

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
CLEARANCE FORM

(Instructions at the back)

I PURPOSE **Travel Abroad - HONGKONG**

FEBRUARY 17, 2025

Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY**

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

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

Date of Effectivity: **MAY 14-17, 2025**

Office of Assignment: **Office of the Municipal Accountant**

LENILYN C. CARAAN

Position/SG/Step: **Municipal Accountant / SG-24 / 2**

Name and Signature of Official

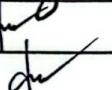
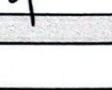
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

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

HON. JANET M. ILAGAN

Municipal Mayor

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	<input checked="" type="checkbox"/>		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	<input checked="" type="checkbox"/>		GALLY D. TIPAN	
c. Agency-accredited Union/Cooperative			N/A	
2. Library				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. Finance and Assets Management				
a. Financial Services	<input checked="" type="checkbox"/>		LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	<input checked="" type="checkbox"/>		LENILYN C. CARAAN	
c. Payroll & Remittance Services	<input checked="" type="checkbox"/>		LENILYN C. CARAAN	
4. Professional and Institutional Development				
a. Scholarship Services			N/A	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Affairs Office			N/A	
	<input type="checkbox"/>	with pending administrative case		
	<input type="checkbox"/>	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.

HON. JANET M. ILAGAN

Municipal Mayor

INSTRUCTIONS:

**YOUTH AND CHILDREN'S
HRMO CLEARANCE**

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
Tel. Nos. (043) 403-84-02



OFFICE OF THE MUNICIPAL ACCOUNTANT

11 March 2025

HON. JANET MAGPANTAY ILAGAN

Municipal Mayor
Mataasnakahoy, Batangas

A handwritten signature in black ink, appearing to read "J. Ilagan".

Dear **Mayor Ilagan**:

God's blessings !

This refers to a travel to Hongkong scheduled on May 14, 2025 to May 16, 2025 for the undersigned to attend to some important personal matters.

May I request that I be authorized and allowed to undertake the said travel. May I assure that the expenses to be incurred in this travel will be on my own account and no resource will come from the municipal government.

Hoping for your favorable action on this request.

Thank you and best regards.

Very truly yours,

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

LENILYN C. CARAAN
Municipal Accountant

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

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF MATAASNAKAHOY, BATANGAS)

AFFIDAVIT OF NO PENDING OR CRIMINAL CASE

I, LENILYN C. CARAAN, of legal age, married, Filipino Citizen, and a resident of Barangay II-A, Mataasnakahoy, Batangas, after having been 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 Accountant.

That, I will be on my personal/private travel to Hongkong on May 14 - May 16, 2025.

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

That I was never accused of any offence 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.

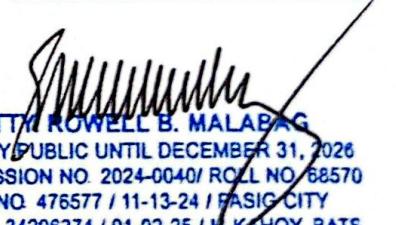
That I am executing this affidavit to attest to the truth of all the foregoing declaration and for whatever legal purposes it may serve.

IN WITNESS WHEREOF, I hereunto set my hand this 11th day of March, 2025 at Mataasnakahoy, Batangas.


LENILYN C. CARAAN
Affiant

SUBSCRIBED AND SWORN to before me this 11th day of March, 2025 at Mataasnakahoy, Batangas affiant exhibited to me his/her issued on _____ at _____.

Doc No. 525;
Page No. 106;
Book No. LXII;
Series No. 2025.


ATTY. ROWELL B. MALABAG
NOTARY PUBLIC UNTIL DECEMBER 31, 2026
COMMISSION NO. 2024-0040 / ROLL NO. 68570
IBP NO. 476577 / 11-13-24 / PASIG CITY
PTR NO. 34206374 / 01-02-25 / M. KAHOY, BATS.
MCLE COMPLIANCE NO. VII-0002112
423 Rafael Lubis Street, Barangay II-A, Mataasnakahoy, Batangas

Republic of the Philippines
Fourth Judicial Region
MUNICIPAL TRIAL COURT OF MATAASNAKAHOY
Province of Batangas
✉ mtc2mtk000@judiciary.gov.ph
Mobile. No. 09161017683

CERTIFICATE OF CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that according to the available records of this Court as of this date, LENILYN CARAAN y CARPO, allegedly a resident of Brgy. II-A, Mataasnakahoy, Batangas, and whose signature as well as her thumb marks appear below has:

NO CRIMINAL RECORD

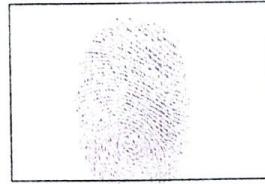
This certificate is issued upon the request of the applicant for **TRAVEL ABROAD** and is valid for ninety (90) days from the date of issue.

WITNESS MY HAND AND SEAL of this Court, this 11th day of March, 2025 at Mataasnakahoy, Batangas.

Checked & Verified by:


ALBERT A. LUBI
Interpreter I


SUSANA S. MENDOZA
CLERK OF COURT II

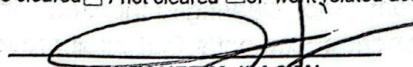
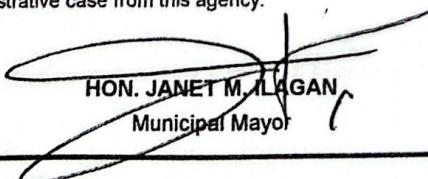


Signature of Applicant

SAJ NO.	:	1117234	P 40.40
JDF NO.	:	1115267	P 9.60
LRF NO.	:	1903079	P 10.00
BIR - DST NO.	:	8020014	P 30.00
CTC. NO.	:	29926881	
ISSUED ON	:	January 23, 2025	
ISSUED AT	:	Mataasnakahoy, Batangas	

Valid for 90 days from date of issue.

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

I PURPOSE		Travel Abroad - HONGKONG		
		<u>FEBRUARY 17, 2025</u> Date of Filing		
TO:		LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY 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 checked="" type="checkbox"/> Leave Please specify: _____		
Date of Effectivity:		MAY 14-17, 2025		
Office of Assignment:		Office of the Municipal Accountant  LENILYN C. CARAAN Name and Signature of Official		
Position/SG/Step:		Municipal Accountant / SG-24 / 2		
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES I hereby certify that this employee/official is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.  HON. JANET M. ILAGAN Municipal Mayor				
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	✓		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	✓		GALLY D. TIPAN	
c. Agency-accredited Union/Cooperative			N/A	
2. Library				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. Finance and Assets Management				
a. Financial Services	✓		LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	✓		LENILYN C. CARAAN	
c. Payroll & Remittance Services	✓		LENILYN C. CARAAN	
4. Professional and Institutional Development				
a. Scholarship Services			N/A	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office			N/A	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> 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.				
 HON. JANET M. ILAGAN Municipal Mayor				



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-10-16



OFFICE OF THE MAYOR

AUTHORITY TO TRAVEL

This is to authorize **MS. LENILYN C. CARAAN**, Municipal Accountant of Local Government of Mataasnakahoy, to travel to Hongkong from May 14 - May 16, 2025 for vacation on personal account.

Ms. Caraan has approved leave of absence and no government fund shall be used for the said travel abroad.

Issued this 19th day of March 2025 at Mataasnakahoy, Batangas


HON. JANET MAGPANTAY ILAGAN

Municipal Mayor

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

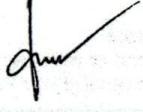
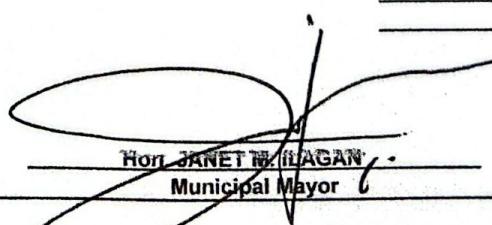
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Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT Accounting Office	2. NAME : (Last) CARAAN	(First) LENILYN	(Middle) CARPO												
3. DATE OF FILING February 17, 2025	4. POSITION MUNICIPAL ACCOUNTANT	5. SALARY _____													
6. DETAILS OF APPLICATION															
6.A TYPE OF LEAVE TO BE AVAILED OF <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 (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input checked="" 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 (R.A. No. 8552)		6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input checked="" type="checkbox"/> Abroad (Specify) HONGKONG <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> (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													
<i>Others:</i> _____		 (Signature of Applicant)													
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>3 days</u> INCLUSIVE DATES <u>May 14, 15 and 16, 2025</u>		6.D COMMUTATION <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS As of <u>Dec. 31, 2024</u> <table border="1"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td>53.042</td> <td>64.667</td> </tr> <tr> <td>Less this application</td> <td>- 5</td> <td>-</td> </tr> <tr> <td>Balance</td> <td>50.042</td> <td>64.667</td> </tr> </table> <p>GALLY D. TIPAN RELEASED Municipal Human Resource Mgt. Officer</p>			Vacation Leave	Sick Leave	Total Earned	53.042	64.667	Less this application	- 5	-	Balance	50.042	64.667	7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval. <input type="checkbox"/> For disapproval due to _____ _____ _____	
	Vacation Leave	Sick Leave													
Total Earned	53.042	64.667													
Less this application	- 5	-													
Balance	50.042	64.667													
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify)		7.D DISAPPROVED DUE TO: _____ _____ _____													
 Hon. JANET M. TILAGAN Municipal Mayor															

Joining hands for Mataasnakahoy's interest



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 461-9120
Accounting.mkahoy@yahoo.com



OFFICE OF THE MUNICIPAL ACCOUNTANT

MEMORANDUM

FOR : **HON. JANET M. ILAGAN**
Municipal Mayor

THRU : **MR. GALLY D. TIPAN** *[Signature]* RELEASER
Municipal Human Resource and Management Officer

SUBJECT : **REQUEST FOR A LEAVE OF ABSENCE**

DATE : February 17, 2025

1. This is to request the approval of my Vacation Leave for 3 days on May 14 – May 16, 2025
2. Reason: Travel abroad [Hongkong}

Further request consideration on the matter.

[Signature]
LENILYN C. CARAAN
Municipal Accountant

Approved: _____
Disapproved: _____

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

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ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



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. 53-S-2024

TO : LENILYN C. CARAAN
Municipal Accountant

FROM : HON. JANET M. ILAGAN
Municipal Mayor

DATE : FEBRUARY 16, 2024

SUBJECT : DESIGNATION AS THE OFFICER-IN-CHARGE (OIC) IN THE
OFFICE OF THE MUNICIPAL ASSESSOR

In the exigency of service and in view of the Official Travel of Ms. Feliciana O. Gonzales, Municipal Assessor on February 20-23, 2024 at the SMX Convention Center, 3rd Level, SM Lanang Premier, Lanang, Davao City, you are hereby designated as the Officer-in-Charge in the Office of the Municipal Assessor without additional compensation.

Further, you are hereby directed to sign documents relative to the function of the office, but this excludes the transfer of real properties and correction of entries on tax declarations.

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

For information and guidance.

HON. JANET M. ILAGAN
Municipal Mayor

JMH
2-19-24
4:10pm

Joining hands for Mataasnakahoy's interest

CS Form No. 33-A
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Ms. LENILYN C. CARAAN

You are hereby appointed as Mun. Gov't Dept. Head (Municipal Accountant)
(Position Title)

(SG-24) under Permanent status at the Office of the Municipal Accountant with a
(Permanent, Temporary, etc.) (Office/Department/Unit)
compensation rate of Sixty Two Thousand Five Hundred Fifty Five Pesos (P 62,555.00)
per month.

The nature of this appointment is Original vice CORAZON L. LANDICHO
(Original, Promotion, etc.)

who Resigned with Plantilla Item No. 93 Page 6.
(Transferred, Retired, etc.)

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

(Appointee shall undergo a probationary period of six (6) months from the date of assumption to duty)

Very truly yours,

JANET MAGPANTAY LAGAN
Municipal Mayor

Date of Signing
October 28, 2019

CSC ACTION: APPROVED

LILY BETH L. MAJOMOT

Director II
Authorized Official

DEC 06 2019

Date

JAN 28 2020
(Stamp of Date Release)

Certification

This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found to be in order.

The position was published at CSC Website from July 2 to July 16, 2019, and posted in CSCFO Batangas from July 2 to July 16, 2019 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on August 16, 2019.

EVELYN R. OLARTE
Mun. Human Resource Management Officer

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on August 21, 2019.

JANET MAGPANTAY ILAGAN
Municipal Mayor

CSC Notation

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

Original Copy - for the Appointee Original Copy - for the Civil Service Commission Original Copy - for the Agency	Acknowledgement <i>Received original/photocopy of appointment on October 28, 2019.</i>  <u>LENILYN C. CARAAN</u> Appointee
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Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Telefax (043) 784-1016

OFFICE OF THE MAYOR

OFFICE ORDER
No.23 -S-2023

FROM: Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor

TO : Ms. LENILYN C. CARAAN
Municipal Accountant

DATE : May 12, 2023

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE (OIC) in the Office of the Municipal Assessor

In the exigency of the service and in view of the official travel order of Ms. Feliciana O. Gonzales, Municipal Assessor in attending 15th PAGSO NATIONAL CONVENTION with the theme "**CONSISTENCY AND RESILIENCY AMIDST ADVERSITY**" at Vigan City, Ilocos Sur, you are hereby designated as Officer-in-charge in the Office of the Municipal Assessor for the period of May 17 to 20,2023 without additional compensation.

Likewise, you are hereby directed to sign documents pertaining to the function of the office but this excludes transfer of real properties and correction of entries in tax declarations.

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

For Information and guidance.

Conforme:

Ms. LENILYN C. CARAAN
Municipal Accountant

Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor

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

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PERSONAL DATA SHEET

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

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

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

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	CARAAN		
FIRST NAME	LENILYN		
MIDDLE NAME	CARPO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/18/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	CALASIAO, PANGASINAN		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	419 RAFAEL LUBIS STREET House/Block/Lot No. Street N/A 2A Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
7. HEIGHT (m)	1.50	ZIP CODE	
8. WEIGHT (kg)	57	18. PERMANENT ADDRESS	419 RAFAEL LUBIS STREET House/Block/Lot No. Street N/A 2-A Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
9. BLOOD TYPE	A+	ZIP CODE	
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	(043) 784 - 1011
11. PAG-IBIG ID NO.	1211-0599-3096	20. MOBILE NO.	0925-8817882
12. PHILHEALTH NO.	01-050738494-9	21. E-MAIL ADDRESS (if any)	carpo_lenilyn@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CARAAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOHN VINCENT	NAME EXTENSION (JR., SR) N/A	LIA JOY C. CARAAN	02/15/2017
MIDDLE NAME	MANALO		JIA LYN C. CARAAN	05/14/2019
OCCUPATION	CIVIL ENGINEER			
EMPLOYER/BUSINESS NAME	JLCC BUILDERS			
BUSINESS ADDRESS	419 RAFAEL LUBIS ST., MATAASNAKAHOY, BATANGAS			
TELEPHONE NO.	(043) 784 - 1011			
24. FATHER'S SURNAME	CARPO			
FIRST NAME	BERNARDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	GARCIA			
25. MOTHER'S MAIDEN NAME	NORA SAPLAN VENTURA			
SURNAME	CARPO			
FIRST NAME	NORA			
MIDDLE NAME	VENTURA			
(Continue on separate sheet if necessary)				

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	AMBUETEL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1992	1998	Graduated	1998	N/A
SECONDARY	CALASIAO COMPREHENSIVE NATIONAL HIGH SCHOOL	HIGH SCHOOL	1998	2002	Graduated	2002	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF PANGASINAN	BACHELOR OF SCIENCE IN ACCOUNTANCY	2002	2006	Graduated	2006	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE			DATE	07-28, 2019
-----------	---	---	------	-------------

IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	HOLDING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CERTIFIED PUBLIC ACCOUNTANT LICENSURE EXAMINATION	82.0	MAY 2007	RAMON MAGSAYSAY, MANILA	0120333	03/18/2022
	REAL ESTATE BROKERAGE LICENSURE EXAMINATION	83.25	FEBRUARY 2016	UNIVERSITY OF THE EAST, MANILA	0026530	03/18/2022
	CIVIL SERVICE EXAMINATION	N/A	JUNE 2006	LINGAYEN, PANGASINAN	N/A	N/A
(Continue on separate sheet if necessary)						

V. WORK EXPERIENCE

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

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
06/16/2018	9/11/2019		CREDIT AND COLLECTION HEAD	ALL HOME CORPORATION	73000.00	N/A	PERMANENT	N
02/16/2015	06/15/2018		FINANCE SUPERVISOR	HOUSEHOLD DEVELOPMENT CORPORATION	54000.00	N/A	PERMANENT	N
08/16/2012	02/15/2015		SENIOR ACCOUNTING SUPERVISOR	COMMUNITIES CAMSUR, INC.	40000.00	N/A	PERMANENT	N
05/16/2009	08/15/2012		SENIOR ACCOUNTANT	VISTA RESIDENCES, INC.	30000.00	N/A	PERMANENT	N
07/31/2007	05/15/2009		ACCOUNTING STAFF	CROWN ASIA PROPERTIES, INC.	23000.00	N/A	PERMANENT	N
(Continue on separate sheet if necessary)								

SIGNATURE	DATE	DCI - 28, 2019

UNLAWFUL ACTIVITIES / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

(Continue on separate sheet if necessary)

SIGNATURE

(Continue)

DATE

OCT. 28, 2019

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, 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 Employees)?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
<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 If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____
<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 If YES, give details: _____
<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ Resignation
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
<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 If YES, give details (country): _____
<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 items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
ANALIZA M. CAMPOSANO	LANCASTER CITY, CARMONA, CAVITE	0995-7105345
AUREA S. VIRAY	BF HOMES SUBDIVISION, PARANAQUE	0917-5151439
SERCIA B. SABADO	STA. MARIA, BULACAN	0928-2881483

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.



