



Republic of the Philippines  
Province of Batangas

**MUNICIPALITY OF MATAASNAKAHOY**

Tel. Nos. (043) 784-1113 / (043) 461-0107  
Telefax (043) 784-1016



**MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE**

21 April 2025

**MS. JELLO I. FEDERICO**

Administrative Aide III  
Office of the Vice Mayor

Dear Ms. Federico:

Greetings!

Verification from the Daily Time Record (DTR) of **Ms. Jello Mae I. Federico, Administrative Aide III**, of the Office of the Vice Mayor, disclosed that from January 2025 to March 2025, Ms. Federico has incurred numerous tardiness. See the table below.

	Month	Total Minutes Late	Total Number of Late
1	January	235.50	<b>14</b>
2	February	82.03	8
3	March	71.95	<b>10</b>

Civil Service Memorandum Circular No. 23, Series of 1998, describes habitual tardiness as "*Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.*"

In addition, as provided in Rule 10, Section 46 (F) (4), RACCS, frequent unauthorized Tardiness (Habitual Tardiness is a light punishable by reprimand for the first offense, suspension of one (1) to thirty (30) days for the second offense, and dismissal from the service for the third offense.

In this light, you are hereby directed to refrain from being late/habitually tardy as provided in the observed rule to avoid the possible initiation of an administrative proceeding against you for habitual tardiness.

Attached herewith are the DTRs for your perusal.

For information and guidance.

Sincerely yours,

**GALLY D. TIPAN**  
MHRMO

cc:

Dr. Gina Ocampo  
Secretary to the Sangguniang Bayan

*Received by:  
Jello Federico  
Off 4/21/25*

**Joining hands for Mataasnakahoy's interest**

JELLO MAE T	SB0019	2025-01-01	Mon	08:00:00	08:00:00	01	08:00:00
		2025-01-02	Tue	08:00:00	08:00:00	02	08:00:00
		2025-01-03	Wed	08:00:00	08:00:00	03	08:00:00
		2025-01-04	Thu	08:00:00	08:00:00	04	08:00:00
		2025-01-05	Fri	08:00:00	08:00:00	05	08:00:00
		2025-01-06	Sat	08:00:00	08:00:00	06	08:00:00
		2025-01-07	Sun	08:00:00	08:00:00	07	08:00:00
		2025-01-08	Mon	08:00:00	08:00:00	08	08:00:00
		2025-01-09	Tue	08:00:00	08:00:00	09	08:00:00
		2025-01-10	Wed	08:00:00	08:00:00	10	08:00:00
		2025-01-11	Thu	08:00:00	08:00:00	11	08:00:00
		2025-01-12	Fri	08:00:00	08:00:00	12	08:00:00
		2025-01-13	Sat	08:00:00	08:00:00	13	08:00:00
		2025-01-14	Sun	08:00:00	08:00:00	14	08:00:00
		2025-01-15	Mon	08:00:00	08:00:00	15	08:00:00
		2025-01-16	Tue	08:00:00	08:00:00	16	08:00:00
		2025-01-17	Wed	08:00:00	08:00:00	17	08:00:00
		2025-01-18	Thu	08:00:00	08:00:00	18	08:00:00
		2025-01-19	Fri	08:00:00	08:00:00	19	08:00:00
		2025-01-20	Sat	08:00:00	08:00:00	20	08:00:00
		2025-01-21	Sun	08:00:00	08:00:00	21	08:00:00
		2025-01-22	Mon	08:00:00	08:00:00	22	08:00:00
		2025-01-23	Tue	08:00:00	08:00:00	23	08:00:00
		2025-01-24	Wed	08:00:00	08:00:00	24	08:00:00
		2025-01-25	Thu	08:00:00	08:00:00	25	08:00:00
		2025-01-26	Fri	08:00:00	08:00:00	26	08:00:00
		2025-01-27	Sat	08:00:00	08:00:00	27	08:00:00
		2025-01-28	Sun	08:00:00	08:00:00	28	08:00:00
		2025-01-29	Mon	08:00:00	08:00:00	29	08:00:00
		2025-01-30	Tue	08:00:00	08:00:00	30	08:00:00
		2025-01-31	Fri	08:00:00	08:00:00	31	08:00:00

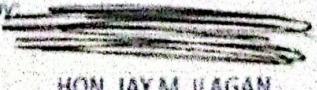
We certify on our honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

  
**JELLO MAE FEDERICO**  
 Administrative Aide III (Utility Worker II)

Certified True Copy:

