

CS Form No. 33-A
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Ms. HILDA L. LUBIS

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

The nature of this appointment is Promotion vice -0-
(Original, Promotion, etc.)
who -0- with Plantilla Item No. 28 Page 3.
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing authority.
(The employee shall be reverted to her former position in case the promotional appointment is disapproved / invalidated as per CSC MC No. 21 S- 2019)

Very truly yours,

JAY MANALO ILAGAN
Municipal Vice-Mayor

Date of Signing
October 10, 2019

CSC ACTION: APPROVED

LILY BETH L. MAJOMOT
Director II

Authorized Official

11 NOV 2019

Date

NOV 21 2019

(Stamp of Date Release)

Certification

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

The position was published at CSC Website from September 12, 2019 to September 26, 2019 and posted in CSCFO Batangas and other conspicuous places from September 12, 2019 to September 26, 2019 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on October 7, 2019.


EVELYN R. OLARTE
Mun. Human Resource Management Officer

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on October 8, 2019.


JAY MANALO ILAGAN
Municipal Vice-Mayor

CSC Notation

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

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

Acknowledgement

Received original/photocopy of appointment on Oct. 10, 2019.

HILDA L. LUBIS
Appointee

PERSONAL DATA SHEET

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

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

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

I. PERSONAL INFORMATION

2. SURNAME FIRST NAME MIDDLE NAME	LUBIS HILDA LESCANO	NAME EXTENSION (JR., SR) N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	MAY 14,1970	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	MATAASNAKAHOY		
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	128 N/A House/Block/Lot No. Street N/A CALINGATAN Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
7. HEIGHT (m)	1.68METER	ZIP CODE	
8. WEIGHT (kg)	55 KG	ZIP CODE	
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	128 N/A House/Block/Lot No. Street N/A CALINGATAN Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
10. GSIS ID NO.	20022006641	ZIP CODE	
11. PAG-IBIG ID NO.	040139258609	ZIP CODE	
12. PHILHEALTH NO.	09-000057356-5	19. TELEPHONE NO.	N/A
13. SSS NO.	04-3078124-5	20. MOBILE NO.	0923-7427757
14. TN NO.	194-235-577	21. E-MAIL ADDRESS (if any)	lubishilda@yahoo.com
15. AGENCY EMPLOYEE NO.	SBO013		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LUBIS		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)	
	FIRST NAME	PEDRO	NAME EXTENSION (JR., SR) N/A	MARINELLA PETER L. LUBIS	13/09/1998
	MIDDLE NAME	ARANDA		ARABELLA PETER L. LUBIS	08/07/2002
OCCUPATION	REAL ESTATE AGENT				
EMPLOYER/BUSINESS NAME	BATANGAS HOUSE		NOTHING FOLLOWS		
BUSINESS ADDRESS	BRGY. IV, MATAASNAKAHOY, BATANGAS				
TELEPHONE NO.	0933-2652797				
24. FATHER'S SURNAME	LESCANO				
	FIRST NAME	FELINO	NAME EXTENSION (JR., SR) N/A		
	MIDDLE NAME	KATIGBAK			
25. MOTHER'S MAIDEN NAME					
	SURNAME	DIAZ			
	FIRST NAME	ADELAIDA			
	MIDDLE NAME	MAGPANTAY		(Continue on separate sheet if necessary)	

EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSES (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	ORANI NORTH ELEMENTARY	PRIMARY EDUCATION	1977	1983	GRADUATE	1983	N/A
SECONDARY	JOSE RIZAL INSTITUTE	HIGH SCHOOL	1983	1987	GRADUATE	1987	N/A
VOCATIONAL / TRADE COURSE	SYSTEM TECHNOLOGY INSTITUTE	BASIC COMPUTER	1996	1996	GRADUATE	1996	N/A
COLLEGE	LYCEUM OF BATANGAS	ASSOCIATE IN RADILOGIC TECHNOLOGY	1988	1991	GRADUATE	1991	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

FEBRUARY 10, 2023

IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary.)

