRAINING	12/03/2013	12/03/2013	8 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION AND LOCAL GOVERNMENT OF MATAASNAKHOY, BATANGAS
	PUBLIC SERVANTS - UNITY WITH EXCELLENCE AT WORK	05/07/2013	05/07/2013	4 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKHOY, BATANGAS
	LEAGUE OF CIVIL REGISTRARS OF BATANGAS PROVINCE YEAR-END ASSESSMENT AND PLANNING WORKSHOP WITH DISCUSSION ON THE IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT 10172	12/07/2012	12/07/2012	8 HOURS	TECHNICAL	NATIONAL STATISTICS OFFICE - BATANGAS
	TRAINING ON REVISED CIVIL REGISTRY FORMS AND PHILCRIS VERSION 3.0	18/11/2011	18/11/2011	8 HOURS	TECHNICAL	NATIONAL STATISTICS OFFICE
	VALUES ORIENTATION WORKSHOP (VOW)	09/21/2011	09/23/2011	24 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION / LOCAL GOVERNMENT UNIT-MATAASNAKHOY, BATANGAS
	ORIENTATION / SEMINAR ON REPUBLIC ACT 9485 (ANTI-RED TAPE ACT OF 2007)	03/31/2009	03/31/2009	8 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKHOY, BATANGAS
	SPIRITUAL AND MORAL RECOVERY	09/17/2003	09/18/2003	16 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKHOY, BATANGAS
	LOCAL EXECUTIVE FORUM (LEF)	11/08/2001	11/09/2001	16 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE NO. 4
	PERFORMANCE EVALUATION SYSTEM	06/14/2000	06/14/2000	8 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKHOY, BATANGAS
	LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)	04/15/1998	04/16/1998	16 HOURS	TECHNICAL	LOCAL GOVERNMENT UNIT-MATAASNAKHOY, BATANGAS

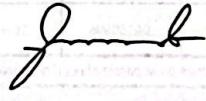
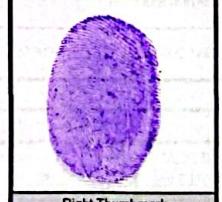
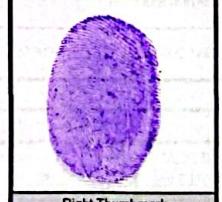
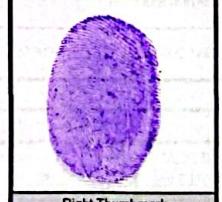
(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

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

(Continue on separate sheet if necessary)

SIGNATURE	DATE	FEBRUARY 1, 2023	C3 FORM 212 (Revised 2017), Page 3 of 4

<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?</p> <p>b. Are you a person with disability?</p> <p>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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;">NAME</th> <th style="text-align: left; width: 33%;">ADDRESS</th> <th style="text-align: left; width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>BRGY. CAPT. RENE LUBIS</td> <td>CALINGATAN, MATAASNAHANAY, BATANGAS</td> <td>0928-1891247</td> </tr> <tr> <td>MRS. ROSAIRE C. DELA PAZ</td> <td>CALINGATAN, MATAASNAHANAY, BATANGAS</td> <td>(043) 276-9542</td> </tr> <tr> <td>MRS. AILEEN L. ANDAL</td> <td>CALINGATAN, MATAASNAHANAY, BATANGAS</td> <td>(043) 783-2134</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	BRGY. CAPT. RENE LUBIS	CALINGATAN, MATAASNAHANAY, BATANGAS	0928-1891247	MRS. ROSAIRE C. DELA PAZ	CALINGATAN, MATAASNAHANAY, BATANGAS	(043) 276-9542	MRS. AILEEN L. ANDAL	CALINGATAN, MATAASNAHANAY, BATANGAS	(043) 783-2134							
NAME	ADDRESS	TEL. NO.																	
BRGY. CAPT. RENE LUBIS	CALINGATAN, MATAASNAHANAY, BATANGAS	0928-1891247																	
MRS. ROSAIRE C. DELA PAZ	CALINGATAN, MATAASNAHANAY, BATANGAS	(043) 276-9542																	
MRS. AILEEN L. ANDAL	CALINGATAN, MATAASNAHANAY, BATANGAS	(043) 783-2134																	
<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>Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Government Issued ID:</td> <td style="width: 33%;">COMPANY ID</td> <td style="width: 33%;">_____</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>MCR002</td> <td>_____</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td colspan="2">2019M-KAHYO, BATB.</td> </tr> </table>	Government Issued ID:	COMPANY ID	_____	ID/License/Passport No.:	MCR002	_____	Date/Place of Issuance:	2019M-KAHYO, BATB.		<p> Signature (Sign inside the box) FEBRUARY 1, 2023 Date Accomplished</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">SUBSCRIBED AND SWORN to before me this</td> <td style="width: 33%;">, affiant exhibiting his/her validly issued government ID as indicated above.</td> <td style="width: 33%;">Right Thumbmark</td> </tr> <tr> <td colspan="2" style="text-align: center;">GALLY D. TIPAN</td> <td style="text-align: center;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">Municipal Human Resource Management Officer</td> </tr> </table>	SUBSCRIBED AND SWORN to before me this	, affiant exhibiting his/her validly issued government ID as indicated above.	Right Thumbmark	GALLY D. TIPAN			Municipal Human Resource Management Officer		
Government Issued ID:	COMPANY ID	_____																	
ID/License/Passport No.:	MCR002	_____																	
Date/Place of Issuance:	2019M-KAHYO, BATB.																		
SUBSCRIBED AND SWORN to before me this	, affiant exhibiting his/her validly issued government ID as indicated above.	Right Thumbmark																	
GALLY D. TIPAN																			
Municipal Human Resource Management Officer																			



