



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. 46 – S – 2022**

**FROM :** Hon. JANET MAGPANTAY ILAGAN  
Municipal Mayor

**TO :** Hon. JAY MANALO ILAGAN  
Municipal Vice Mayor

**DATE :** October 17, 2022

**SUBJECT :** DESIGNATION OF VICE MAYOR JAY MANALO ILAGAN AS OIC  
MUNICIPAL MAYOR FROM NOVEMBER 09-18, 2022

---

In view of my travel on November 09 to November 18, 2022, you are hereby designated as the Acting Municipal Mayor of this municipality during my leave of absence. You shall discharge the duties and responsibilities as such, but not limited to:

1. Signing and Approving of vouchers for the payment of salaries of municipal employees;
  2. Signing and Approving of vouchers and requisitions, purchases of essential supplies;
  3. Attending conferences as well as other ceremonial functions in representation of the Office of the Mayor; and
  4. Performing routinary and administrative functions such as supervision of the day-to-day operations of the Office of the Municipal Mayor.
- [Section 46 (a), LGC]

This authority to designate an OIC is in accordance to Section 46 (a) of the Local Government Code of 1991.

Thank you and more power.

JANET MAGPANTAY ILAGAN  
Municipal Mayor

*Joining hands for Mataasnakahoy's Interest*

# PERSONAL DATA SHEET

**WARNING:** Any misinterpretation 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	ILAGAN		
FIRST NAME	JANET		
MIDDLE NAME	MAGPANTAY		
3. DATE OF BIRTH (mm/dd/yyyy)	12/07/1967	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization <small>Pls. indicate country:</small>
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	<b>17. RESIDENTIAL ADDRESS</b>  <small>If holder of dual citizenship, please indicate the details.</small>	
7. HEIGHT (m)	1.52		
8. WEIGHT (kg)	55	ZIP CODE	NA
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	NA
10. GSIS ID NO.	2000977466	House/Block/Lot No.	Street
11. PAG-IBIG ID NO.	1210-41006116	JMI FARM	SANTOL
12. PHILHEALTH NO.	19-090002573-8	Subdivision/Village	Barangay
13. SSS NO.	33-1281047-7	MATAASNAKAHOY	BATANGAS
14. TIN NO.	130-102-800	City/Municipality	Province
15. AGENCY EMPLOYEE NO.	OMM001	ZIP CODE	4223
		19. TELEPHONE NO.	(043) 741-3115
		20. MOBILE NO.	0917-578-1717
		21. E-MAIL ADDRESS (if any)	jayne_168@yahoo.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ILAGAN	DEPARTMENT OF TRADE AND INDUSTRY	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JAY	NAME EXTENSION (JR., SR.)	KRISTINE GRACE M. ILAGAN	12/08/1993
MIDDLE NAME	MANALO		KING JOSEPH M. ILAGAN	06/19/2007
OCCUPATION	MUNICIPAL VICE MAYOR			
EMPLOYER/BUSINESS NAME	LGU MATAASNAKAHOY			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	(043) 781-1813			
24. THIR'S SURNAME	MAGPANTAY			
FIRST NAME	MANOLO	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	OBTIAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	ORENSE			
FIRST NAME	NECITAS			
MIDDLE NAME	ORENSE			
<i>(Continue on separate sheet if necessary)</i>				

## 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 Graduate)	YEAR GRADUATE D	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	CANOSSA ACADEMY	PRIMARY EDUCATION	1975	1981	Graduate	1981	ACHIEVER
SECONDARY	CANOSSA ACADEMY	HIGH SCHOOL	1981	1985	Graduate	1985	ACHIEVER
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SANTO TOMAS, MANILA	BACHELOR OF SCIENCE- ACCOUNTING	1985	1989	Graduate	1989	N/A
DOCTORATE STUDIES	PHILIPPINE CHRISTIAN UNIVERSITY - MANILA	MASTER IN PUBLIC ADMINISTRATION	2015	2018	Graduate	2018	N/A
DOCTORATE STUDIES	PHILIPPINE CHRISTIAN UNIVERSITY - MANILA	DOCTORATE IN DEVELOPMENT ADMINISTRATION	2018	2022	Graduate	2022	N/A
DOCTORATE STUDIES	PHILIPPINE PUBLIC SAFETY COLLEGE	MASTER IN PUBLIC SAFETY ADMINISTRATION	2022	PRESENT			

*(Continue on separate sheet if necessary)*

SIGNATURE

DATE

JULY 14, 2022

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

**DATA SHEET**

#### **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	75.60	07/31/1988	MANILA	177454	03/03/1989
	CAREER SERVICE SUB-PROFESSIONAL	81.90	07/26/1987	BATANGAS CITY	133951	01/13/1988

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

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

(Continue on separate sheet if necessary)