V. WORK EXPERIENCE

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							
01/01/2023	PRESENT	ADMINISTRATIVE ASSISTANT I	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P14,072.00	7-2	PERMANENT	YES	
11/10/2022	12/31/2022	ADMINISTRATIVE ASSISTANT I	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P13,528.00	7-2	PERMANENT	YES	
01/01/2022	10/10/2022	ADMINISTRATIVE ASSISTANT I	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P13,424.00	7-1	PERMANENT	YES	
01/01/2021	12/31/2021	ADMINISTRATIVE ASSISTANT I	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P12,884.00	7-1	PERMANENT	YES	
10/10/2019	12/31/2020	ADMINISTRATIVE ASSISTANT I	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P12,344.00	7-1	PERMANENT	YES	
01/01/2019	09/10/2019	ADMINISTRATIVE AIDE-III	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P9,494.00	3-4	PERMANENT	YES	
02/01/2016	31/01/2019	ADMINISTRATIVE AIDE-III	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P8,692.00	3-3	PERMANENT	YES	
02/01/2013	01/31/2016	ADMINISTRATIVE AIDE-III	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P7,879.00	3-2	PERMANENT	YES	
02/01/2010	01/31/2013	ADMINISTRATIVE AIDE-III	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P6,641.00	3-1	PERMANENT	YES	
22/05/2008	21/05/2011	ADMINISTRATIVE AIDE-I	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P4,845.00	1-3	PERMANENT	YES	
22/05/2005	21/05/2008	ADMINISTRATIVE AIDE-I	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P3,711.00	1-2	PERMANENT	YES	
22/05/2002	21/05/2005	UTILITY WORKER I	LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY	P3,696.00	1-1	PERMANENT	YES	

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

SIGNATURE

16

DATI

FEBRUARY 10, 2023

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UNTARY WORK OR INVOLVEMENT IN CIVIC / NON GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZED

(Continue on separate sheet if necessary)

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

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			
	EXECUTIVE LEGISLATIVE AGENDA -LGU MATAASNAKAHOY	08/16/2022	08/18/2022	24 HOURS	TECHNICAL	LGU MATAASNAKAHOY
	PCL- PROVINCIAL END TERM GENERAL ASSEMBLY 2022	06/21/2022	06/23/2022	24 HOURS	TECHNICAL	PHILIPPINE COUNCILORS LEAGUE-BATANGAS CHAPTER
	PCL-BATANGAS PROVINCIAL CONGRESS 2019	03/19/2019	03/15/2019	24 HOURS	TECHNICAL	PHILIPPINE COUNCILORS LEAGUE-LUZON

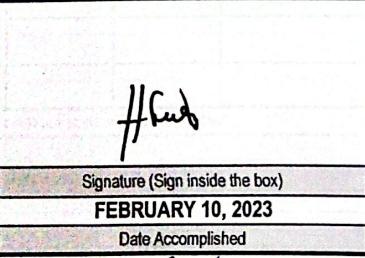
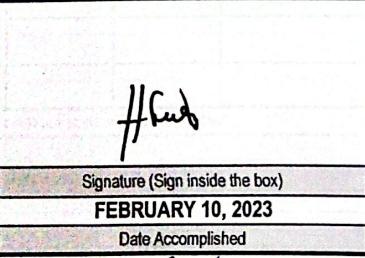
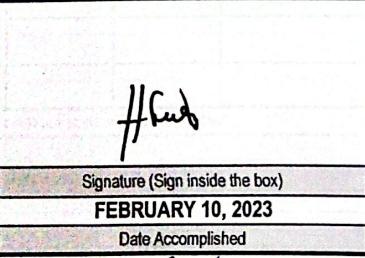
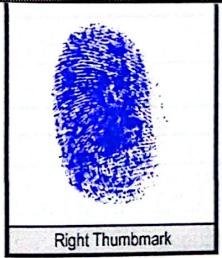
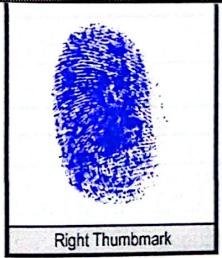
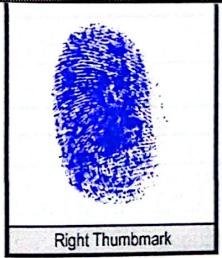
NOTHING FOLLOWS

