



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. No. (043) 784-6320
Email Address: mto_mkahoy@yahoo.com

FOR FILING

OFFICE OF THE MUNICIPAL TREASURER

OFFICE ORDER No. 2023-01

24 July 2023

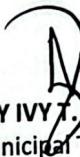
TO : **MICKAELA M. AGING**
Revenue Collection Clerk I

SUBJECT : DESIGNATION AS LIQUIDATING OFFICER

In the exigency of service and for better internal control measures, you are hereby designated as **LIQUIDATING OFFICER** at the Office of the Municipal Treasurer effective August 01, 2023, or until sooner revoked by a competent authority.

In view thereof, you are expected to be accountable for the safekeeping of government funds in your possession or custody in accordance with Section 305 (f) of Republic Act No. 7160 otherwise known as the Local Government Code of 1991.

For compliance.


LADY IVY T. HIDALGO
Municipal Treasurer

Noted:


HON. JANET M. ILAGAN
Municipal Mayor

cc:

Office of the Mayor
Office of the Municipal Accountant
Office of the Municipal Human Resource Mgt. Officer

Noted :


7/25/2023

Joining hands for Mataasnakahoy's interest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

CS Form No. 33-A

Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Ms. MICKAELA M. AGBING

You are hereby appointed as Revenue Collection Clerk I SG-5
(Position Title)

under Permanent status at the Office of the Municipal Treasury with a compensation rate
(Permanent, Temporary, etc.) (Office/Department/Unit)

of Eleven Thousand Nine Hundred Thirty Two Pesos (P 11,932.00) per month.

The nature of this appointment is Original vice Newly Created
(Original, Promotion, etc.)

who was Vacant with Plantilla Item No. 85

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

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

December 1, 2022
Date of Signing

CSC ACTION:

APPROVED

Lc4
NORMA C. ABU
Sr. HR Specialist
Authorized Official

Date

DEC 23 2022

JAN 24 2023

(Stamp of Date Release) 7

2:15

ATRI

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 August 24, 2022 to September 8, 2022 and posted in CSC-FO Batangas, Public Market, Office Lobby from August 24, 2022 to September 8, 2022 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 9, 2022.



GALLY D. TIPAN
OIC- 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 November 25, 2022.



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 December 1, 2022



MICKAELA M. AGBING
Appointee

CS Form No. 33-A
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Ms. MICKAELA M. AGBING

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(Position Title)

under Permanent status at the Office of the Municipal Treasury with a compensation rate
(Permanent, Temporary, etc.) (Office/Department/Unit)

of Eleven Thousand Nine Hundred Thirty Two Pesos (P 11,932.00) per month.

The nature of this appointment is Original vice Newly Created
(Original, Promotion, etc.)

who was Vacant with Plantilla Item No. 85

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

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

December 1, 2022
Date of Signing

CSC ACTION:

DRY SEAL

Authorized Official

Date

(Stamp of Date Release)

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 separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

CSC ID No.

(Do not fill up. For CSC use only)

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 August 24, 2022 to September 8, 2022 and posted in CSC-FO Batangas, Public Market, Office Lobby from August 24, 2022 to September 8, 2022 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 9, 2022.



GALLY D. TIPAN

OIC- Mun. Human Resource Management Officer

Certification

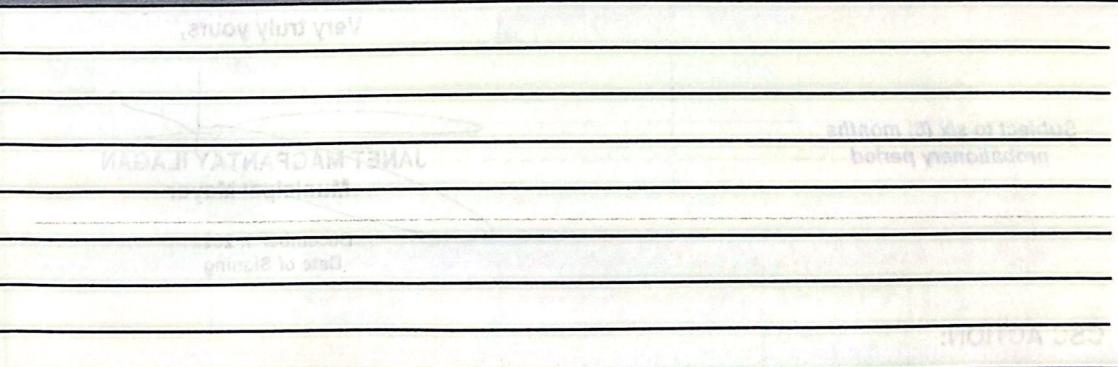
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JANET MAGPANTAY ILAGAN