LENILYN CARPO CARAAN

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID: PRC	
ID/License/Passport No.:	0120333
Date/Place of Issuance:	06/08/2007 / MANILA

Signature (Sign inside the box)	
DCT. 26, 2019	
Date Accomplished	



SUBSCRIBED AND SWORN to before me this

Oct 28, 2019

affiant exhibiting his/her validly issued government ID as indicated above.

ATTESTED BY OCTAVIO A. MACATANGAY

NOTARY PUBLIC

UNTIL DECEMBER 31, 2019

IBPN NO. 067297 I/12/2019/BATANGAS &

BTN NO. 5012007/1-3-19 LIPACITY

MCLC COMPLIANCE NO. VI-0016086

ROLL NO. 21449



DEC 06 2019

HON. JANET M. ILAGAN
Municipal Mayor
Municipality of Mataasnakahoy
Mataasnakahoy, Batangas

Dear Mayor Ilagan:

Greetings!

Please be informed that the following appointment/s was/were duly acted upon by this office and is/are ready for release.

Name of Appointee	Position	Effectivity	Action Taken/Status
1. Lenilyn C. Caraan	Mun. Gov't Dept. Head (Municipal Accountant)	10/28/2019	Approved/Permanent

In this regard, may we request your authorized representative to receive the above-mentioned appointment/s.

We hope to continuously receive agency issued appointment/s in accordance with the July 2018 ORA – OHRA.

Thank you and more power.

Very truly yours,

LILY BETH L. MAJOMOT
Director II
CSFO – Batangas

Lenilyn C. Caraan
11/29/2020

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

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

Municipal Government Department Head
(Municipal Accountant)

2. ITEM NUMBER

3. SALARY GRADE

93 - 6

SG - 24

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

Province
 City
 Municipality

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

5th Class
 6th Class
 Special

5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

6. BUREAU OR OFFICE

Local Government Unit of Mataasnakahoy, Batangas

Office of the Municipal Accounting

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

Office of the Municipal Accounting

Office of the Municipal Accountant

9. PRESENT APPROP
ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P 62,555.00

P 54,974.00

P 62,555.00

PERA P 2,000.00
RATA 11,250.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Municipal Mayor

None

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

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

POSITION TITLE

ITEM NUMBER

Municipal Mayor

1-1

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

Telephone, Ballpen, Computer, Logbook, Laptop, Calculator and Celphone

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive /

General Public

Managerial

Supervisors

Non-Supervisors

Staff

Other Agencies

Others (Please Specify): _____

18. WORKING CONDITION

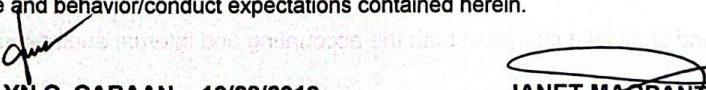
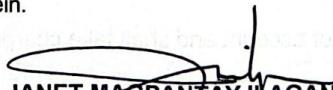
Office Work

Other/s (Please Specify)

Field Work

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

Keeps and control books of account and shall take charge of both the accounting and internal audit services of the municipality.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Keeps and control books of account and shall take charge of both the accounting and internal audit services of the municipality.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Commerce / Business Administration major in accounting	3 years experience in the treasury or accounting service	None required	RA 1080 (CPA)
21e. Core Competencies			Competency Level
None Yet			None Yet
21f. Leadership Competencies			Competency Level
None Yet			None Yet
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
Percentage of Working Time	(State the duties and responsibilities here:)		
10%	Install and maintain an internal audit system in the local government unit concerned.		
10%	Prepare and submit financial statements to the mayor, as the case maybe and to the sanggunian concerned		
5%	Appraise the sanggunian and other local government officials on the financial condition and operations of the local government unit concerned.		
5%	Certify to the availability of budgetary allotment to which expenditures and obligations maybe properly charged.		
10%	Review supporting documents before preparation of vouchers to determine completeness of requirements.		
10%	Prepare statement of cash advances, liquidation, salaries, allowances, reimbursements and remittances pertaining to the local government unit.		
10%	Prepare statements of journal vouchers and liquidation of the same and other adjustments related thereto.		
5%	Post individual disbursements to the subsidiary ledger and index cards		
5%	Maintain individual ledgers for officials and employees of the local government unit pertaining to payrolls and deductions		
5%	Record and post in index cards details of purchased furniture, fixtures and equipment including disposal thereof, in any		
10%	Account for all issued request for obligations and maintain and keep all records and reports related thereto.		
10%	Prepare journals and the analysis for obligations and maintain and keep all records and reports related thereto.		
5%	Exercise such other powers and performs such other duties and functions as may be prescribed by law or ordinance.		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.			
 LENILYN C. CARAAN		10/28/2019	
Employee's Name, Date and Signature		 JANET MAGPANTAY ILAGAN	
		10/28/2019	
		Supervisor's Name, Date and Signature	

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

PERFORMANCE CONTRACT

October 28, 2019 to January 28, 2020
January 29 to April 28, 2020

NAME OF EMPLOYEE : **LENILYN C. CARAAN**
POSITION : Mun. Gov't Dept. Head (Municipal Accountant)

1. Install and maintain an internal audit system in the local government unit concerned.
2. Prepare and submit financial statements to the governor or mayor, as the case maybe and to the sanggunian concerned.
3. Appraise the sanggunian and other local government officials on the financial condition and operations of the local government unit concerned.
4. Certify to the availability of budgetary allotment to which expenditures and obligations maybe properly charged.
5. Review supporting documents before preparation of vouchers to determine completeness of requirements.
6. Prepare statements of cash advances, liquidation, salaries, allowances, reimbursements and remittances pertaining to the local government unit.
7. Prepare statements of journal vouchers and liquidation of the same and other adjustments related thereto.
8. Post individual disbursements to the subsidiary ledger and index cards.
9. Maintain individual ledgers for officials and employees of the local government unit pertaining to payrolls and deductions.
10. Record and post in index cards details of purchased furniture, fixtures, and equipment, including disposal thereof, if any
11. Account for all issued requests for obligations and maintain and keep all records and reports related thereto.
12. Prepare journals and the analysis for obligations and maintain and keep all records and reports related thereto.
13. Exercise such other powers and perform such other duties and functions as maybe provided by law or ordinance.

Prepared by:


LENILYN C. CARAAN
Municipal Accountant

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


JANET MAGPANTAY ILAGAN
Municipal Mayor



CS Form No. 4
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. LENILYN C. CARAAN has assumed the duties and responsibilities as Municipal Government Department Head (Municipal Accountant) in the Office of the Municipal Accountant effective October 28, 2019.

This certification is issued in connection with the issuance of the appointment of Ms. Caraan as Municipal Government Department Head (Municipal Accountant).

Done this 28th day of October 2019 in Mataasnakahoy, Batangas.


JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: October 28, 2019

Attested by:


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

201 file
Admin
COA
CSC



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, LENILYN C. CARAAN of R. Lubis St. Brgy. II-A Mataasnakahoy, Batangas having been appointed to the position of Municipal Government Department Head (Municipal Accountant) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

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

LENILYN C. CARAAN

(Signature over Printed Name of the Appointee)

Government ID: PRC Card
ID Number : 0120333
Date Issued : 06-08-2007

Subscribed and sworn to before me this 28th day of October, 2019 in Mataasnakahoy Batangas, Philippines.

A large, handwritten signature in black ink, appearing to read "JANET MAGPANTAY LAGAN". A horizontal line extends from the end of the signature to the right, ending in a small flourish.

JANET MAGPANTAY LAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

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

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of LENILYN C. CARAAN as Municipal Government Department Head (Municipal Accountant) in the Office of the Municipal Accountant this municipality, all pertinent requirements contained in RA 7160 in section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.

JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL BUDGET

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

THIS IS TO CERTIFY that funds are available for the position of Municipal Government Department Head (Municipal Accountant) in the Accounting Office of this municipality, with Salary Grade 24 amounting to SEVEN HUNDRED FIFTY THOUSAND SIX HUNDRED SIXTY PESOS (P750,660.00) per annum as per Annual Budget CY-2019 of this municipality.

Issued this 28th day of October, 2019 at Mataasnakahoy, Batangas.


ROSARIE C. DELA PAZ
Municipal Budget Officer

CS Form No. 33-A

Revised 2018



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

Ms. LENILYN C. CARAAN

**You are hereby appointed as Mun. Gov't Dept. Head (Municipal Accountant)
(Position Title)**

**(SG-24) under Permanent status at the Office of the Municipal Accountant with a
(Permanent, Temporary, etc.) (Office/Department/Unit)**

**compensation rate of Sixty Two Thousand Five Hundred Fifty Five Pesos (P 62,555.00)
per month.**

**The nature of this appointment is Original vice CORAZON L. LANDICHO
(Original, Promotion, etc.)**

**who Resigned with Plantilla Item No. 73 Page 6.
(Transferred, Retired, etc.)**

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

(Appointee shall undergo a probationary period of six (6) months from the date of assumption to duty)

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date of Signing
October 14, 2019

CSC ACTION:

Authorized Official

Date

(Stamp of Date Release)

Certification

This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found to be in order.

The position was published at CSC Jobs Portal from July 2 to July 16, 2019, and posted in LGU Bulletin Board, Public Market and other conspicuous places from July 3 to July 16, 2019 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on August 16, 2019.

 Michael J. Sparer

EVELYN R. OLARTE

Mun. Human Resource Management Officer

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on August 21, 2019.

JANET MAGPANTAY ILAGAN
Municipal Mayor

CSC Notation

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

Original Copy - for the Appointee Original Copy - for the Civil Service Commission Original Copy - for the Agency	<p>Acknowledgement</p> <p><i>Received original/photocopy of appointment on</i> <u>Oct. 14, 2019</u></p> <p><u>LENILYN C. CARAAN</u> Appointee</p>
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CS Form No. 4
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. LENILYN C. CARAAN has assumed the duties and responsibilities as Municipal Government Department Head (Municipal Accountant) in the Office of the Municipal Accountant effective October 14, 2019.

This certification is issued in connection with the issuance of the appointment of Ms. Caraan as Municipal Government Department Head (Municipal Accountant).

Done this 14th day of October 2019 in Mataasnakahoy, Batangas.


JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: October 14, 2019

Attested by:



EVELYN R. OLARTE

Mun. Human Res. Mgt. Officer

201 file
Admin
COA
CSC



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, LENILYN C. CARAAN of R. Lubis St. Brgy. II-A Mataasnakahoy, Batangas having been appointed to the position of Municipal Government Department Head (Municipal Accountant) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

A handwritten signature in black ink.

LENILYN C. CARAAN

(Signature over Printed Name of the Appointee)

Government ID: PRC Card
ID Number : 0120333
Date Issued : 06-08-2007

Subscribed and sworn to before me this 14th day of October, 2019 in Mataasnakahoy Batangas, Philippines.

A handwritten signature in black ink.

JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of LENILYN C. CARAAN as Municipal Government Department Head (Municipal Accountant) in the Office of the Municipal Accountant this municipality, all pertinent requirements contained in RA 7160 in section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.

JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKHOY

OFFICE OF THE MUNICIPAL BUDGET

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

THIS IS TO CERTIFY that funds are available for the position of Municipal Government Department Head (Municipal Accountant) in the Accounting Office of this municipality, with Salary Grade 24 amounting to SEVEN HUNDRED FIFTY THOUSAND SIX HUNDRED SIXTY PESOS (P750,660.00) per annum as per Annual Budget CY-2019 of this municipality.

Issued this 14th day of October 2019 at Mataasnakahoy, Batangas.


ROSARIE C. DE LA PAZ
Municipal Budget Officer

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

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

Municipal Government Department Head
(Municipal Accountant)

2. ITEM NUMBER

73 - 6

3. SALARY GRADE

SG - 24

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

Province
 City
 Municipality

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

5th Class
 6th Class
 Special

5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

Local Government Unit of Mataasnakahoy, Batangas

6. BUREAU OR OFFICE

7. DEPARTMENT / BRANCH / DIVISION

Office of the Municipal Accounting

8. WORKSTATION / PLACE OF WORK

Office of the Municipal Accountant

9. PRESENT APPROP
ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P 62,555.00 PERA P 2,000.00
RATA 11,250.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Municipal Mayor

None

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

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

POSITION TITLE

ITEM NUMBER

Municipal Mayor

1-1

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

Telephone, Ballpen, Computer, Logbook, Laptop, Calculator and Celphone

17. CONTACTS / CLIENTS / STAKEHOLDERS

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

18. WORKING CONDITION

Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	

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

Keeps and control books of account and shall take charge of both the accounting and internal audit services of the municipality.

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

Keeps and control books of account and shall take charge of both the accounting and internal audit services of the municipality.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Commerce / Business Administration major in accounting	3 years experience in the treasury or accounting service	None required	RA 1080 (CPA)

21e. Core Competencies**Competency Level**

None Yet

(Indicate the required Competency Level here)

21f. Leadership Competencies**Competency Level**

None Yet

(Indicate the required Competency Level here)

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
10%	Install and maintain an internal audit system in the local government unit concerned.	
10%	Prepare and submit financial statements to the mayor, as the case maybe and to the sanggunian concerned	
5%	Appraise the sanggunian and other local government officials on the financial condition and operations of the local government unit concerned.	
5%	Certify to the availability of budgetary allotment to which expenditures and obligations maybe properly charged.	
10%	Review supporting documents before preparation of vouchers to determine completeness of requirements.	
10%	Prepare statement of cash advances, liquidation, salaries, allowances, reimbursements and remittances pertaining to the local government unit.	
10%	Prepare statements of journal vouchers and liquidation of the same and other adjustments related thereto.	
5%	Post individual disbursements to the subsidiary ledger and index cards	
5%	Maintain individual ledgers for officials and employees of the local government unit pertaining to payrolls and deductions	
5%	Record and post in index cards details of purchased furniture, fixtures and equipment including disposal thereof, in any	
10%	Account for all issued request for obligations and maintain and keep all records and reports related thereto.	
10%	Prepare journals and the analysis for obligations and maintain and keep all records and reports related thereto.	
5%	Exercise such other powers and performs such other duties and functions as may be prescribed by law or ordinance.	

(Indicate the required Competency Level here)

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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

own
LENILYN C. CARAAN
Employee's Name, Date and Signature

own
JANET MAGPANTAY ILAGAN
Supervisor's Name, Date and Signature

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

PERFORMANCE CONTRACT
October 14, 2019 to January 14, 2020
January 15 to April 14, 2020

NAME OF EMPLOYEE : **LENILYN C. CARAAN**
POSITION : Mun. Gov't Dept. Head (Municipal Accountant)

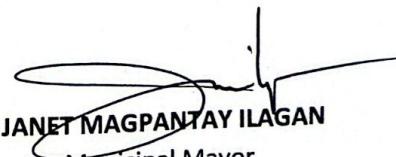
1. Install and maintain an internal audit system in the local government unit concerned.
2. Prepare and submit financial statements to the governor or mayor, as the case maybe and to the sanggunian concerned.
3. Appraise the sanggunian and other local government officials on the financial condition and operations of the local government unit concerned.
4. Certify to the availability of budgetary allotment to which expenditures and obligations maybe properly charged.
5. Review supporting documents before preparation of vouchers to determine completeness of requirements.
6. Prepare statements of cash advances, liquidation, salaries, allowances, reimbursements and remittances pertaining to the local government unit.
7. Prepare statements of journal vouchers and liquidation of the same and other adjustments related thereto.
8. Post individual disbursements to the subsidiary ledger and index cards.
9. Maintain individual ledgers for officials and employees of the local government unit pertaining to payrolls and deductions.
10. Record and post in index cards details of purchased furniture, fixtures, and equipment, including disposal thereof, if any
11. Account for all issued requests for obligations and maintain and keep all records and reports related thereto.
12. Prepare journals and the analysis for obligations and maintain and keep all records and reports related thereto.
13. Exercise such other powers and perform such other duties and functions as maybe provided by law or ordinance.