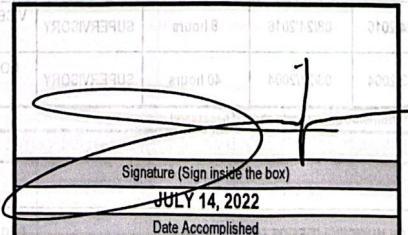
**SIGNATURE**

DATE

JULY 14, 2022

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

NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
AT MOVEMENT IN ACTION OF MATAASNAKHOY LADIES		2013	PRESENT		MEMBER
(Continue on separate sheet if necessary)					
<b>VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED</b>					
(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/ Technician/Itc.)	CONDUCTED/SPONSORED BY (Write in full)
SEMINAR AND TRAINING ON THE CAPACITY DEVELOPMENT ON THE QUASI-JUDICIAL FUNCTIONS OF THE LOCAL SANACIONIAN MEMBERS AND DLG FIELD PERSONNEL	From 12/03/2021	To 12/03/2021	9 hours	SUPERVISORY	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT IV-A
2021 REGIONAL PLANNING	06/16/2021	06/17/2021	16 hours	SUPERVISORY	LEAGUE MUNICIPALITIES OF THE PHILIPPINES REGION-IV-A
CONVERTING ADVERSITY TO OPPORTUNITY: REJUVENATING LOCAL ECONOMY THROUGH TOURISM DEVELOPMENT	10/22/2020	10/22/2020	8 hours	SUPERVISORY	COUNCIL OF LOCAL GOVERNMENT AUTORITIES
STRENGTHENING DISASTER PREPAREDNESS AND MANAGEMENT TOWARDS GOOD LOCAL GOVERNANCE	10/20/2020	00/01/1900	8 hours	SUPERVISORY	COUNCIL OF LOCAL GOVERNMENT AUTORITIES
2019 CONVERSATIONS WITH LOCAL EXECUTIVES	9/23/2019	9/25/2019	24 hours	MANAGERIAL	CIVIL SERVICE COMMISSION IV-A
EXECUTIVE-LEGISLATIVE AGENDA AND CAPABILITY DEVELOPMENT AGENDA SEMINAR-WORKSHOP	09/04/2019	09/06/2019	24 hours	MANAGERIAL	MUNICIPAL GOVERNEMNT OF MATAASNAKHOY
SEMINAR-WORKSHOP ON R.A. 9184 OTHERWISE KNOWN AS THE GOVERNMENT PROCUREMENT REFORM ACT	08/08/2019	08/10/2019	24 hours	SUPERVISORY	DEPARTMENT OF BUDGET AND MANAGEMENT IV-A
NEO-ORIENTATION COURSE: PRIMING LEADERS FOR EFFECTIVE LOCAL GOVERNANCE	7/16/2019	7/18/2019	24 hours	MANAGERIAL	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
1ST GENERAL ASSEMBLY OF LEAGUE OF MUNICIPAL MAYOR FOR THE YEAR 2019-2022	03/09/2020	03/11/2020	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
1ST QUARTER 2019 NEB REGULAR MEETING AND CONSULTATIVE ASSEMBLY WITH VMLP OFFICERS	02/06/2019	02/08/2019	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
4TH QUARTER 2018 REGULAR NATIONAL EXECUTIVE BOARD AND YEAR-END MEETING OF THE VICE MAYOR'S LEAGUE OF THE PHILIPPINES	12/04/2018	12/06/2018	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
ACADEMY OF PRESIDING OFFICERS (A.P.O.)	12/04/2018	12/04/2018	8 hours	MANAGERIAL	VICE MAYORS LEAGUE OF THE PHILIPPINES AND CENTER FOR LOCAL AND REGIONAL GOVERNANCE
VICE MAYORS LEAGUE OF THE PHILIPPINES BATANGAS CHAPTER SEMINAR	09/18/2018	09/20/2018	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES - BATANGAS CHAPTER
3RD QUARTER 2018 NATIONAL EXECUTIVE BOARD REGULAR MEETING AND VMLP OFFICER'S CONSULTATIVE MEETING	07/21/2018	07/23/2018	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
2ND QUARTER 2018 REGULAR MEETING OF THE VICE MAYOR'S LEAGUE OF THE PHILIPPINES	05/08/2018	05/10/2018	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
1ST GENERAL ASSEMBLY OF VMLP CALABARZON	02/15/2018	02/17/2018	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
4TH QUARTER 2017 REGULAR NATIONAL EXECUTIVE BOARD MEETING AND 3RD MODULE OF THE ACADEMY OF PRESIDING OFFICERS AND YEAR END MEETING	12/05/2017	12/07/2017	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
3RD NATIONAL LEGISLATIVE SUMMIT FOR THE WELFARE AND PROTECTION OF CHILDREN	10/17/2017	10/19/2017	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
VMLP-CALABARZON 2ND GENERAL ASSEMBLY	09/05/2017	09/07/2017	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
VMLP 2ND MODULE OF ACADEMY OF PRESIDING	08/22/2017	08/24/2017	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
2ND QUARTER 2017 NATIONAL EXECUTIVE BOARD MEETING OF THE VMLP	06/21/2017	06/23/2017	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
24TH NATIONAL CONVENTION OF THE VICE MAYORS LEAGUE OF THE PHILIPPINES	02/16/2017	02/18/2017	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
VICE MAYORS LEAGUE OF THE PHILIPPINES CALABARZON 1ST GENERAL ASSEMBLY	02/10/2017	02/12/2017	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
NATIONAL GENERAL ASSEMBLY AND FORUM ON REVENUE GENERATION AND BUDGET AUTHORIZATION	01/30/2017	02/01/2017	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A
4TH QUARTER 2016 REGULAR NATIONAL EXECUTIVE BOARD MEETING	12/06/2016	12/08/2016	24 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES
GENERAL MEMBERSHIP AND ELECTION MEETING	08/24/2016	08/24/2016	8 hours	SUPERVISORY	VICE MAYORS LEAGUE OF THE PHILIPPINES REGION-IV-A (CALABARZON)
2004 KOREAN GLOBAL MANAGEMENT PROGRAM	08/23/2004	08/27/2004	40 hours	SUPERVISORY	KOREA TRADE-INVESTMENT PROMOTION AGENCY
(Continue on separate sheet if necessary)					
<b>VIII. OTHER INFORMATION</b>					
31. SPECIAL SKILLS and Hobbies	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN IV-A ASSOCIATION/ORGANIZATION (Write in full)	
DRIVING	AUDITOR - LEAGUE OF MUNICIPALITIES OF THE PHILIPPINES			PROVINCIAL WOMEN COORDINATING COUNCIL	
READING BOOKS	GOLD, SILVER AND BRONZE SERVICE AWARD - BOY SCOUTS OF THE PHILIPPINES			MUNICIPAL WOMEN COORDINATING COUNCIL	
	GOLD, SILVER AND BRONZE MEDAL OF MERIT - BOY SCOUTS OF THE PHILIPPINES			VICE MAYORS LEAGUE OF THE PHILIPPINES BATANGAS	
				LEAGUE OF MAYORS OF THE PHILIPPINES	
(Continue on separate sheet if necessary)					
SIGNATURE	DATE	JULY 14, 2022		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>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <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>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details: _____</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>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>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>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>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>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>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: 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>YOLANDA CHO</td> <td>BASE VIEW HOME, LIPA CITY</td> <td>0917-538-0882</td> </tr> <tr> <td>MYLA T. JAUCIAN</td> <td>LODLOD, LIPA CITY</td> <td>0998-852-6593</td> </tr> <tr> <td>MELANI P SALAZAR</td> <td>BARANGAY II, MATAASNAKAHOY</td> <td>0906-336-4112</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	YOLANDA CHO	BASE VIEW HOME, LIPA CITY	0917-538-0882	MYLA T. JAUCIAN	LODLOD, LIPA CITY	0998-852-6593	MELANI P SALAZAR	BARANGAY II, MATAASNAKAHOY	0906-336-4112	
NAME	ADDRESS	TEL. NO.											
YOLANDA CHO	BASE VIEW HOME, LIPA CITY	0917-538-0882											
MYLA T. JAUCIAN	LODLOD, LIPA CITY	0998-852-6593											
MELANI P SALAZAR	BARANGAY II, MATAASNAKAHOY	0906-336-4112											
<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.)  <b>PLEASE INDICATE ID Number and Date of Issuance</b></p> <p>Government Issued ID: TIN  ID/License/Passport No.: 130-102-600-000  Date/Place of Issuance: 02/02/1992</p>	<p>Signature (Sign inside the box)  JULY 14, 2022  Date Accomplished</p> <p>Right Thumbmark</p>												
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p><b>GALLY D. TIPAN</b>  Person Administering Oath</p>													



Republi<sup>c</sup> of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Region IV-A (CALABARZON)  
Province of Batangas  
Municipality of MATAASNAKAHOY  
**OFFICE OF THE MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICER**  
Email Address: jaocampo\_mj@yahoo.com.ph

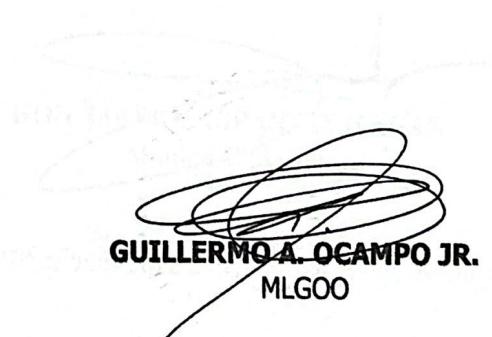
## C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This is to Certify that based on records available in this Office, Hon. JANET M. ILAGAN, resident of Brgy. Santol, Mataasnakahoy, Batangas was duly elected **Municipal Mayor**, this municipality during the National and Local elections held on May 09, 2022.

She was performing the duties, functions and responsibilities in her office from noon of June 30, 2022 up to present.

Issued this 4<sup>th</sup> day of July 2022 at Mataasnakahoy, Batangas.

  
**GUILLERMO A. OCAMPO JR.**  
MLGOO





Republic of the Philippines

OATH OF OFFICE

I, JANET MAGPANTAY ILAGAN, of Mataasnakahoy, Batangas, having been elected as MUNICIPAL MAYOR of Mataasnakahoy, Batangas, hereby solemnly swear that I will well and faithfully discharge to the best of my ability the duties of my present position and of all others I may hereafter hold under the Republic of the Philippines; that I will support and defend the Constitution of the Philippines; that I will bear the true faith and allegiance to the same; and 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.

HON. JANET MAGPANTAY ILAGAN  
Municipal Mayor

Subscribed and sworn to before me this 27<sup>th</sup> of June 2022 at Mataasnakahoy, Batangas

*Theresa V. Collantes*  
HON. MA. THERESA VALENCIA COLLANTES  
Congresswoman  
3<sup>rd</sup> District of Batangas



Republic of the Philippines

**OATH OF OFFICE**

I, JANET MAGPANTAY ILAGAN, of Mataasnakahoy, Batangas, having been elected as MUNICIPAL MAYOR of Mataasnakahoy, Batangas, hereby solemnly swear that I will well and faithfully discharge to the best of my ability the duties of my present position and of all others I may hereafter hold under the Republic of the Philippines; that I will support and defend the Constitution of the Philippines; that I will bear the true faith and allegiance to the same; and 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.

HON. JANET MAGPANTAY ILAGAN  
Municipal Mayor

Subscribed and sworn to before me this 27<sup>th</sup> of June 2022 at Mataasnakahoy, Batangas

*Theresa V. Collantes*  
HON. MA. THERESA VALENCIA COLLANTES

Congresswoman  
3<sup>rd</sup> District of Batangas

Republic of the Philippines  
COMMISSION ON ELECTIONS

CEF No. 25

MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS

CERTIFICATE OF CANVASS OF VOTES AND PROCLAMATION  
OF WINNING CANDIDATE FOR MUNICIPAL MAYOR

WE, THE UNDERSIGNED MEMBERS of the MUNICIPAL BOARD OF CANVASSERS do hereby certify under oath that we have duly canvassed the votes cast in 34 precincts for the Candidates therein for MUNICIPAL MAYOR in the elections held on May 9, 2022. Attached hereto and forming part hereof is a Statement of Votes by Precinct (CEF No. 20-A) garnered by each candidate for the office of MUNICIPAL MAYOR

That after such canvass, it appears that ILAGAN, JANET (NPC) (NATIONALIST PEOPLE'S COALITION) garnered 11199 votes for the office of MUNICIPAL MAYOR, the same being the highest number of votes legally cast for said office.

ON THE BASIS OF THE FOREGOING, we hereby proclaim the above-named winning candidate as the duly elected MUNICIPAL MAYOR for BATANGAS - MATAAS NA KAHOY, Province of MBOC: BATANGAS - MATAAS NA KAHOY.

IN WITNESS WHEREOF, we have affix our signatures and imprint our thumbmarks in BATANGAS - MATAAS NA KAHOY, Province of MBOC: BATANGAS - MATAAS NA KAHOY, this May 10, 2022 4:56:56 AM.