  
**GALLY D. TIPAN**  
 MUNICIPAL HUMAN RESOURCE  
 MANAGEMENT OFFICER

Approved by

  
**HON. JAY M. ILAGAN**  
 Municipal Vice Mayor

Verified by

  
**GALLY D. TIPAN**  
 MGDH-MHRMO

**RECORDED**

1 Feb 01 2025 to Feb 28 2025

Name	Td No	Date	Day	Time In	Time Out
FEDERICO, JELLO MAE I.	580019	2025-02-01	Sat	-	-
		2025-02-02	Sun	-	-
		2025-02-03	Mon	-	-
		2025-02-04	Tue	12:06:49	12:06:17
		2025-02-05	Wed	12:14:51	12:01:59
		2025-02-06	Thu	12:29:06	12:23:17
		2025-02-07	Fri	12:26:49	12:26:56
		2025-02-08	Sat	-	-
		2025-02-09	Sun	-	-
		2025-02-10	Mon	12:50:27	12:31:47
				12:34:34	12:00:02
		2025-02-11	Tue	17:52:26	17:18:19
				17:22:13	17:00:40
		2025-02-12	Wed	17:58:59	12:10:40
				12:35:53	12:00:09
		2025-02-13	Thu	-	12:00:50
		2025-02-14	Fri	08:01:34	12:04:58
				12:09:20	17:35:46
		2025-02-15	Sat	-	-
		2025-02-16	Sun	-	-
		2025-02-17	Mon	07:52:53	12:13:37
				12:42:25	17:03:00
		2025-02-18	Tue	08:01:37	12:09:44
				12:18:00	17:02:05
		2025-02-19	Wed	08:00:27	12:08:05
				12:49:15	17:02:17
		2025-02-20	Thu	08:01:19	12:07:30
				12:15:39	17:00:50
		2025-02-21	Fri	08:04:58	12:33:04
				12:40:40	17:02:37
		2025-02-22	Sat	-	-
		2025-02-23	Sun	-	-
		2025-02-24	Mon	08:03:50	12: Manila
		2025-02-25	Tue	12:00:00	17:00:00
		2025-02-26	Wed	-	-
		2025-02-27	Thu	12:00:00	17:00:00
		2025-02-28	Fri	12:00:00	17:00:00

77 mins. \* \$7

We certify on our honors that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

JELLO MAE I. FEDERICO

Administrative Aide III (Utility Worker II)

Certified True Copy:

GALLY D. TIPAN  
MUNICIPAL HUMAN RESOURCE  
MANAGEMENT OFFICER

Approved by:

NON JAY M. RAGAN  
Municipal Vice Mayor

Verified by:

GALLY D. TIPAN  
MGDH-MHRMO

RECORDED

## EMPLOYEE TIMECARD (PROCESSED TIME) Mar 01 2025 to Mar 31 2025

Name	Id No	Date	Day	Time In	Time Out
FEDERICO, JELLO MAF I	SBO019	2025-03-01	Sat	-	-
		2025-03-02	Sun	-	-
		2025-03-03	Mon	07:58:40	12:07:49
				17:18:16	17:01:03
		2025-03-04	Tue	08:13:53	12:24:40
				12:32:56	17:02:12
		2025-03-05	Wed	08:04:36	12:12:13
		2025-03-06	Thu	12:21:55	17:04:42
		2025-03-07	Fri	07:59:17	12:56:59
				12:59:06	17:01:50
		2025-03-08	Sat	-	-
		2025-03-09	Sun	-	-
		2025-03-10	Mon	07:56:26	17:02:29
		2025-03-11	Tue	07:57:06	17:10:46
		2025-03-12	Wed	08:07:08	12:10:38
				12:27:57	17:02:33
		2025-03-13	Thu	07:50:35	12:37:07
				12:42:59	17:00:34
		2025-03-14	Fri	07:54:20	12:01:58
				12:10:06	17:02:47
		2025-03-15	Sat	-	-
		2025-03-16	Sun	-	-
		2025-03-17	Mon	07:54:03	12:27:48
				12:41:15	17:01:51
		2025-03-18	Tue	08:05:37	12:14:19
				12:18:58	17:02:18
		2025-03-19	Wed	08:09:24	12:27:56
				17:01:46	
		2025-03-20	Thu	07:56:44	12:09:00
				12:37:34	17:04:46
		2025-03-21	Fri	08:00:00	17:00:00
		2025-03-22	Sat	-	-
		2025-03-23	Sun	-	-
		2025-03-24	Mon	08:06:21	12:34:43
				12:41:21	17:26:02
		2025-03-25	Tue	08:01:48	12:22:21
				12:32:55	17:03:11
		2025-03-26	Wed	08:12:11	12:27:06
				12:37:28	17:05:41
		2025-03-27	Thu	07:29:54	18:38:11
		2025-03-28	Fri	08:09:36	12:18:36
				12:57:03	17:01:02
		2025-03-29	Sat	-	-
		2025-03-30	Sun	07:06:21	
		2025-03-31	Mon	08:01:23	12:04:22
				12:09:01	17:02:46

We certify on our honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.



JELLO MAF I. FEDERICO

Administrative Aide III (Utility Worker II)

Certified True Copy:

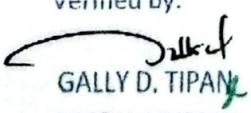


GALLY D. TIPAN  
MUNICIPAL HUMAN RESOURCE  
MANAGEMENT OFFICER

Approved by:

HON. JAY M. ILAGAN  
Municipal Vice Mayor

Verified by:



GALLY D. TIPAN  
MGDH-MHRMO

CS Form No. 33-B  
Revised 2018



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY



Ms. JELLO MAE I. FEDERICO

Administrative Aide III

You are hereby appointed as (Utility Worker II) (SG-3) \_\_\_\_\_  
(Position Title)

under Permanent status at the Office of the Municipal Vice Mayor  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of Eleven Thousand Four Hundred Forty Nine P 11,449.00  
pesos per month.