Prepared by:


LENILYN C. CARAAN
Municipal Accountant

Conforme: 

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


JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE SANGGUNIANG BAYAN MEMBERS ON OCTOBER 25, 2019 AT VICENTE' MEMORIAL HALL MATAASNAKAHOY, BATANGAS

PRESENT:

HON. JAY MANALO ILAGAN	-Municipal Vice Mayor/Presiding Officer
HON. JOSEPH D. CALINISAN	-SB Member
HON. CARMELITA V. ACERIMO	-SB Member
HON. HERWIN D. DEL MUNDO	-SB Member
HON. MERLYN CARAAN- LAQUI	-SB Member
HON. KAREN JOY A. LAQUI	-SB Member
HON. ANGELITO L. SUBOL	-SB Member
HON. JERRY M. REYES	-SB Member
HON. LEMUEL V. DE OCAMPO	-SB Member
HON. NOVILITO M. MANALO	-SB Member/LNB President
HON. MELVEN M. LUCERO	-SB Member/SK Federation Presidents

ABSENT:

NONE

RESOLUTION NO. 152-S-2019

RESOLUTION DENYING THE CONCURRENCE OF APPOINTMENT OF MS. LENILYN C. CARAAN AS MUNICIPAL ACCOUNTANT OF THIS MUNICIPALITY

WHEREAS, this August body received a letter dated October 15, 2019 from the Office of the Mayor for the concurrence of appointment of Ms. Lenilyn C. Caraan as Municipal Accountant of this municipality;

WHEREAS, after thorough deliberation on the matter on motion of Hon. Lemuel V. de Ocampo duly seconded by all of the Sangguniang Bayan members present unanimously approved the resolution entitled "Resolution denying the concurrence of appointment of Ms. Lenilyn C. Caraan as Municipal Accountant of this municipality".

APPROVED: October 25, 2019.

RESOLVED FURTHER, that a copy of this resolution be forwarded to Hon. Janet Magpantay Ilagan, Municipal Mayor for her information and guidance. Likewise, to all concerned agencies for their information.

I HEREBY CERTIFY, that the foregoing resolution was approved by the Sangguniang Bayan of Mataasnakahoy, Batangas during its session held at the Vicente R. Matanguihan Session Hall on October 25, 2019.


JORGEN M. LANDICHO,
Secretary to the Sangguniang Bayan

ATTESTED:


JAY MANALO ILAGAN



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN OF MATAASNAKAHOY, BATANGAS HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON NOVEMBER 15, 2019.

PRESENT:

HON. JAY MANALO ILAGAN	-Municipal Vice Mayor/Presiding Officer
HON. JOSEPH D. CALINISAN	-SB Member
HON. CARMELITA V. ACERIMO	-SB Member
HON. HERWIN D. DEL MUNDO	-SB Member
HON. MERLYN CARAAN- LAQUI	-SB Member
HON. KAREN JOY A. LAQUI	-SB Member
HON. LEMUEL V. DE OCAMPO	-SB Member
HON. ANGELITO L. SUBOL	-SB Member
HON. JERRY M. REYES	-SB Member
HON. MELVEN M. LUCERO	-SB Member/SK Fed. President

ABSENT:

HON. NOVILITO M. MANALO	-SB Member/LNB President (on official business)
-------------------------	---

RESOLUTION NO. 234-S-2019

RESOLUTION CONCURRING THE APPOINTMENT OF MS. LENILYN C. CARAAN AS MUNICIPAL ACCOUNTANT OF THIS MUNICIPALITY

WHEREAS, the need to have an accountant in our municipality is a necessity and exigent;

WHEREAS, RA 7160 Chapter 2 Sec. 443 (d) provides that "unless otherwise provided herein, heads of departments and offices shall be appointed by the municipal mayor with the concurrence of the majority of all the sangguniang bayan members, subject to civil service law, rules and regulations;

WHEREAS, Ms. Lenilyn C. Caraan possess all the qualifications and non disqualification as Municipal Accountant;

WHEREAS, the appointment of Ms. Lenilyn C. Caraan, Municipal Accountant is in order having met the minimum requirements provided by law;

NOW THEREFORE, on motion of Hon. Lemuel V. de Ocampo, Vice-Chairman Committee on Good Governance and Legal Matters and duly seconded

BE IT RESOLVED by the Sangguniang Bayan session assembled to confirm and concur the appointment of Ms. Lenilyn C. Caraan to the position of Municipal Accountant of this municipality.

APPROVED: November 15, 2019.

RESOLVED FURTHER, that copies of this resolution be forwarded to all agencies concerned for their information and guidance.

I HEREBY CERTIFY to the correctness of the foregoing resolution which was adopted by the Sangguniang Bayan of Mataasnakahoy, Batangas during their regular session held at the Sangguniang Bayan Session Hall on November 15, 2019.

JORGEN M. LANDICHO
Secretary to the Sangguniang Bayan

ATTESTED:

JAY MANALO ILAGAN
Municipal Vice Mayor/Presiding Officer





**Republic of the Philippines
Department of Justice
National Bureau of Investigation**



12902058

This is to certify that the person whose name, picture, signature and thumbprint appearing below applied for NBI Clearance and the results is as follows:

NBI ID NO.
C610CLRN58-LA559332

FAMILY NAME
CARPO
MIDDLE NAME
VENTURA

ADDRESS
419 RAFAEL LUBIS STREET MATAASNASKAHYO BATANGAS

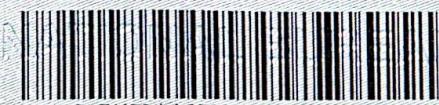
DATE OF BIRTH
March 18, 1985

CITIZENSHIP
FILIPINO

PURPOSE

MULTI-PURPOSE CLEARANCE

REMARKS
NO RECORD ON FILE



C610CLRN58-LA559332

VALID UNTIL
August 30, 2020

FIRST NAME
LENILYN

HUSBAND'S SURNAME
CARAAN

PLACE OF BIRTH
CALASIAO, PANGASINAN

CIVIL STATUS
MARRIED

GENDER
FEMALE



SIGNATURE

Date Printed: Friday, August 30, 2019 03:39 PM

Agency	LA	DATID	MILA
CASID	MILA	BIOID	MILA
O.R. No.	MPX48XQEBO	RECID	
O.R. Date	08/30/2019 3:40:08 PM	INTID	
DST PAID		PRTID	MILA

ATTY. DANTE A. GIERRAN, CPA
Director



**Republic of the Philippines
Department of Justice
National Bureau of Investigation**



12902058

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MIDDLE NAME
VENTURA

ADDRESS
419 RAFAEL LUBIS STREET MATAASNASKAHYO BATANGAS

DATE OF BIRTH
March 18, 1985

CITIZENSHIP
FILIPINO

PURPOSE

MULTI-PURPOSE CLEARANCE

REMARKS
NO RECORD ON FILE



C610CLRN58-LA559332

VALID UNTIL
August 30, 2020

FIRST NAME
LENILYN

HUSBAND'S SURNAME
CARAAN

PLACE OF BIRTH
CALASIAO, PANGASINAN

CIVIL STATUS
MARRIED

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O.R. Date	08/30/2019 3:40:08 PM	INTID	
DST PAID		PRTID	MILA

ATTY. DANTE A. GIERRAN, CPA
Director





Republic of the Philippines
Professional Regulation Commission
Lucena Regional Office



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

THIS IS TO CERTIFY that according to the records of this Commission,

LENILYN VENTURA CARPO

(Name)

PASSED

the

Certified Public Accountant

licensure examination given by the Board of / for

Accountancy

Name of Board

on

May, 2007

with a general rating of

Eighty Two

percent

82.00%

This certification is issued upon his/her request for whatever legal purpose it may serve.

Lucena City, Philippines

August 14, 2019

For and in behalf of:

REYNALDO V. CRISTOBAL
OIC – Director
PRC Lucena Regional Office

SEAL

O.R. No. : 16411785

Date : 8/14/2019

Amount : 75.00

Verified and Typed by: KIRBY CLIFFORD C. GUEVARA



By:
BENIGNA E. MENDOZA
Supervising PRO
Application Section

ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.

NOT VALID WITHOUT DRY SEAL AND METERED DOCUMENTARY STAMP.





Republic of the Philippines
Professional Regulation Commission
Lucena Regional Office



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

TO WHOM IT MAY CONCERN:

This is to certify that according to the records of this Commission,
the following appear:

Name of Examinee : LENILYN VENTURA CARPO
Examination Taken : CERTIFIED PUBLIC ACCOUNTANT
Name of Board : Board of Accountancy
Date of Examination : May, 2007
Examination Number : 03924219

<u>SUBJECTS</u>	<u>RATINGS</u>
Theory of Accounts	84.00
Business Law and Taxation	82.00
Management Services	80.00
Auditing Theory	80.00
Auditing Problems	81.00
Practical Accounting Problems I	78.00
Practical Accounting Problems II	89.00
GENERAL AVERAGE RATING	82.00%
	PASSED

Lucena City, Philippines
August 14, 2019

For and in behalf of:

REYNALDO V. CRISTOBAL
OIC – Director
PRC Lucena Regional Office

SEAL

O.R. No.: 16411785

Date : 08/14/2019

Verified and typed by: KIRBY CLIFFORD C. GUEVARA

By:

BENIGNA E. MENDOZA
Supervising PRO
Application Section

NOTE: The minimum passing general rating required for the above-named examination is 75% with no rating below 65% in any subject. () - indicates subject passed in previous examination.

ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.
NOT VALID WITHOUT DRY SEAL AND DOCUMENTARY STAMP



Republic of the Philippines
Professional Regulation Commission
Lucena Regional Office



C E R T I F I C A T I O N
O F P A S S I N G

This is to certify that according to the records of this Commission,

LENILYN CARPO CARAAN

(Name of Examinee)

PASSED the REAL ESTATE BROKER
(Remarks) (Examination Taken)

licensure examination given by the Board of/for Real Estate
(Name of Board)

on February, 2016 with a general average of 83.25 %
(mm/yyyy) (Rating Obtained)

This certification is issued upon his/her request for whatever legal purpose it may serve.

Lucena, Philippines

August 30, 2019

For and on behalf of:

REYNALDO V. CRISTOBAL

OIC-Director

PRC Lucena Regional Office

O.R. No. : 16420205

DATE : 08/30/2019

Verified and typed by: KIRBY CLIFFORD GUEVARRA

By:

JOANNE I. BARLAN

Supervising PRO

Finance and Administrative Division

ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.
NOT VALID WITHOUT DRY SEAL AND DOCUMENTARY STAMP.

RMD - 03
Rev. 00
February 25, 2015
Page 1 of 1



Republic of the Philippines
Professional Regulation Commission
Lucena Regional Office



CERTIFICATION OF BOARD RATING

This is to certify that according to the records of this Commission,
the following appear:

Name of Examinee : LENILYN CARPO CARAAN
Examination Taken : REAL ESTATE BROKER
Name of Board : Real Estate
Date of Examination : February, 2016
Application No. : 421232

<u>SUBJECTS</u>	<u>RATINGS</u>
General/Fundamentals.....	83.00
Technical.....	82.00
Professional.....	84.00
GENERAL AVERAGE RATING	83.25 %
Remarks	PASSED

Lucena, Philippines
August 14, 2019

For and on behalf of:

REYNALDO V. CRISTOBAL

OIC-Director

PRC Lucena Regional Office

Verified and typed by: KIRBY CLIFFORD GUEVARRA

By:

BENIGNA E. MENDOZA

Supervising PRO

Application Section

NOTE: The minimum passing general rating required for the above-named examination is 75% with no rating below 50% in any subject.

ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.
NOT VALID WITHOUT DRY SEAL AND DOCUMENTARY STAMP.

RMD - 02
Rev. 00
February 25, 2015
Page 1 of 1



EXIT CLEARANCE

Employee Name: LENILYN C. CAYAAN

Position: CREDIT & COLLECTION

Nature of separation: Resignation End of contract

For a cause Others _____

Company/Branch: AllHome

Date Hired: JAN 01, 2019 -

Effective Date of Separation:

Clearance Started: _____

Clearance Accomplished: _____

SECTION/DEPARTMENT

REMARKS

DATE

Please indicate:

- 1 Accountability – outstanding credit, breakage or damage of Co. property, etc.
- 2 Receivable – salary, reimbursement, etc.

AUTHORIZED SIGNATURE

(signature over printed name)

1. IMMEDIATE SUPERVISOR

2. DIVISION HEAD

3. ACCOUNTING

- CASH ADVANCE *Cleared 8/14*
 REVOLVING FUND
 LOANS *- Cleared 8/14*
 OTHERS *Cleared 8/14*

MARY LEE SARDIA SA

9/16/19

Glorius T. Burgio

DAVID G. ALMENDRA

HAG KARINA JOY C. SIMONTE

9/16/19

Jean Doral

Lenilyn C. Cayaan
Signature over Printed Name

4. I.T. DEPARTMENT

- TOOLS & OFFICE EQUIPMENT

5. PURCHASING

6. HUMAN RESOURCES DEPARTMENT

- RESIGNATION LETTER
 EXIT INTERVIEW
 OTHERS

NOTE: To be accomplished by the employee

Attached ID and Letter of Resignation

Accountabilities stated shall be done as of the last working day of the concerned employee

DISTRIBUTION OF COPIES:

1. HRD
2. ACCOUNTING
3. EMPLOYEE

City of Dagupan 2400 Philippines

OFFICIAL TRANSCRIPT OF RECORDS

RECORD OF CANDIDATE FOR GRADUATION

Name LENILYN VENTURA CARPO	Date of Graduation MAY, 2006	
Address AMBUETEL, CALASIAO, PANGASINAN	Title / Degree BACHELOR OF SCIENCE IN ACCOUNTANCY	
Date of Birth 1985-03-18 Sex F	Major / A.C. 	
Term of Admission First Semester, 20022003	Minor 	
College COLLEGE OF MANAGEMENT AND ACCOUNTANCY	COMPLETED	
NCEE NSAT Date Taken FORM 137, CALASIAO COMPREHENSIVE NATIONAL HIGH SCHOOL	Name of School AMBUETEL ELEMENTARY SCHOOL	Year 1998
Entrance Data	High School CALASIAO COMPREHENSIVE NAT'L HIGH SCHOOL	Year 2002

Course Number with Descriptive Title	Grades		Credits
	Final	Re-Ex	

2002-2003, First Semester
UNIVERSITY OF PANGASINAN

ACCTG. 1	Fundamentals of Acctg. Part-I	91.00	6.00
ENGLISH 111	Communications Arts 1	81.00	3.00
FINANCE 1A	Intro. to Business Finance & Phil. Financial System	86.00	3.00
KB 1/TYPING 1	Elementary Typewriting	82.00	3.00
MATH 2A	Elements of Business Math	86.00	3.00
MGT. 1	Business Organizations	89.00	3.00
NAT. SC. 1	Physical Sciences	85.00	3.00
NSTP I (CWTS)	National Service Training Program - Civic Welfare Tr'ning Service	91.00	3.00
P.E. 1	Physical Fitness, Development and Maintenance	86.00	2.00

2002-2003, Second Semester
UNIVERSITY OF PANGASINAN

ACCTG. 2 & 3	Fundamentals of Acctg. Part II	88.00	6.00
ENGLISH 121	Communication Skills 2/Writing in the Disciplines	83.00	3.00
FILIPINO 1	Kasanayan sa Pakikipagtalastasan	90.00	3.00
ITS 1	Introduction to Information Technology	90.00	3.00
KB 2/TYPING 2	Speed Development	86.00	3.00
MATH 1	College Algebra	90.00	3.00
NAT. SC. 2	Biological Sciences	87.00	3.00
NSTP II (CWTS)	National Service Training Program - Civil Welfare Training Service	90.00	3.00
P.E. 2	Rhythmic & Dance	87.00	2.00

2003-2004, First Semester

ACCTG. 4A	Financial Acctg. Theory & Pract. Part I	86.00	6.00
ECON 1A	Intro. to Micro-Econ. Theory & Policy w/ LRT	88.00	3.00
ENGLISH 211	Speech Improvement	86.00	3.00
ITS 2	Fundamentals of Computer Software	86.00	3.00
MATH 4	Mathematics of Investment	87.00	3.00
MGT. 19A	Human Behavior & Organization	93.00	3.00
P.E. 3	Individual and Dual Sports	87.00	2.00
PHILOSOPHY 2	Logic	91.00	3.00

Other Remarks:

Description	Letter	Percent	Number
Excellent	A	99-100	1.00
Excellent	A-	97-98	1.25
Very Good	B+	95-96	1.50
Very Good	B	92-94	1.75
Good	B-	89-91	2.00
Good	C+	86-88	2.25
Average	C	83-85	2.50
Below Ave	C-	80-82	2.75
Passing	D	75-79	3.00
Failed	F	Bel. 75	5.00

DP/DRP - Dropped. No Credit. INC - Incomplete. Removal Needed.

NC - No Credit FA - Failure due to Absence

Any erasure or alteration on this copy invalidates the whole transcript.

unless initiated by the Registrar. NOT VALID WITHOUT *Louie Z. Crisp*

UNIVERSITY OFFICIAL DRY SEAL.

Remarks: GRADUATED IN THE FOUR-YEAR COURSE IN ACCOUNTANCY IN THIS UNIVERSITY WITH THE DEGREE OF BACHELOR OF SCIENCE IN ACCOUNTANCY (BSACCTY) AS OF MAY, 2006 UNDER SPECIAL ORDER NO. 50-343201-181 S. 2006 DATED MAY 30, 2006.
COPY GOOD FOR EMPLOYMENT PURPOSES.