(Continue on separate sheet if necessary)

VII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION <i>(Write in full)</i>	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION <i>(Write in full)</i>
TYPING, ENCODING	N/A	GOVERNMENT EMPLOYEES OF MATAASNAKAHOY CREDIT COOPERATIVE
NOTHING FOLLOWS		NOTHING FOLLOWS

(Continue on separate sheet if necessary)

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,		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO														
a. within the third degree?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO														
b. within the fourth degree (for Local Government Unit -		If YES, give details: _____														
35. a. Have you ever been found guilty of any administrative offense?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____														
b. Have you been criminally charged before any court?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____														
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____														
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		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____														
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____														
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		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____														
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____														
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																
a.	Are you a member of any indigenous group?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____														
b.	Are you a person with disability?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____														
c.	Are you a solo parent?	<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)																
<table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>HON. JAY MANALO ILAGAN</td> <td>Santol, Mataasnakahoy, Batangas</td> <td>09175177337</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	HON. JAY MANALO ILAGAN	Santol, Mataasnakahoy, Batangas	09175177337									
NAME	ADDRESS	TEL. NO.														
HON. JAY MANALO ILAGAN	Santol, Mataasnakahoy, Batangas	09175177337														
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																
<table border="1"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> <td>PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"> </td> </tr> </table>		Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance					<table border="1"> <tr> <td colspan="2"></td> </tr> <tr> <td colspan="2">Signature (Sign inside the box)</td> </tr> <tr> <td colspan="2">FEBRUARY 10, 2023</td> </tr> <tr> <td colspan="2">Date Accomplished</td> </tr> </table>			Signature (Sign inside the box)		FEBRUARY 10, 2023		Date Accomplished	
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Government Issued ID:	TIN															
ID/License/Passport No.:	194-235-577															
Date/Place of Issuance:	10-12-2004															
																
Right Thumbmark																
SUBSCRIBED AND SWEARN to before me this _____ exhibiting his/her validly issued government ID as indicated above.																
<table border="1"> <tr> <td>GALLY D. TIPAN</td> </tr> <tr> <td>Person Administering Oath</td> </tr> </table>			GALLY D. TIPAN	Person Administering Oath												
GALLY D. TIPAN																
Person Administering Oath																



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

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

SO HELP ME GOD.


HILDA L. LUBIS

(Signature over Printed Name of the Appointee)

Government ID: TIN-ID
ID Number : 194-235-577
Date Issued : 10-12-2004

Subscribed and sworn to before me this 10th day of October, 2019 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. HILDA L. LUBIS has assumed the duties and responsibilities as Administrative Assistant I (Reproduction Machine Operator III) in the Office of the Municipal Vice Mayor effective October 10, 2019.

This certification is issued in connection with the issuance of the appointment of Ms. Lubis as Administrative Assistant I (Reproduction Machine Operator III)

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

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

JAY MANALO ILAGAN
Municipal Vice- Mayor

Date: October 10, 2019

Attested by:

A handwritten signature in black ink, appearing to read "EVELYN R. OLARTE".