The nature of this appointment is Promotion vice \_\_\_\_\_  
(Original, Promotion, etc.)  
N/A, who Vacant with Plantilla Item No. 39  
(Transferred, Retired, etc.)

Page 3.

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

Very truly yours,

JAY MANALO ILAGAN  
Municipal Vice Mayor

October 10, 2024  
Date of Signing

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

DRY SEAL

(Stamp of Date of Release)

## 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 Job Portal from September 5, 2024 to September 20, 2024 and posted in CSC-FO Batangas, Public Market, Office Lobby from September 5, 2024 to September 20, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 23, 2024..

  
GALLY D. TIPAN  
Mun. Human Res. Mgt. Officer

## Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on October 3, 2024.

  
JAY MANALO ILAGAN  
Municipal Vice Mayor /  
Chairperson, HRMPSB/Placement Committee

## CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
<input type="checkbox"/> Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			

Original Copy - for the Appointee Original Copy - for the Civil Service Commission Original Copy - for the Agency	Acknowledgement  Received original/photocopy of appointment on October 10, 2024   JELLO MAE I. FEDERICO Appointee
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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 (  ) 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	FEDERICO			If holder of dual citizenship, please indicate the details.	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:
FIRST NAME	JELLO MAE				
MIDDLE NAME	INCIONG				
3. DATE OF BIRTH (mm/dd/yyyy)	FEBRUARY 27, 1995				
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS				
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female				
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated  <input type="checkbox"/> Other/s:				
7. HEIGHT (m)	1.50				
8. WEIGHT (kg)	57				
9. BLOOD TYPE	O - POSITIVE				
10. GSIS ID NO.	2006019837				
11. PAG-IBIG ID NO.	1211-7963-6010				
12. PHILHEALTH NO.	09-0504-94247-2				
13. SSS NO.	N/A				
14. TN NO.	356-727-190-000				
15. AGENCY EMPLOYEE NO.					
				17. RESIDENTIAL ADDRESS 036      PUROK 2 House/Block/Lot No.      Street N/A      BUBUYAN Subdivision/Village      Barangay MATAASNAKAHOY      BATANGAS City/Municipality      Province 4223	
				18. PERMANENT ADDRESS 036      PUROK 2 House/Block/Lot No.      Street N/A      BUBUYAN Subdivision/Village      Barangay MATAASNAKAHOY      BATANGAS City/Municipality      Province 4223	
				19. TELEPHONE NO.      N/A	
				20. MOBILE NO.      0966-693-1131	
				21. E-MAIL ADDRESS (if any)      jelmefed@gmail.com	

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A			23. NAME of CHILDREN (Write full name and list all) NAME EXTENSION (JR., SR)	DATE OF BIRTH (mm/dd/yyyy)
	FIRST NAME	N/A			
	MIDDLE NAME	N/A			
OCCUPATION	N/A				
EMPLOYER/BUSINESS NAME	N/A				
BUSINESS ADDRESS	N/A				
TELEPHONE NO.	N/A				
24. FATHER'S SURNAME	FEDERICO				
FIRST NAME	JERRY	NAME EXTENSION (JR., SR)	N/A	N/A	
MIDDLE NAME	FALCONIT				
25. MOTHER'S MAIDEN NAME					
SURNAME	INCIONG				
FIRST NAME	LORENA				
MIDDLE NAME	HERNANDEZ				
					(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURS E (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BUBUYAN ELEMENTARY SCHOOL	N/A	2001	2007	N/A	2007	N/A
SECONDARY	LA PURISIMA CONCEPCION ACADEMY, INC.	N/A	2007	2011	N/A	2011	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	BATANGAS COLLEGE OF ARTS AND SCIENCES, INC.	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MAJOR IN MARKETING MANAGEMENT	2011	2015	N/A	2015	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**

**SEPTEMBER 13, 2024**

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

#### **IV. CIVIL SERVICE ELIGIBILITY**

*(Continue on separate sheet if necessary)*

## **V. WORK EXPERIENCE**

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

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						
8/20/2024	PRESENT	ADMINISTRATIVE AIDE I	OFFICE OF THE VICE MAYOR, LGU-MATAASNAKAHOY	10,148.00	1-2	PERMANENT	Y	
1/1/2023	08/19/2024	ADMINISTRATIVE AIDE I	OFFICE OF THE VICE MAYOR, LGU-MATAASNAKAHOY	9,750.00	1-1	PERMANENT	Y	
02/21/22	12/31/22	ADMINISTRATIVE AIDE I	OFFICE OF THE VICE MAYOR, LGU-MATAASNAKAHOY	9,388.00	1-1	PERMANENT	Y	
04/18/2018	02/18/21	CLERICAL AIDE	LGU-MATAASNAKAHOY	6,000.00	N/A	JOB ORDER	N	
2015	2016	CLERICAL AIDE	LGU-MATAASNAKAHOY	4,000.00	N.A	JOB ORDER	N	