Municipal Mayor

CSC Notation

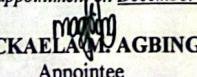


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Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Acknowledgement

Received original/photocopy of appointment on December 1, 2022



MICKAELA M. TAGBING
Appointee

PERSONAL DATA SHEET

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

1 CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	AGBING		
FIRST NAME	MICKAELA		
MIDDLE NAME	MANALO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/05/1999	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: Philippines
4. PLACE OF BIRTH	MATAASNAKAHOY BATANGAS		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	If holder of dual citizenship, Please indicate the details.	
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	065 PUROK 6 House/Block/lot No. Street SAN SEBASTIAN Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province
7. HEIGHT (m)	1.55M	ZIP CODE	4223
8. WEIGHT (kg)	46KG	18. PERMANENT ADDRESS	065 PUROK 6 House/Block/lot No. Street SAN SEBASTIAN Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	4223
10. GSIS ID NO.	2006194189	19. TELEPHONE NO.	0437861188
11. PAG-IBIG ID NO.	121305179969	20. MOBILE NO.	09068461286
12. PHILHEALTH NO.	092506961191	21. E-MAIL ADDRESS (if any)	mickaelaagbing05@gmail.com
13. SSS NO.	04-4396206-4		
14. TIN NO.	514-337-662-00000		
15. AGENCY EMPLOYEE NO.	MTO 008		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	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	AGBING			
FIRST NAME	ENRICO	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	PERALTA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANALO			
FIRST NAME	GLENLIL			
MIDDLE NAME	BRAVO			(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	SANTOL MANGGAHAN ELEMENTARY SCHOOL	ELEMENTARY	2006	2012	N/A	2012	N/A
SECONDARY	BAYORBOR NATIONAL HIGH SCHOOL	HIGH SCHOOL	2012	2016	N/A	2016	N/A
VOCATIONAL / TRADE COURSE	MATAASNAKAHOY SENIOR HIGH SCHOOL	SENIOR HIGH SCHOOL	2016	2018	N/A	2018	WITH HONOR
COLLEGE	UNIVERSITY OF BATANGAS LIPA CITY	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	2018	2022	N/A	2022	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>mickaela</i>	DATE	02-14-29
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CS FORM 212 (Revised 2017), Page 1 of 4