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

201 file
Admin
COA
CSC



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL BUDGET

CERTIFICATION

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

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


ROSARIE C. DE LA PAZ
Municipal Budget Officer



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 HILDA L. LUBIS as Administrative Assistant I (Reproduction Machine Operator III) in the Office of the Municipal Vice Mayor 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 POSITION DESCRIPTION FORM DBM-CSC Form No. 1 <small>(Revised Version No. 1, s. 2018)</small>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Administrative Assistant I (Reproduction Machine Operator III)			
2. ITEM NUMBER 28 - 3		3. SALARY GRADE SG - 7			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input checked="" type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input checked="" type="checkbox"/> 4th Class	<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special		
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT 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 Office of the Municipal Vice-Mayor			
9. PRESENT APPROP ACT P 11,804.00	10. PREVIOUS APPROP ACT P 9,567.00	11. SALARY AUTHORIZED P 11,804.00	12. OTHER COMPENSATION PERA P 2,000.00		
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 <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE Municipal Vice-Mayor		ITEM NUMBER 27 - 3			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Telephone, Ballpen, Computer, Logbook, Calculator, Printer					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff	Occasional <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Frequent <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	17b. External General Public Other Agencies Others (Please Specify): _____	Occasional <input checked="" type="checkbox"/> <input type="checkbox"/>	Frequent <input type="checkbox"/> <input checked="" type="checkbox"/>
18. WORKING CONDITION Office Work 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)

Operates reproduction machine and performs related work as assigned.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)

21e. Core Competencies

Core Competency	Competency Level
None Yet	None Yet

21f. Leadership Competencies

Leadership Competency	Competency Level
None Yet	None Yet

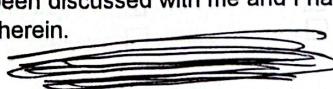
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
10%	Set up machines at the beginning of the shift to ensure proper working order.	
10%	Perform testing procedure to ensure that machines work optimally during the production procedures.	
10%	Maintain clean tools before and after each shift.	
10%	Ensure that the machine are producing quality products by managing periodic checks on the output.	
15%	Prepared Calendar of Agenda of the Sangguniang Bayan members for their regular and special session.	
10%	Assisted in committee meeting/hearing of Sangguniang Bayan members.	None Yet
10%	Prepared vouchers, Annual Procurement Plan and Accomplishment Report of the Sangguniang Bayan Office.	
10%	Prepared and issuance of Cockpit Permit and Renewal of Mayor's Permit and Franchise of Tricycle.	
5%	Prepared burial transfer/niche re-opening certificate	
10%	Perform other functions and responsibilities that may be assigned from time to time.	

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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


HILDA L. LUBIS **10/10/2019**
Employee's Name, Date and Signature


JAY MANALO ILAGAN **10/10/2019**
Supervisor's Name, Date and Signature



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

OFFICE OF THE MUNICIPAL VICE MAYOR

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

THIS IS TO JUSTIFY the promotion of Ms. HILDA L. LUBIS, Administrative Aide III (Utility Worker II) Salary Grade 3 in the Office of the Municipal Vice Mayor to Administrative Assistant I (Reproduction Machine Operator III) Salary Grade 7 in the same office.

Ms. Hilda L. Lubis had been a casual employee of this municipality from July 01, 1999 to May 21, 2002 and eventually was appointed as Utility Worker from May 22, 2019 to present.

The said position is needed in this office because the operator is the one who will be in charge with the set ups, monitoring, troubleshooting, operating and performing preventive maintenance on the machines needed for every transactions that will be made. It is necessary in this office because it will help the office to be more productive and with assurance that the tasks are done with quality and with accordance to the time frame given to this office.

In the exigency of the service and in addition to her position she will assist the office in the daily routinary works as in preparing vouchers, Annual Procurement Plan, Accomplishment Report, resolutions/ordinances, agenda for the regular and special sessions of the Sangguniang Bayan, assist in the committee meeting/hearing of the Sangguniang Bayan and other related activities in this office.

Ms. Hilda L. Lubis is a lone applicant in the position of Administrative Assistant I (Reproduction Machine Operator III) inspite that the position was published in the CSC Website and in four (4) conspicuous places from September 12 to September 26, 2019 and has gone through deep screening process by the Human Resource Management Personnel Selection Board and found qualified for the promotion/position.