**\*\*\*NOTHING FOLLOWS\*\*\***

*(Continue on separate sheet if necessary)*

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
	From	To			
AIR FORCE RESERVE COMMAND, FERNANDO AIR BASE, LIPA CITY	2023	PRESENT		SERGEANT	
***NOTHING FOLLOWS***					
(Continue on separate sheet if necessary)					
<b>VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED</b> (Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)					
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc.)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
ORIENTATION ON REPUBLIC ACT NO. 11313: SAFE SPACES ACT (BAWAL BASTOS LAW)	06/28/2024	06/28/2024	4		MSWDO, LGU-MATAASNAKHOY
39TH INTERNATIONAL CONFERENCE & CONFERMENT CEREMONY	11/10/2023	11/10/2023	8		ROYAL INSTITUTION, SINGAPORE
LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS	06/29/2023	06/30/2023	16		MHRMO, LGU-MATAASNAKHOY
SEMINAR-WORKSHOP ON ADMINISTRATIVE JUSTICE (SWAJ)	10/25/22	10/26/22	10		MHRMO, LGU-MATAASNAKHOY
EXECUTIVE-LEGISLATIVE AGENDA	08/17/22	08/19/22	24		LGU-MATAASNAKHOY
GOVERNMENT WIDE EMAIL SYSTEM (GovMail) AND GOVERNMENT CONFERENCING SERVICE (GVCS) TRAINING	09/20/21	09/21/21	10		DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY
***NOTHING FOLLOWS***					
(Continue on separate sheet if necessary)					
<b>VIII. OTHER INFORMATION</b>					
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION	
SINGING, DANCING	N/A			HIMIG AGAPE CHOIR	
PLAYING GUITAR/UKULELE				***NOTHING FOLLOWS***	
PLAYING VOLLEYBALL					
***NOTHING FOLLOWS***					

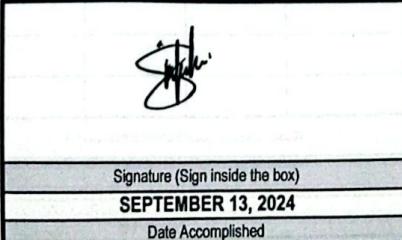
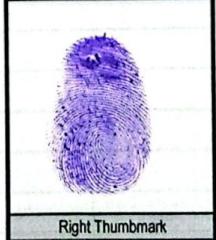
(Continue on separate sheet if necessary)

**SIGNATURE**

王水

PAGE

SEPTEMBER 13, 2024

<p>34. Are you related by consanguinity or affinity to the chief of bureau or office or to the person who has 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 -</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</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay  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</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</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: _____												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 33%;">NAME</th> <th style="text-align: center; width: 33%;">ADDRESS</th> <th style="text-align: center; width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">HON. JANET MAGPANTAY ILAGAN</td> <td style="text-align: center;">MATAASNAKAHOY</td> <td style="text-align: center;">0917-578-1717</td> </tr> <tr> <td style="text-align: center;">HON. JAY MANALO ILAGAN</td> <td style="text-align: center;">MATAASNAKAHOY</td> <td style="text-align: center;">0917-517-7337</td> </tr> <tr> <td style="text-align: center;">HON. LEMUEL V. DE OCAMPO</td> <td style="text-align: center;">MATAASNAKAHOY</td> <td style="text-align: center;">0917-882-0585</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	HON. JANET MAGPANTAY ILAGAN	MATAASNAKAHOY	0917-578-1717	HON. JAY MANALO ILAGAN	MATAASNAKAHOY	0917-517-7337	HON. LEMUEL V. DE OCAMPO	MATAASNAKAHOY	0917-882-0585	 <b>JELLO MAE I. FEDERICO</b> PHOTO
NAME	ADDRESS	TEL. NO.											
HON. JANET MAGPANTAY ILAGAN	MATAASNAKAHOY	0917-578-1717											
HON. JAY MANALO ILAGAN	MATAASNAKAHOY	0917-517-7337											
HON. LEMUEL V. DE OCAMPO	MATAASNAKAHOY	0917-882-0585											
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <b>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</b>  <b>PLEASE INDICATE ID Number and Date of Issuance</b> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <b>Government Issued ID:</b> <b>DRIVER'S LICENSE</b> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <b>ID/License/Passport No.:</b> <b>D08-22-303494</b> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <b>Date/Place of Issuance:</b> <b>09-30-2022/LTO-LIPA CITY</b> </td> </tr> </table>	<b>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</b> <b>PLEASE INDICATE ID Number and Date of Issuance</b>		<b>Government Issued ID:</b> <b>DRIVER'S LICENSE</b>		<b>ID/License/Passport No.:</b> <b>D08-22-303494</b>		<b>Date/Place of Issuance:</b> <b>09-30-2022/LTO-LIPA CITY</b>		 Signature (Sign inside the box) <b>SEPTEMBER 13, 2024</b> Date Accomplished				
<b>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</b> <b>PLEASE INDICATE ID Number and Date of Issuance</b>													
<b>Government Issued ID:</b> <b>DRIVER'S LICENSE</b>													
<b>ID/License/Passport No.:</b> <b>D08-22-303494</b>													
<b>Date/Place of Issuance:</b> <b>09-30-2022/LTO-LIPA CITY</b>													
<p>SUBSCRIBED AND SWORN to before me this <b>13<sup>th</sup> day of Sept., 2024</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p><b>GALLY D. TIPAN</b>  Municipal Human Resource Management Officer</p>	 Right Thumbmark												

## **WORK EXPERIENCE SHEET**

- Duration: February 21, 2022 - Present
- Position: Administrative Aide I (Utility Worker I)
- Name of Office/Unit: Office of the Vice Mayor
- Immediate Supervisor: Hon. Jay Manalo Ilagan
- Name of Agency/Company and Location: LGU-Mataasnakahoy / Brgy. IV, Mataasnakahoy, Batangas

- Summary of Actual Duties

- Responsible in maintaining the cleanliness and orderliness of the office; answering telephone calls; assisting walk-in clients; filing and sorting of documents; encoding letters of communication and draft resolutions/ordinances; assisting the Vice Mayor in his meetings and Sessions; collecting and delivering office correspondence and documents and performing other duties and responsibilities that may be assigned by immediate supervisor from time to time.