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

## OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

### MEMORANDUM ORDER

No. 01-S-2022

DATE : June 17, 2022

TO : Ms. PRIMROSE B. MANALO

SUBJECT : TEMPORARY DESIGNATION AS IN- CHARGE OF OFFICE

In the exigency of the service and in view of my official travel in attending Seminar on Republic Act No. 9184 and its 9184 and its 2016 Revised IRR: Key Concepts and Practical Tools on Procurement Planning, Procedures and Documents Control System. You are hereby designated as In-charge of Office at the Municipal Civil Registrar effective June 20-22, 2022.

As In-Charge of Office you shall exercise the rights, duties and responsibilities inherent to the office policies but this excludes financial matters.

For Information and guidance of all concerned.

A handwritten signature in black ink, appearing to read "Lalaine B. Tipan".

LALAIN B. TIPAN  
Municipal Civil Registrar

Noted by:

A large, handwritten signature in black ink, appearing to read "JANET MAGPANTAY ILAGAN". Below it, the title "Municipal Mayor" is written in smaller black ink. The entire signature is enclosed in a large, irregular oval.



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 PRIMROSE B. MANALO as Registration Officer II in the Office of the Municipal Civil Registry 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 BUDGET**

**CERTIFICATION**

THIS IS TO CERTIFY that funds are available for the position of Registration Officer II in the Office of the Municipal Civil Registry this municipality, with Salary Grade 8 amounting to TWO HUNDRED FORTY NINE THOUSAND SEVEN HUNDRED NINETY TWO PESOS (P 249,792.00) per annum as per Annual Budget CY-2019 of this municipality.

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

  
**ROSARIE E. DE LA PAZ**  
Municipal Budget Officer

**CSC**  
CIVIL SERVICE COMMISSION  
*Republic of the Philippines*  
**Regional Office IV**

<04020198>

Exam No. 561833

Sir/Madam:

REPUBLIC OF THE PHILIPPINES  
CIVIL SERVICE COMMISSION  
METRO MANILA

**CERTIFICATE OF ELIGIBILITY**

SEPTEMBER 14, 1999

Date of Release

The general rating you obtained in the **CAREER SERVICE SUBPROFESSIONAL** examination held in BATS NATIONAL HIGH SCHOOL on AUGUST 15, 1999 is EIGHTY-THREE AND 38/100 <83.38>

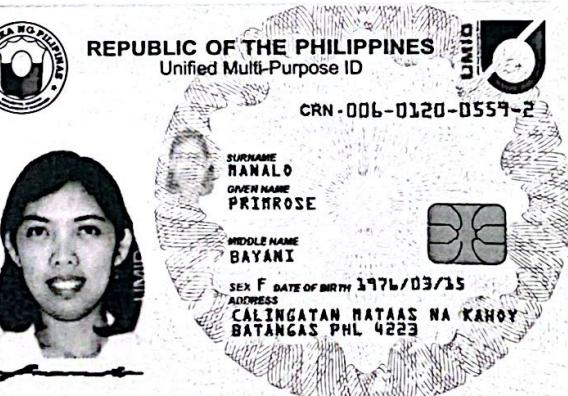
Your name has been entered in a register of eligibles from which appointment to a position requiring this eligibility will be made provided you possess the qualifications and other requirements thereto.

BAYANI, PRIMROSE J  
MATAAS NA KAHOY BATANGAS

Very truly yours,

*Corazon Alma G. de Leon*  
CORAZON ALMA G. DE LEON  
Chairman

DATE OF BIRTH MAR 15, 1976 PLACE OF BIRTH M KAHOY BATS



**CERTIFIED AUTHENTICATED COPY**

**RODOLFO M. MANALO**  
Acting Chief Human Resource Specialist  
Examination Services Division

*2019/07-3011*

Bawat Kawani, Lingkod Bayani

**CSC**  
CIVIL SERVICE COMMISSION  
*Republic of the Philippines*  
**Regional Office IV**

<04311537>

Exam No. 078047

Sir/Madam:

The general rating you obtained in the **CAREER SERVICE PROFESSIONAL** examination  
held in TANAUAN CENTRAL SCHOOL on NOVEMBER 07, 1999  
is EIGHTY-TWO AND 70/100 <82.70>

Your name has been entered in a register of eligibles from which appointment to a position requiring this eligibility will be made provided you possess the qualifications and other requirements thereto.