CS-PI-S9

STAC

PM



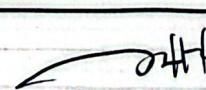
**University of
Batangas**
LIPA CITY

OFFICIAL TRANSCRIPT OF RECORDS

Name: AGBING, MICKAELA MANALO

Student No.: 1820010

BORN: 07/07/2001

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,		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
a. within the third degree?														
b. within the fourth degree (for Local Government Unit - Career Employees)?														
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: N/A												
b. Have you been criminally charged before any court?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: N/A Status of Case/s: N/A												
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: N/A												
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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
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): N/A												
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:		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: N/A												
a. Are you a member of any Indigenous group?														
b. Are you a person with disability?														
c. Are you a solo parent?														
41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)		 MICKAELA M. AGBING PHOTO												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">NAME</th> <th style="text-align: left; padding: 2px;">ADDRESS</th> <th style="text-align: left; padding: 2px;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">LEILA MANALO</td> <td style="padding: 2px;">SAN SEBASTIAN</td> <td style="padding: 2px;">9506058761</td> </tr> <tr> <td style="padding: 2px;">RINA OLAN</td> <td style="padding: 2px;">INOSLUBAN LIPA CITY</td> <td style="padding: 2px;">9278783341</td> </tr> <tr> <td style="padding: 2px;">OLIVE CALINGAN</td> <td style="padding: 2px;">SAMPAGUITA LIPA CITY</td> <td style="padding: 2px;">9567362029</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	LEILA MANALO	SAN SEBASTIAN	9506058761	RINA OLAN	INOSLUBAN LIPA CITY	9278783341	OLIVE CALINGAN	SAMPAGUITA LIPA CITY	9567362029	 Right Thumbmark
NAME	ADDRESS	TEL. NO.												
LEILA MANALO	SAN SEBASTIAN	9506058761												
RINA OLAN	INOSLUBAN LIPA CITY	9278783341												
OLIVE CALINGAN	SAMPAGUITA LIPA CITY	9567362029												
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.		may Signature (Sign inside the box) Date Accomplished												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.  GALLY D. TIPAN MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICER														
85-PI-10 STA. CATARINA, LIPA CITY, BATANGAS <small>CS FORM 212 (Revised 2017), Page 4 of 4</small>														



**University of
Batangas**
LIPA CITY
OFFICIAL TRANSCRIPT OF RECORDS

Name: AGBING, MICKAELA MANALO

Student No.: 18200016



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNKAHOY

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

December 1, 2022

Dir. LILY BETH L. MAJOMOT
CSC Field Office- Batangas
Provincial Capitol Compound, Batangas City

Dear Dir. Majomot:

Greetings of Peace and Mabuhay!

THIS IS TO JUSTIFY that Plantilla Item Number 83 of the Revenue Collection Clerk I in the Office of the Municipal Treasury has been changed to Plantilla Item Number 85 due to the Creation of Positions in the Personnel Plantilla of the Local Government Unit of Mataasnakahoy, Batangas and was approved under Resolution No. 227-S-2022 with Ordinance of Budget No. 26-S-2022 dated 25th day of November 2022.

Thank you and more power.

Sincerely yours,

GALLY D. TIPAN
MGADH-MDRRMO/ OIC-MHRMO

Noted by:

Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor

TRADE COURSE	COLLEGE	UNIVERSITY OF BATANGAS LIPA CITY	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	2018	2022	N/A	2022	CUM LAUDE
GRADUATE STUDIES	N/A		N/A	N/A	N/A	N/A	N/A	N/A
SIGNATURE			(Continue on separate sheet if necessary)	DATE	SEPTEMBER 08, 2022			
CS FORM 212 (Revised 2017), Page 1 of 4								

**University of
Batangas**
LIPA CITY
OFFICIAL TRANSCRIPT OF RECORDS

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

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

1. GSIS ID No. _____ (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	AGBING		
FIRST NAME	MICKAELA		
MIDDLE NAME	MANALO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/05/1999	18. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Please indicate country: Philippines
4. PLACE OF BIRTH	MATAASNAKHOY 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:	17. RESIDENTIAL ADDRESS	065 Purok 6 House/Block/lot No. Street SAN SEBASTIAN Subdivision/Village Barangay MATAASNAKHOY BATANGAS City/Municipality Province
7. HEIGHT (m)	1.55M	ZIP CODE	4223
8. WEIGHT (kg)	46KG	18. PERMANENT ADDRESS	065 Purok 6 House/Block/lot No. Street SAN SEBASTIAN Subdivision/Village Barangay MATAASNAKHOY BATANGAS City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	4223
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	0437861188
11. PAG-IBIG ID NO.	121305179969	20. MOBILE NO.	09068461286
12. PHILHEALTH NO.	N/A	21. E-MAIL ADDRESS (if any)	mickaelaagbing05@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR.) N/A	N/A	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	AGBING			
FIRST NAME	ENRICO	NAME EXTENSION (JR., SR.) N/A		
MIDDLE NAME	PERALTA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANALO			
FIRST NAME	GLENLIL			
MIDDLE NAME	BRAVO			