JAY MANALO ILAGAN
Municipal Vice Mayor



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

OFFICE OF THE MUNICIPAL VICE MAYOR

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

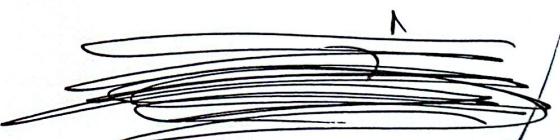
THIS IS TO JUSTIFY the promotion of Ms. HILDA L. LUBIS, Administrative Aide III (Utility Worker II) Salary Grade 3 in the Office of the Municipal Vice Mayor to Administrative Assistant I (Reproduction Machine Operator III) Salary Grade 7 in the same office.

Ms. Hilda L. Lubis had been a casual employee of this municipality from July 01, 1999 to May 21, 2002 and eventually was appointed as Utility Worker from May 22, 2019 to present.

The said position is needed in this office because the operator is the one who will be in charge with the set ups, monitoring, troubleshooting, operating and performing preventive maintenance on the machines needed for every transactions that will be made. It is necessary in this office because it will help the office to be more productive and with assurance that the tasks are done with quality and with accordance to the time frame given to this office.

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JAY MANALO ILAGAN
Municipal Vice Mayor



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

OFFICE OF THE MUNICIPAL VICE MAYOR

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

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A

JAY MANALO ILAGAN
Municipal Vice Mayor



Municipal Form No. 103 (Rev. Ed. I, 3/1968)

(TO BE ACCOMPLISHED IN DUPLICATES)

REPUBLIC OF THE PHILIPPINES

CERTIFICATE OF LIVE BIRTH

FILL OUT COMPLETELY, ACCURATELY, LEGIBLY IN INK OR TYPEWRITER

Province: Batangas
City or Municipality: Mataasnakahoy

Register Number:

(a) Civil Registrar-General No. 121
(b) Local Civil Registrar No. 1211. PLACE OF BIRTH Batangas
a. PROVINCE
b. CITY OR MUNICIPALITY Mataasnakahoy
c. NAME OF HOSPITAL OR INSTITUTION (If not in hospital, give street address) Bo. Calingatan2. USUAL RESIDENCE OF MOTHER (Where does mother live?)
a. PROVINCE Batangas
b. CITY OR MUNICIPALITY Mataasnakahoy
c. NUMBER AND STREET Bo. Calingatan
d. Is RESIDENCE INSIDE CITY LIMITS? Yes No
e. Is RESIDENCE ON A FARM? Yes No 3. NAME (Type or print)
First Name: LUCILLE M. DIAZ
Middle Name: LESCANO
Last Name: DIAZ4. SEX THIS BIRTH
Female SINGLE TWIN TRIPLETS
5. If TWIN OR TRIPLET, WAS CHILD 1ST 2ND 3RD 6. DATE OF BIRTH
Month May Day 14 Year 19707. NAME
First Name: LUCILLE M. DIAZ
Middle Name: LESCANO
Last Name: DIAZ8. NATIONALITY
P.L.L.C.
9. RACE
Brown9. AGE (At time of birth)
Years: 47
10. BIRTHPLACE
M. Kahoy, Batangas11a. USUAL OCCUPATION
Merchant11b. KIND OF BUSINESS OR INDUSTRY
Merchandise12. MOTHER'S NAME
First Name: Adelinda M. Diaz
Middle Name: Diaz
Last Name: DIAZ13. NATIONALITY
P.L.L.C.
14. RACE
Brown14. AGE (At time of birth)
Years: 39
15. BIRTHPLACE
M. Kahoy, Batangas16. PREVIOUS DELIVERIES TO MOTHER
(Do not include this birth)
a. How many children are now living?
b. How many other children were born alive but are now dead?
c. How many fetal deaths (fetus born dead any time after conception)?17a. INFORMANT'S SIGNATURE:
b. NAME IN PRINT:
c. ADDRESS:
Felino Lescano
M. Kahoy, Batangas8
9
0
0