05/10/2022 - 04:56:56 AM

Page 1 of 2

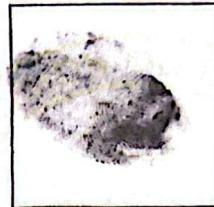
Version: 7.5.2-2022-01-19T03:58:43Z

SHA-512 Hash

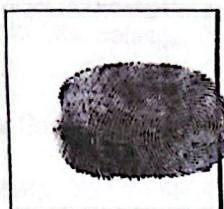
/x1wWfWFV5tiSv8mVQMcx0mQiKKwvb+p4ya2iPGw5ncfGC/f46seyEDp0TaCDu63K3HigY/slNF4L+8EDcfpxg=



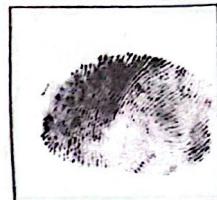
MUNICIPAL BOARD OF CANVASSERS



(Right Thumbmark)



(Right Thumbmark)



(Right Thumbmark)

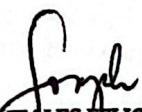
ALVAREZ SUSANA

CHAIRPERSON

(Signature above printed full name)

Digitally signed, Signature fingerprint:  
B39F2188FB25101C4D2C2343FAE07CD0E7C  
CBAA

  
LANDICHO LEOPOLDO  
MEMBER-SECRETARY  
(Signature above printed full name)  
Digitally signed, Signature fingerprint:  
6D90516AAD3978C7E0A993C913CA88D7A5B1  
5762

  
GONZALES FELICIANA  
VICE-CHAIRPERSON  
(Signature above printed full name)  
Digitally signed, Signature fingerprint:  
0B379F31E68FE56AD723E87B06DF787F27F9C

197

05/10/2022 - 04:56:56 AM

Page 2 of 2

Version: 7.5.2-2022-01-13T03:58:43Z

SHA-512 Hash

/x1wWfWFV5tiSv8mVQMcx0mQIKKwvb+p4ya2iPGw5ncfGC/f46seyEDp0TaCDu63K3HigY/slNF4L+8EDcfpxg==



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY



## OFFICE OF THE MAYOR

12 September 2023

HON. HERMILANDO I. MANDANAS  
Governor  
Province of Batangas  
Capitol Site, Batangas City



Dear Governor Mandanas:

Greetings from the Municipality of Mataasnakahoy, Batangas!

The Local Government Unit of Mataasnakahoy, represented by the undersigned, Department Heads, and Supervisors will be holding a tour on September 21-24, 2023 in Hanoi, Vietnam. The expenses will be shouldered personally by the delegates and no government funds will be utilized for the said activity.

In this light, the undersigned is requesting the Honorable Governor for the Issuance of a Certificate for the Foreign Travel Authority.

Listed below are the names of Sangguniang Bayan Members for your perusal.

Hon. JAY MANALO ILAGAN – Municipal Vice Mayor

Municipal Councilors:

- |                                 |                              |
|---------------------------------|------------------------------|
| 1. Hon. Ferdinand L. Dimaano    | 5. Hon. Lemuel V. De Ocampo  |
| 2. Hon. Karen Joy A. Laqui      | 6. Hon. Pepito D. Vergara    |
| 3. Hon. Atty. Rowell B. Malabag | 7. Hon. Lourdes O. Calinisan |
| 4. Hon. Herwin Del Mundo        | 8. Hon. Merlyn Caraan-Laqui  |

By rule of succession, Hon. Jay Manalo Ilagan will be designated as the OIC, Municipal Mayor, and Hon. Ferdinand L. Dimaano as the OIC, Municipal Vice Mayor during my leave of absence.

Hoping for your favorable response regarding this matter.

Very truly yours,

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. No: (043) 784-1088  
Email Add: hrmo\_lgumataasnakahoy@yahoo.com.ph



## MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

September 12, 2023

Province Of Batangas  
Office Of The Governor

13 SEP 2023

RECEIVED  
from \_\_\_\_\_ Time: 2:41

**HON. HERMILANDO I. MANDANAS**  
Governor  
Office of the Provincial Governor  
Provincial Capitol Building, Capitol Site  
Batangas City

Dear Governor Mandanas:

Greetings of Peace and Mabuhay!

This is in reference to the application for leave of Hon. JANET MAGPANTAY ILAGAN, Municipal Mayor, Mataasnakahoy, Batangas, relative to her travel to Hanoi, Vietnam on September 21-24, 2023. The said travel is for personal purposes and no government fund will be utilized.

In this regard, we are respectfully requesting your approval of the said Application for Leave and the issuance of Authority to Travel.

We hope for your utmost consideration and favorable action on the matter.

Respectfully yours,

**GALLY D. TIPAN**  
MGDH-MHRMO

**J**oining hands for **M**ataasnakahoy's **i**nterest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

HR - 784-1088

Cel. No. 09153440479



Republic of the Philippines  
Province of Batangas  
**OFFICE OF THE GOVERNOR**  
Capitol Building, Batangas City, 4200

---

**AUTHORITY TO TRAVEL**

This letter authorizes **JANET M. ILAGAN**, Municipal Mayor of Mataasnakahoy, Batangas, to travel to Hanoi, Vietnam from September 21, 2023 to September 24, 2023 for personal purposes, provided that no government fund shall be expended.

Further, this approval is subject to compliance of all pertinent laws, rules, and regulations.

Issued this 13<sup>th</sup> day of September 2023 at Batangas City, Batangas, Philippines.

  
**HERMILANDO I. MANDANAS**  
Governor *TM*

---

Provincial Capitol, Brgy. Kumintang Ibaba, Batangas City 4200  
Telephone No. (043) 786-1288, 702-2509, 706-3044  
Email Address: governorhim@yahoo.com



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

Mun. Human Resource Management Office

Mataasnakahoy

Stamp of Date of Receipt

**RECEIVED**

*Atipan*  
DATE: 9/12/2023 TIME: 9:30 am

**APPLICATION FOR LEAVE**

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)														
OFFICE OF THE MAYOR	ILAGAN	JANET	MAGPANTAY														
3. DATE OF FILING	September 12, 2023	4. POSITION	Municipal Mayor														
5. SALARY	P 99,948.00	6. DETAILS OF APPLICATION															
6.A TYPE OF LEAVE TO BE AVAILED OF		6.B DETAILS OF LEAVE															
<input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (RA No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (RA No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (RA No. 8552)		<i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input checked="" type="checkbox"/> Abroad (Specify) <u>Vietnam</u>  <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____  <i>In case of Special Leave Benefits for Women:</i> <input type="checkbox"/> (Specify Illness) _____  <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree _____ <input type="checkbox"/> BAR/Board Examination Review _____  <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits _____ <input type="checkbox"/> Terminal Leave _____															
Others: <hr/> <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____  <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____  <i>In case of Special Leave Benefits for Women:</i> <input type="checkbox"/> (Specify Illness) _____  <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree _____ <input type="checkbox"/> BAR/Board Examination Review _____  <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits _____ <input type="checkbox"/> Terminal Leave _____		<hr/> <b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> 4 days <b>INCLUSIVE DATES</b> September 21-24, 2023 Sept. 21-22, 2023 (2 working days) Sept. 23-24, 2023 (None working days (Saturday and Sunday))			6.D COMMUTATION <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested  <i>(Signature of Applicant)</i>												
7. DETAILS OF ACTION ON APPLICATION																	
7.A CERTIFICATION OF LEAVE CREDITS As of <u>Aug. 31, 2023</u>		7.B RECOMMENDATION															
<table border="1"><tr><td>Total Earned</td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>7.50</td><td>16.50</td><td></td></tr><tr><td>Less this application</td><td>2</td><td>-</td></tr><tr><td>Balance</td><td>5.50</td><td>16.50</td></tr></table>		Total Earned	Vacation Leave	Sick Leave	7.50	16.50		Less this application	2	-	Balance	5.50	16.50	<input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____			
Total Earned	Vacation Leave	Sick Leave															
7.50	16.50																
Less this application	2	-															
Balance	5.50	16.50															
<i>GALLY D. TIPAN</i> Mun. Human Res. Mgt. Officer		<i>HERMILANDO I. MANDANAS</i> Provincial Governor															
7.C APPROVED FOR: <hr/> <input type="checkbox"/> 4 days with pay <input type="checkbox"/> days without pay <input type="checkbox"/> others (Specify)		7.D DISAPPROVED DUE TO: <hr/> <hr/>															
<i>John HERMILANDO I. MANDANAS</i> Provincial Governor																	

## INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and to be accomplished at least in duplicate with documentary requirements, as follows:

### 1. Vacation leave\*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or

- d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

### 2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

### 10. Rehabilitation leave\* – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any.
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

### 3. Sick leave\*

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

### 4. Maternity leave\* – 105 days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

### 5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

### 6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

### 7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

### 8. Study leave\* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

### 9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
  - a. Barangay Protection Order (BPO) obtained from the barangay;
  - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
  - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO,

### 11. Special leave benefits for women\* – up to 2 months

- The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

### 12. Special Emergency (Calamity) leave – up to 5 days

- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

### 13. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

### 14. Terminal leave\*

Proof of employee's resignation or retirement or separation from the service.