Date: 09/06/2019 9:45:53AM

Prepared by:

D. Carrera

DENNIS G. CARRERA

**CONFIRMED COPY OF THE
RECORD ON FILE**
LOUIS Z. CRISP
ASSISTANT REGISTRAR
SEP 12 2019

University Registrar:

Liberty M. Soriano

Signature over printed name



OFFICIAL TRANSCRIPT OF RECORDS

City of Dagupan 2400 Philippines

RECORD OF CANDIDATE FOR GRADUATION

Name	LENILYN VENTURA CARPO		Date of Graduation	MAY, 2006	
Address	AMBUETEL, CALASIAO, PANGASINAN		Title / Degree	BACHELOR OF SCIENCE IN ACCOUNTANCY	
Date of Birth	1985-03-18	Sex	F	Major / A.C.	
Term of Admission	First Semester, 20022003		Minor		
College	COLLEGE OF MANAGEMENT AND ACCOUNTANCY		COMPLETED		
NCEE	NSAT	Date Taken	Intermediate	Name of School	Year
Entrance Data	FORM 137, CALASIAO COMPREHENSIVE NATIONAL HIGH SCHOOL		High School	AMBUETEL ELEMENTARY SCHOOL	1998
			High School	CALASIAO COMPREHENSIVE NAT'L HIGH SCHOOL	2002

Course Number with Descriptive Title	Grades		Credits
	Final	Re-Ex	

2003-2004, Second Semester
UNIVERSITY OF PANGASINAN

ACCTG 5/5B	Financial Acctg Theory & Practice P-II	82.00	6.00
ENGLISH 221	Business Correspondence	84.00	3.00
ITS 3	System Analysis and Design	84.00	3.00
MATH 5	Business Statistics	96.00	3.00
MKTG. 1A	Fundamentals of Marketing	87.00	3.00
P.E. 4	Team Sports	86.00	2.00
PSYCHO 1	General Psychology w/ Drug Education	92.00	3.00
SOCIO 1	Gen. Socio w/ Population Education	91.00	3.00

2003-2004, Summer

UNIVERSITY OF PANGASINAN

ACCTG. 5/5C	Financial Acctg Theory & Practice P-III	88.00	3.00
HUMANITIES I	Art Appreciation	83.00	3.00
MATH 6	Mathematical Analysis in Business	92.00	3.00

2004-2005, First Semester

UNIVERSITY OF PANGASINAN

ACCTG. 11A	Advanced Acctg. P-I	86.00	3.00
ACCTG. 9/9B	Auditing & Assurance Services P-I	84.00	6.00
ECON. 2B	Intro. to Macro Econ. Theory & Practice	88.00	3.00
FIL. 2A	Pagbasa at Pagsulat sa iba't ibang Disiplina	84.00	3.00
ITS 4A	Information Management & Control	84.00	3.00
LAW 1A	Law on Obligations & Contracts	88.00	3.00
MATH 16	Quantitative Techniques in Business	90.00	3.00

2004-2005, Second Semester

UNIVERSITY OF PANGASINAN

ACCTG. 10A	Auditing & Assurance Services P-II	81.00	6.00
ACCTG. 12A	Adv. Acctg. Part II	87.00	3.00
ENTREP 1	Intro to Entrepreneurship	88.00	3.00
FINANCE 18A	Financial Management Part I	87.00	3.00
LAW 2B	Law on Business Organization	92.00	3.00
MGT. 18A	Production and Operation Management	95.00	3.00

Other Remarks:

Description	Letter	Percent	Number
Excellent	A	99-100	1.00
Excellent	A-	97-98	1.25
Very Good	B+	95-96	1.50
Very Good	B	92-94	1.75
Good	B-	89-91	2.00
Good	C+	86-88	2.25
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Below Ave	C-	80-82	2.75
Passing	D	75-79	3.00
Failed	F	Bel. 75	5.00

Remarks: GRADUATED IN THE FOUR-YEAR COURSE IN ACCOUNTANCY IN THIS UNIVERSITY WITH THE DEGREE OF BACHELOR OF SCIENCE IN ACCOUNTANCY (BSACCTY) AS OF MAY, 2006 UNDER SPECIAL ORDER NO. 50-343201-181 S. 2006 DATED MAY 30, 2006.
COPY GOOD FOR EMPLOYMENT PURPOSES.

Date: 09/06/2019 9:45:53AM

Prepared by:

D. Carrera
DENNIS G. CARRERA

UNIVERSITY OF PANGASINAN
PHINMA EDUCATION NETWORK
DAGUPAN CITY, PHILIPPINES
OFFICE OF THE REGISTRAR

DP/DRP - Dropped. No Credit.

INC - Incomplete. Removed from Record

NC - No Credit

FA - Failure due to Absences

University Registrar:

Liberty M. Soriano
LIBERTY M. SORIANO

Signature over printed name

Lourdes Z. Cruz
ASSISTANT REGISTRAR
Date: SEP 12 2019



OFFICIAL TRANSCRIPT OF RECORDS

City of Dagupan 2400 Philippines

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Term of Admission	First Semester, 20022003		Minor		
College	COLLEGE OF MANAGEMENT AND ACCOUNTANCY		COMPLETED		
NCEE	NSAT	Date Taken	Name of School		Year
Entrance Data	FORM 137, CALASIAO COMPREHENSIVE NATIONAL HIGH SCHOOL		Intermediate	AMBUETEL ELEMENTARY SCHOOL	1998
			High School	CALASIAO COMPREHENSIVE NAT'L HIGH SCHOOL	2002

Course Number with Descriptive Title	Grades		Credits
	Final	Re-Ex	

TAX 1B	Phil. Tax System of Income Tax 2004-2005, Summer UNIVERSITY OF PANGASINAN	89.00	3.00
ACCTG. 6/7A	Cost Acctg. & Cost Mgt.	91.00	6.00
FIN. 18B	Financial Mgt. P-II 2005-2006, First Semester UNIVERSITY OF PANGASINAN	90.00	3.00
ACCTG. 12B	Advanced Acctg. P-3	90.00	3.00
ACCTG. 14	Mgt. Acctg. Part I	94.00	3.00
ACCTG. 17	Seminar in Contemporary Accounting Theory and Practice Part I	88.00	6.00
ENGL. 224/LIT 1	Philippine Literature/The Literature of the Philippines	86.00	3.00
LAW 3A	Sales, Agency & other Commercial Laws	90.00	3.00
MGT. 4A	Human Resources Mgt.	84.00	3.00
TAXATION 2B	Business & Transfer of Tax 2005-2006, Second Semester UNIVERSITY OF PANGASINAN	87.00	3.00
ACCOUNTING 18	Sem. in Contemporary Acctg. Theory and Practice Part II	95.00	6.00
ACCTG. 14B	Mgt. Acctg. P-2	91.00	3.00
ITS 5	Auditing in an I.T. Environment	82.00	3.00
LAW 4A	Law on Negotiable Instruments	78.00	3.00
MGT. 3B	Business Policy & Strategy	97.00	3.00
SOC. SC. 10	Philippine History & Government 2005-2006, Summer UNIVERSITY OF PANGASINAN	88.00	3.00
ACCTG. 14C	Management Consultancy	86.00	3.00
COOP 1	Introduction to Cooperative	89.00	3.00
SOC. SC. 3	Rizal's Life & His Works	92.00	3.00

Entries below this line not valid



Other Remarks:

Description	Letter	Percent	Number
Excellent	A	99-100	1.00
Excellent	A-	97-98	1.25
Very Good	B+	95-96	1.50
Very Good	B	92-94	1.75
Good	B-	89-91	2.00
Good	C+	86-88	2.25
Average	C	83-85	2.50
Below Ave	C-	80-82	2.75
Passing	D	75-79	3.00
Failed	F	Bel. 75	5.00

Remarks: GRADUATED IN THE FOUR-YEAR COURSE IN ACCOUNTANCY IN THIS UNIVERSITY WITH THE DEGREE OF BACHELOR OF SCIENCE IN ACCOUNTANCY (BSACCTY) AS OF MAY, 2006 UNDER SPECIAL ORDER NO. 50-343201-181 S. 2006 DATED MAY 30, 2006.
COPY GOOD FOR EMPLOYMENT PURPOSES.

Date: 09/06/2019 9:45:53AM

Prepared by:

D. Carrera

DENNIS G. CARRERA

DP/DRP - Dropped. No Credit.

INC - Incomplete. Removal Needed.

NC - No Credit

FA - Failure due to Absences.

Any erasure or alteration on this copy invalidates the whole transcript

unless initialed by the Registrar. NOT VALID WITHOUT

UNIVERSITY OFFICIAL DRY SEAL.

UNIVERSITY OF PANGASINAN
PHINMA EDUCATION NETWORK
DAGUPAN CITY, PHILIPPINES
OFFICE OF THE REGISTRAR

CERTIFIED COPY OF THE
RECORD ON FILE
University Registrar:

Lourdes Z. Cruz
ASSISTANT REGISTRAR
Date SEP 17 2019

LIBERTY M. SORIANO

Signature over printed name



Republic of the Philippines
Professional Regulation Commission
Lucena Regional Office



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

TO WHOM IT MAY CONCERN:

This is to certify that according to the records of this Commission, the following appear:

Name of Examinee : LENILYN VENTURA CARPO
Examination Taken : CERTIFIED PUBLIC ACCOUNTANT
Name of Board : Board of Accountancy
Date of Examination : May, 2007
Examination Number : 03924219

SUBJECTS	RATINGS
Theory of Accounts	84.00
Business Law and Taxation	82.00
Management Services	80.00
Auditing Theory	80.00
Auditing Problems	81.00
Practical Accounting Problems I	78.00
Practical Accounting Problems II	89.00
GENERAL AVERAGE RATING	82.00% <u>PASSED</u>

Lucena City, Philippines

August 30, 2019

For and in behalf of:

REYNALDO V. CRISTOBAL
OIC – Director
PRC Lucena Regional Office

SEAL

O.R. No.: 16420226

Date : 08/30/2019

Verified and typed by: KIRBY CLIFFORD C. GUEVARA

By:

JOANNE I. BARLAN
Supervising PRO

Finance and Administrative Division

NOTE: The minimum passing general rating required for the above-named examination is 75% with no rating below 65% in any subject. () - indicates subject passed in previous examination.

ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.
NOT VALID WITHOUT DRY SEAL AND DOCUMENTARY STAMP



Republic of the Philippines
Professional Regulation Commission
Lucena Regional Office



CERTIFICATION

THIS IS TO CERTIFY that according to the records of this Commission,

LENILYN VENTURA CARPO

(Name)

PASSED

the

Certified Public Accountant

licensure examination given by the Board of / for

Accountancy

Name of Board

on

May, 2007

with a general rating of

Eighty Two

percent

82.00%

This certification is issued upon his/her request for whatever legal purpose it may serve.

Lucena City, Philippines

August 30, 2019

For and in behalf of:

REYNALDO V. CRISTOBAL

OIC – Director

PRC Lucena Regional Office

SEAL

O.R. No. : 16420226

Date : 8/30/2019

Amount : 75.00

Verified and Typed by: *Kirby Clifford C. Guevarra*

By:

Joanne I. Barlan

Supervising PRO

Finance and Administrative Division



ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.

NOT VALID WITHOUT DRY SEAL AND METERED DOCUMENTARY STAMP.



Republic of the Philippines
Professional Regulation Commission
Lucena Regional Office



CERTIFICATION OF PASSING

This is to certify that according to the records of this Commission,

LENILYN CARPO CARAAN

(Name of Examinee)

PASSED the **REAL ESTATE BROKER**
(Remarks) (Examination Taken)

licensure examination given by the Board of/for **Real Estate**
(Name of Board)

on **February, 2016** with a general average of **83.25 %**
(mm/yyyy) (Rating Obtained)

This certification is issued upon his/her request for whatever legal purpose it may serve.

Lucena, Philippines

August 14, 2019

For and on behalf of:

REYNALDO V. CRISTOBAL

OIC-Director

PRC Lucena Regional Office

O.R. No. : 16411784
DATE : 08/14/2019

Verified and typed by: KIRBY CLIFFORD GUEVARRA

By:

BENIGNA E. MENDOZA

Supervising PRO
Application Section

**ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.
NOT VALID WITHOUT DRY SEAL AND DOCUMENTARY STAMP.**

RMD - 03
Rev. 00
February 25, 2015
Page 1 of 1



Republic of the Philippines
Professional Regulation Commission
Lucena Regional Office



CERTIFICATION OF BOARD RATING

This is to certify that according to the records of this Commission,
the following appear:

Name of Examinee : LENILYN CARPO CARAAN
Examination Taken : REAL ESTATE BROKER
Name of Board : Real Estate
Date of Examination : February, 2016
Application No. : 421232

SUBJECTS

	RATINGS
General/Fundamentals.....	83.00
Technical.....	82.00
Professional.....	84.00
GENERAL AVERAGE RATING	83.25 %
Remarks	PASSED

Lucena, Philippines
August 30, 2019

For and on behalf of:

REYNALDO V. CRISTOBAL

OIC-Director

PRC Lucena Regional Office

Verified and typed by: KIRBY CLIFFORD GUEVARRA

By:

JOANNE I. BARLAN

Supervising PRO

Finance and Administrative Division

NOTE: The minimum passing general rating required for the above-named examination is 75% with no rating below 50% in any subject.

**ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.
NOT VALID WITHOUT DRY SEAL AND DOCUMENTARY STAMP.**

RMD - 02
Rev. 00
February 25, 2015
Page 1 of 1



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Ms. LENILYN C. CARAAN

You are hereby appointed as Mun. Gov't Dept. Head (Municipal Accountant)
(Position Title)
(SG-24) under Permanent status at the Office of the Municipal Accountant with a
(Permanent, Temporary, etc.)
(Office/Department/Unit)
compensation rate of Sixty Two Thousand Five Hundred Fifty Five Pesos (P 62,555.00)
per month.

The nature of this appointment is Original vice CORAZON L. LANDICHO
(Original, Promotion, etc.)
who Resigned with Plantilla Item No. 93 Page 6.
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing authority.
(Appointee shall undergo a probationary period of six (6) months from the date of assumption to duty)

Very truly yours,

A handwritten signature in black ink, appearing to read "Janet Magpantay Ilagan".
JANET MAGPANTAY ILAGAN
Municipal Mayor

Date of Signing
October 28, 2019

CSC ACTION:

Authorized Official

Date

(Stamp of Date Release)

Certification

This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017, as amended**, have been complied with, reviewed and found to be in order.

The position was published at CSC Website from July 2 to July 16, 2019, and posted in CSC Field Office and other conspicuous places from July 2 to July 16, 2019 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on August 16, 2019.

EVELYN R. OLARTE
Mun. Human Resource Management Officer

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on August 21, 2019.

JANET MAGPANTAY ILAGAN
Municipal Mayor

CSC Notation

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

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

Acknowledgement

Received original/photocopy of appointment on Oct. 28 2019

LENILYN C. CARAAN
Appointee



CS Form No. 4
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. LENILYN C. CARAAN has assumed the duties and responsibilities as Municipal Government Department Head (Municipal Accountant) in the Office of the Municipal Accountant effective October 28, 2019.

This certification is issued in connection with the issuance of the appointment of Ms. Caraan as Municipal Government Department Head (Municipal Accountant).

Done this 28th day of October 2019 in Mataasnakahoy, Batangas.


JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: October 28, 2019

Attested by:


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

201 file
Admin
COA
CSC



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, LENILYN C. CARAAN of R. Lubis St. Brgy. II-A Mataasnakahoy, Batangas having been appointed to the position of Municipal Government Department Head (Municipal Accountant) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

A handwritten signature in black ink, appearing to read "lenilyn caraan".

LENILYN C. CARAAN

(Signature over Printed Name of the Appointee)

Government ID: PRC Card
ID Number : 0120333
Date Issued : 06-08-2007

Subscribed and sworn to before me this 28th day of October, 2019 in Mataasnakahoy Batangas, Philippines.


JANET MAGPANTAY ILAGAN
Municipal Mayor

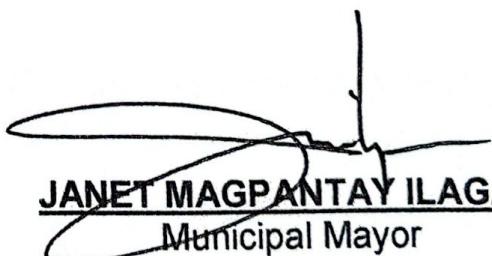


Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of LENILYN C. CARAAN as Municipal Government Department Head (Municipal Accountant) in the Office of the Municipal Accountant this municipality, all pertinent requirements contained in RA 7160 in section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.


JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL BUDGET

CERTIFICATION

THIS IS TO CERTIFY that funds are available for the position of Municipal Government Department Head (Municipal Accountant) in the Accounting Office of this municipality, with Salary Grade 24 amounting to SEVEN HUNDRED FIFTY THOUSAND SIX HUNDRED SIXTY PESOS (P750,660.00) per annum as per Annual Budget CY-2019 of this municipality.

Issued this 28th day of October, 2019 at Mataasnakahoy, Batangas.