- Duration: April 18, 2022 – February 20, 2022
- Position: Job Order
- Name of Office/Unit: Office of the Vice Mayor
- Immediate Supervisor: Hon. Jay Manalo Ilagan
- Name of Agency/Company and Location: LGU-Mataasnakahoy / Brgy. IV, Mataasnakahoy, Batangas

- Summary of Actual Duties

- Responsible in the filing of resolutions/Ordinances; encoding letters of communication and draft resolutions/ordinances; and assisting the Vice Mayor in his meetings and Sessions.

- Duration: August 18, 2015 - 2016
  - Position: Job Order
  - Name of Office/Unit: General Service Section
  - Immediate Supervisor: Ms. Emilia R. Malaluan
  - Name of Agency/Company and Location: LGU-Mataasnakahoy / Brgy. IV, Mataasnakahoy, Batangas
- Summary of Actual Duties
- Responsible for the inventory, consolidation and distribution of supplies.

  
JELLO MAE T. FEDERICO  
(Signature over Printed Name  
of Employee/Applicant)

Date: September 13, 2024



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



## CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of Ms. Jello Mae I. Federico as Administrative Aide III (Utility Worker II) in the Office of the Municipal Vice Mayor of this municipality, all pertinent requirements contained in RA 7160 in Section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.

A handwritten signature in black ink, appearing to read "JAY MANALO ILAGAN".

JAY MANALO ILAGAN,  
Municipal Vice Mayor



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



## OFFICE OF THE MUNICIPAL ACCOUNTANT

### CERTIFICATION

**THIS IS TO CERTIFY** that funds are available for the position of Administrative Aide III (Utility Worker II) in the Office of the Municipal Vice Mayor of this municipality, with Salary Grade 3 amounting to ONE HUNDRED THIRTY SEVEN THOUSAND THREE HUNDRED EIGHTY EIGHT PESOS (P 137,388.00) per annum as per Annual Budget CY-2024 of this municipality.

Issued this 10th day of October , 2024 at Mataasnakahoy, Batangas.



LENILYN C. CARAAN  
Municipal Accountant

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

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

**Administrative Aide III  
(Utility Worker II)**

**2. ITEM NUMBER**

39

**3. SALARY GRADE**

3

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

Province  
 City  
 Municipality

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

5th Class  
 6th Class  
 Special

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

Local Government Unit of Mataasnakahoy, Batangas

**6. BUREAU OR OFFICE**

Office of the Municipal Vice Mayor

**7. DEPARTMENT / BRANCH / DIVISION**

Office of the Municipal Vice Mayor

**8. WORKSTATION / PLACE OF WORK**

<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>												
SB Resolution No. 182-S-2024/ Ordinance of Budget No. 25-S-2024	N/A	P 11,449.00	<table> <tr> <td>PERA</td> <td>P 2,000.00</td> </tr> <tr> <td>Clothing Allow.</td> <td>7,000.00</td> </tr> <tr> <td>Cash Gift</td> <td>5,000.00</td> </tr> <tr> <td>Year End Bonus</td> <td>11,449.00</td> </tr> <tr> <td>Mid-year Bonus</td> <td>11,449.00</td> </tr> <tr> <td>PEI</td> <td>5,000.00</td> </tr> </table>	PERA	P 2,000.00	Clothing Allow.	7,000.00	Cash Gift	5,000.00	Year End Bonus	11,449.00	Mid-year Bonus	11,449.00	PEI	5,000.00
PERA	P 2,000.00														
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Cash Gift	5,000.00														
Year End Bonus	11,449.00														
Mid-year Bonus	11,449.00														
PEI	5,000.00														

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

Municipal Vice Mayor

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

None

**15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED**

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

**POSITION TITLE**

**ITEM NUMBER**

N/A

N/A

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

Broom, Dustpan, Telephone, Computer, Logbook

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

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

**18. WORKING CONDITION**

Office Work   Other/s (Please Specify)  
Field Work

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

Enact Ordinances, approve resolutions, and appropriate funds for the general welfare of the municipality and its inhabitants

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

Responsible for cleaning and maintaining company premises and equipment. Their job is to maintain the upkeep of company facilities, repair broken equipment, inspect finished projects, and comply with state health and safety regulations.

**21. QUALIFICATION STANDARDS**

<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat III)
<b>21e. Core Competencies</b>			<b>Competency Level</b>
None Yet			None Yet
<b>21f. Leadership Competencies</b>			<b>Competency Level</b>
None Yet			None Yet

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**

<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here.)</i>	
20%	Maintain the cleanliness and orderliness of Vice Mayor's office;	
15%	Assist walk-in clients;	
20%	Answering telephone calls;	None Yet
15%	Encoding letters of communication and draft resolutions/ordinances	
15%	Assist the Municipal Vice Mayor in meetings and sessions;	
15%	Perform other functions and responsibilities that may be assigned from time to time.	