### 15. Adoption Leave

- Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

\* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC Memorandum Circular No. 2, s. 1985).

Province Of Batangas  
Office Of The Governor

04 JUL 2023

**RECEIVED**

By: J. Romo Time: 3:08



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

**OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT**

June 29, 2023

Hon. HERMILANDO I. MANDANAS  
Governor  
Office of the Provincial Governor  
Provincial Capitol Building, Capitol Site  
Batangas City

Dear Governor Mandanas:

Greetings of Peace and Mabuhay!

This has reference to the application for leave of Hon. JANET MAGPANTAY ILAGAN, Mayor, Mataasnakahoy, Batangas, relative to her travel to Sabah, Malaysia from July 27-30, 2023. The said travel is for personal purposes and no government fund will be utilized.

In this regard, we are respectfully requesting your approval of the said Application for Leave and the issuance of Authority to Travel.

We hope for your utmost consideration and favorable action on the matter.

Thank you and God bless.

Respectfully yours,

A handwritten signature in black ink, appearing to read "GALLY D. TIPAN".  
GALLY D. TIPAN  
MGDH-MHRMO

Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

**OFFICE OF THE MAYOR**

29 June 2023

**HON. HERMILANDO I. MANDANAS**

Provincial Governor  
Province of Batangas  
Capitol Site, Batangas City

Dear Governor Mandanas:

Greetings of Peace and Mabuhay!

The Royal Institution, Singapore will be holding its 17<sup>th</sup> Global Congress and Conferment Ceremony on July 28-30, 2023, at Sabah International Convention Centre, Kota Kinabalu, Sabah, Malaysia. The Royal Institution is an international, multidisciplinary, professional membership, and accrediting organization that works to level the playing field and be the leading platform for smarter and more effective global networking. It connects business, commerce, and industries, and it fosters collaboration, innovation, and perpetual learning for increased opportunities, advantages, and recognition of professional titles.

In this light, may I humbly request the Honorable Secretary for the Issuance of a Certificate for the Foreign Travel Authority.

Listed below are the names of Sangguniang Bayan Members respectively for your perusal.

Hon. JAY MANALO ILAGAN – Municipal Vice Mayor

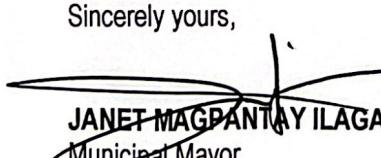
Municipal Councilors:

- |                                 |                              |
|---------------------------------|------------------------------|
| 1. Hon. Ferdinand L. Dimaano    | 5. Hon. Lemuel V. De Ocampo  |
| 2. Hon. Karen Joy A. Laqui      | 6. Hon. Pepito D. Vergara    |
| 3. Hon. Atty. Rowell B. Malabag | 7. Hon. Lourdes O. Calinisan |
| 4. Hon., Herwin Del Mundo       | 8. Hon. Merlyn Caraan-Laqui  |

By rule of succession, Hon. Jay Manalo Ilagan will be designated as the OIC- Municipal Mayor and Hon. Ferdinand L. Dimaano as the OIC – Municipal Vice Mayor during my leave of absence.

Hoping for your favorable response regarding this matter.

Sincerely yours,

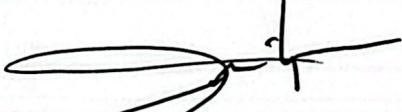
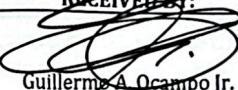
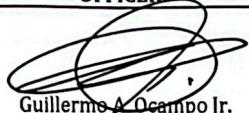
  
**JANET MAGPANTAY ILAGAN**  
Municipal Mayor

**Joining hands for Mataasnakahoy's interest**

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**CITIZEN'S CHARTER SERVICE REQUEST FORM**

Document Code	FM-SP-DILG-07-01
Rev. No.	00
Eff Date	06.15.21
Page	1 of 1

TYPE: ISSUANCE OF CERTIFICATE FOR FOREIGN TRAVEL BY LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES		REFERENCE NO.	DATE OF REQUEST	NAME OF CLIENT/ORGANIZATION:	
Documentary Requirements		Compliance	<b>JANET MAGPANTAY ILAGAN / LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY, BATANGAS</b> <b>CONTACT DETAILS: 0917-578-1717</b>		
1. Letter request indicating the country of destination, duration of travel and purpose (For Governor, and Mayor applicant shall indicate the name of the Vice Governor and Vice Mayor, respectively and the Sangguniang Highest Ranking Member)		√			
1. Endorsement from the:		√	<b>OTHER NEEDED INFORMATION, If any:</b>  Name of Applicant: <b>JANET MAGPANTAY ILAGAN</b>  Position: <b>MUNICIPAL MAYOR</b> Region: <b>IV-A-CALABARZON</b>  LGU: <b>MATAASNAKAHOY</b> Destination: <b>Sabah, Malaysia</b>  Duration requested: <b>July 27-30, 2023</b> Nature of travel: <b>PERSONAL/PRIVATE</b>		
a. Local Chief Executive ( If applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees)					
b. Vice Governor/Vice Mayor (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan, and Sanggunian employees)					
c. Punong Barangay (Sangguniang Barangay Member and Barangay employees including Sangguniang Kabataan)					
2. A duly notarized affidavit attesting that no administrative charge or criminal case has been filed or pending against the applicant or Oath of Undertaking, when the applicant has a pending case		√			
3. Clearance from Money and Property Accountabilities					
4. Medical Certificate for medical reasons					
<b>For Study Trip</b>		<b>SIGNATURE:</b>			
1. Invitation Letter from the host country or sponsoring agency and/or					
2. Acceptance letter from CHED, TESDA, LGA, organizer or donor, as applicable					
<b>For Non-Study Trip</b>		<b>RECEIVED BY:</b>  Guillermo A. Ocampo Jr. MLGOO Receiving Officer			
a) Attendance to a Training, Seminar and Workshop: Invitation Letter from the host country or sponsoring agency		<b>DATE AND TIME RECEIVED</b>			
b) Attendance to an event that promotes Local Government Technical Exchange and Cooperation: - Invitation Letter from the host country or sponsoring agency; - Copy of the Memorandum of Agreement, or Memorandum of Understanding					
<b>For Personal/Private Trip</b>		<b>ENDORSED TO RESPONSIBLE OFFICER:</b>  Guillermo A. Ocampo Jr. MLGOO Name, Unit and Designation			
1. Governors, Mayors of Highly Urbanized Cities and Independent Component Cities: Duly Accomplished Application Form for Leave of Absence		√	<b>DATE AND TIME ENDORSED</b>		
2. Other Elected Officials and LGU Department Heads (travel that exceeds to more than 3months): Approved Leave of Absence					
<b>REMARKS:</b>					
<b>ACKNOWLEDGEMENT RECEIPT</b>					
This is to acknowledge the service/s you have requested:				REFERENCE NO.	
SERVICE TITLE:		Date Received	Expected Date of Release	Date of Release in case of extension	 Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT OFFICE ADDRESS:
NAME OF RESPONSIBLE OFFICER/UNIT/DESIGNATION:		CONTACT DETAILS:			
REMARKS:					

Republic of the Philippines  
Province of Batangas  
**MUNICIPALITY OF MATAASNAKAHOY**  
**CLEARANCE FORM**  
(Instructions at the back)

<b>I PURPOSE</b>		June 29, 2023	
Date of Filing			
TO:	<b>LGU- Mataasnakahoy</b> I hereby request clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave    Please specify: <u>Travel Abroad: Sabah, Malaysia</u>		
Date of Effectivity: <u>July 27-30, 2023</u>			
Office of Assignment: SB Office		<b>Hon. JANET MAGPANTAY ILAGAN</b> Name and Signature of Official	
Position/SG/Step: Municipal Mayor 27-2			
<b>II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b>			
I hereby certify that this employee/official is cleared / not cleared of work-related accountabilities from this Unit/Office/Dept. <u>GALLY D. TIPAN</u> Mun. Human Res. Mgt. Officer			
<b>III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>			
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official
<b>1. Administrative Services</b>			
a. Supply and Property Procurement and Management Services	✓		EMILIA R. MALALUAN
b. Human Resource Welfare & Assistance	✓		GALLY D. TIPAN
c. Agency-accredited Union/Cooperative			N/A
<b>2. Library</b>			
a. Legal Office Library			N/A
b. Library Services			N/A
<b>3. Finance and Assets Management</b>			
a. Financial Services	✓		LADY IVY T. HIDALGO
b. Transaction, Processing & Billing Services			LENILYN C. CARAAN
c. Payroll & Remittance Services			LENILYN C. CARAAN
<b>4. Professional and Institutional Development</b>			
a. Scholarship Services			N/A
<b>IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>			
a. Internal Affairs Office/Legal Affairs Office			
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)			
<b>V CERTIFICATION</b>			
I hereby certify that this employee/ official is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency. <u>GALLY D. TIPAN</u> Mun. Human Res. Mgt. Officer			

**INSTRUCTIONS:**

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence for more than 30 days shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

**CERTIFICATE OF EMPLOYMENT AND COMPENSATION**

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that as per records available in this office Hon. JANET MAGPANTAY ILAGAN was duly elected as Municipal Mayor on July 1, 2019 and July 1, 2022 to present for National and Local election. Her annual compensation are as follows:

Salary	P 1,199,376.00
PERA	24,000.00
RATA	162,000.00
Clothing	6,000.00
Mid-Year Bonus	99,948.00
Year-End Bonus	99,948.00
Cash Gift	5,000.00
Productivity Enhancement Incentive	5,000.00
<b>TOTAL</b>	<b>P 1,601,272.00</b>

Issued this 23<sup>rd</sup> day of June, 2023 upon request of Hon. Ilagan for whatever purpose it may lawfully serve.