18. MOTHER'S MAILING ADDRESS: (Number, Street, City or Municipality, Province) Same address

19. ATTENDANT AT BIRTH
I hereby certify that I attended the birth of this child who was born alive at 3:00 o'clock M. on the date above indicated.
a. SIGNATURE:
b. NAME IN PRINT:
c. ADDRESS:d. DATE SIGNED BY ATTENDANT AT BIRTH
e. TITLE OF ATTENDANT AT BIRTH:
 M.D. MIDWIFE
 NURSE OTHERS (Specify)20. RECEIVED IN THE OFFICE OF THE CIVIL REGISTRAR, RECORDED BY:
a. SIGNATURE:
b. NAME IN PRINT:
c. TITLE OR POSITION:
d. DATE: 5/11/7021. a. GIVEN NAME ADDED FROM SUPPLEMENTAL REPORT
b. DATE WHEN GIVEN NAME WAS SUPPLIED22a. LENGTH OF PREGNANCY
COMPLETED WEEKS: 3823. LEGITIMATE
Less: 0 oz. Yes No 16024. DATE AND PLACE OF MARRIAGE OF PARENTS (For legitimate birth)
January 16 1954
(Month) (Date) (Year)
City or Municipality: M. Kahoy Province: Batangas25. THIS CERTIFICATE IS PREPARED BY:
SIGNATURE: T. MATIGAN
NAME IN PRINT: T. MATIGAN
TITLE OR POSITION: ACT. L.C.R.
DATE: 6/11/70

26. SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES

07202-6A-105KMM-00002-B1003

BEST POSSIBLE IMAGE

T105072021050000209202019003
QNO00553966BReN
01018-A70KE02-4Documentary
Stamp Tax PaidClaire Dennis S. Mapa, Ph. D.
National Statistician and Civil Registrar General
Philippine Statistics Authority

CDSm



(COPY FOR OCRG)



Municipal Form No. 97 (Form No. 13) (To be accomplished in quadruplicate)
(Revised January 1993)

Republic of the Philippines

CERTIFICATE OF MARRIAGE

Province Batangas
City/Municipality San Pascual

Registry No.
96-174

REMARKS/ANNOTATION

HUSBAND				WIFE				
Name of Contracting Parties	(first)	(middle initial)	(last)	(first)	(middle initial)	(last)		
PEDRO A. LUBIS				HILDA D. LESCANO				
Date of Birth/Age	(day)	(month)	(year)	(age)	(day)	(month)	(year)	
23 Feb. 1969	27 yrs.	14 May	1970	26 yrs.				
Place of Birth	Mataas na Kahoy, Batangas				Mataas na Kahoy, Batangas			
Sex (Male or Female)	Male				Female			
Citizenship	Filipino				Filipino			
Residence	Sambat, San Pascual, Batangas				128 Calingatan, Mataas na Kahoy			
Religion	Roman Catholic				Roman Catholic			
Civil Status	Single				Single			
Name of Father	Elpidio L. Lubis				Felino K. Lescano			
Citizenship	Filipino				Filipino			
Name of Mother	Ligaya A. Lubis				Deceased			
Citizenship	Filipino				Filipino			
Persons who gave consent or advice	N/A				N/A			
Relationship	N/A				N/A			
Residence	N/A				N/A			

Place of Marriage MUNICIPAL TRIAL COURT

(Office of the House of Barangay or Church or Mosque or)

San Pascual, Batangas

Address

Date: 6 September 1996 Time: 4:00 p.m.

THIS IS TO CERTIFY: That I **PEDRO A. LUBIS** and I, **HILDA D. LESCANO** 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 not entered into a marriage settlement. have entered into a marriage settlement, a copy of which is hereto attached.

IN WITNESS WHEREOF, we signed / marked with our finger print, this certificate in quadruplicate this 6th day of September 1996.