Very truly yours,

*Corazon Alma G. de Leon*  
**CORAZON ALMA.G. DE LEON**  
Chairman

DATE OF BIRTH MAR 15, 1976 PLACE OF BIRTH MNK BATANGAS

WARNING: This Certificate of Eligibility is not valid if there is any alteration or erasure in it. Any illegal use of this Certificate shall subject the owner/eligible to administrative sanctions and/or criminal prosecution.

**97-115882**



**CERTIFIED AUTHENTICATED COPY**

**RODOLFO M. MANALO**  
Acting Chief Human Resource Specialist  
Examination Services Division  
*2091007-3032*

Bawat Kawani, Lingkod Bayani

<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Responsible for civil registration and keeps record of all registrable documents.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Bachelor's Degree	One year of relevant experience	4 hours of relevant training	Career Service Professional (2nd Level Eligibility)
<b>21e. Core Competencies</b>			<b>Competency Level</b>
None Yet			None Yet
<b>21f. Leadership Competencies</b>			<b>Competency Level</b>
None Yet			None Yet
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			
<b>Percentage of Working Time</b>	<b>(State the duties and responsibilities here.)</b>		
10%	Collects and records the details of all births, death and marriages and civil partnership in the area.		
10%	Interviews parents and relatives after birth or death and applicants for marriage license.		
5%	Issues birth/marriage certificates.		
10%	Collects statistics to send to Philippine Statistics Authority (PSA)		
15%	Check supporting documents before publication of notice for marriage license.		
10%	Keeps and maintains accurate local civil registry records.		
10%	Reconstruct destroyed civil registry records upon compliance with the requirements.		
10%	Receive/Prepare supplemental report (Supplying of information inadvertently omitted).		
10%	Receive/Prepare petition for Correction of Gender/Day and Month of Birth (R.A. 10172) in the birth certificate		
10%	Perform other functions and responsibilities that may be assigned from time to time.		
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
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.			
 <b>PRIMROSE B. MANALO</b> <b>10/10/2019</b> Employee's Name, Date and Signature		 <b>LALAIN B. TIPAN</b> <b>10/10/2019</b> Supervisor's Name, Date and Signature	

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**

**Registration Officer II**

**2. ITEM NUMBER**

65 - 4

**3. SALARY GRADE**

SG - 14

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

Province  
 City  
 Municipality

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

5th Class  
 6th Class  
 Special

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

Local Government Unit of Mataasnakahoy, Batangas

**6. BUREAU OR OFFICE**

Office of the Municipal Civil Registry

**7. DEPARTMENT / BRANCH / DIVISION**

Office of the Municipal Civil Registry

**8. WORKSTATION / PLACE OF WORK**

Office of the Municipal Civil Registry

**9. PRESENT APPROP ACT**

P 20,816.00

P 14,546.00

**10. PREVIOUS APPROP ACT**

P 20,816.00

PERA P 2,000.00

**11. SALARY AUTHORIZED**

PERA P 2,000.00

**12. OTHER COMPENSATION**

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

Municipal Civil Registrar

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

None

**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

Municipal Civil Registrar

64 - 4

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

Computer, Calculator, Logbook, Record Book

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

General Public

Supervisors

Other Agencies

Non-Supervisors

Others (Please Specify): \_\_\_\_\_

Staff

**18. WORKING CONDITION**

Office Work

Other/s (Please Specify)

Field Work

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

Responsible for civil registration program and shall develop plans and strategies upon approval of the Local Chief Executive, keeps records of all registrable documents.



Republic of the Philippines  
Province of Batangas  
**Municipality of Mataasnakahoy**

## OATH OF OFFICE

I, PRIMROSE B. MANALO of Brgy. Calingatan, Mataasnakahoy, Batangas, having been appointed to the position of Registration Officer II 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.



**PRIMROSE B. MANALO**  
(Signature over Printed Name of the Appointee)

Government ID: LGU-ID  
ID Number : MCR-002  
Date Issued : 2016

---

Subscribed and sworn to before me this 10<sup>th</sup> 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 Ms. PRIMROSE B. MANALO has assumed the duties and responsibilities as Registration Officer II in the Office of the Municipal Civil Registry effective October 10, 2019.

This certification is issued in connection with the issuance of the appointment of Ms. Manalo as Registration Officer II.

Done this 10<sup>th</sup> day of October, 2019 in Mataasnakahoy, Batangas.