*[Signature]*  
**GALLY D. TIPAN**

Mun. Human Res. Mgt. Officer



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. 31-S-2023

FROM : **HON. JANET MAGPANTAY ILAGAN**  
Municipal Mayor

TO : **HON. JAY MANALO ILAGAN**  
Municipal Vice Mayor

DATE : **June 29, 2023**

SUBJECT : **DESIGNATION OF VICE MAYOR JAY MANALO ILAGAN AS  
OIC - MUNICIPAL MAYOR FROM July 27-30, 2023.**

---

In view of my travel on July 27 to July 30, 2023, you are hereby designated as the Officer-in-Charge - Municipal Mayor during my leave of absence. You shall discharge the duties and responsibilities as such, but not limited to:

1. Signing and Approving of Vouchers for the payment of salaries of municipal employees;
  2. Signing and approving of vouchers and requisitions, purchases of essential supplies;
  3. Attending conferences as well as other ceremonial functions in the representation of the Office of the Mayor; and
  4. Performing routine and administrative functions such as supervision of the day-to-day operations of the Office of the Municipal Mayor.
- [Section 46 (a), LGC].

This authority to designate an OIC is in accordance with Section 46 (a) of the Local Government Code of 1991.

Thank you and more power.

JANET MAGPANTAY ILAGAN  
Municipal Mayor

**Joining hands for Mataasnakahoy's interest**

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



ROYAL INSTITUTION, SINGAPORE

新 加 坡 皇 家 学 院

Royal Institution Pte Ltd ACRA Singapore Co. Reg. No. 200307981C  
Royal House, 287 Tanglin Road, Singapore 247940  
Telephone / 电话: (65) 62259311 Fax / 传真: (65) 62259315  
Email / 电邮: rigr12020.com  
Website / 网址: www.royalinstitution.com



Our Ref: RI/17GCC/2023-03-28/48059/QA/all

30 May 2023

HON. JANET ILAGAN  
Mayor, Mataas na Kahoy, Batangas  
Republic of the Philippines

Dear Hon. Ilagan:

**INVITATION TO ROYAL INSTITUTION'S 17<sup>TH</sup> GLOBAL CONGRESS AND CONFERNMENT CEREMONY ON 28 – 30 JULY 2023**

Event : Royal Institution's 17<sup>th</sup> Global Congress and Conference Ceremony  
Date : 28 – 30 July 2023  
Venue : Sabah International Convention Centre, Kota Kinabalu, Sabah, Malaysia

Greetings from Royal Institution (RI)!

- 1.0 Royal Institution, Singapore (RI) is a global, multidisciplinary, professional membership and accrediting institution that serves to level the playing field and be the premier platform for smarter and more effective global networking, connecting education, business, commerce and industries and facilitating collaboration, innovation and perpetual learning for more opportunities, benefits, privileges, global recognition and conferment of appropriate professional titles/memberships.
- 2.0 Royal Institution, together with its more than 300 constituent Royal Institutes, creates boundless opportunities for its members to participate in RI global seminars, congresses, and conferences and present and publish research papers in RI International Research Journals.
- 3.0 In line with this, we are pleased to inform you that you have been nominated by FDr. Dr. Gaspar S. Gayona, for prestigious membership of the Royal Institution in recognition of your significant qualifications, achievements, and proven track records.
- 4.0 We invite you to the 17<sup>th</sup> Global Congress and Conference Ceremony organised by Royal Institution, Singapore on 28 – 30 July 2023 at Sabah International Convention Centre, Sabah, Malaysia.
- 5.0 Guest speakers will discuss the theme "Unifying Leadership in Business and Industry, Education, and Public Administration, as a Foundation of Good Governance".
- 6.0 We also invite you to submit your Research Paper on the said theme. All accepted research papers will be featured for Poster and/or Oral Presentation during the event.

1/2



ROYAL INSTITUTION, SINGAPORE

新 加 坡 皇 家 学 院

Royal Institution Pte Ltd ACRA Singapore Co. Reg. No. 200307981C  
Royal House, 287 Tanglin Road, Singapore 247940  
Telephone / 电话: (65) 62259311 Fax / 传真: (65) 62259315  
Email / 电邮: rigr12020.com  
Website / 网址: www.royalinstitution.com

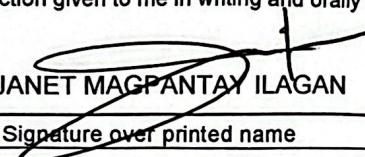


- 7.0 Following the Congress is the Conferment of Honorary Fellow, Doctor Fellows, Senior Fellows, Research Fellows, Fellows, Senior Members, and Members of Royal Institution.
- 8.0 Likewise, the Royal Institution, Singapore has sponsored all Doctor Fellow, Senior Fellows, and Fellows as Fellow of Singapore Professional Centre. For Senior Members and Members, they will be certified as Member of Singapore Professional



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
BUREAU OF IMMIGRATION  
MAGALLANES DRIVE, INTRAMUROS  
1002, MANILA

TRAVEL DECLARATION AND  
ACCEPTANCE OF TERMS AND RISK FORM

A. TRAVEL DECLARATION	B. TERMS AND CONDITIONS
<p>I acknowledge that the IATF-EID Resolution 57 s. 2020 dated 21 July 2020 requires the execution of a Declaration acknowledging the risks involved in traveling, including risks of delay as a result of the COVID-19 pandemic.</p> <p>I declare that I am medically and physically fit to travel abroad as advised by my medical doctor/s. In case of hospitalization or travel disruption abroad, I likewise declare that I have the means to support the expenses therefore.</p>	<ol style="list-style-type: none"><li>It is understood that the Boarding Pass issued by the airline constitutes that the passenger is fully aware of the IATF rules/regulations;</li><li>It is understood that the airline crew/ personnel laid safety precautions measures and health protocols for the passenger;</li><li>A travel risk procedure is provided through the Airline check-in process;</li><li>All passengers shall undergo risk assessment protocols;</li><li>It is understood that the passenger comprehends all the terms and conditions provided in writing and orally and must demonstrate the ability to understand the current situation; and</li><li>Passengers shall undergo BI formalities and may be offloaded for any other lawful causes.</li></ol>
<p>I declare that the above information is true and I accept that there is a risk when undertaking this travel. I have read and accepted all the terms and conditions provided above, and also understood the briefing, demonstration, and instruction given to me in writing and orally at the Pre-Check-in Screening.</p>	
<p> <b>JANET MAGPANTAY ILAGAN</b></p> <p>Signature over printed name</p>	<p><b>JUNE 29, 2023</b></p> <p>Date Signed</p>

NAME (As shown in the passport): ILAGAN, JANET MAGPANTAY  
DOB: DECEMBER 07, 1967

Address in the Philippines: BRGY. NANGKAAN, MATAASNAKAHOY, BATANGAS

Address Abroad: N/A

Contact no: 09175781717

Email address: jayne\_168@yahoo.com

Contact Person in case of Emergency: JAY MANALO ILAGAN

Brief Explanation of why need to travel: (Is it essential?) I believe that this travel is essential because being the Level Chief Executive of Mataasnakahoy, I have acquired and developed my expertise, knowledge, and skills that will greatly contribute to develop competent young leaders around the globe.