(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	SANTOL MANGGAHAN ELEMENTARY SCHOOL	ELEMENTARY	2006	2012	N/A	2012	N/A
SECONDARY	BAYORBOR NATIONAL HIGH SCHOOL	HIGH SCHOOL	2012	2016	N/A	2016	N/A
VOCATIONAL / TRADE COURSE	MATAASNAKHOY SENIOR HIGH SCHOOL	SENIOR HIGH SCHOOL	2016	2018	N/A	2018	WITH HONOR
COLLEGE	UNIVERSITY OF BATANGAS LIPA CITY	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	2018	2022	N/A	2022	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>mickaelaagbing</i>	DATE	SEPTEMBER 08, 2022
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CS FORM 212 (Revised 2017), Page 1 of 4

IV. CIVIL SERVICE+A2-M27 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.

(Continue on separate sheet if necessary)

SIGNATURE

~~magency~~

DATE

SEPTEMBER 08, 2022

UNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

(Continue on separate sheet if necessary.)

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

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

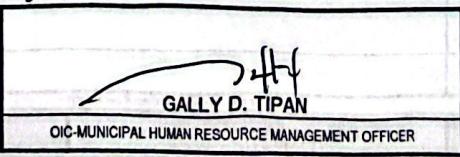
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and Hobbies	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
FAST LEARNER	N/A	N/A
PLAYING VOLLEYBALL		
ABLE TO SPEAK ENGLISH/TAGALOG		
- nothing follows -		

► [View or comment about this answer](#)

SIGNATURE *maberry* **DATE** *September 08, 2022*

<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: N/A												
<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: N/A												
<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: N/A												
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
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<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): N/A												
<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> <ul style="list-style-type: none"> a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent? 	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: N/A												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; padding: 5px;">NAME</th> <th style="text-align: center; padding: 5px;">ADDRESS</th> <th style="text-align: center; padding: 5px;">TEL. NO.</th> </tr> <tr> <td style="text-align: center; padding: 5px;">LEILA MANALO</td> <td style="text-align: center; padding: 5px;">SAN SEBASTIAN</td> <td style="text-align: center; padding: 5px;">9506058761</td> </tr> <tr> <td style="text-align: center; padding: 5px;">RINA OLAN</td> <td style="text-align: center; padding: 5px;">INOSLUBAN LIPA CITY</td> <td style="text-align: center; padding: 5px;">9278783341</td> </tr> <tr> <td style="text-align: center; padding: 5px;">OLIVE CALINGAN</td> <td style="text-align: center; padding: 5px;">SAMPAGUITA LIPA CITY</td> <td style="text-align: center; padding: 5px;">9567362029</td> </tr> </table> <div style="text-align: center; margin-top: 10px;">  <p>MICKAELA M. AGBING</p> <p>PHOTO</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: TIN</p> <p>ID/License/Passport No.: 514-337-662-00000</p> <p>Date/Place of Issuance: 01-24-2022</p> </div> <div style="text-align: center;"> <p><i>maggie</i></p> <p>Signature (Sign inside the box)</p> <p>Date Accomplished</p> </div> <div style="text-align: center;">  <p>Right Thumbmark</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <p>SUBSCRIBED AND SWEARN to before me this <u>8th day of Sept. 2022</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>GALLY D. TIPAN</p> <p>OIC-MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICER</p> </div> </div> </div>	NAME	ADDRESS	TEL. NO.	LEILA MANALO	SAN SEBASTIAN	9506058761	RINA OLAN	INOSLUBAN LIPA CITY	9278783341	OLIVE CALINGAN	SAMPAGUITA LIPA CITY	9567362029
NAME	ADDRESS	TEL. NO.											
LEILA MANALO	SAN SEBASTIAN	9506058761											
RINA OLAN	INOSLUBAN LIPA CITY	9278783341											
OLIVE CALINGAN	SAMPAGUITA LIPA CITY	9567362029											