ROSARIE C. DE LA PAZ
Municipal Budget Officer

APPOINTMENT PROCESSING CHECKLIST

Name	LENILYN C. CARAAN			
Position Title	Municipal Government Department Head (Municipal Accountant)	SG/Step:	24-1	
Monthly Compensation	P 62,555.00	Daily Compensation (Casual)		
Agency	Local Government Unit of Mataasnakahoy Batangas	Sector :	LGU GOCC NGA SUC	
AREA	CRITERIA (Q.S. of the Position)	YES	NO	
Qualification Standards <i>Does the appointee meet the minimum qualification requirements of the position at the time of issuance of appointment?</i> Common Requirements for Regular Appointments <i>Are the following requirements provided?</i>	1 Education: Bachelor's Degree in Commerce/Business Administration major in Accounting	/		
	2 Experience: 3 years experience in the treasury or accounting service	/		
	3 Training: None required	/		
	4 Eligibility: RA 1080 (CPA)	/		
	5 Other Requirements (e.g. Age/Residency for LGU Dept. Heads; Term of Office for SUC President) Senior HS - Track/Strand Subjects (for DepEd appointments)			
	6 Original Copy/ies of Appointment (3 copies) <ul style="list-style-type: none"> i. CS Form No. 33-A Revised 2018 Appointment Form (Regulated) ii. CS Form No. 33-B Revised 2018 Appointment Form (Accredited) iii. CS Form No. 34-A Plantilla of Casual Appointment (Regulated) iv. CS Form No. 34-B Plantilla of Casual Appointment (Accredited) v. CS Form No. 34-C Plantilla of Casual Appointment (LGU - Regulated) vi. CS Form No. 34-D Plantilla of Casual Appointment (LGU - Accredited) vii. CS Form No. 34-E Plantilla of Casual Appointment (NGA-GOCC-SUC) viii. CS Form No. 34-F Plantilla of Casual Appointment (LGU) 			
	7 Employment Status <ul style="list-style-type: none"> i. Provisional Appointment notation for DepEd ii. Is the appointee subject for Probation? <i>A notation that the appointee is under probation for a specified period shall be indicated on the face of the appointment issued</i> 			
	8 Nature of Appointment	/		
	9 Signature of Appointing Authority	/		
	10 Date of Signing	/		
	11 Certification of Publication/Posting of VACANT Position <i>(should be duly signed by the authorized HRMO)</i>	/		
	12 Certification by Chairperson of the HRMPSB or the Placement Committee <i>(at the back of appointment)</i>	/		
	13 Acknowledgement <i>Original/Photocopy of appointment received by the appointee? Date of receipt indicated?</i>	/		
	14 Properly filled-out Personal Data Sheet (CS Form 212, Revised 2017) <i>except for reappointment (renewal) to temporary, contractual, substitute and provisional appointments</i>	/		
	15 Is the agency accredited? <ul style="list-style-type: none"> i. If accredited, was RAI (CS Form No. 2, Revised 2018) with original copy of appointment (CSC copy) and supporting documents submitted to the CSC on or before the 30th day of the succeeding month? ii. If NOT accredited, was the appointment (3 copies) submitted to the CSC with supporting documents in the prescribed Appointment Transmittal Form (CS Form No. 1, Revised 2018) within 30 calendar days from the date of issuance? 	/		
	16 Erasures or alterations on the appointments <i>* Certification of Erasures/Alteration on appointment Form (CS Form No. 3, s. 2017) signed by the Appointing Officer /Authority or Any Authorized Official</i>	/		
	17 With decided administrative/criminal case <i>* Certified true copy of decision issued by the office/court/tribunal</i>	/		
	18 Discrepancy in name, date/place of birth <i>* Resolution/Order issued by the Commission / CSC Regional Office (CSCRO) concerned correcting the discrepancy</i>	/		
	19 Change of Civil Status on account of: <ul style="list-style-type: none"> i. Marriage - Original Marriage Contract/ Certificate duly authenticated by the Philippine Statistics Authority or the Local Civil Registrar of the municipality /city where the marriage was registered or recorded ii. Annulment or Declaration of Nullity of the same - Authenticated copy of the Court Order and Marriage Certificate/Contract with annotation 	/		
	20 Appointments issued by the SUCs under National Budget Circular (NBC) No. 461 <i>* Copy of DBM-approved NOSCA on the reclassification of position based on NBC NO. 461 and SUC Board Resolution approving the same</i>	/		
21 Appointment issued for faculty positions/ranks in fields/courses/colleges in SUCs and LUCs where there is dearth of holders of Master's degree in specific fields <i>* Certification issued by CHED that there is dearth of holders of Master's degree in specific fields</i>	/			

Additional Requirements in Specific Cases Are the following cases applicable	22	Appointments Requiring Board Resolution such as Head of Agency appointment by the Board, SUC President, Local Water District (LWD) General Manager <i>* Copy of Board Resolution</i>				
	23	Ban on Issuance of Appointment During Election Period <i>* Resolution issued by the Commission on Elections (COMELEC) en banc, Chairman or Regional Election Director, granting exemption from the prohibition</i>				
	24	LGU Appointment <ul style="list-style-type: none"> i. Certification issued by the appointing officer/authority that appointment is issued in accordance with the limitations provided for under Section 325, RA No. 7160; and ii. Certification issued by the Provincial/City/Municipal Accountant that funds are available iii. Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions requiring concurrence by the Sanggunian <ul style="list-style-type: none"> <i>* Concurred / Acted by Sanggunian - Sanggunian Resolution embodying the concurrence of the majority of all the members of the Sanggunian</i> <i>* Not Concurred / Acted by Sanggunian - Certification issued by the Sanggunian Secretary or HRMO confirming the non-action by the Sanggunian</i> iv. Creation and reclassification of positions and appropriation of funds <ul style="list-style-type: none"> <i>* Sangguniang Panlalawigan/Panlungsod/Bayan Ordinance</i> 				
	25	Appointment involving Demotion <ul style="list-style-type: none"> i. Non-Disciplinary in Nature <ul style="list-style-type: none"> <i>* Certification issued by the agency head that the demotion is not the result of an administrative case; and</i> <i>* Written consent by the employee that he/she interposes no objection to his/her demotion</i> 				
	26	Temporary and Provisional Appointment <ul style="list-style-type: none"> <i>* Certification issued by the appointing officer/ authority vouching the absence of an applicant who meets all the qualification requirements of the position (CS Form No. 5, Revised 2018)</i> 				
	27	Reclassification <ul style="list-style-type: none"> <i>* NOSCA approved by the DBM/Memo Order issued by Governance Commission for GOCCs (GCG)</i> 				
	Documents Submitted	28	ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY/ RATING/ LICENSE - <i>Except if the eligibility has been previously authenticated in 2004 or onward and recorded by the CSC</i>			
		29	Position Description Form (DBM-CSC Form No. 1, Revised 2017)			
		30	Oath of Office (CS Form No. 32, Revised 2018)			
		31	Certification of Assumption to Duty (CS Form No. 4, Revised 2018)			
32		Performance Rating in the last period (Promotion or Transfer)				
33		Justification (if the promotion is more than 3 SG)				
34		Electronic file stored in CD/flash drive or sent thru email + 2 printed copies of: <ul style="list-style-type: none"> i. Appointment Transmittal and Action Form (ATAF) (CS Form No. 1 rev. 2018) or ii. Reports on Appointment Issued (RAI) (CS Form No. 2 rev. 2019) 				
35		Others:				

CSC FO Recommendation:

- APPROVAL/VALIDATION
 DISAPPROVAL/INVALIDATION
 OTHERS, specify: _____

Remarks (Indicate the reasons for disapproval/validation)

Evaluated:	Verified:	Recommended:
Date:	Date:	Date:



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Ms. LENILYN C. CARAAN

You are hereby appointed as Mun. Gov't Dept. Head (Municipal Accountant)
(Position Title)

(SG-24) under Permanent status at the Office of the Municipal Accountant with a
(Permanent, Temporary, etc.)
compensation rate of Sixty Two Thousand Five Hundred Fifty Five Pesos (P 62,555.00)
per month.

The nature of this appointment is Original vice CORAZON L. LANDICHO
(Original, Promotion, etc.)

who Resigned with Plantilla Item No. 93 Page 6.
(Transferred, Retired, etc.)

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

(Appointee shall undergo a probationary period of six (6) months from the date of assumption to duty)

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date of Signing
October 28, 2019

CSC ACTION:

DRC SEAL

Authorized Official

Date

(Stamp of Date Release)

Certification

This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017, as amended**, have been complied with, reviewed and found to be in order.

The position was published at CSC Website from July 2 to July 16, 2019, and posted in CSC Field Office and other conspicuous places from July 2 to July 16, 2019 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on August 16, 2019.

Evelyn

EVELYN R. OLARTE

Mun. Human Resource Management Officer

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on August 21, 2019.

JANET MAGPANTAY ILAGAN
Municipal Mayor

CSC Notation

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

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

Acknowledgement

Received original/photocopy of appointment on Oct. 28, 2019

LENILYN C. CARAAN
Appointee

CS Form No. 33-A
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Ms. LENILYN C. CARAAN

You are hereby appointed as Mun. Gov't Dept. Head (Municipal Accountant)
(Position Title)

(SG-24) under Permanent status at the Office of the Municipal Accountant with a
(Permanent, Temporary, etc.) (Office/Department/Unit)

compensation rate of Sixty Two Thousand Five Hundred Fifty Five Pesos (P 62,555.00)
per month.

The nature of this appointment is Original vice CORAZON L. LANDICHO
(Original, Promotion, etc.)

who Resigned with Plantilla Item No. 93 Page 6.
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing authority.
(Appointee shall undergo a probationary period of six (6) months from the date of assumption to duty)

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date of Signing
October 28, 2019

CSC ACTION:

DRY SEAL

Authorized Official

Date

Stamp of Date Release

Certification

This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found to be in order.

The position was published at CSC Website from July 2 to July 16, 2019, and posted in CSC Field Office and other conspicuous places from July 2 to July 16, 2019 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on August 16, 2019.

EVELYN R. OLARTE
Mun. Human Resource Management Officer

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on August 21, 2019.

JANET MAGPANTAY ILAGAN
Municipal Mayor

CSC Notation

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

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

Acknowledgement

Received original/photocopy of appointment on Oct. 28, 2017
LENILYN C. CARAAN
Associate

CS Form No. 33-A
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Ms. LENILYN C. CARAAN

You are hereby appointed as Mun. Gov't Dept. Head (Municipal Accountant)
(Position Title)

(SG-24) under Permanent status at the Office of the Municipal Accountant with a
(Permanent, Temporary, etc.) (Office/Department/Unit)
compensation rate of Sixty Two Thousand Five Hundred Fifty Five Pesos (P 62,555.00)
per month.

The nature of this appointment is Original vice CORAZON L. LANDICHO
(Original, Promotion, etc.)

who Resigned with Plantilla Item No. 93 Page 6.
(Transferred, Retired, etc.)

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

(Appointee shall undergo a probationary period of six (6) months from the date of assumption to duty)

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date of Signing
October 28, 2019

CSC ACTION:

Authorized Official

Date

(Stamp of Date Release)

Certification

This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found to be in order.

The position was published at CSC Website from July 2 to July 16, 2019, and posted in CSC Field Office and other conspicuous places from July 2 to July 16, 2019 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on August 16, 2019.



EVELYN R. OLARTE

Mun. Human Resource Management Officer

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on August 21, 2019.



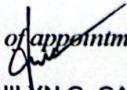
JANET MAGPANTAY ILAGAN
Municipal Mayor

CSC Notation

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

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

Acknowledgement

Received original/photocopy of appointment on Oct. 27, 2019

LENILYN C. CARAAN
Appointee



Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION

Manila



PROFESSIONAL IDENTIFICATION CARD

LAST NAME ► CARAAN
FIRST NAME ► JOHN VINCENT
MIDDLE INITIAL/NAME ► MANALO
REGISTRATION NO. ► 0104804
REGISTRATION DATE ► 05/22/2006
VALID UNTIL ► 03/30/2022



CIVIL ENGINEER



03/30/1984
03/19/2019



SCIE
Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION

Manila



PROFESSIONAL IDENTIFICATION CARD

LAST NAME ► CARPO
FIRST NAME ► LENILYN
MIDDLE INITIAL/NAME ► VENTURA
REGISTRATION NO. ► 0120333
REGISTRATION DATE ► 06/08/2007
VALID UNTIL ► 03/18/2022



CERTIFIED PUBLIC ACCOUNTANT



03/18/1985
03/19/2019

[Handwritten signatures of three individuals, each enclosed in an oval]

C18
Professional Regulation Commission
P. Paredes St., Sampaloc, Manila 1008, Philippines
www.prc.gov.ph (632) 7362248 / 3102009

18-1779663

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked, or withdrawn.

[Signature of Professional]

[Signature of Professional]

TEOFILO S. PILANDO, JR.
CHAIRMAN

18-1779629

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked, or withdrawn.

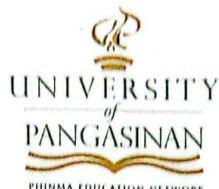
[Signature]

Signature of Professional

[Signature]

TEOFILO S. PILANDO, JR.

CHAIRMAN



OFFICIAL TRANSCRIPT OF RECORDS

City of Dagupan 2400 Philippines

RECORD OF CANDIDATE FOR GRADUATION

Name	LENILYN VENTURA CARPO		Date of Graduation	MAY, 2006	
Address	AMBUETEL, CALASIAO, PANGASINAN		Title / Degree	BACHELOR OF SCIENCE IN ACCOUNTANCY	
Date of Birth	1985-03-18	Sex	F	Major / A.C.	
Term of Admission	First Semester, 20022003		Minor		
College	COLLEGE OF MANAGEMENT AND ACCOUNTANCY		COMPLETED		
NCEE	NSAT	Date Taken	Name of School Year		
FORM 137, CALASIAO COMPREHENSIVE NATIONAL HIGH SCHOOL			Intermediate	AMBUETEL ELEMENTARY SCHOOL	1998
Entrance Data			High School	CALASIAO COMPREHENSIVE NATL. HIGH SCHOOL	2002

COMPLETED		Grades		Credits
Course Number with Descriptive Title		Final	Re-Ex	
2002-2003, First Semester				
UNIVERSITY OF PANGASINAN				
ACCTG. 1	Fundamentals of Accdg. Part-I	91.00		6.00
ENGLISH 111	Communications Arts 1	81.00		3.00
FINANCE 1A	Intro. to Business Finance & Phil. Financial System	86.00		3.00
KB 1/TYPING 1	Elementary Typewriting	82.00		3.00
MATH 2A	Elements of Business Math	86.00		3.00
MGT. 1	Business Organizations	89.00		3.00
NAT. SC. 1	Physical Sciences	85.00		3.00
NSTP I (CWTS)	National Service Training Program - Civic Welfare Tr'ning Service	91.00		3.00
P.E. 1	Physical Fitness, Development and Maintenance	86.00		2.00
2002-2003, Second Semester				
UNIVERSITY OF PANGASINAN				
ACCTG. 2 & 3	Fundamentals of Accdg. Part II	88.00		6.00
ENGLISH 121	Communication Skills 2/Writing in the Disciplines	83.00		3.00
FILIPINO 1	Kasanayan sa Pakikipagtalastasan	90.00		3.00
ITS 1	Introduction to Information Technology	90.00		3.00
KB 2/TYPING 2	Speed Development	86.00		3.00
MATH 1	College Algebra	90.00		3.00
NAT. SC. 2	Biological Sciences	87.00		3.00
NSTP II (CWTS)	National Service Training Program - Civil Welfare Training Service	90.00		3.00
P.E. 2	Rhythmic & Dance	87.00		2.00
2003-2004, First Semester				
UNIVERSITY OF PANGASINAN				
ACCTG. 4A	Financial Accdg. Theory & Pract. Part I	86.00		6.00
ECON 1A	Intro. to Micro-Econ. Theory & Policy w/ LRT	88.00		3.00
ENGLISH 211	Speech Improvement	86.00		3.00
ITS 2	Fundamentals of Computer Software	86.00		3.00
MATH 4	Mathematics of Investment	87.00		3.00
MGT. 19A	Human Behavior & Organization	93.00		3.00
P.E. 3	Individual and Dual Sports	87.00		2.00
PHILOSOPHY 2	Logic	91.00		3.00

Other Remarks:

Description	Letter	Percent	Number
Excellent	A	99-100	1.00
Excellent	A-	97-98	1.25
Very Good	B+	95-96	1.50
Very Good	B	92-94	1.75
Good	B-	89-91	2.00
Good	C+	86-88	2.25
Average	C	83-85	2.50
Below Ave	C-	80-82	2.75
Passing	D	75-79	3.00
Failed	F	Bel. 75	5.00

DP/DRP - Dropped. No Credit. INC - Incomplete. Removal Needed.

NC - No Credit FA - Failure due to Absences.

Remarks: GRADUATED IN THE FOUR-YEAR COURSE IN ACCOUNTANCY IN THIS UNIVERSITY WITH THE DEGREE OF BACHELOR OF SCIENCE IN ACCOUNTANCY (BSACCTV) AS OF MAY, 2006 UNDER SPECIAL ORDER NO. 50-343201-181 S. 2006 DATED MAY 30, 2006.
COPY GOOD FOR EMPLOYMENT PURPOSES.

Date: 09/06/2019 9:45:53AM

Prepared by:

D. Carrera

DENNIS G. CARRERA

University Registrar:

LIBERTY M. SORIANO
Signature over printed name

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unless initialed by the Registrar. NOT VALID WITHOUT
UNIVERSITY OFFICIAL DRY SEAL.