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

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

  
**JELLO M. FEDERICO 10/10/2024**  
Employee's Name, Date and Signature

  
**JAY MANALO ILAGAN 10/10/2024**  
Municipal Vice Mayor, Date and Signature



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



## OATH OF OFFICE

I, Jello Mae I. Federico of Brgy. Bubuyan, Mataasnakahoy, Batangas having been appointed to the position of Administrative Aide III (Utility Worker II) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

  
JELLO MAE I. FEDERICO  
(Signature over Printed Name of the Appointee)

Government ID: Driver's License  
ID Number : D08-22-303494  
Date Issued : Sept. 30. 2022

Subscribed and sworn to before me this 10<sup>th</sup> day of October, 2024 in Mataasnakahoy Batangas, Philippines.

  
JAY MANALO ILAGAN  
Municipal Vice Mayor



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



## CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. JELLO MAE I. FEDERICO has assumed the duties and responsibilities as Administrative Aide III (Utility Worker II) in the Office of the Municipal Vice Mayor effective October 10, 2024.

This certification is issued in connection with the issuance of the appointment of Ms. Federico as Administrative Aide III (Utility Worker II)

Done this 10<sup>th</sup> day of October 2024 in Mataasnakahoy, Batangas.

A handwritten signature in black ink, appearing to read "JAY MANALO ILAGAN".

**JAY MANALO ILAGAN**  
Municipal Vice Mayor

Date: October 10, 2024

Attested by:

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

GALLY D. TIPAN  
Mun. Human Res. Mgt. Officer

201 file  
Admin  
COA  
CSC



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



## OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

### CERTIFICATION

This is to certify that **Ms. Jello Mae I. Federico**, Administrative Aide I (Utility Worker I) of the Office of the Municipal Vice Mayor, got a Very Satisfactory Performance, with a numerical rating of 4.2045 in her Individual Performance Commitment Review (IPCR) for the January-June 2024 rating period.

Issued this 1<sup>st</sup> day of October 2024 at Mataasnakahoy, Batangas.

*Gally D. Tipan*  
GALLY D. TIPAN  
MGDH-MHRMO

Noted by

*HON. JAY MANALO ILAGAN*  
Municipal Vice Mayor

**Joining hands for Mataasnakahoy's interest**

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

REPUBLIKA NG PILIPINAS  
Republic of the Philippines

# Batangas College of Arts and Sciences, Inc.

Banaybanay Concepcion, Lungod ng Lipa, Lalawigan ng Batangas, Pilipinas  
Banaybanay Concepcion, Lipa City, Batangas, Philippines

*Sa Lahat ng Makatutunghay sa Kasulatang Ito:*

To All Persons Who May Read this Document:

**MAPITAGANG BATI:**

G R E E T I N G S:

*Ipinababatid na ang Lupon ng mga Direktor sa pamamagitan ng kapangyarihang haloob*  
Be it known that the Board of Directors by authority granted

*ng Komisyon ng Lalong Mataas na Edukasyon ng Republika ng Pilipinas sa tagubilin ng Sanggunian ng Kolehiyo ay naggawad kay*  
by the Commission on Higher Education, Republic of the Philippines and upon recommendation of the College Council, has conferred upon

*Jello Mae I. Federico*

*na nakatupad sa lahat ng kinakailangan ukol sa titulong*  
who has fulfilled all the requirements for the degree of

*Batsilyer sa Agham ng Administrasyong Pangkalahalan*

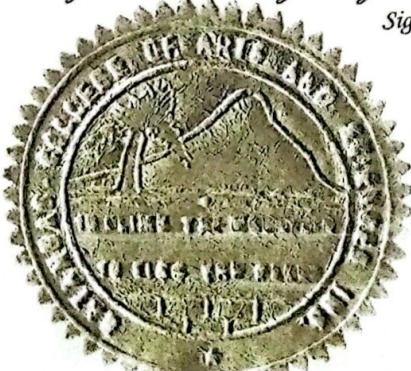
Bachelor of Science in Business Administration

*halatip ang lahat ng karapatan, karanganan, at mga pribilehiyo gayon din ang mga tungkulin at pananagutang nauukol dito.*  
with all the rights, honors and privileges as well as the obligations and responsibilities pertaining to it.

*Bilang katuayan ang tatah ng Kolehiyo at ang lagda ng Pangulo ng Kolehiyo ay taglay nito.*

In testimony the seal of the College and the signature of the President of the College are hereto affixed.

*Nilayaan sa Banaybanay Concepcion Lungod ng Lipa, Lalawigan ng Batangas, Pilipinas ngayong ika-6 ng Abril, 2015.*  
Signed at Banaybanay Concepcion, Lipa City, Batangas, Philippines this 6<sup>th</sup> day of April, 2015.



*Renie M. de Castro*  
RENIE M. DE CASTRO, Ph. D.  
Dekana  
Dean

*Jose R. de Castro*  
JOSE R. DE CASTRO, Ed. D.  
Pangulo  
President



Republic of the Philippines  
BATANGAS COLLEGE OF ARTS AND SCIENCES, INC.  
Banaybanay Concepcion, Lipa City

*edgmar*  
EVELYN D. ZARA, CE  
Registrar



## OFFICE OF THE REGISTRAR OFFICIAL TRANSCRIPT OF RECORDS

Name: Federico, Jello Mae I.