WORK EXPERIENCE SHEET

ctions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

tion applying for: REVENUE COLLECTION CLERK I

- Duration: August 23, 2022 – present
- Position: Job Order
- Name of Office/Unit: Municipal Treasurer's Office
- Immediate Supervisor: Lady Ivy T. Hidalgo
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
 - Summary of Actual Duties
 - Assist in preparing Statements of Account for delinquent taxpayers.
 - Assist in preparing tax clearance certificate for taxpayers.
 - Recording of financial transactions of taxpayers in the book of accounts.

mckay
MICKAELA M. AGBING

Date: September 08, 2022



University of
Batangas

OFFICIAL TRANSCRIPT OF RECORDS

Name: AGBING, MICKAELA MANAO

Serial No. 12345678



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. MICKAELA M. AGBING as Revenue Collection Clerk I in the Office of the Municipal Treasury 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.

JANET MAGPANTAY ILAGAN
Municipal 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 Revenue Collection Clerk I in the Office of the Municipal Treasury of this municipality, with Salary Grade 5 amounting to ONE HUNDRED FORTY THREE THOUSAND ONE HUNDRED EIGHTY FOUR PESOS (P 143,184.00) per annum as per Annual Budget CY-2022 of this municipality.

Issued this 1st day of December , 2022 at Mataasnakahoy, Batangas.


LENILYN C. CARAAN
Municipal Accountant

Valid for (6) months from date of issue.



making
MICKAELA M. AGBING

RO4-221018-019

Republic of the Philippines
Civil Service Commission
Quezon City



Certification of Eligibility

This is to certify that
MICKAELA M. AGBING

has been conferred a Civil Service Eligibility for
HONOR GRADUATE

pursuant to Presidential Decree No. 907
under Certificate Number **100104220803** effective **JUNE 4, 2022**.

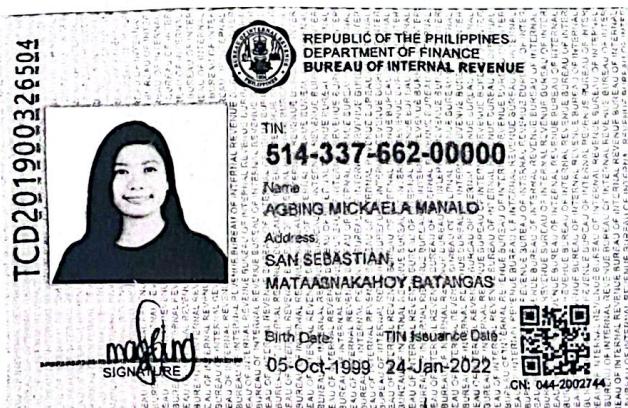
His/her name has been entered in the official Register of Eligibles.
Issued this 18th day of OCTOBER, 2022.

By Authority of the Commission

RODOLFO M. MANALO
Acting Chief HR Specialist, ESD
CSC RO IV

WARNING: *Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution.*
Any alteration, erasure, or without the official seal of the Commission shall invalidate this certification.

22-13112879



CERTIFIED AUTHENTICATED COPY

John
MINNETTE CLARICE J. DUMLAO
Human Resource Specialist I
Examination Services Division

20221018-638 *mmw*

Rawat Kawani. I inakod Ravani

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

Revenue Collection Clerk I

2. ITEM NUMBER

3. SALARY GRADE

85

5

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 Treasury

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

Office of the Municipal Treasury

Office of the Municipal Treasury

9. PRESENT APPROP
ACT

SB Resolution No.
084-S-2022/
Ordinance of Budget
No. 05-S-2022

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P 11,932.00

12. OTHER COMPENSATION

PERA	2,000.00
Clothing Allow.	6,000.00
Cash Gift	5,000.00
Year End Bonus	11,932.00
Mid-year Bonus	11,932.00
PEI	5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Municipal Treasurer

N/A

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 Treasurer	A/N
A/N	A/N

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

Computer, Logbook, Adding Machine

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" 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

Takes custody in the safekeeping of funds; Inspect private, commercial and industrial establishments.