Airline Information (to be filled out by Airline staff/ crew):

Destination Country:

Flight no:

Please indicate any information that shall assist the BI in their admission process (If any):

Name of Airline Personnel:

Date:

Note: Passengers shall submit this Form to the immigration Officer during BI departure formalities

REPUBLIC OF THE PHILIPPINES  
(MUNICIPALITY OF MATAASNAKAHOY, BATANGAS) S.S

## AFFIDAVIT OF NO PENDING CIVIL OR CRIMINAL CASE

I, JANET MAGPANTAY ILAGAN, of legal age, married/single/separated/widowed, Filipino, and a resident of Barangay Nangkaan, Mataasnakahoy, Batangas, after having been duly sworn to an oath in accordance with law hereby depose and state:

That I am currently employed at the Local Government Unit of Mataasnakahoy, Batangas as Municipal Mayor:

That I will be on my personal/private travel to Sabah, Malaysia on July 27-30, 2023:

That I am neither an advocate nor a mentor of any unlawful or subversive organization that advocated the overthrow of the government or agency in the government;

That I was never accused of any offense or crime involving moral turpitude, neither one of the same nature or a pending case of anti-graft law (RA 3019) against my person is pending before any persecution office and judicial authorities elsewhere in the Philippines;

That I am executing this affidavit to attest to the truth of all foregoing declarations and for whatever legal purpose this may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this 29<sup>th</sup> day of June, 2023, in the Municipality of Mataasnakahoy, Batangas, Philippines

JANET MAGPANTAY ILAGAN

Affiant

SUBSCRIBED AND SWORN to before me this 30<sup>th</sup> day of June, 2023 in Mataasnakahoy. Affiant exhibited to me his/her Com. Tax Cert No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Doc No. 430

Page No. 19

Book No. 111

Series No. 1010

*Att. J. H. Y*  
**ATTY. TEODORO M. HERNANDEZ**

NOTARY PUBLIC

UNTIL DECEMBER 31, 2023

PTR NO. 30386154/1-05-'23

IBP NO. 180835/11-29-22

MCLE COMPLIANCE NO. V11-005753-12-22-2022

ROLL OF ATTORNEY'S NO. 2793



Republic of the Philippines  
Province of Batangas  
**OFFICE OF THE GOVERNOR**  
Capitol Building, Batangas City, 4200

---

**AUTHORITY TO TRAVEL**

This letter authorizes **JANET M. ILAGAN**, Municipal Mayor of Mataas na Kahoy, Batangas to travel to the Sabah, Malaysia from July 27, 2023 to July 30, 2023 for personal purposes, provided that no government fund shall be expended.

Further, this approval is subject to compliance of all pertinent laws, rules, and regulations.

Issued this 4<sup>th</sup> day of July 2023 at Batangas City, Batangas, Philippines.

A handwritten signature in black ink, appearing to read "Hermilando I. Mandanas". Below the signature, the title "Governor" is printed in a bold, sans-serif font. A small, handwritten mark or signature is also present to the right of the main name.

---

Provincial Capitol, Brgy. Kumintang Ibaba, Batangas City 4200  
Telephone No. (043) 786-1288, 702-2509, 706-3044  
Email Address: [governorhim@yahoo.com](mailto:governorhim@yahoo.com)



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOUY

## APPLICATION FOR LEAVE

Mun. Human Resource Management Office  
Mataasnakahoy

**RECEIVED**

BY:  
DATE:

*[Signature]*  
6/27/23

TIME: 10:20 AM

### 1. OFFICE/DEPARTMENT

OFFICE OF THE MAYOR

2. NAME : (Last)

ILAGAN

(First) (Middle)

JANET MAGPANTAY

### 3. DATE OF FILING

June 27, 2023

### 4. POSITION

Municipal Mayor

### 5. SALARY

P 99,948.00

## 6. DETAILS OF APPLICATION

### 6.A TYPE OF LEAVE TO BE AVALIED OF

- Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Maternity Leave (RA No. 11210 / IRR issued by CSC, DOLE and SSS)
- Paternity Leave (RA No. 8187 / CSC MC No. 71, s. 1998, as amended)
- Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- Adoption Leave (R.A. No. 8552)

Others:

### 6.B DETAILS OF LEAVE

#### In case of Vacation/Special Privilege Leave:

- Within the Philippines \_\_\_\_\_
- Abroad (Specify) Sabah, Malaysia

#### In case of Sick Leave:

- In Hospital (Specify Illness) \_\_\_\_\_
- Out Patient (Specify Illness) \_\_\_\_\_

#### In case of Special Leave Benefits for Women:

(Specify Illness) \_\_\_\_\_

#### In case of Study Leave:

- Completion of Master's Degree \_\_\_\_\_
- BAR/Board Examination Review \_\_\_\_\_

#### Other purpose:

- Monetization of Leave Credits \_\_\_\_\_
- Terminal Leave \_\_\_\_\_

### 6.C NUMBER OF WORKING DAYS APPLIED FOR

2 days

#### INCLUSIVE DATES

July 27-30, 2023

### 6.D COMMUTATION

- Not Requested
- Requested

*[Signature of Applicant]*

### 7.A CERTIFICATION OF LEAVE CREDITS

As of June 27, 2023

	Vacation Leave	Sick Leave
Total Earned	5.75	12.75
Less this application	2	-
Balance	3.75	12.75

*[Signature]*  
**GALLY D. TIPAN**  
Mun. Human Res. Mgt. Officer

### 7.B RECOMMENDATION

- For approval
- For disapproval due to \_\_\_\_\_

*[Signature]*  
**Hon. HERMILANDO I. MANDANAS**  
Provincial Governor

### 7.C APPROVED FOR:

2 days with pay  
days without pay  
others (Specify)

### 7.D DISAPPROVED DUE TO:

\_\_\_\_\_

*[Signature]*  
**Hon. HERMILANDO I. MANDANAS**

Provincial Governor

## INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and to be accomplished at least in duplicate with documentary requirements, as follows:

### 1. Vacation leave\*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

### 2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

### 3. Sick leave\*

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

### 4. Maternity leave\* – 105 days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

### 5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

### 6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

### 7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

### 8. Study leave\* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

### 9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
  - a. Barangay Protection Order (BPO) obtained from the barangay;
  - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
  - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO,

TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or  
d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

### 10. Rehabilitation leave\* – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any.
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

### 11. Special leave benefits for women\* – up to 2 months

- The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the perioperative period (period of confinement around surgery); as well as the employee's estimated period of recuperation for the same.

### 12. Special Emergency (Calamity) leave – up to 5 days

- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

### 13. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

### 14. Terminal leave\*

Proof of employee's resignation or retirement or separation from the service.

### 15. Adoption Leave

- Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

\* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC Memorandum Circular No. 2, s. 1985).



**Republic of the Philippines**  
Province of Batangas  
**OFFICE OF THE GOVERNOR**  
Capitol Building, Batangas City, 4200

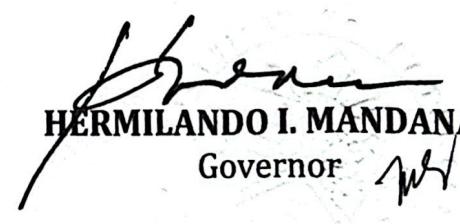
---

**AUTHORITY TO TRAVEL**

This letter authorizes **JANET M. ILAGAN**, Municipal Mayor of Mataas na Kahoy, Batangas to travel to the South Korea from August 7, 2023 to August 10, 2023 for personal purposes, provided that no government fund shall be expended.

Further, this approval is subject to compliance of all pertinent laws, rules, and regulations.

Issued this 27<sup>th</sup> day of June 2023 at Batangas City, Batangas, Philippines.

  
**HERMILANDO I. MANDANAS**  
Governor

---

Provincial Capitol, Brgy. Kumintang Ibaba, Batangas City 4200  
Telephone No. (043) 786-1288, 702-2509, 706-3044  
Email Address: [governorhim@yahoo.com](mailto:governorhim@yahoo.com)



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

### **OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT**

June 26, 2023

**Hon. HERMILANDO I. MANDANAS**  
Governor  
Office of the Provincial Governor  
Provincial Capitol Building, Capitol Site  
Batangas City

Dear Governor Mandanas:

This has reference to the application for leave of Hon. JANET MAGPANTAY ILAGAN, Mayor, Mataasnakahoy, Batangas, relative to her travel to SaeManGeum, South Korea from August 7-10, 2023. The said travel is for personal purposes and no government fund will be utilized.

In this regard, we are respectfully requesting your approval of the said Application for Leave and the issuance of an Authority to Travel.

We hope for your utmost consideration and favorable action on the matter.

Thank you and God bless.