Student Number: 2011-020

Address: Brgy. Buhayan, Mataasnakahoy, Batangas

Birthday: February 27, 1995

Degree/Course: Bachelor of Science in Business Administration  
major in Marketing Management

Date/Year Admitted: June 2011

### SOURCE OF ENTRANCE CREDITS:

Elementary: Bubuyan Elementary School

Year: 2007

Secondary : La Purisima Concepcion Academy

Year: 2011

Course Number	Descriptive Title of the Course	Grades		Credits
		Final	Re-Exam	
<b>FIRST SEMESTER, 2011-2012</b>				
NAT SCI 1	Biological Science	3.0		3
SOC SCI 1	General Psychology	1.75		3
BBC 1	Principles of Management	2.0		3
MATH 24	Business Mathematics	3.0		3
ENG 1	Thinking and Study Skills 1	1.75		3
PE 1	Physical Fitness and Gymnastics	1.5		2
FIL 1	Komunikasyon sa Akademikong Filipino	1.75		3
NSTP 1	National Service Training Program 1	3.0		3
SOC SCI 2	Basic Economics (with Taxation and Land Reform)	2.5		3
<b>SECOND SEMESTER, 2011-2012</b>				
ENG 2	Thinking and Study Skills 2	2.5		3
FIL 2	Pagbasa at Pagsulat Tungo sa Pananaliksik	INC	3.0	3
MATH 2	College Algebra	2.75		3
NAT SCI 2	Earth and Environmental Science	3.0		3
BBC 3	Principles of Marketing	2.0		3
IT 101	Fundamentals of Information Technology	1.75		3
PE 2	Fundamentals of Rhythmic Activities	2.5		2
NSTP 2	National Service Training Program 2	1.75		3
VAL ED	Values Education w/ Personality Development	2.0		3
<b>FIRST SEMESTER, 2012-2013</b>				
BBC 4	Fundamentals of Accounting	1.75		3
BBC7-COMP2	Business Application Software	2.5		3
BBC 5	Business Communication	2.0		3
HUM 1	Logic	2.5		3
ENG 3	Speech and Oral Communication	2.25		3
FIL 3	Masining na Pagpapahayag	1.75		3
PE 3	Fundamental Skills in Games and Sports	1.75		2
<b>SECOND SEMESTER, 2012-2013</b>				
BEC 1	Basics Microeconomics	INC	3.0	3
SOC SCI 4	Society, Culture and Population	5.0		0
PHIL HIST	Philippine History	2.0		3
BBC 2	Human Behavior in Organization	2.25		3
BBC 6	Basic Finance	1.75		3
BEC 7	Social Responsibility and Good Governance	2.0		3
PE 4	Recreational Activities	1.5		2

\*\*\* continuation ... page 2\*\*\*



Certified true copy:

*edgar*  
EVELYN D. ZARA, CE  
Registrar

## OFFICIAL TRANSCRIPT OF RECORDS

Name: Federico, Jello Mae I.

Address: Brgy. Bubuyan, Mataasnakahoy, Batangas

Degree/Course: Bachelor of Science in Business Administration  
major in Marketing Management

Student Number: 2011-020

Birthday: February 27, 1995

Date/Year Admitted: June 2011

Course Number	Descriptive Title of the Course	Grades		Credits
		Final	Re-Exam	
<b>FIRST SEMESTER, 2013-2014</b>				
LIT 1	Philippine Literature	2.5		3
BEC 2	Accounting 2	2.25		3
BEC 4	Income Taxation	1.75		3
MM-PS	Professional Salesmanship	2.5		3
MM-MR	Marketing Research	2.25		3
BEC 6	Human Resource Management	1.75		3
RIZAL	Life and Works of Rizal	2.5		3
<b>SECOND SEMESTER, 2013-2014</b>				
MATH 3	Reseach Statistics	2.25		3
BEC 5	Total Quality Management	2.5		3
BSBA-MM	Marketing Management	2.25		3
MM-DM	Distribution Management	2.5		3
BSBA-ETM	Entrepreneurial Management	2.0		3
MM-ASP	Advertising and Sales Promotion	2.0		3
MM-PM	Product Management	2.5		3
<b>FIRST SEMESTER, 2014-2015</b>				
BEC 3	Business Law (Obligation and Contract)	2.25		3
MM-RM	Retail Management	2.75		3
BSBA-EVM	Environmental Marketing	2.0		3
BSBA-CM	Cooperative Marketing	2.25		3
MM-SMM	Strategic Marketing Management	2.25		3
BSBA-SM	Sales Management	2.25		3
BSBA-FR	Franchising	2.25		3
<b>SECOND SEMESTER, 2014-2015</b>				
SOC SCI 4	Society, Culture and Population	2.25		3
PRAC-MM	Work Integrated Learning	1.25		6

\*\*\* GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION  
(BSBA) MAJOR IN MARKETING MANAGEMENT ON APRIL 6, 2015\*\*\*