**JANET MAGPANTAY ILAGAN**  
Municipal Mayor

Date: October 10, 2019

Attested by:

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

201 file  
Admin  
COA  
CSC

Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

**OFFICE OF THE MUNICIPAL CIVIL REGISTRAR**

**J U S T I F I C A T I O N**

This is to justify the promotion of **Ms. PRIMROSE B. MANALO** from Registration Officer I, SG-10 to Registration Officer II, SG-14 to the following reasons:

- that there is a felt need in the office of the Municipal Civil Registrar of Registration Officer II;
- that the position was published on the CSC website and in conspicuous places in the municipality on September 12-26, 2019;
- that she had undergone deep screening and selection process by the HRM-PSB and found qualified;
- that she is the only qualified applicant for the position;
- that she accepts all registrable documents (births, deaths, marriages) and judicial decrees/orders affecting the civil status of persons;
- that she records births, marriage, and deaths in the appropriate civil registry books;
- that she signs/authenticate births, marriage, death certificates;
- that she is in-charge in the construction of destroyed civil registry records, receive and prepare supplemental report, receive and prepare petition for correction of gender, day and month of birth (R.A. 10172) in the birth records;
- that she attains very satisfactory ratings in her IPCR for more than 6 rating period;
- that when I'm not around for official business she is the officer-in-charge in our office.



**LALAINE B. TIPAN**  
Municipal Civil Registrar



MUNICIPAL FORM NO. 102—(Revised Dec. 1, 1958)

TO BE ACCOMPLISHED IN DUPLICATE

REPUBLIC OF THE PHILIPPINES

## CERTIFICATE OF LIVE BIRTH

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

Register Number:

(a) Civil Registrar-General No. 10700-76  
(b) Local Civil Registrar No. 10700-76Province: BATANGAS  
City or Municipality: MINTABEE, BATANGAS1. PLACE OF BIRTH  
(a) PROVINCE: BATANGAS  
(b) CITY OR MUNICIPALITY: MINTABEE, BATANGAS  
(c) NAME OF HOSPITAL OR INSTITUTION (If not in hospital, give street address): CALININGAN2. USUAL RESIDENCE OF MOTHER (Where does mother live?)  
(a) PROVINCE: BATANGAS  
(b) CITY OR MUNICIPALITY: MINTABEE, BATANGAS  
(c) NUMBER AND STREET: CALININGAN

3. Is PLACE OF BIRTH INSIDE CITY LIMITS?

YES  NO 4. Is RESIDENCE ON A FARM?  
YES  NO 

5. NAME (TYPE OR PRINT) First: PRIMROSE Middle: CAPLOS Last: BAYANI

6. SEX: GIRL THIS DATE: 01 MARCH 1978  
TWIN:  TRIPLE:  7. IS TWIN OR TRIPLE, WAS CHILD  
1ST  2ND  3RD  8. DATE OF BIRTH  
Month: MARCH Day: 15 Year: 19789. AGE (AT TIME OF THIS BIRTH)  
Years: 33 10. BIRTHPLACE: Rizal, Manila, Philippines  
11. USUAL OCCUPATION: CIVIL ENGR.12. MOTHER'S NAME: First: ANTONIO Middle: RAMON Last: BAYANI  
13. MOTHER'S NAME: First: ROSITA Middle: DE CASTRO Last: BAYANI  
14. ADDRESS (AT TIME OF THIS BIRTH): Years: 78 15. ADDRESS: Rizal, Manila, Philippines16. PREVIOUS DELIVERIES TO MOTHER  
(Do not include this birth)  
1. How many children are now living? 3  
2. How many other children were born alive but are now dead?

3. How many stillborn babies have been born and are now dead?

17. ATTENDANT AT BIRTH  
1. Did you certify that I attended the birth of this child who was born  
above at 3:12 P.M. on the date above indicated.  
2. SIGNATURE: George B. Hernandez  
3. NAME IN PRINT: GEORGE B. HERNANDEZ  
4. ADDRESS: 1201, Malibay, Batangas

4. Date Signed by ATTENDANT AT BIRTH: 3/19/78

5. Title of ATTENDANT AT BIRTH:  
 M.D.  Midwife  
 Nurse  Other (Specify)6. a. Given Name Added from SUPPLEMENTAL REPORT:  
b. Date When Given Name was Supplied: 3/19/787. Received in the office of the Local Civil Registrar on: 3/19/78  
8. SIGNATURE: G. Hernandez  
9. NAME IN PRINT: George B. Hernandez  
10. TITLE OR POSITION: M.D.  
11. DATE: 3/19/7812. Length of Pregnancy: Completed Month: 7 Year: 1978  
13. WEIGHT AT BIRTH: 3.0 lbs. 0 oz. 0 lbs.14. Date and Place of DELIVERY OF PARENTS (For legitimate birth):  
July 31, 1972  
15. City or Municipality: Mintabee, Batangas, Philippines16. This Certificate is Executed by: G. Hernandez  
Signature: G. Hernandez  
Name in Print: George B. Hernandez  
Title or Position: M.D.  
Date: 3/19/78

(SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES)

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BEST POSSIBLE IMAGE

BReN  
01018-A76FF01-1Documentary  
Stamp Tax Paid

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



Basic Data Form No. 87 (Form No. 13) (Revised January 1980)			(To be accomplished in quadruplicate)			(COPY FOR OCRG)	
Republic of the Philippines OFFICE OF THE CIVIL REGISTRAR GENERAL <b>CERTIFICATE OF MARRIAGE</b>						REMARKS/ANNOTATION	
Province	<b>Batangas</b>		Registry No.	1004-180			
City/Municipality		Matanakahoy					
Name of Contracting Parties	ROY A. MANALO		PRIMROSE J. BAYANI				FOR OCCR USE ONLY Population Statistics Demographic Survey Household Survey
Date of Birth/Age	(day) 3 Feb.	(month) 1977	(year) 27 & 10 m/o/s.	(day) 15 Mar.	(month) 1976	(year) 28 & 10 m/o/s.	
Place of Birth	Mataasnakahoy, Bats.		Mataasnakahoy, Bats.				
Sex (Male or Female)	Male		Female				
Citizenship	Filipino		Filipino				
Residence	San Sebastian, Mataasnakahoy, Bats.		Calingatan, Mataasnakahoy, Bats.				
Religion	Roman Catholic		Roman Catholic				
Civil Status	Single		Single				
Name of Father	REYNALDO E. MANALO		ANTONIO L. BAYANI S.				
Citizenship	Filipino		Filipino				
Name of Mother	EUFRACINA R. ABARINTOS		ROSITA C. JAPLOS				
Citizenship	Filipino		Filipino				
Persons who give consent or advice	OF LEGAL AGE		OF LEGAL AGE				
Relationship							
Residents							
Place of Marriage	Mataasnakahoy Catholic Church (Office of the House of Barangay of Church of Mosque of Brgy. 11-A, Mataasnakahoy, Batangas)						
Date:	13 Dec. 2004		Address	10:00 A.M.			
	(day)	(month)	(year)				
IN WITNESS WHEREOF, we sign/mark with our finger print, this certificate in quadruplicate this 18th day of December, 2004							
ROY A. MANALO				PRIMROSE J. BAYANI			
(Signature of Husband)				(Signature of Wife)			
THIS IS TO CERTIFY: THAT BEFORE ME, on the date and place above-written, personally appeared the above-mentioned parties, with their mutual consent, lawfully joined together in marriage which was solemnized by me in the presence of the witnesses named below, all of legal age.							
I CERTIFY FURTHER THAT:							
<input type="checkbox"/> Marriage License No. 4405790 issued on December 13, 2004 <input type="checkbox"/> Mataasnakahoy, Bats in favor of said parties, was exhibited to me <input type="checkbox"/> no marriage license was necessary, the marriage being solemnized under Art. _____ of Executive Order No. 208. <input type="checkbox"/> the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1063							
REV. FR. EUGENIO L. VALENCIA (Signature of Solemnizing Officer) Parish Priest							
(Position/Designation)							
Authorization: CHSWHNNN Expiration: Dec. 31, 2004 (Religious Affiliation, Registry No. and Expiration Date, if applicable)				WITNESSES (Print Name and Sign)			
MAYOR ANTONIO SOLBRANO				MRS. CORNELIA SOLBRANO			
COUN. CONRAD M. GANTAY				MRS. MERITA ALVIS			

RECEIVED AT THE OFFICE  
OF THE CIVIL REGISTRAR

*[Signature]*

RECEIVED AT THE OFFICE  
OF THE CIVIL REGISTRAR  
UNIVERSITY CITY  
MUNICIPAL CIVIL REGISTRATION  
Date or Position  
Rev. D. S. Bersales  
M.D., Ph.D.