PEDRO A. LUBISHildegard HILDA D. LESCANO

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:

- Marriage License No 1960521, issued on Sept. 6/96 at San Pascual, Bats. In favor of said parties, was exhibited to me.
- no marriage license was necessary, the marriage being solemnized under Art. of Executive Order No. 209
- the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1033

ALFREDO S. MARQUEZ

Municipal Judge

(Religious Affiliation, Registry No. and Expiration Date, if applicable)

WITNESSES

(Print Name and Sign)

LEANDRO S. MARQUEZLaura A. MARQUEZ

RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR

Signature

GRIBENICA P. RIO

Name in Print

Asst. Reg. Officer

Title or Position

9/9/96

Date Received

07202-HF-105SOP-00106-MI005

BEST POSSIBLE IMAGE

Documentary
Stamp Tax Paid

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

T105072021050010609202019005

QN800554278

Lyceum of Batangas

LUNGSOD NG BATANGAS
BATANGAS CITY

Sa Lahat ng Makakabasa Nito.

TO ALL PERSONS TO WHOM THIS PRESENTS MAY COME:

Bati :
GREETINGS

Alamin na ang Pabahalaan, sa paggamit ng Kapangyarihang Kalibot
Be it known that the Board of Trustees by authority of the
ng Republika ng Pilipinas at sa tagubilin ng Sangguniang Akademiko ay
Republic of the Philippines and on recommendation of the Academic Council has
naggawad kay

confered upon

Hilda V. Lescano

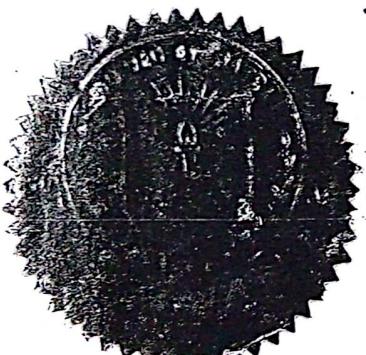
na nakatupad sa lahat ng kinakailangan niyo dito, ng titulong

who has fulfilled all the requirements thereof the degree
Asosyado sa Teknolohiya Industriyalika

Kalakip ang lahat ng Karapatan, Karangalan at mga pribilehiyo gayondin ang
with all the rights, honors and privileges as well as
mga tungkulin at pananagutang dooy nauukol.
the obligations and responsibilities thereunto appertaining.

Bilang Katunayan ay ikinintal ang tatak ng Lyceum of Batangas
In testimony whereof hereto is affixed the seal of the Lyceum of Batangas
at ang mga lagda ng Pangulo at ng Dekano.

Given at Batangas, Philippines, this day of NOVEMBER
taon ng ating Panginoon, labinsiyam na roon at siyampan-siyam
in the year of our Lord, nineteen hundred and NINETEEN-046



S. O. No. (6)R-IV 101-0143
SERIES 1992
DATE APRIL 1, 1992

Delyn A. Sison
Dekano/Puniungusa
Dean/Principal

Geraldine Dolot De Erit
Pangulo
President
Geraldine
De Erit

CERTIFIED TRUE COPY
OF THE ORIGINAL

for
GERALDINE DOLOT DE ERITE
UNIVERSITY REGISTRAR
9/9/19



Capitol Site, Batangas City
Philippines

OFFICIAL TRANSCRIPT OF RECORDS

Name LESCANO, Hilda D. College of Radiologic Technology.....
 Home Address 29 Tugatog, Orani Bataan Date of Admission 1st Semester, 1988-89..
 Elementary Orani North Elem School 19 82 NCEE Rating x-x.....
 High School Jose Rizal Institute 19 87 Year Taken x-x.....