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

Under direct supervision, collect taxes and does related works.

Requirement To the Position
Position Description Form

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of Two Years Studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility
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.)	Competency Level
25%	Receives payments of municipal taxes, permits, licenses, fees and charges and issues corresponding receipts.	LOCAL GOVERNMENT
15%	Maintains a list of taxpayers and delinquent tax;	DEPARTMENT / BRANCH / AGENCY
10%	Assists the Municipal Treasurer in tax campaign programs;	Office of the Municipal Treasurer
20%	Updates and maintains the Real Property Tax Account Registry;	LOCAL GOVERNMENT
10%	Prepare daily report of collection and deposits;	LOCAL GOVERNMENT
10%	Assist in preparing and issuance of statement of Account;	SB Resolution No. 09-2-2022
10%	Perform other duties and functions that may be assigned from time to time.	No. 09-2-2022

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.

mabgo
MICKAELA M. AGBING 12/01/22

Employee's Name, Date and Signature

LADY IVY T. HIDALGO 12/01/22

Municipal Treasurer, Date and Signature

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

Computer, Fogbook, Address Magazine

19. CONTACTS / CLIENTS / STAKEHOLDERS

12a. Internal	12b. External	12c. Government	12d. Private	12e. Expenses	12f. Expenses	12g. Expenses	12h. Expenses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. WORKING CONDITION

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

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

Tasks assigned in the specific office of refuge, refugee committee and refugee organization



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, MICKAELA M. AGBING of Brgy. San Sebastian, Mataasnakahoy, Batangas having been appointed to the position of Revenue Collection Clerk I 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 "mickaela m. agbing".

MICKAELA M. AGBING

(Signature over Printed Name of the Appointee)

Government ID:TIN ID
ID Number : 514-337-662
Date Issued : 01/24/2022

Subscribed and sworn to before me this 1st day of December, 2022 in Mataasnakahoy Batangas, Philippines.

JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. MICKAELA M. AGBING has assumed the duties and responsibilities as Revenue Collection Clerk I in the Office of the Municipal Treasury effective December 1, 2022.

This certification is issued in connection with the issuance of the appointment of Ms. Agbing as Revenue Collection Clerk I

Done this 1st day of December, 2022 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: December 1, 2022

Attested by:

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

201 file
Admin
COA
CSC



University of
Batangas
LIPA CITY
OFFICIAL TRANSCRIPT OF RECORDS

AGBING MICKAELA MAMALO		SEARCHED	INDEXED	SERIALIZED	FILED
		Page 1 of 2, 1 Copy (Copy for OCPG)			
 Municipal Form No. 102 (Revised January 1993)		(To be accomplished in quadruplicate)		REMARKS/ANNOTATION	
Republic of the Philippines OFFICE OF THE CIVIL SERVICE COMMISSION				NOTE: DELAYED	



CS Form No. 4
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

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This certification is issued in connection with the issuance of the appointment of Ms. Agbing as Revenue Collection Clerk I

Done this 1st day of December, 2022 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: December 1, 2022

Attested by:

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

201 file
Admin
COA
CSC

Valid for (6) months from date of issue.



Municipal Form No. 102
(Revised January 1993)

(To be accomplished in quadruplicate)

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 19a.)

Province Batangas
City/Municipality Nataasnakahoy

Registry No.