Respectfully yours,

  
GALLY D. TIPAN  
MGDH-MHRMO



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

## APPLICATION FOR LEAVE

RECEIVED		
BY:	Stamp or Date of Receipt	TIME:
BY:	<i>Maj</i>	DATE: 6/23/23 TIME: 9:30 am

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First) (Middle)
OFFICE OF THE MAYOR	ILAGAN	JANET MAGPANTAY
3. DATE OF FILING	June 23, 2023	4. POSITION Municipal Mayor
5. SALARY P 99,948.00		

### 6. DETAILS OF APPLICATION

<b>6.A TYPE OF LEAVE TO BE AVALIRED OF</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Vacation Leave (Sec 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</li> <li><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</li> <li><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</li> <li><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</li> <li><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</li> <li><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</li> <li><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</li> <li><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</li> <li><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</li> <li><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</li> <li><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</li> <li><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</li> <li><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</li> </ul> <p><b>Others:</b> <i>(Signature of Applicant)</i></p>	<b>6.B DETAILS OF LEAVE</b> <p><b>In case of Vacation/Special Privilege Leave:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Within the Philippines</li> <li><input checked="" type="checkbox"/> Abroad (Specify) <i>Sao Man Geum South Korea</i></li> </ul> <p><b>In case of Sick Leave:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In Hospital (Specify Illness)</li> <li><input type="checkbox"/> Out Patient (Specify Illness)</li> </ul> <p><b>In case of Special Leave Benefits for Women:</b></p> <p>(Specify Illness)</p> <p><b>In case of Study Leave:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completion of Master's Degree</li> <li><input type="checkbox"/> BAR/Board Examination Review</li> </ul> <p><b>Other purpose:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Monetization of Leave Credits</li> <li><input type="checkbox"/> Terminal Leave</li> </ul>
--	---

<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> <b>INCLUSIVE DATES</b> <i>August 7-10, 2023</i>	<b>4 days</b>
---	---------------

### 7. DETAILS OF ACTION ON APPLICATION

<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of June 23, 2023 <table border="1" style="margin-top: 5px; width: 100%; border-collapse: collapse;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td>9.75</td> <td>12.75</td> </tr> <tr> <td>Less this application</td> <td>4</td> <td></td> </tr> <tr> <td>Balance</td> <td>5.75</td> <td>12.75</td> </tr> </table> <p><i>GALLY D. TIPAN</i> Mun. Human Res. Mgt. Officer</p>		Vacation Leave	Sick Leave	Total Earned	9.75	12.75	Less this application	4		Balance	5.75	12.75	<b>7.B RECOMMENDATION</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> For approval</li> <li><input type="checkbox"/> For disapproval due to _____</li> </ul> <p><i>Hon. HERMILANDO I. MANDANAS</i> Provincial Governor</p>
	Vacation Leave	Sick Leave											
Total Earned	9.75	12.75											
Less this application	4												
Balance	5.75	12.75											

<b>7.C APPROVED FOR:</b> 4 days with pay days without pay others (Specify)	<b>7.D DISAPPROVED DUE TO:</b> _____ _____
---	--

*Hon. HERMILANDO I. MANDANAS*  
Provincial Governor

## INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and to be accomplished at least in duplicate with documentary requirements, as follows:

### 1. Vacation leave\*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

### 2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

### 3. Sick leave\*

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

### 4. Maternity leave\* – 105 days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

### 5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

### 6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

### 7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

### 8. Study leave\* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

### 9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
  - a. Barangay Protection Order (BPO) obtained from the barangay;
  - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
  - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO,

\* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC-Memorandum Circular No. 2, s. 1985).

TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or  
 d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

### 10. Rehabilitation leave\* – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

### 11. Special leave benefits for women\* – up to 2 months

- The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

### 12. Special Emergency (Calamity) leave – up to 5 days

- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

### 13. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

### 14. Terminal leave\*

Proof of employee's resignation or retirement or separation from the service.

### 15. Adoption Leave

- Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

**OFFICE OF THE MAYOR**

27 June 2023

**HON. HERMILANDO I. MANDANAS**

Provincial Governor  
Province of Batangas  
Capitol Site, Batangas City

Dear Governor Mandanas:

Greetings of Peace and Mabuhay!

The Boy Scouts of the Philippines will be holding its 25<sup>th</sup> World Scout Jamboree at SaeManGeum, South Korea on August 07-10, 2023. This seeks to unite young people from around the world to promote peace and understanding, build leadership, and acquire life skills. It is my greatest honor to be selected as one of the Special Guests at this momentous event where I can share my expertise with all the young leaders around the globe.

In this light, may I humbly request the Honorable Secretary for the Issuance of a Certificate for the Foreign Travel Authority.

Listed below are the names of Sangguniang Bayan Members respectively for your perusal.

Hon. JAY MANALO ILAGAN – Municipal Vice Mayor

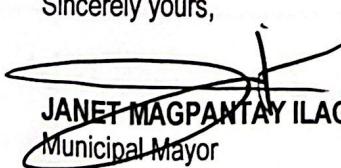
Municipal Councilors:

- |                                 |                              |
|---------------------------------|------------------------------|
| 1. Hon. Ferdinand L. Dimaano    | 5. Hon. Lemuel V. De Ocampo  |
| 2. Hon. Karen Joy A. Laqui      | 6. Hon. Pepito D. Vergara    |
| 3. Hon. Atty. Rowell B. Malabag | 7. Hon. Lourdes O. Calinisan |
| 4. Hon., Herwin Del Mundo       | 8. Hon. Merlyn Caraan-Laqui  |

By rule of succession, Hon. Jay Manalo Ilagan will be designated as the OIC- Municipal Mayor and Hon. Ferdinand L. Dimaano as the OIC – Municipal Vice Mayor during my leave of absence.

Hoping for your favorable response regarding this matter.

Sincerely yours,

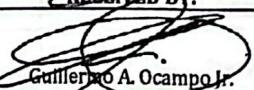
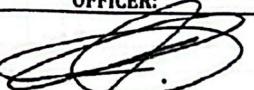
  
**JANET MAGPANTAY ILAGAN**  
Municipal Mayor

**Joining hands for Mataasnakahoy's interest**

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
CITIZEN'S CHARTER SERVICE REQUEST FORM**

Form No.	Eff. Date	Page
00	06-15-21	1 of 1

TITLE: ISSUANCE OF CERTIFICATE FOR FOREIGN TRAVEL CATEGORY OF LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES		REFERENCE NO.				
		DATE OF REQUEST	June 27, 2023			
		NAME OF CLIENT/ORGANIZATION:				
<b>Documentary Requirements</b>		Compliance	JANET MAGPANTAY ILAGAN / LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY, BATANGAS <b>CONTACT DETAILS: 0917-578-1717</b>			
1. Letter request indicating the country of destination, duration of travel and purpose (For Governor, and Mayor applicant shall indicate the name of the Vice Governor and Vice Mayor, respectively and the Sangguniang Highest Ranking Member)		✓				
1. Endorsement from the:		✓				
a. Local Chief Executive ( If applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees)		✓	OTHER NEEDED INFORMATION, If any:			
			Name of Applicant: JANET MAGPANTAY ILAGAN			
b. Vice Governor/Vice Mayor (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan, and Sanggunian employees)			Position: MUNICIPAL MAYOR      Region: IV-A-CALABARZON			
c. Punong Barangay (Sangguniang Barangay Member and Barangay employees including Sangguniang Kabataan)			LGU: MATAASNAKAHOY      Destination: SaeManGeum, Korea			
2. A duly notarized affidavit attesting that no administrative charge or criminal case has been filed or pending against the applicant or Oath of Undertaking, when the applicant has a pending case		✓	Duration requested: August 07-10, 2023      Nature of travel: PERSONAL/PRIVATE			
3. Clearance from Money and Property Accountabilities						
4. Medical Certificate for medical reasons						
<b>For Study Trip</b>		<b>SIGNATURE:</b>				
1. Invitation Letter from the host country or sponsoring agency and/or						
2. Acceptance letter from CHED, TESDA, LGA, organizer or donor, as applicable		<b>RECEIVED BY:</b>				
<b>For Non-Study Trip</b>		<b>DATE AND TIME RECEIVED</b>				
a) Attendance to a Training, Seminar and Workshop: Invitation Letter from the host country or sponsoring agency		 Guillermo A. Ocampo Jr. MLGOO Receiving Officer				
b) Attendance to an event that promotes Local Government Technical Exchange and Cooperation: - Invitation Letter from the host country or sponsoring agency; - Copy of the Memorandum of Agreement, or Memorandum of Understanding		<b>ENDORSED TO RESPONSIBLE OFFICER:</b>				
<b>For Personal/Private Trip</b>		<b>DATE AND TIME ENDORSED</b>				
1. Governors, Mayors of Highly Urbanized Cities and Independent Component Cities: Duly Accomplished Application Form for Leave of Absence		✓	 Guillermo A. Ocampo Jr. MLGOO Name/Unit and Designation			
2. Other Elected Officials and LGU Department Heads (travel that exceeds to more than 3months): Approved Leave of Absence						
<b>REMARKS:</b>						
<b>ACKNOWLEDGEMENT RECEIPT</b>						
This is to acknowledge the service/s you have requested:					REFERENCE NO.	
SERVICE TITLE:		Date Received	Expected Date of Release	Date of Release in case of extension	 Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT	
NAME OF RESPONSIBLE OFFICER/UNIT/DESIGNATION:		CONTACT DETAILS:			OFFICE ADDRESS:	
REMARKS:						

Republic of the Philippines

Province of Batangas

MUNICIPALITY OF MATAASNAKAHOY

**CLEARANCE FORM**

(Instructions at the back)

SWOTOURTVA

JUNE 26, 2023

Date of Filing

TO: LGU- Mataasnakahoy

I hereby request clearance from money, property and work-related accountabilities for:

Purpose:  Transfer  Resignation  Other Mode of Separation:  
 Retirement  Leave Please specify: TRAVEL ABROAD

Date of Effectivity: August 7-10, 2023

Office of Assignment: SB Office

Position/SG/Step: Municipal Mayor 27-2

Hon. JANET MAGPANAY ILAGAN

Name and Signature of Official

**II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES**

I hereby certify that this employee/official is cleared / not cleared of work-related accountabilities from this Unit/Office/Dept.