SUBJECTS		RATING	
Course Number	Descriptive Title	Final	Units
	<u>1st Semester, 1988-89</u>		
Engl 1	Grammar and Composition	84	3
Span 1	Elem Spanish	84	3
Pil 1	Sining ng Pakikipagtalastasan	78	3
Photo 1	Basic Photography	84	2
Photo 2	Darkroom Chemistry & Tech	80	3
Math 1	College Algebra	87	3
Zoo 1	General Zoology	82	5
PE	Physical Education	85	1
	<u>2nd Semester, 1988-89</u>		
Rtech 1	Radiographic Technique	80	3
Socio 1	Sociology with Family Planning	81	3
Span 2	Nursing Procedure	83	3
Engl 4	Intermediate Spanish	83	3
Math 2	Fund of Speech	87	3
	Plane Trigonometry	84	3
PE	Department Administration	88	2
	Medical Terminology	84	1
	Physical Education	83	1
	<u>Summer, 1989</u>		
Pil 12	Panitikang Filipino	85	3
Eco 1	Macroeconomics with TLR	78	3
Pol Sc 12	Phil Government & New Constitution	84	3
	<u>1st Semester, 1989-90</u>		
Psycho 1	General Psychology	91	3
Ethics 1	Professional Ethics	88	3
Phys 1	General Physics	75	5
	Computer	83	3
Rtech 2	Radiographic Positioning	75	3
Ana 1	Anatomy & Physiology	80	5
PE	Physical Education	83	1
	<u>2nd Semester, 1989-90</u>		
Rtech 4	Special Procedure in Radiology	78	6
Ana 2	Anatomy & Physiology	89	3
Phys R2	Radiation Physics & Apparatus	75	3
Phys R3	Radiobiology & Radiation Protection	86	3
Rtech 3	Radiographic Equipment & Maintenance	80	1
Grading System:	1.00-1.25-92 over-Excellent 1.50 -89-91 -Superior 1.75 -86-88 -Very Good	2.00-2.25-83-85 - Good 2.50-80-82 - Passing 2.75-77-79 - Fair	3.00-75-76-Satisfactory 5.00-74 or Below-Failure

MARKS: More on next page.

CERTIFIED TRUE COPY
OF THE ORIGINAL

[Signature]
GERALDINE DOLOT DE ERIT
UNIVERSITY REGISTRAR *[Signature]*

Not valid without
College seal)

Prepared by:

Verified by:

June 17, 1992

Date

[Signature]

[Signature]

[Signature]
FE RABANAL-MEDINA

Registrar



Capitol Site, Batangas City
Philippines

OFFICIAL TRANSCRIPT OF RECORDS

Name LESCANO, Hilda D. College of Radiologic Technology
Home Address 29 Tugatog Orani Bataan Date of Admission 1st Semester, 1988
Elementary 19 NCEE Rating
High School 19 Year Taken

SUBJECTS		RATING	
Course Number	Descriptive Title	Final	Un
Soc Sc 25 Soc Sc 1 PE	-page 2- Rizal Course Moral Codes & Human Rights Physical Education <u>INTERNSHIP FOR ONE YEAR</u> <u>2nd Semester, 1990-91</u> <u>Internship Grade</u> <u>1st Semester, 1991-92</u> <u>Internship Grade</u> <u>MAGSINO GENERAL HOSPITAL, Lipa City</u> From Nov 13, 1990 up to Feb 13, 1991 (3 months) <u>FERNANDO AIR BASE HOSPITAL, Lipa City</u> From Feb 20, 1991 up to May 20, 1991 (3 months) <u>PERPETUAL HELP MEDICAL CENTER, Binan Laguna</u> From May 28, 1991 up to Nov 28, 1991 (6 months) <u>END OF TRANSCRIPT</u>	85 83 86 83 84	3 3 1
Grading System:	1.00-1.25-92 over—Excellent 1.50 —89-91 —Superior 1.75 —86-88 —Very Good	2.00-2.25-83-85 — Good 2.50-80-82 — Passing 2.75-77-79 — Fair	3.00-75-76—Satisfactory 5.00-74 or Below—Failure

REMARKS: Graduated with the title of Associate in Radiologic Technology (ART) as of November 28, 1991.

(Not valid without
College seal)

June 17, 1992

Date

Prepared by:

Zunihay

Verified by:

The Galis

F. R. BANAL-MEDINA
Registrar