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NL000893895

Documentary  
Stamp Tax Paid

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







**University of  
Batangas**

**OFFICIAL TRANSCRIPT OF RECORDS**

Name: <b>BAYANI, PRIMROSE JAPLOS</b>	Student No.: <b>9316164</b>	Sex: <b>F</b>		
Address:	Date Admitted:			
College of				
Entrance Credential:				
Preliminary Education	Year Graduated			
Elementary:	Year Graduated			
High School:				
Degree>Title Conferred:	Major:			
Date of Graduation:	Date Issued:			
<b>S U B J E C T S</b> (With Descriptive Titles)		<b>GRADES</b>		
		<b>FINAL</b>	<b>RE-EX/ COMPL'N</b>	<b>CREDITS</b>
<b>FIRST SEMESTER 1994-1995</b>				
E.L.PAGE 19 # 151 BSC-FEMALE				
Comp 101C- EDP Concepts	2.25		3	
Type 101 -Fundamentals of Typewriting	2.25		3	
Acctg 103C- Partnership & Corporation				
Accounting	2.50		6	
English 104-Scientific Report Writing	1.50		3	
BM 101- Mgt. Principles& Practice	2.25		3	
Math 107- Business Statistics	3.00		3	
PE 3- Physical Education 3	2.25		2	
<b>SECOND SEMESTER 1994-1995</b>				
E.L.PAGE 10 # 143 BSC-FEMALE				
Fin.101-Prin.of Money, Credit & Banking	2.25		3	
Psy 102- Business Psychology	1.75		3	
Math 112- Math of Investment	3.00		3	
Comp 201- DOS Concepts	1.75		3	
Eco 101- Principles of Economics with				
Tax and Land Reform	2.00		3	
Eng.105- Introduction to Literature	2.00		3	
Eng 107- Business Correspondence	1.75		3	
PE 104- Physical Education 4	1.75		2	
<b>FIRST SEMESTER 1995-1996</b>				
E.L.PAGE 20 # 178 BSC-FEMALE				
Law 1- Obligations and Contracts	2.00		3	
X-x-				
<b>GRADING SYSTEM:</b>				
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			
<b>CERTIFIED TRUE COPY OF THE ORIGINAL</b>				
<b>Remarks:</b>	cont.on the next page.			
<b>Marita 9/9/99</b> for <b>DR. NENITA E. CUEVAS</b> <small>University Registrar</small>				

NOT VALID WITHOUT

**UB DRY SEAL**

Prepared by: Madeleinemelo

Checked by: meleta

Rev: MIS/102005

Verified by: Marie Ann A. AleTA  
Assistant Registrar

Page 2



Certified True and Correct:

Nenita  
**DR. NENITA E. CUEVAS**

University Registrar

89438





**University of  
Batangas**

**OFFICIAL TRANSCRIPT OF RECORDS**

Name: <b>BAYANI, PRIMROSE JAPLOS</b>	Student No.: <b>9316164</b>	Sex: <b>F</b>	
Address:	Date Admitted:		
College of			
Entrance Credential:			
Preliminary Education			
Elementary:	Year Graduated		
High School:	Year Graduated		
Degree>Title Conferred:	Major:		
Date of Graduation:	S.O. No.	Date Issued:	
<b>S U B J E C T S</b> (With Descriptive Titles)	<b>GRADES</b>		
	<b>FINAL</b>	<b>RE-EX/ COMPL'N</b>	<b>CREDITS</b>
<b>FIRST SEMESTER 1995-1996 CONT.</b> <b>E.L.PAGE 20 # 178 BSC- FEMALE</b>			
Comp 102- Word Processing	2.00	3	
Comp 109- Turbo-Pascal Programming	2.00	3	
Eng.106- Philippine Literature	2.00	3	
Math 128- Quantitative Tech.in Business	3.00	3	
Finance 102- Business Finance	2.75	3	
<b>SECOND SEMESTER 1995-1996</b> <b>E.L.PAGE 21 # 189 BSC- FEMALE</b>			
Law 102- Partnership & Corporation Law	1.75	3	
Tax 101- Income Taxation	2.25	3	
Comp 120- System Analysis & Design	2.75	3	
Comp 121- Computer Application in Finance	2.50	3	
Eng 117C- Oral Communication & Public Speaking	2.50	3	
Soc.Sc.105- Contemporary National Development	2.25	3	
Math 102- Business Mathematics	2.50	3	
<b>FIRST SEMESTER 1996-1997</b> <b>E.L.PAGE 34 # 292 BSC-FEMALE</b>			
Res 101- Fundamental of Research	2.50	3	
Mktg 101- Principles of Marketing	1.75	3	
Tax 102- Buiness Taxation	2.50	3	
Comp 122- Computer Maintenance	1.75	3	
x-			
<b>GRADING SYSTEM:</b>			
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		
<b>Remarks:</b>	cont.on the next page.		

NOT VALID WITHOUT



Verified by: *Marta*

Certified True and Correct: *Minj*

**DR. NENITA E. CUEVAS**

University Registrar

Prepared by: madeleinemelo **CERTIFIED TRUE COPY OF THE**  
AN **ORIGINAL**

Checked by: madeleta

Rev: MIS/102005

Page 3

*Marta 9/19/19*  
**DR. NENITA E. CUEVAS**  
for University Registrar



89439



Campuses: Batangas City | Lipa City • Telephone Number: +63 43 723 - 1446 | 980 - 0041 Website: www.ub.edu.ph



**University of  
Batangas**

**OFFICIAL TRANSCRIPT OF RECORDS**

Name: **BAYANI, PRIMROSE JAPLOS**

Student No.: **9316164**

Sex: **F**

Address:

College of

Entrance Credential:

Date Admitted:

Preliminary Education

Elementary:

Year Graduated

High School:

Year Graduated

Degree>Title Conferred:

Major:

Date of Graduation:

S.O. No.