GALLY D. TIPAN

Mun. Human Res. Mgt. Officer

**III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES**

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administrative Services				
a. Supply and Property Procurement and Management Services	/		<u>EMILIA R. MALAWAN</u>	
b. Human Resource Welfare & Assistance	/		<u>GALLY D. TIPAN</u>	
c. Agency-accredited Union/Cooperative		/	<u>N/A</u>	
2. Library				
a. Legal Office Library			<u>N/A</u>	
b. Library Services			<u>N/A</u>	
3. Finance and Assets Management				
a. Financial Services	/		<u>LADY NY T. HIDALGO</u>	
b. Transaction, Processing & Billing Services	/		<u>LENILYN C. CARAAN</u>	
c. Payroll & Remittance Services	/		<u>LENILYN C. CARAAN</u>	
4. Professional and Institutional Development				
a. Scholarship Services				

**IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:**

a. Internal Affairs Office/Legal Affairs Office

- with pending administrative case  
 with ongoing investigation (no formal charge yet)

**V CERTIFICATION**

I hereby certify that this employee/ official is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.

GALLY D. TIPAN

Mun. Human Res. Mgt. Officer

**INSTRUCTIONS:**

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.

REPUBLIC OF THE PHILIPPINES  
(MUNICIPALITY OF MATAASNAKAHOY, BATANGAS) S.S

## AFFIDAVIT OF NO PENDING CIVIL OR CRIMINAL CASE

I, JANET MAGPANTAY ILAGAN, of legal age, married/single/separated/widowed, Filipino, and a resident of Barangay Nangkaan, Mataasnakahoy, Batangas, after having been duly sworn to an oath in accordance with law hereby depose and state:

That I am currently employed at the Local Government Unit of Mataasnakahoy, Batangas as Municipal Mayor;

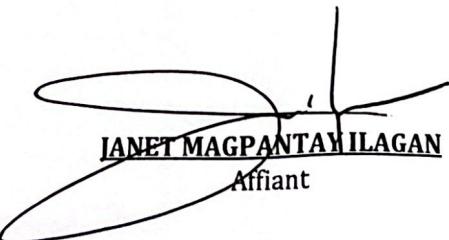
That I will be on my personal/private travel to South Korea on August 07-10, 2023:

That I am neither an advocate nor a mentor of any unlawful or subversive organization that advocated the overthrow of the government or agency in the government;

That I was never accused of any offense or crime involving moral turpitude, neither one of the same nature or a pending case of anti-graft law (RA 3019) against my person is pending before any persecution office and judicial authorities elsewhere in the Philippines;

That I am executing this affidavit to attest to the truth of all foregoing declarations and for whatever legal purpose this may serve.

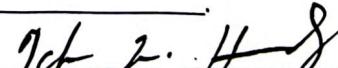
IN WITNESS WHEREOF, I have hereunto set my hand this 26<sup>th</sup> day of June, 2023, in the Municipality of Mataasnakahoy, Batangas, Philippines

  
JANET MAGPANTAY ILAGAN

Affiant

SUBSCRIBED AND SWORN to before me this 26<sup>th</sup> day of  
June, 2023 in Mataasnakahoy Affiant exhibited to me his/her Com. Tax Cert No.  
\_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Doc No. 359  
Page No. 73  
Book No. 111  
Series No. 111

  
ATTY. TEODORO M. HERNANDEZ

NOTARY PUBLIC

UNTIL DECEMBER 31, 2023

PTR NO. 30386154 / 1-05-23

IBP NO. 180635/11-29-22

MCLE COMPLIANCE NO. V11-005753-12-22-2022

ROLL OF ATTORNEY'S NO. 2793



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

## CERTIFICATE OF EMPLOYMENT AND COMPENSATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that as per records available in this office Hon. JANET MAGPANTAY ILAGAN was duly elected as Municipal Mayor on July 1, 2019 and July 1, 2022 to present for National and Local election. Her annual compensation are as follows:

Salary	P 1,199,376.00
PERA	24,000.00
RATA	162,000.00
Clothing	6,000.00
Mid-Year Bonus	99,948.00
Year-End Bonus	99,948.00
Cash Gift	5,000.00
Productivity Enhancement Incentive	5,000.00
<b>TOTAL</b>	<b>P 1,601,272.00</b>

Issued this 23<sup>rd</sup> day of June, 2023 upon request of Hon. Ilagan for whatever purpose it may lawfully serve.

GALLY D. TIPAN

Mun. Human Res. Mgt. Officer



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. 30-S-2023

FROM : **HON. JANET MAGPANTAY ILAGAN**  
Municipal Mayor

TO : **HON. JAY MANALO ILAGAN**  
Municipal Vice Mayor

DATE : **June 27, 2023**

SUBJECT : **DESIGNATION OF VICE MAYOR JAY MANALO ILAGAN AS  
OIC - MUNICIPAL MAYOR FROM AUGUST 07-10, 2023.**

---

In view of my travel on August 07 to August 10, 2023, you are hereby designated as the Officer-in-Charge - Municipal Mayor during my leave of absence. You shall discharge the duties and responsibilities as such, but not limited to:

1. Signing and Approving of Vouchers for the payment of salaries of municipal employees;
2. Signing and approving of vouchers and requisitions, purchases of essential supplies;
3. Attending conferences as well as other ceremonial functions in the representation of the Office of the Mayor; and
4. Performing routine and administrative functions such as supervision of the day-to-day operations of the Office of the Municipal Mayor.  
[Section 46 (a), LGC].

This authority to designate an OIC is in accordance with Section 46 (a) of the Local Government Code of 1991.

Thank you and more power.



**JANET MAGPANTAY ILAGAN**  
Municipal Mayor

**Joining hands for Mataasnakahoy's interest**

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**BUREAU OF IMMIGRATION**  
MAGALLANES DRIVE, INTRAMUROS  
1002, MANILA

**TRAVEL DECLARATION AND  
ACCEPTANCE OF TERMS AND RISK FORM**

**A. TRAVEL DECLARATION**

I acknowledge that the IATF-EID Resolution 57 s. 2020 dated 21 July 2020 requires the execution of a Declaration acknowledging the risks involved in traveling, including risks of delay as a result of the COVID-19 pandemic.

I declare that I am medically and physically fit to travel abroad as advised by my medical doctor/s. In case of hospitalization or travel disruption abroad, I likewise declare that I have the means to support the expenses therefore.

**B. TERMS AND CONDITIONS**

1. It is understood that the Boarding Pass issued by the airline constitutes that the passenger is fully aware of the IATF rules/regulations;
2. It is understood that the airline crew/ personnel laid safety precautions measures and health protocols for the passenger;
3. A travel risk procedure is provided through the Airline check-in process;
4. All passengers shall undergo risk assessment protocols;
5. It is understood that the passenger comprehends all the terms and conditions provided in writing and orally and must demonstrate the ability to understand the current situation; and
6. Passengers shall undergo BI formalities and may be offloaded for any other lawful causes.

I declare that the above information is true and I accept that there is a risk when undertaking this travel. I have read and accepted all the terms and conditions provided above, and also understood the briefing, demonstration, and instruction given to me in writing and orally at the Pre-Check-in Screening.

  
JANET MAGPANTAY ILAGAN

~~Signature over printed name~~

JUNE 27, 2023

Date Signed

NAME (As shown in the passport): ILAGAN, JANET MAGPANTAY

DOB: DECEMBER 07, 1967

Address in the Philippines: BRGY. NANGKAAN, MATAASNAKAHOY, BATANGAS

Address Abroad: N/A

Contact no: 09175781717

Email address: jayne\_168@yahoo.com

Contact Person in case of Emergency: JAY MANALO ILAGAN

Brief Explanation of why need to travel: (Is it essential?) I believe that this travel is essential because being the Level Chief Executive of Mataasnakahoy, I have acquired and developed my expertise, knowledge, and skills that will greatly contribute to develop competent young leaders around the globe.

Airline Information (to be filled out by Airline staff/ crew):

Destination Country:

Flight no:

Please indicate any information that shall assist the BI in their admission process (If any):

Name of Airline Personnel:

Date:

Note: 'Passengers shall submit this Form to the immigration Officer during BI departure formalities'