City of Dagupan 2400 Philippines
OFFICIAL TRANSCRIPT OF RECORDS

RECORD OF CANDIDATE FOR GRADUATION

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Address	AMBUETEL, CALASIAO, PANGASINAN		Title / Degree	BACHELOR OF SCIENCE IN ACCOUNTANCY	
Date of Birth	1985-03-18	Sex	F	Major / A.C.	
Term of Admission	First Semester, 20022003		Minor		
College	COLLEGE OF MANAGEMENT AND ACCOUNTANCY		COMPLETED		
NCEE	NSAT	Date Taken		Name of School	Year
Entrance Data	FORM 137, CALASIAO COMPREHENSIVE NATIONAL HIGH SCHOOL		Intermediate	AMBUETEL ELEMENTARY SCHOOL	1998
			High School	CALASIAO COMPREHENSIVE NATL. HIGH SCHOOL	2002
COMPLETED			Grades	Credits	
Course Number with Descriptive Title			Final	Re-Ex	

2003-2004, Second Semester UNIVERSITY OF PANGASINAN			
ACCTG 5/5B	Financial Acctg Theory & Practice P-II	82.00	6.00
ENGLISH 221	Business Correspondence	84.00	3.00
ITS 3	System Analysis and Design	84.00	3.00
MATH 5	Business Statistics	96.00	3.00
MKTG. 1A	Fundamentals of Marketing	87.00	3.00
P.E. 4	Team Sports	86.00	2.00
PSYCHO 1	General Psychology w/ Drug Education	92.00	3.00
SOCIO 1	Gen. Socio w/ Population Education	91.00	3.00
2003-2004, Summer UNIVERSITY OF PANGASINAN			
ACCTG. 5/5C	Financial Acctg Theory & Practice P-III	88.00	3.00
HUMANITIES I	Art Appreciation	83.00	3.00
MATH 6	Mathematical Analysis in Business	92.00	3.00
2004-2005, First Semester UNIVERSITY OF PANGASINAN			
ACCTG. 11A	Advanced Acctg. P-I	86.00	3.00
ACCTG. 9/9B	Auditing & Assurance Services P-I	84.00	6.00
ECON. 2B	Intro. to Macro Econ. Theory & Practice	88.00	3.00
FIL. 2A	Pagbasa at Pagsulat sa iba't ibang Disiplina	84.00	3.00
ITS 4A	Information Management & Control	84.00	3.00
LAW 1A	Law on Obligations & Contracts	88.00	3.00
MATH 16	Quantitative Techniques in Business	90.00	3.00
2004-2005, Second Semester UNIVERSITY OF PANGASINAN			
ACCTG. 10A	Auditing & Assurance Services P-II	81.00	6.00
ACCTG. 12A	Adv. Acctg. Part II	87.00	3.00
ENTREP 1	Intro to Entrepreneurship	88.00	3.00
FINANCE 18A	Financial Management Part I	87.00	3.00
LAW 2B	Law on Business Organization	92.00	3.00
MGT. 18A	Production and Operation Management	95.00	3.00

Other Remarks:

Description	Letter	Percent	Number
Excellent	A	99-100	1.00
Excellent	A-	97-98	1.25
Very Good	B+	95-96	1.50
Very Good	B	92-94	1.75
Good	B-	89-91	2.00
Good	C+	86-88	2.25
Average	C	83-85	2.50
Below Ave	C-	80-82	2.75
Passing	D	75-79	3.00
Failed	F	Bel. 75	5.00

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COPY GOOD FOR EMPLOYMENT PURPOSES.

Date: 09/06/2019 9:45:53AM

Prepared by:

D. Carrera
DENNIS G. CARRERA

University Registrar:

H. M. Soriano
LIBERTY M. SORIANO
Signature over printed name



OFFICIAL TRANSCRIPT OF RECORDS

City of Dagupan 2400 Philippines

RECORD OF CANDIDATE FOR GRADUATION

Name | LENILYN VENTURA CARPO

Date of Graduation | MAY, 2006

Address | AMBUETEL, CALASIAO, PANGASINAN

Title / Degree | BACHELOR OF SCIENCE IN ACCOUNTANCY

Date of Birth | 1985-03-18 | Sex | F |

Major / A.C. | _____

Term of Admission | First Semester, 20022003

Minor | _____

College | COLLEGE OF MANAGEMENT AND ACCOUNTANCY

COMPLETED

NCEE | _____ NSAT | _____ Date Taken | _____
Entrance Data | FORM 137, CALASIAO COMPREHENSIVE NATIONAL HIGH SCHOOL

Name of School | AMBUETEL ELEMENTARY SCHOOL | Year | 1998

High School | CALASIAO COMPREHENSIVE NATL. HIGH SCHOOL | 2002

COMPLETED

Course Number with Descriptive Title

Grades

Final

Re-Ex

Credits

TAX 1B	Phil. Tax System of Income Tax 2004-2005, Summer UNIVERSITY OF PANGASINAN	89.00	3.00
ACCTG. 6/7A	Cost Acctg. & Cost Mgt.	91.00	6.00
FIN. 18B	Financial Mgt. P-II 2005-2006, First Semester UNIVERSITY OF PANGASINAN	90.00	3.00
ACCTG. 12B	Advanced Acctg. P-3	90.00	3.00
ACCTG. 14	Mgt. Acctg. Part I	94.00	3.00
ACCTG. 17	Seminar in Contemporary Accounting Theory and Practice Part I	88.00	6.00
ENGL. 224/LIT 1	Philippine Literature/The Literature of the Philippines	86.00	3.00
LAW 3A	Sales, Agency & other Commercial Laws	90.00	3.00
MGT. 4A	Human Resources Mgt.	84.00	3.00
TAXATION 2B	Business & Transfer of Tax 2005-2006, Second Semester UNIVERSITY OF PANGASINAN	87.00	3.00
ACCOUNTING 18	Sem. in Contemporary Acctg. Theory and Practice Part II	95.00	6.00
ACCTG. 14B	Mgt. Acctg. P-2	91.00	3.00
ITS 5	Auditing in an I.T. Environment	82.00	3.00
LAW 4A	Law on Negotiable Instruments	78.00	3.00
MGT. 3B	Business Policy & Strategy	97.00	3.00
SOC. SC. 10	Philippine History & Government 2005-2006, Summer UNIVERSITY OF PANGASINAN	88.00	3.00
ACCTG. 14C	Management Consultancy	86.00	3.00
COOP 1	Introduction to Cooperative	89.00	3.00
SOC. SC. 3	Rizal's Life & His Works	92.00	3.00

Entries below this line not valid

SEP 12 2010



Other Remarks:

Description	Letter	Percent	Number
Excellent	A	99-100	1.00
Excellent	A-	97-98	1.25
Very Good	B+	95-96	1.50
Very Good	B	92-94	1.75
Good	B-	89-91	2.00
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Average	C	83-85	2.50
Below Ave	C-	80-82	2.75
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Date: 09/06/2019 9:45:53AM

Prepared by:

D. Camera
DENNIS G. CARRERA

University Registrar:

Liberty M. Soriano
Signature over printed name

MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
- b. Attach this certificate to original appointment, transfer and reemployment.
- c. The results of the following pre-employment medical/physical/**psychological** must be attached to this form:

- Blood Test
 Urinalysis
 Chest X-Ray
 Drug Test
 Psychological Test
 Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)		AGENCY / ADDRESS
CARAAN, LENILYN, CARPO		
ADDRESS		
419 RAFAEL UMBIS ST. MATAAS NA KAHOY, BATANGAS		
AGE	SEX	CIVIL STATUS
34	FEMALE	MARRIED

FOR THE LICENSED GOVERNMENT PHYSICIAN

I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically FIT / UNFIT for employment.

SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN: KARLA M. CARAAN MD	OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE	
AGENCY/Affiliation of Licensed Government Physician: LGU / MHO		
LICENSE NO. 113447	HEIGHT (M) Bare Foot 150	WEIGHT (KG) Stripped 55.4
OFFICIAL DESIGNATION MUNICIPAL HEALTH OFFICER	BLOOD TYPE A +	
	DATE EXAMINED 10/01/19	

DEPARTMENT OF HEALTH
SAN ANTONIO MEDICAL CENTER OF LIPA, INC.

#2C.M. RECTO AVENUE, POBLACION BARANGAY 9, LIPA CITY, BATANGAS 4217

Phone Number (043)7562522

DRUG TEST REPORT



RL921885
56

CCF No: 201908270003
Name: CARAAN, LENILYN CARPO
Birthdate: 03/18/1985 Age: 34

Gender: F

Transaction Date Time: 8/27/2019 2:29:00PM
Report Date Time: 8/27/2019 2:31:35PM

Test Method TEST KIT

Purpose
Government Employment

Requesting Parties
LGU OF MATAAS NA KAHOY

Result

Drug/Metabolite	Result	Remarks
METHAMPHETAMINE	NEGATIVE	PASSED
TETRAHYDROCANNABINOL	NEGATIVE	PASSED

Test Conducted By

56 NERILYN BENAMER MATIENZO

[Signature]
Analyst

[Signature]
Approved By

KARINA MICHAELA TACUJAN, MD, DPSP
KARINA MICHAELA FERRIOLS TACUJAN 75

Head of Laboratory

Valid Within 12 Month/s from Transaction Date

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MediCard

Founded by Doctor

MediCard PHILIPPINES, INC.

8th Floor, The World Centre Bldg., 330 Sen. Gil Puyat Avenue, Makati City 1200
 Trunkline: 878-5101; 884-9999 • TeleFax Nos.: 817-3810; 823-0379
 E-mail: inquiry@medicardphils.com • Website: www.medicardphils.com

FSC-FO-018
 Rev. 00
 22 FEB 2018

Name : CARAAN, LENILYN
 Company : ALL HOME CORPORATION
 Type of Exam : ANNUAL PHYSICAL EXAM
 Date of Exam : August 23, 2019

Account No. : 33784831
 Birth Date : March 18, 1985
 Civil Status : Married
 Age : 34 Sex : Female

HISTORY AND PHYSICAL EXAMINATION

Chief Complaint : NONE

History of Present Illness : NONE

Past Medical History : NONE

Current Medications : NONE

Allergy : No known Yes _____ Supplements: CALTRATE PLUS

Previous Surgery : NONE

Menstrual History: LMP: POSTPARTUM (MAY 14, 2019) Cycle: _____ Lasting: _____ Days OB Score: G3P2 (2012)

Hospitalization : NONE

Social History:

Tobacco : No Yes _____ pack/yearAlcohol : No Yes _____ Ilicit Drugs: No Yes _____Family History: Hypertension : No Yes _____ Diabetes Mellitus : No Yes _____Heart Disease : No Yes _____ Others: NONEKidney Dse. : No Yes _____

Vital Signs T: 37 C PR: 68 /min RR: 20 /min BP: (1) 110/70 (2) (3) mmHg BW 55.6 Kg Ht: 150 cm BMI: 24.71

Visual Acuity R: 20/20 L: 20/100 Visual Remarks: Color Vision: PASSED

REVIEW OF SYSTEMS: [N] - None

[P] - Positive

Systems	N	P	Remarks	Systems	N	P	Remarks
Eyes	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Musculoskeletal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ENT/Mouth	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Skin/Breasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cardiovascular	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Neurological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Respiratory	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Endocrine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gastrointestinal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Hematological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Genitourinary	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

PHYSICAL EXAM:

Remarks

Remarks

General	<input type="checkbox"/> <input checked="" type="checkbox"/> OVERWEIGHT	Back	<input checked="" type="checkbox"/> <input type="checkbox"/>
Skin	<input checked="" type="checkbox"/>	Heart	<input checked="" type="checkbox"/> <input type="checkbox"/>
Head & Neck	<input checked="" type="checkbox"/>	Abdomen	<input checked="" type="checkbox"/> <input type="checkbox"/>
Ears, Eyes, Nose	<input checked="" type="checkbox"/>	Extremities	<input checked="" type="checkbox"/> <input type="checkbox"/>
Mouth/Throat	<input checked="" type="checkbox"/>	Neurological	<input checked="" type="checkbox"/> <input type="checkbox"/>
Chest/Lungs	<input checked="" type="checkbox"/>	Rectal	<input type="checkbox"/> <input checked="" type="checkbox"/> WAIVED
Breast	<input checked="" type="checkbox"/>	Genitalia	<input type="checkbox"/> <input checked="" type="checkbox"/> WAIVED

LABORATORY AND ANCILLARY PROCEDURES

Chest X-ray	NORMAL CHEST FINDINGS	Blood Chemistry	
Complete Blood Count	NORMAL	Papsmear	
Urinalysis	NORMAL	ECG	
Fecalysis	NORMAL	Others	
Other Labs	HBSAG SCREENING- NON REACTIVE		

IMPRESSION

ERROR OF REFRACTION

RECOMMENDATION

FOR OPHTHALMOLOGIST CONSULT

FOR COMPLETION OF FASTING BLOOD SUGAR (FBS) AND EYE REFRACTION

Medical Examiner: DR. ENAMARI ISLES
 License No. 118873

Evaluated By: IMEE SANTOS, M.D.
 License No. 109649

DOBAGO / 8/26/19
 MPI - LIPA



MediCard PHILIPPINES, INC.

8th Floor, The World Centre Building
330 Sen. Gil Puyat Avenue, Makati City 1200
Trunkline: 884-9999 • Fax Nos.: 810-3855; 848-6454
E-mail: inquiry@medicardphils.com • Website: www.medicardphils.com

PRMD - X-ray/US Exam
Rev. 9
25 JANUARY 2015

Date:	08/23/2019	Case no.:	1983-819
Name:	Caraan, Lenilyn	Age:	34
Company:	ALL HOME CORPORATION	Sex:	Female
Attending Physician:	Reliever, General Practitioner	Nature:	AFE
Examination:	CHEST XRAY PA	Acct. No.:	33784831

Lungs are clear.

Heart is not enlarged.

Diaphragm and sulci are intact.

Bones are unremarkable.

IMPRESSION/CONCLUSION:

NORMAL CHEST

NOTE: The above report is a subjective medical opinion based on objective findings and should be correlated with the clinical, biochemical, microbiological and other parameters before it can be used as a basis for management.

KENNETH IRVIN P. MAQUIZ, RRT

Radiologic Technologist:

Date Printed:

08/23/2019 5:52:17PM

MELODY GUTIERREZ, MD., FPCR.

RADIOLOGIST/ULTRASONOLOGIST
Signature over Printed Name

MediCard PHILIPPINES, INC.

Ground Floor, RDC Plaza Bldg.,
Pres. JP Laurel Hi-way, Lipa City, Batangas
Tel Nos.: (043) 774-3020; Mobile Nos.: 0998-9632529 ; 0917-836-4186
E-mail: inquiry@medicardphils.com • Website: www.medicardphils.com

FSC-FO-016
Rev 00
22 FEB 2018

Name	CARAAN, LENILYN	Age.....	34
ID No.	33784831	Sex.....	F
Company.....	ALL HOME CORPORATION	Civil Status.....	Married
Control No.	0819-510	Exam Date.....	08/23/2019
Exam Type.....	Annual Physical Exam		

COMPLETE BLOOD COUNT

Hematocrit.....	.40	M = .40-50 F = .38-.48
Hemoglobin.....	132	M=135-175 g/L F=120-150 g/L
RBC Count.....	4.88	4-6 x 10 e12/l
WBC Count.....	7.8	5-10 x 10 e9/l

URINALYSIS

Color.....	Straw	Epithelial Cells.....	Rare
Odor.....	Aromatic	Mucous Threads.....	Occasional
Transparency.....	Clear	WBC.....	0-1 /hpf
pH.....	6.5	RBC.....	0-1 /hpf
Reaction.....	Acidic	Bacteria.....	Rare
Sugar.....	Negative		
Albumin.....	Negative		
Specific Gravity.	1.005		

DIFFERENTIAL COUNT

Segmenters.....	0.51	.40-.65	OTHERS:
Lymphocyte.....	0.44	.20-.40	Result(s) double
Monocytes.....	0.03	.02-.08	checked.
Stab.....	0.00	.00-0.01	
Eosinophil.....	0.02	.01-0.05	
Basophil.....	0.00	.00-0.01	
Total.....	1.00		

FECALYSIS

Color.....	Brown
Consistency.....	Formed
Significant Findings.....	No Intestinal parasite seen

fr
JOAN ALBA, RMT
Lic.No.: 37552

fr
MARY GRACE AMANTE, RMT
Lic.No.: 94188

Medical Technologist

Printed by: msamante

Printed date: 08/23/2019

FRANK GERALD C. PAGDUNZULAN
FRANK GERALD C. PAGDUNZULAN, MD, DPSP
PRC No. DII D100

MARY GRACE AMANTE, RMT FRANK GERALD C. PAGDUNZULAN, MD, DPSP
Lic.No.: 94188 Lic.No.: 113100
Pathologist

MediCard PHILIPPINES, INC.