Date Issued:

S U B J E C T S (With Descriptive Titles)	GRADES		CREDITS
	FINAL	RE-EX/ COMPL'N	
<b>FIRST SEMESTER 1996-1997 CONT. E.L.PAGE 34 # 292 BSC-FEMALE</b>			
Comp 123- Acctg Information System 1	1.50		3
Law 104- Negotiable Instruments	1.75		3
<b>SECOND SEMESTER 1996-1997 E.L.PAGE 36 # 282 BSC-FEMALE</b>			
BA 102- Business Policy	2.75		3
BM 111- Entrepreneurial Management	2.75		3
Practicum OJT- Office Training	2.25		3
Comp 124- Acctg. Information System	1.75		3
Comp 125- Computer Application in Business Management	2.50		3
<b>TRANSCRIPT CLOSED-----</b>			
<b>GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN COMMERCE (BSC-MAJOR: COMPUTER APPLICATION) AS OF MARCH 22, 1997 UNDER LEVEL II RE-ACCREDITED PROGRAM WHICH EXEMPTS THIS UNIVERSITY FROM THE ISSUANCE OF SPECIAL ORDER.(S.O.)</b>			
 			

**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:**

GRANTED UPON REQUEST.

NOT VALID WITHOUT

UB DRY SEAL



Verified by:

**MARIE ANN A. ALETA**

Certified True and Correct:

**DR. NENITA E. CUEVAS**

University Registrar

Prepared by: madeleinemelo

Assistant Registrar

Checked by: maaleta

Page 4

Rev: MIS/102005

Marta 9/19/19  
for DR. NENITA E. CUEVAS  
University Registrar



89440



Campuses: Batangas City | Lipa City • Telephone Number: +63 43 723 - 1446 | 980 - 0041 Website: www.ub.edu.ph

# University of Batangas

BATANGAS CITY

Sa Lahat ng Makatutunghay sa Kasulatang Ito

To All Persons To Whom These Presents May Come

## MAPITAGANG BATI: GREETINGS:

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

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

## Primrose J. Bayani

na nakatupad sa lahat ng kinakailangan ukol dito ng titulong  
who has fulfilled all the requirements thereof, the degree of

## Batsilyer ng Agham sa Komersiyo

BACHELOR OF SCIENCE IN COMMERCE

CERTIFIED TRUE COPY OF THE  
ORIGINAL

MAY 10 1991 | kalakip ang lahat ng karapatan, karanganan at mga pribilehiyo gayon din ang mga tungkulin at  
with all the rights, honors and privileges as well as the obligations and  
pananagutang nauukol dito.  
responsibilities thereunto appertaining.

DR. NENITA E. CUEVAS  
University Registrar

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

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



Minor of S. O. by PACU-COA  
Level II Accreditation

Dr. Richard B. Perez

PANGULO  
(President)

Cynthia M. Ricablanca

DEKANO  
(Dean)

Accredited Program  
Level II

# PERSONAL DATA SHEET

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

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

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

## I. PERSONAL INFORMATION

2. SURNAME	MANALO		
FIRST NAME	PRIMROSE		
MIDDLE NAME	BAYANI		
3. DATE OF BIRTH (mm/dd/yyyy)	03/15/1976	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		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	If holder of dual citizenship, please indicate the details.	
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. _____ Street _____
7. HEIGHT (m)	1.63 METERS	ZIP CODE	N/A Subdivision/Village _____ CALINGATAN _____ MATAASNAKAHOY _____ BATANGAS _____ City/Municipality _____ Province _____
8. WEIGHT (kg)	49 KILOGRAMS		
9. BLOOD TYPE	"B"	18. PERMANENT ADDRESS	N/A House/Block/Lot No. _____ Street _____
10. GSIS ID NO.	006-0120-0559-2	ZIP CODE	N/A Subdivision/Village _____ CALINGATAN _____ MATAASNAKAHOY _____ BATANGAS _____ City/Municipality _____ Province _____
11. PAG-IBIG ID NO.	149000216682		
12. PHILHEALTH NO.	09-000044584-2	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	0966-9477873
14. TIN NO.	908-739-855	21. E-MAIL ADDRESS (if any)	N/A
15. AGENCY EMPLOYEE NO.	MCR002		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MANALO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROY	NAME EXTENSION (JR, SR) N/A	ANDREA NICOLE B. MANALO	10/7/2005
MIDDLE NAME	ABARINTOS		CARLA ISABEL B. MANALO	4/24/2011
OCCUPATION	GOVERNMENT EMPLOYEE			
EMPLOYER/BUSINESS NAME	LOCAL GOVERNMENT UNIT			
BUSINESS ADDRESS	MATAASNAKAHOY, BATANGAS			
TELEPHONE NO.	(043)461-0293			
24. FATHER'S SURNAME	BAYANI			
FIRST NAME	ANTONIO	NAME EXTENSION (JR, SR) N/A		
MIDDLE NAME	LINA			
25. MOTHER'S MAIDEN NAME				
SURNAME	JAPLOS			
FIRST NAME	ROSITA			
MIDDLE NAME	DE CASTRO			