Special Order (S.O.) Number: 50-340101-0057 S. 2015

Grading System: 1.0 (97-100), 1.25 (94-96), 1.5 (91-93), 1.75 (88-90), 2.0 (85-87), 2.25 (82-84), 2.5 (79-81), 2.75 (77-78),  
3.0 (75-76), 4.0 (74), 5.0 (73 & below), INC (Incomplete), DR (Dropped)



Certified Correct:

*edgar*  
EVELYN D. ZARA, CE  
Registrar

Date issued: 9/15/2020Verified by: Ma. Imogen



Municipal Form No. 102  
(Revised January 1993)

(To be accomplished in quadruplicate)

## REMARKS/ANNOTATION

Republic of the Philippines

OFFICE OF THE CIVIL REGISTRAR GENERAL  
CERTIFICATE OF LIVE BIRTH(Fill out completely, accurately and legibly. Use ink or typewriter.  
Place X before the appropriate answer in items 2, 5a, 5b and 18a.)

Province Santang  
City/Municipality Hernandez

Registry No. 95-87

1. NAME (First) <u>JELLO MAE</u> (Middle) <u>INCING</u> (Last) <u>FEDERICO</u> 2. SEX <input checked="" type="checkbox"/> 1 Male <input type="checkbox"/> 2 Female 4. PLACE OF BIRTH (Name of Hospital/Clinic/Institution/ BIRTH House No., Street, Barangay) <u>Santang, Hernandez, Batangas</u> 5a. TYPE OF BIRTH <input type="checkbox"/> 1 Single <input type="checkbox"/> 2 Twin <input type="checkbox"/> 3 Triplet, etc. b. IF MULTIPLE BIRTH, CHILD WAS <input type="checkbox"/> 1 First <input type="checkbox"/> 2 Second <input type="checkbox"/> 3 Others, Specify c. BIRTH ORDER (live births and fetal deaths including this delivery) (first, second, third, etc.) d. WEIGHT AT BIRTH <u>3354</u> grams			For OCRG USE ONLY: Population Reference No. <u>1018-A95DT01-3</u> <b>TO BE FILLED UP AT THE OFFICE OF THE CIVIL REGISTRAR</b> 41 <u>9500087</u> 48 <u>1</u> 49 <u>2</u> <u>270295</u> 56 <u>10181</u> 61 <u>1</u> 62 <u>01</u> <u>3854</u> 68 <u>1</u> <u>1</u> 70 <u>01</u> <u>01</u> <u>00</u> 76 <u>720</u> <u>24</u> 81 <u>10781</u> 88 <u>1</u> <u>1</u> <u>1840</u> 91 <u>985</u> <u>34</u> 93 <u>1</u> <u>061894</u> <u>10181</u> 94 <u>3</u> <u>032795</u>	
6. MAIDEN NAME <u>LORENA</u> (First) <u>HERNANDEZ</u> (Middle) <u>INCING</u> (Last)			7. CITIZENSHIP <u>Filipino</u> 8. RELIGION <u>Catholic</u>	
9a. Total number of children born alive: <u>1</u>		b. No. of children still living including this birth: <u>1</u>		c. No. of children born alive but are now dead: <u>0</u>
10. OCCUPATION <u>Housekeeper</u>			11. Age at the time of this birth: <u>24</u> years	
12. RESIDENCE (House No., Street, Barangay) <u>Santang</u> (City/Municipality) <u>Hernandez</u> (Province) <u>Batangas</u>				
13. NAME (First) <u>Jerry</u> (Middle) <u>falconet</u> (Last) <u>Federico</u>			14. CITIZENSHIP <u>Filipino</u> 15. RELIGION <u>Catholic</u>	
16. OCCUPATION <u>soother</u>			17. Age at the time of this birth: <u>34</u> years	
18. DATE AND PLACE OF MARRIAGE OF PARENTS (If not married, accomplish Affidavit of Acknowledgment/Admission of Paternity at the back.) <u>June 12, 1954</u> in <u>Santang, Batangas</u>				
19a. ATTENDANT <input type="checkbox"/> 1 Physician <input type="checkbox"/> 2 Nurse <input checked="" type="checkbox"/> 3 Midwife <input type="checkbox"/> 4 Mid (Traditional Midwife) <input type="checkbox"/> 5 Others (Specify)				
19b. CERTIFICATION OF BIRTH I hereby certify that I attended the birth of the child who was born alive at <u>3:30 AM</u> o'clock am/pm on the date stated above. Signature <u>[Signature]</u> Address <u>1018-A95DT01-3</u> Name in Print <u>Lorena Hernandez</u> Date <u>10181</u> Title or Position <u>Maid</u>				
20. INFORMANT Signature <u>[Signature]</u> Address <u>1018-A95DT01-3</u> Name in Print <u>Lorena Hernandez</u> Date <u>10181</u> Relationship to the child <u>Mother</u>				
21. PREPARED BY Signature <u>[Signature]</u> Name in Print <u>Midwife</u> Title or Position <u>1018-A95DT01-3</u> Date <u>10181</u>			22. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR Signature <u>[Signature]</u> Name in Print <u>CLAIRED DENNIS S. MAPA</u> Title or Position <u>10181</u> Date <u>10181</u>	

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CLAIRE DENNIS S. MAPA, Ph. D.  
National Statistician and Civil Registrar General  
Philippine Statistics Authority