Ground Floor, RDC Plaza Bldg.,

Pres. JP Laurel Hi-way, Lipa City, Batangas

Tel Nos.: (043) 774-3020; Mobile Nos.: 0998-9632529 ; 0917-836-4186

E-mail: inquiry@medicardphils.com • Website: www.medicardphils.com

FSC-FO-016
Rev 00
22 FEB 2018

Patient Name: CARAAN, LENILYN
Control No.: 0819-510
Age: 34
Sex: FEMALE
Company: ALL HOME CORPORATION

Specimen No.: 49
Clinic Name: MPI-LIPA
Priority:
Test Date: Aug 23, 2019

Date: 08/23/2019
Name: CARAAN, LENILYN CARPO
Gender: Female Age: 34
Test Method: TEST KIT

LABORATORY REPORT

Purpose	TEST	RESULT
Current Employment		Male of MATAS MATIENZO
Result		
Hepatobiliary	Result	
ALPHABET	NEGATIVE	
LEISHMANOLOGY	NEGATIVE	
Test Conducted By		Approved By
MARY GRACE S. AMANTE		KARINA MACHARLIE FRANCIS TACUAN, TS

Next Return 12 Months from Transaction Date

This is a DOH-DOBIDOCOM generated report

MARY GRACE S. AMANTE, RMT
LIC. NO. 94188
MEDICAL TECHNOLOGIST

J. Rodriguez, Jr.
DR. FRANK GERALDO PADINJUAN, MD, FPPS,
PRO NO. 0113100 LIC. NO. 113100
PATHOLOGIST

IT

Report ID: DTO-R03



RL921885
56

DEPARTMENT OF HEALTH
SAN ANTONIO MEDICAL CENTER OF LIPA, INC.
#2C.M. RECTO AVENUE, POBLACION BARANGAY 9, LIPA CITY, BATANGAS 4217

Phone Number (043)7562522

DRUG TEST REPORT

CCF No: 201908270003
Name: CARAAN, LENILYN CARPO
Birthdate: 03/18/1985 Age: 34 Gender: F

Transaction Date Time: 8/27/2019 2:29:00PM
Report Date Time: 8/27/2019 2:31:35PM

Test Method TEST KIT

Purpose

Government Employment

Requesting Parties

LGU OF MATAAS NA KAHOY

Result

Drug/Metabolite	Result	Remarks
METHAMPHETAMINE	NEGATIVE	PASSED
TETRAHYDROCANNABINOL	NEGATIVE	PASSED

Test Conducted By

56 NERILYN BENAMER MATIENZO

Analyst

Approved By

KARINA MICHAELA TACUJAN, MD, DPSP
KARINA MICHAELA FERRIOLS TACUJAN 75

Head of Laboratory

Valid Within 12 Month/s from Transaction Date

This is a DOH-DDB IDTOMIS generated report

MediCard PHILIPPINES, INC.

8th Floor, The World Centre Bldg., 330 Sen. Gil Puyat Avenue, Makati City 1200

Trunkline: 878-5101; 884-9999 • TeleFax Nos.: 817-3810; 823-0379

E-mail: inquiry@medicardphils.com • Website: www.medicardphils.com

FSC-FO-018
Rev.00
22 FEB 2018

MediCard

Owned by Joton

Name: CARAAN LENTLYN
Company: AUL HOME CORPORATION
Type of Exam: ANNUAL PHYSICAL EXAM
Date of Exam: August 23, 2019

HISTORY AND PHYSICAL EXAMINATION

Chief Complaint: NONE

History of Present Illness: NONE

Past Medical History: NONE

Current Medications: NONE

Allergy: No known Yes

Account No: 2376823
Birth Date: March 19, 1968
Civil Status: Married
Age: 51 yrs. 6 mos. 10 days

Previous Surgery: NONE

Menstrual History: LMP: POSTPARTUM (MAY 14, 2018) Cycle:

Hospitalization: NONE

Social History:

Tobacco: No Yes _____ pack/year

Alcohol: No Yes _____

Oclicit Drugs: No Yes _____

Family History:

Hypertension: No Yes _____

Diabetes Mellitus: No Yes _____

Heart Disease: No Yes _____

Others: NONE

Kidney Disease: No Yes _____

Vital Signs: T: 37.0°C P: 68/min RR: 20/min BP: (1) 110/70 (2) 100/60 (3) 98/60 Hb: 65.4% Hct: 20.0% SpO₂: 97% Color Vision: PASSER

Visual Acuity: P: 20/20 L: 20/20 Visual Remarks: (P) Positive

REVIEW OF SYSTEMS: None Positive

System	N	P	Remarks	System	N	P	Remarks
Eyes	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Musculoskeletal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ENT/Mouth	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Skin/Breasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cardiovascular	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Neurological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Respiratory	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Endocrine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gastrointestinal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Hematological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Genitourinary	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Physical Exam:	Remarks	Systems	N	P	Remarks
General	<input type="checkbox"/> <input checked="" type="checkbox"/> OVERWEIGHT	Back	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Skin	<input checked="" type="checkbox"/>	Heart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Head & Neck	<input checked="" type="checkbox"/>	Abdomen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ears/Eyes/Nose	<input checked="" type="checkbox"/>	Extremities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mouth/Throat	<input checked="" type="checkbox"/>	Neurological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chest/Lungs	<input checked="" type="checkbox"/>	Rectal	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	
Breast	<input checked="" type="checkbox"/>	Genitalia	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	

LABORATORY AND ANCILLARY PROCEDURES		Blood Chemistry
Chest X-ray	NORMAL CHEST FINDINGS	Papsmear
Complete Blood Count	NORMAL	ECG
Urinalysis	NORMAL	Others
Fecalysis	NORMAL	
Other Labs	HBSAG SCREENING - NON REACTIVE	

IMPRESSION

ERROR OF REFRACTION

RECOMMENDATION
FOR OPHTHALMOLOGIST CONSULT

FOR COMPLETION OF FASTING BLOOD SUGAR (FBS) AND EYE REFRACTION

MediCard PHILIPPINES, INC.

8th Floor, The World Centre Building

330 Sen. Gil Puyat Avenue, Makati City 1200

Trunkline: 884-9999 • Fax Nos.: 810-3855; 848-6454

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PRMD - X-ray/US Exam
Rev. 9
25 JANUARY 2015

Date:	08/23/2019	Case no.:	1983-819
Name:	Caraan, Lenilyn	Age:	34
Company:	ALL HOME CORPORATION	Sex:	Female
Attending Physician:	Reliever, General Practitioner	Nature:	APT
Examination:	CHEST XRAY PA	Acct. No.:	33784831

Lungs are clear.

Heart is not enlarged.

Diaphragm and sulci are intact.

Bones are unremarkable.

IMPRESSION/CONCLUSION :

NORMAL CHEST

NOTE: The above report is a subjective medical opinion based on objective findings and should be correlated with the clinical, biochemical, microbiological and other parameters before it can be used as a basis for management.

KENNETH IRVIN P. MAQUIZ, RRT

Radiologic Technologist:

Date Printed:

08/23/2019 5:52:17PM

MELODY GUERRERO, MD, FRCR.

RADIOLOGIST/ULTRASONOLOGIST
Signature over Printed Name

MediCard PHILIPPINES, INC.

Ground Floor, RDC Plaza Bldg.,

Pres. JP Laurel Hi-way, Lipa City, Batangas

Tel Nos.: (043) 774-3020; Mobile Nos.: 0998-9632529 ; 0917-836-4186

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FSC-FO-016
Rev 00
22 FEB 2018

MediCard
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Name	CARAAN, LENILYN	Age.....	34
ID No.	33784831	Sex.....	F
Company.....	ALL HOME CORPORATION	Civil Status.....	Married
Control No.	0819-510	Exam Date.....	08/23/2019
Exam Type.....	Annual Physical Exam		

COMPLETE BLOOD COUNT

Hematocrit.....	.40	M = .40-50 F = .38-.48
Hemoglobin.....	132	M=135-175 g/L F=120-150 g/L
RBC Count.....	4.88	4-6 x 10 e12/l
WBC Count.....	7.8	5-10 x 10 e9/l

URINALYSIS

Color.....	Straw	Epithelial Cells.....	Rare
Odor.....	Aromatic	Mucous Threads.....	Occasional
Transparency...	Clear	WBC.....	0-1 /hpf
pH.....	6.5	RBC.....	0-1 /hpf
Reaction.....	Acidic	Bacteria.....	Rare
Sugar.....	Negative		
Albumin.....	Negative		
Specific Gravity.	1.005		

DIFFERENTIAL COUNT

Segmenters.....	0.51	.40-.65	OTHERS:
Lymphocyte.....	0.44	.20-.40	Result(s) double
Monocytes.....	0.03	.02-.08	checked.
Stab.....	0.00	.00-.01	
Eosinophil.....	0.02	.01-.05	
Basophils.....	0.00	.00-.01	
Total.....	1.00		

FECALYSIS

Color.....	Brown
Consistency.....	Formed
Significant Findings.....	No Intestinal parasite seen

fh
JOAN ALBA, RMT
Lic.No.: 37552

frt.
MARY GRACE AMANTE, RMT
Lic.No.: 94188

Dr. G. Burgos
FRANK GERALD C. PAGDUNZULAN, MD, DF SP
PRO NO. 0113100
MARY GRACE AMANTE, RMT FRANK GERALD C. PAGDUNZULAN, MD, DPSP
Lic.No.: 94188 Lic.No.: 113100
Pathologist

Medical Technologist

Printed by: msamante

Printed date: 08/23/2019



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Issued by Doctor

MediCard PHILIPPINES, INC.

Ground Floor, RDC Plaza Bldg.,
Pres. JP Laurel Hi-way, Lipa City, Batangas
Tel Nos.: (043) 774-3020; Mobile Nos.: 0998-9632529 ; 0917-836-4186
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FSC-FO-016
Rev 00
22 FEB 2018

Patient Name: CARAAN, LENILYN
Control No.: 0819-510
Age: 34
Sex: FEMALE
Company: ALL HOME CORPORATION

Specimen No.: 49
Clinic Name: MPI-LIPA
Priority:
Test Date: Aug 23, 2019

LABORATORY REPORT

TEST	RESULT
------	--------

HBSAG: NON REACTIVE

Mary Grace S. Amante, RMT
MARY GRACE S. AMANTE, RMT
LIC. NO. 94188
MEDICAL TECHNOLOGIST

Frank Geralito Pagdunuan
DR. FRANK GERALITO PAGDUNUAN, MD, RPSP,
PRC NO. 011310 LIC. NO. 113100
PATHOLOGIST



REPUBLIC OF THE PHILIPPINES
CERTIFICATE OF LIVE BIRTH

TO BE ACCOMPLISHED IN DUPLICATE

{ Fill out completely, accurately and legibly in ink or typewriter }

Pangasinan

Calasiao

LOCAL CIVIL REGISTRY NO. 85-346

PROVINCE

CITY / MUNICIPALITY

NAME

(First)

LENILYN

(Middle)

(Last)

CARPO

2. SEX. (Place 'X' on appropriate answer)

Male

2 Female

3. DATE OF BIRTH (Day)

18

(Month)

March

(Year)

1985

4. PLACE OF BIRTH (Name of hospital/institution, if not in hospital,
BIRTH street / barangay) AMBULANT

(City / Municipality)

Calasiao

(Province)

Pangasinan

5a. TYPE OF BIRTH (Place 'X' on appropriate answer)

1 Single 2 Twin 3 Three or more

5b. IF MULTIPLE BIRTH, CHILD # WAS

1 First 2 Second 3 Third, 4th, etc

6. MAIDEN NAME (First) NORA V. (Last) CARPO

7. NATIONALITY

Filipino

RELIGION

R.C.

8. NAME (First) Bernardo (Middle) V. (Last) CARPO

9. NATIONALITY

Filipino

RELIGION

R.C.

12. DATE AND PLACE OF MARRIAGE OF PARENTS

(Important if not applicable, III Affidavit of Acknowledgement at the back)

Date April 6, 1986Place Calasiao, Pangasinan

13. CERTIFICATE OF ATTENDANT AT BIRTH

I hereby certify that I attended the birth of the child who was born alive at 5:00 o'clock am / pm on the date stated above.Signature Valentin BasianName in print Valentino BasianTitle or position Hilot

Address

VALASIAO, Pangasinan

Date

March 18, 1985

14. INFORMANT

Signature Editha R. OrcillaName in print EDITHA R. ORCILLATitle or position Carrying Daughter

Address

CALASIAO, Pangasinan

Date

March 22, 1985

15a. PREPARED BY

Signature EDITHA R. ORCILLAName in print EDITHA R. ORCILLATitle or position Office ManagerDate March 22, 1985

b. RECEIVED AT THE OFFICE OF THE LOCAL CIVIL REGISTRAR

Signature JAYME DEL CASTILLOName in print JAYME DEL CASTILLOTitle or position Local Civil RegistrarDate March 22, 1985

c. DATE WHEN INFORMATION WAS SUPPLIED

PURSUANT TO THE DECISION RENDERED BY MCR JAIME G. AFICIAL DATED AUGUST 12, 2014 AND AFFIRMED BY CRG UNDER OCRG NO. 14-1191068, THE CHILD'S MIDDLE NAME IS HEREBY CORRECTED FROM "V" TO "VENTURA"; AND THE MOTHER'S FULL NAME IS LIKEWISE CORRECTED FROM "NORA V. CARPO" TO "NORA S. VENTURA".

OCRG No. 14-1191068
10/07/2014 08:56:33 AMMS. EDITHA R. ORCILLA
Chief, Document Management Division

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Lisa Grace S. Bersales

LISA GRACE S. BERSALES, Ph.D.

National Statistician and Civil Registrar General

Philippine Statistics Authority



Municipal Form No. 97
(Revised January 2007)

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL

Accomplished in quadruplicate using black ink

CERTIFICATE OF MARRIAGE

Province	Pangasinan			Registry No.	2015-271			
City/Municipality				Calasiao				
HUSBAND (First) JOHN VINCENT (Middle) MANALO (Last) CARAAN				WIFE (First) LENILYN (Middle) VENTURA (Last) CARPO				
2a. Date of Birth	(Day)	(Month)	(Year)	(Age)	(Day)	(Month)	(Year)	(Age)
2b. Age	30	MARCH	1984	31	18	MARCH	1985	30
3. Place of Birth	(City/Municipality) Mataasnakahoy, Batangas, Philippines				(Country) Calasiao, Pangasinan, Philippines			
4a. Sex	Male	(Citizenship) Filipino			Female	(Citizenship) Filipino		
4b. Citizenship	(House No., St., Barangay, City/Municipality, Province, Country) Brgy II-A, Mataasnakahoy, Batangas, Philippines				(House No., St., Barangay, City/Municipality, Province, Country) Arribuel, Calasiao, Pangasinan, Philippines			
5. Residence								
6. Religion/ Religious Sect	Roman Catholic				Roman Catholic			
7. Civil Status	Single				Single			
8. Name of Father	(First) Victorino, Jr.	(Middle) Laluces	(Last) Caraan	(First) Bernardo	(Middle) Garcia	(Last) Carpo		
9. Citizenship	Filipino				Filipino			
10. Maiden Name of Mother	(First) Yolanda	(Middle) Mandigma	(Last) Manalo	(First) Nora	(Middle) Saplan	(Last) Ventura		
11. Citizenship	Filipino				Filipino			
12. Name of Person/ Wall Who Gave Consent or Advice	(First) N/A			(First) N/A			(Last)	
13. Relationship	N/A				N/A			
14. Residence	(House No., St., Barangay, City/Municipality, Province, Country) N/A				(House No., St., Barangay, City/Municipality, Province, Country) N/A			
15. Place of Marriage:	STS. PETER & PAUL PARISH				CALASIAO,		PANGASINAN	
	(Office of the/House of/Barangay of/Church or/Mosque of)				(City/Municipality)		(Province)	
16. Date of Marriage:	18	APRIL	2015	(Day)	(Month)	(Year)	3:00 p.m. -am/pm	
17. Time of Marriage:								
18. CERTIFICATION OF THE CONTRACTING PARTIES: THIS IS TO CERTIFY: That I, JOHN VINCENT M. CARAAN and I, LENILYN V. CARPO, both of legal age, of our own free will and accord, and in the presence of the person solemnizing this marriage and of the witnesses named below, take each other as husband and wife and certifying further that we <input checked="" type="checkbox"/> have entered, a copy of which is hereto attached / <input type="checkbox"/> have not entered into a marriage settlement.								
IN WITNESS WHEREOF, we have signed/marked with our fingerprint this certificate in quadruplicate this 18th day of April, 2015.								
JOHN VINCENT M. CARAAN <i>(Signature of Husband)</i>	LENILYN V. CARPO <i>(Signature of Wife)</i>							
19. CERTIFICATION OF THE SOLEMNIZING OFFICER: THIS IS TO CERTIFY: THAT BEFORE ME, on the date and place above-written, personally appeared the above-mentioned parties, with their mutual consent, lawfully joined together in marriage which was solemnized by me in the presence of the witnesses named below, all of legal age.								
I CERTIFY FURTHER THAT: BTG 0031675 issued on January 26, 2015 at Mataasnakahoy, Batangas								
<input checked="" type="checkbox"/> a. Marriage License No. BTG 0031675 issued on January 26, 2015 at Mataasnakahoy, Batangas								
<input type="checkbox"/> b. no marriage license was necessary, the marriage being solemnized under Art. 209 of Executive Order No. 209.								
<input type="checkbox"/> c. the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1083.								
REV. FR. FIDELIS B. MAYOC <i>(Signature Over Printed Name of Solemnizing Officer)</i>	TEAM MODERATOR <i>(Position/Name)</i>	2014 - 26Z736PMPY - 2016 <i>(Religion/Religious Sect, Policy No. and Expiration Date, if applicable)</i>						
20a. WITNESSES (Print Name and Signatures) Additional at the back DANIEL M. JULONGBAYAN ARTHURO C. SECUTA EDILBERTO A. VELARDE, JR.	PERFECTO CARPO ALADIN X. ARENA							
ROGELIO MENDOZA EDUARDO NAVIDA								
21. RECEIVED BY <i>Signature</i>	22. REGISTERED BY THE CIVIL REGISTRAR <i>Signature</i>							
Name in Print LORETA S. APIADO	Name in Print JAIME G. AFICIAL							
Title or Position ADMINISTRATIVE AIDE III	Title or Position MUNICIPAL CIVIL REGISTRAR							
Date APRIL 20, 2015	Date APRIL 20, 2015							
REMARKS/ANNOTATIONS (For LCRO/OCRG/Shar's Circuit Registrar Use Only)								
TO BE FILLED UP AT THE OFFICE OF THE CIVIL REGISTRAR								
4bH	4bW	6H	6W	6H	6W	7H	7W	