(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	CALINGATAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1983	1989	GRADUATE	1989	N/A
SECONDARY	THE MABINI ACADEMY	HIGH SCHOOL	1989	1993	GRADUATE	1993	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF BATANGAS	BACHELOR OF SCIENCE IN COMMERCE	1993	1997	GRADUATE	1997	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

JANUARY 29, 2021

CS FORM 212 (Revised 2017), Page 1 of 4

(Continue on separate sheet if necessary)

## **V. WORK EXPERIENCE**

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

*(Continue on separate sheet if necessary)*

**SIGNATURE**

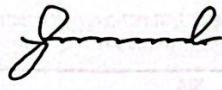
*[Signature]*

DATA

JANUARY 29, 2021

CS FORM 212 (Revised 2017), Page 2 of 1



<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?</p> <p>b. Are you a person with disability?</p> <p>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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 33%;">NAME</th> <th style="text-align: center; width: 33%;">ADDRESS</th> <th style="text-align: center; width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MRS. LALAINA B. TIPAN</td> <td>BRGY IV MATAASNAKHAY, BATANGAS</td> <td>(043)461-2123</td> </tr> <tr> <td>BRGY. CAPT. RENE LUBIS</td> <td>CALINGATAN MATAASNAKHAY, BATANGAS</td> <td>0928-1891247</td> </tr> <tr> <td>MRS. NENITA A. ALVIS</td> <td>BRGY IV MATAASNAKHAY, BATANGAS</td> <td>(043)784-1041</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MRS. LALAINA B. TIPAN	BRGY IV MATAASNAKHAY, BATANGAS	(043)461-2123	BRGY. CAPT. RENE LUBIS	CALINGATAN MATAASNAKHAY, BATANGAS	0928-1891247	MRS. NENITA A. ALVIS	BRGY IV MATAASNAKHAY, BATANGAS	(043)784-1041
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<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>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.: MCR002</p> <p>Date/Place of Issuance: 2019M-CAHOY, BATAGAS</p>	<p></p> <p>Signature (Sign inside the box)</p> <p>JANUARY 29, 2021</p> <p>Date Accomplished</p>	<p></p> <p>Right Thumbmark</p>											
<p>SUBSCRIBED AND SWEARN to before me this, <u>1st day of February, 2021</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p>													
<p>EVELYN R. OLARTE Municipal Human Resource Management Officer</p>													
<p>CS FORM 212 (Revised 2017), Page 4 of 4</p>													

**CSC**  
CIVIL SERVICE COMMISSION  
*Republic of the Philippines*  
Regional Office IV

<04020198>

REPUBLIC OF THE PHILIPPINES  
CIVIL SERVICE COMMISSION  
METRO MANILA

Exam No. 561833

SEPTEMBER 14, 1999

Date of Release

Sir/Madam:

The general rating you obtained in the **CAREER SERVICE SUBPROFESSIONAL** examination held in BATS NATIONAL HIGH SCHOOL on AUGUST 15, 1999 is EIGHTY-THREE AND 38/100 <83.38>

Your name has been entered in a register of eligibles from which appointment to a position requiring this eligibility will be made provided you possess the qualifications and other requirements thereto.

BAYANI, PRIMROSE J  
MATAAS NA KAHOY BATANGAS

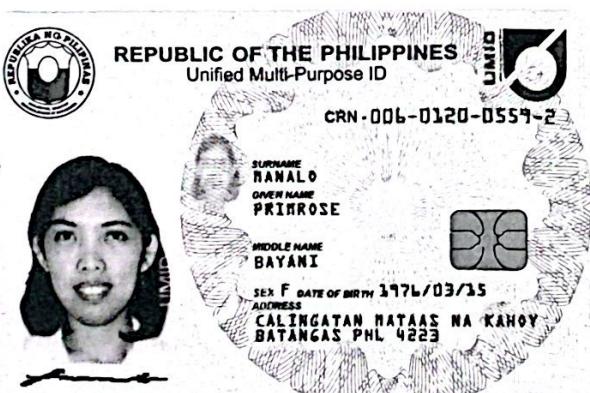
Very truly yours,

*Corazon Alma G. de Leon*  
CORAZON ALMA G. DE LEON  
Chairman

DATE OF BIRTH MAR 15, 1976 PLACE OF BIRTH M KAHOY BATS

WARNING: This Certificate of Eligibility is not valid if there is any alteration or erasure in it. Any illegal use of this Certificate shall subject the owner/eligible to administrative sanctions and/or criminal prosecution.

**97-252269**



CERTIFIED AUTHENTICATED COPY

**RODOLFO M. MANALO**  
Acting Chief Human Resource Specialist  
Examination Services Division

*20161007-304+*

Bawat Kawani, Lingkod Bayani