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



20b. WITNESSES (Print Name and Sign)

LOIDAD. NACARIO

NENAP. FERNANDEZ

AUREA S. VIRAY

Uma Mae H. Delfin

GERALDINE C. RAMIREZ

YOLANDA ARAGO

MILAGROS M. DE LEON

AFFIDAVIT OF SOLEMNIZING OFFICER

- I, _____, of legal age, Solemnizing Officer of _____ with address at _____, after having sworn to in accordance with law, do hereby depose and say:
1. That I have solemnized the marriage between _____ and _____;
 2. a. That I have ascertained the qualifications of the contracting parties and have found no legal impediment for them to marry as required by Article 34 of the Family Code;
 2. b. That this marriage was performed in articulo mortis or at the point of death;
 2. c. That the contracting parties _____ and _____, being at the point of death and physically unable to sign the foregoing certificate of marriage by signature or mark, one of the witnesses to the marriage; sign for him or her by writing the dying party's name and beneath it, the witness' own signature preceded by the preposition "By";
 2. d. That the residence of either party is so located that there is no means of transportation to enable concerned party/parties to appear personally before the civil registrar;
 2. e. That the marriage was among Muslims or among members of the Ethnic Cultural Communities and that the marriage was solemnized in accordance with their customs and practices;
 3. That I took the necessary steps to ascertain the ages and relationship of the contracting parties and that neither of them are under any legal impediment to marry each other;
 4. That I am executing this affidavit to attest to the truthfulness of the foregoing statements for all legal intents and purposes.

In truth whereof, I have affixed my signature below this _____ day of _____, _____ at _____, Philippines.

Signature Over Printed Name of the Solemnizing Officer

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____ at _____, Philippines, affiant who exhibited to me his Community Tax Cert. _____ issued on _____, _____ at _____.

Signature of the Administering Officer

Position/Title/Designation

Name In Print

Address

AFFIDAVIT FOR DELAYED REGISTRATION OF MARRIAGE

I, _____, of legal age, single/married/divorced/widow/widower, with residence and postal address _____, after having duly sworn in accordance with law do hereby depose and say:

1. That I am the applicant for the delayed registration of:
 my marriage with _____ in _____ on _____;
 the marriage between _____ and _____ in _____ on _____.
2. That said marriage was solemnized by _____ (Solemnizing Officer's name) under:
a. religious ceremony b. civil ceremony c. Muslim rites d. tribal rites
3. That the marriage was solemnized:
 a. with marriage license no. _____ issued on _____ at _____;
 b. under Article _____ (marriages of exceptional character);
4. (If the applicant is either the wife or husband) That I am a citizen of _____ and my spouse is a citizen of _____.
(If the applicant is other than the wife or husband) That the wife is a citizen of _____ and the husband is a citizen of _____.

5. That the reason for the delay in registering our/their marriage is _____;

6. That I am executing this affidavit to attest to the truthfulness of the foregoing statements for all legal intents and purposes.

In truth whereof, I have affixed my signature below this _____ day of _____, _____ at _____, Philippines.

Signature Over Printed Name of Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____ at _____, Philippines, affiant who exhibited to me his Community Tax Cert. _____ issued on _____ at _____.

Signature of the Administering Officer

Position/Title/Designation

Name In Print

Address

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

Documentary
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TO BE ACCOMPLISHED IN DUPLICATE

REPUBLIC OF THE PHILIPPINES
CERTIFICATE OF LIVE BIRTH

(Fill out completely, accurately and legibly in ink or typewriter)

85-346

PROVINCE Pangasinan
CITY / MUNICIPALITY Calasiao

LOCAL CIVIL REGISTRY NO.

1. NAME (First) LENILYN	(Middle)	(Last) CARPO	
2. SEX: (Place 'X' on appropriate answer) <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	3. DATE OF BIRTH (Day) 18	(Month) March	(Year) 1985
4. PLACE OF BIRTH (Name of hospital/institution, if not in hospital, BIRTH: <i>Private street / barangay</i>) AMBULANCE	(City/Municipality) Calasiao	(Province) Pangasinan	
5a. TYPE OF BIRTH (Place 'X' on appropriate answer) <input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> Three or more	5b. IF MULTIPLE BIRTH, CHILD WAS <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third, 4th, etc		
6. MAIDEN NAME (First): Calisidad (Last): Carpo	7. NATIONALITY Filipino	8. RELIGION R.C.	
9. NAME (First) Bernardo	(Middle) Carpo	10. NATIONALITY Filipino	11. RELIGION R.C.
12. DATE AND PLACE OF MARRIAGE OF PARENTS Date: April 6, 1985		(Important if not applicable, III Affidavit of Acknowledgment at the back) Place: Calasiao, Pangasinan	
13. CERTIFICATE OF ATTENDANT AT BIRTH I hereby certify that I attended the birth of the child who was born alive on <u>5:00</u> o'clock am/pm on the date stated above. Signature: <u>Valentín Gómez</u> Name in print: <u>Hilot</u> Title or position: <u></u>			
Address: <u>Calasiao, Pangasinan</u> Date: <u>March 18, 1985</u>			
14. INFORMANT Signature: <u>Editha R. Orcilla</u> Name in print: <u>Editha R. Orcilla</u> Relationship to child: <u>Mother</u> Date: <u>March 22, 1985</u>			
Address: <u>Calasiao, Pangasinan</u> Date: <u>March 22, 1985</u>			
15a. PREPARED BY Signature: <u>Editha R. Orcilla</u> Name in print: <u>EDITHA R. ORCILLA</u> Title or position: <u>CIVIL REGISTRAR</u> Date: <u>March 22, 1985</u>			
15b. RECEIVED AT THE OFFICE OF THE LOCAL CIVIL REGISTRAR Signature: <u>ARTURO DEL CASASCO</u> Name in print: <u>ARTURO DEL CASASCO</u> Title or position: <u>CIVIL REGISTRAR</u> Date: <u>March 22, 1985</u>			
16. DATE WHEN INFORMATION WAS SUPPLIED			
16a. INFORMATION GIVEN IN SUPPLEMENTAL REPORT			

PURSUANT TO THE DECISION RENDERED BY MCR JAIME G. AFICIAL DATED AUGUST 12, 2014 AND AFFIRMED BY CRG UNDER OCRG NO. 14-1191068, THE CHILD'S MIDDLE NAME IS HEREBY CORRECTED FROM "V" TO "VENTURA"; AND THE MOTHER'S FULL NAME IS LIKEWISE CORRECTED FROM "NORA V. CARPO" TO "NORA S. VENTURA".

OCRG No. 14-1191068
10/07/2014 08:58:33 AMMS. EDITHA R. ORCILLA
Chief, Document Management Division

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



Municipal Form No. 97
(Revised January 2007)

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL

Accomplished in quadruplicate using black ink

CERTIFICATE OF MARRIAGE

Province	Pangasinan			Registry No.	2015-271			
City/Municipality				Calasiao				
1. Name of Contracting Parties	HUSBAND			WIFE				
	(First) JOHN VINCENT	(Middle) MANALO	(Last) CARAAN	(First) LENILYN	(Middle) VENTURA	(Last) CARPO		
	2a. Date of Birth	(Day) 30	(Month) MARCH	(Year) 1984	(Age) 31	(Day) 18	(Month) MARCH	(Year) 1985
3. Place of Birth	(City/Municipality) Mataasnakahoy, Batangas, Philippines			(City/Municipality) Calasiao, Pangasinan, Philippines				
4a. Sex	Male	(Citizenship) Filipino			Female	(Citizenship) Filipino		
4b. Citizenship								
5. Residence	(House No., St., Barangay, City/Municipality, Province, Country) Brgy II-A, Mataasnakahoy, Batangas, Philippines			(House No., St., Barangay, City/Municipality, Province, Country) Ambucel, Calasiao, Pangasinan, Philippines				
6. Religion/ Religious Sect	Roman Catholic			Roman Catholic				
7. Civil Status	Single			Single				
8. Name of Father	(First) Victorino, Jr.	(Middle) Laluces	(Last) Caraan	(First) Bernardo	(Middle) Garcia	(Last) Carpo		
9. Citizenship	Filipino			Filipino				
10. Maiden Name of Mother	(First) Yolanda	(Middle) Mandigma	(Last) Manalo	(First) Nora	(Middle) Saplan	(Last) Ventura		
11. Citizenship	Filipino			Filipino				
12. Name of Person Who Gave Consent or Advice	(First) N/A	(Middle)	(Last)	(First) N/A	(Middle)	(Last)		
13. Relationship	N/A			N/A				
14. Residence	(House No., St., Barangay, City/Municipality, Province, Country) N/A			(House No., St., Barangay, City/Municipality, Province, Country) N/A				
15. Place of Marriage:	STS. PETER & PAUL PARISH (Office of the House of/Banquet Hall/Church of/Mosque of)			CALASIAO, PANGASINAN (City/Municipality) (Province)				
16. Date of Marriage:	18	APRIL	2015	17. Time of Marriage:	3:00 p.m. am/pm			
(Day)	(Month)	(Year)						
18. CERTIFICATION OF THE CONTRACTING PARTIES: THIS IS TO CERTIFY: That I, JOHN VINCENT M. CARAAN and LENILYN V. CARPO, both of legal age, of our own free will and accord, and in the presence of the person solemnizing this marriage and of the witnesses named below, take each other as husband and wife and certifying further that we have entered, a copy of which is hereto attached / <input checked="" type="checkbox"/> have not entered into a marriage settlement / <input type="checkbox"/> 18th day of April, 2015.								
IN WITNESS WHEREOF, we have signed/marked with our fingerprint this certificate in quadruplicate this day of April, 2015.				LENILYN V. CARPO (Signature of Wife)				
JOHN VINCENT M. CARAAN (Signature of Husband)				LENILYN V. CARPO (Signature of Wife)				
19. CERTIFICATION OF THE SOLEMNIZING OFFICER: THIS IS TO CERTIFY: THAT BEFORE ME, on the date and place above-written, personally appeared the above-mentioned parties, with their mutual consent, lawfully joined together in marriage which was solemnized by me in the presence of the witnesses named below, all of legal age.								
I CERTIFY FURTHER THAT: BTG 0031675 Issued on January 26, 2015 at Mataasnakahoy, Batangas								
<input checked="" type="checkbox"/> a. Marriage License No. _____ issued on _____ in favor of said parties, was exhibited to me. <input type="checkbox"/> b. no marriage license was necessary, the marriage being solemnized under Art. _____ of Executive Order No. 209. <input type="checkbox"/> c. the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1083.								
REV. FR. FIDELIS B. MENDOZA (Signature Over Printed Name of Solemnizing Officer)				TEAM MODERATOR (Position/Title)				
20a. WITNESSES (Print Name and Sign) Additional at the back: LORITA M. JULONGBAYAN				TEAM MODERATOR (Position/Title)				
ROGELIO MENDOZA EDUARDO NAVIDA PERFECTO CARPO ALADIN X ARENA				TEAM MODERATOR (Position/Title)				
21. RECEIVED BY Signature _____ Name In Print _____ Title or Position _____ Date _____				22. REGISTERED BY THE CIVIL REGISTRAR Signature _____ Name In Print _____ Title or Position _____ Date _____				
REMARKS/ANNOTATIONS (For LCRO/OCRG/Shar'a Circuit Registrar Use Only)								
TO BE FILLED-UP AT THE OFFICE OF THE CIVIL REGISTRAR 4H 4bW 5H 5W 6H 6W 7H 7W								

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

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20b. WITNESSES (Print Name and Sign)

LOIDAD D. NACARIO

NENAP. FERNANDEZ

AUREA S. VIRAY

ANN MAE H. DELFIN

GERALDINE M. VARELA

YOLANDA ARAOJO

MILAGROS M. DE LEON

AFFIDAVIT OF SOLEMNIZING OFFICER

I, _____, of legal age, Solemnizing Officer of _____ with address at _____, after having sworn to in accordance with law, do hereby depose and say:

1. That I have solemnized the marriage between _____ and _____;
2. a. That I have ascertained the qualifications of the contracting parties and have found no legal impediment for them to marry as required by Article 34 of the Family Code;
3. b. That this marriage was performed in articulo mortis or at the point of death;
4. c. That the contracting party/ies _____ and _____, being at the point of death and physically unable to sign the foregoing certificate of marriage by signature or mark, one of the witnesses to the marriage, sign for him or her by writing the dying party's name and beneath it, the witness' own signature preceded by the preposition "By";
5. d. That the residence of either party is so located that there is no means of transportation to enable concerned party/parties to appear personally before the civil registrar;
6. e. That the marriage was among Muslims or among members of the Ethnic Cultural Communities and that the marriage was solemnized in accordance with their customs and practices;

3. That I took the necessary steps to ascertain the ages and relationship of the contracting parties and that neither of them are under any legal impediment to marry each other;

4. That I am executing this affidavit to attest to the truthfulness of the foregoing statements for all legal intents and purposes.

In truth whereof, I have affixed my signature below this _____ day of _____, _____ at _____, Philippines.

Signature Over Printed Name of the Solemnizing Officer

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____ at _____

, Philippines, affiant who exhibited to me his Community Tax Cert. _____

Issued on _____, _____ at _____

Signature of the Administering Officer

Position/Titl/Designation

Name in Print

Address

AFFIDAVIT FOR DELAYED REGISTRATION OF MARRIAGE

I, _____, of legal age, single/married/divorced/widow/widower, with residence and postal address _____, after having duly sworn in accordance with law do hereby depose and say:

1. That I am the applicant for the delayed registration of
 - my marriage with _____ in _____ on _____;
 - the marriage between _____ and _____ in _____ on _____;
2. That said marriage was solemnized by _____ (Solemnizing Officer's name) under
 - a. religious ceremony b. civil ceremony c. Muslim rites d. tribal rites
3. That the marriage was solemnized:
 - a. with marriage license no. _____ issued on _____ at _____;
 - b. under Article _____ (marriages of exceptional character);
4. (If the applicant is either the wife or husband) That I am a citizen of _____ and my spouse is a citizen of _____;
 (If the applicant is other than the wife or husband) That the wife is a citizen of _____ and the husband is a citizen of _____;
5. That the reason for the delay in registering our/their marriage is _____;
6. That I am executing this affidavit to attest to the truthfulness of the foregoing statements for all legal intents and purposes.

In truth whereof, I have affixed my signature below this _____ day of _____, _____ at _____, Philippines.

Signature Over Printed Name of Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____ at _____

, Philippines, affiant who exhibited to me his Community Tax Cert. _____

Issued on _____, _____ at _____

Signature of the Administering Officer

Position/Titl/Designation

Name in Print

Address

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Documentary
Stamp Tax Paid

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



Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION

Manila



PROFESSIONAL IDENTIFICATION CARD

LAST NAME ► CARAAN
FIRST NAME ► JOHN VINCENT
MIDDLE INITIAL/NAME ► MANALO
REGISTRATION NO. ► 0104804
REGISTRATION DATE ► 05/22/2006
VALID UNTIL ► 03/30/2022



CIVIL ENGINEER

03/30/1984
03/19/2019

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION

Manila



PROFESSIONAL IDENTIFICATION CARD

LAST NAME ► CARPO
FIRST NAME ► LENILYN
MIDDLE INITIAL/NAME ► VENTURA
REGISTRATION NO. ► 0120333
REGISTRATION DATE ► 06/08/2007
VALID UNTIL ► 03/18/2022



CERTIFIED PUBLIC ACCOUNTANT

03/18/1985
03/19/2019

Professional Regulation Commission
P. Paredes St., Sampaloc, Manila 1008, Philippines
www.prc.gov.ph (632) 7362248 / 3102009

18-1779663

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked, or withdrawn.

Signature of Professional

TEOFILO S. PILANDO, JR.

CHAIRMAN

Professional Regulation Commission
P. Paredes St., Sampaloc, Manila 1008, Philippines
www.prc.gov.ph (632) 7362248 / 3102009

18-1779629

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked, or withdrawn.

Signature of Professional

TEOFILO S. PILANDO, JR.

CHAIRMAN