99-390

1. NAME <u>NICKAELA</u>	(First) <u>MANALO</u>	(Middle) <u>AGBING</u>	(Last)
2. SEX <input checked="" type="checkbox"/> 1 Male <input type="checkbox"/> 2 Female	3. DATE OF BIRTH <u>5 Oct. 1999</u>		
4. PLACE OF BIRTH <u>House No. Street, Barangay</u> <u>Brgy. San Sebastian, N-kahoy, Bat.</u>			
5a. TYPE OF BIRTH <input checked="" type="checkbox"/> 1 Single <input type="checkbox"/> 2 Twin <input type="checkbox"/> 3 Triplet, etc.			
5b. IF MULTIPLE BIRTH, CHILD WAS <u>1 First</u>		5c. BIRTH ORDER (live births and fetal deaths including this delivery) <u>3rd</u> (first, second, third, etc.)	
5d. WEIGHT AT BIRTH <u>2948</u> grams		5e. RELIGION <u>Catholic</u>	
6. MAIDEN NAME <u>Glen Gil</u>	(First) <u>Rayo</u>	(Middle) <u>Manalo</u>	(Last)
7. CITIZENSHIP <u>Filipino</u>		8. RELIGION <u>Catholic</u>	
9a. Total number of children born alive: <u>3</u>	b. No. of children still living including this birth: <u>3</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>23</u> years	
12. RESIDENCE (House No., Street, Barangay) <u>Brgy. San Sebastian, N-kahoy, Bat.</u>		(City/Municipality) <u>Batangas</u> (Province)	
13. NAME <u>Enrica</u>	(First) <u>Paralta</u>	(Middle) <u>Agbing</u>	(Last)
14. CITIZENSHIP <u>Filipino</u>		15. RELIGION <u>Catholic</u>	
16. OCCUPATION <u>Laborer</u>		17. Age at the time of this birth: <u>25</u> years	

18. DATE AND PLACE OF MARRIAGE OF PARENTS (If not married, accomplish Affidavit of Acknowledgment/Acknowledgment of Paternity at the back)

July 12, 1996 M-kahoy, Bat.

19a. ATTENDANT

- 1 Physician 2 Nurse 3 Midwife
 4 Heilot (Traditional Midwife) 5 Others (Specify)

19b. CERTIFICATION OF BIRTH

I hereby certify that I attended the birth of the child who was born alive at 12:29 F. M'lock am/pm on the date stated above.

Signature Luisa A. AlvisAddress Brgy. IV, M-kahoy, Bat.Name in Print LUDIA VERTOSADate Nov. 15, 1999Title or Position Midwife

20. INFORMANT

Signature Rivas P.
Name in Print GUILLERMO MANALO SR.

Address Brgy. San Sebastian,Relationship to the child GrandfatherDate NOV. 15, 1999

21. PREPARED BY

Signature Luisa A. Alvis
Name in Print LUDIA VERTOSA
Title or Position Midwife
Date Nov. 15, 1999

Address Brgy. San Sebastian,
Date NOV. 15, 1999
Name in Print NESTA A. ALVIS
Title MUNICIPAL CIVIL REGISTRAR
Date NOV. 24, 1999

REMARKS/ANNOTATION

NOTE: DELAYED REGISTRATION

For OCGC USE ONLY:
Population Reference No.TO BE FILLED UP AT THE
OFFICE OF THE CIVIL
REGISTRAR

41

9900390

42

2

43

2051099

44

10181

45

1

46

032948

47

1

48

030300

49

72623

50

10181

51

0380

52

1

53

99925

54

1

55

3

05876-H2-105JLC-00260-B1002

BReN
01018-A99V501-9

BEST POSSIBLE IMAGE

T105058761050026002022016002
ZJ000843383Documentary
Stamp Tax Paid

Lisa Grace S. Bersales

LISA GRACE S. BERSALES, Ph.D.

National Statistician and Civil Registrar General
Philippine Statistics Authority

CERTIFICATE OF BIRTH
AFFIDAVIT OF ACKNOWLEDGMENT/ADMISSION OF PARENTS.

Well, _____ and _____
parent/parent of the child mentioned in this Certificate of Birth, do hereby solemnly swear that the information contained herein are true and correct to the best of our/my knowledge and belief.

(Signature of Father)

(Signature of Mother)

Community Tax No. _____

Community Tax No. _____

Date Issued _____

Date Issued _____

Place Issued _____

Place Issued _____

SUBSCRIBED AND SWEARN to before me this _____ day of _____, Philippines.
at _____

(Signature of Administering Officer)

(Title/Designation)

(Name in Print)

(Address)

Not applicable for births before 27 February 1931

AFFIDAVIT FOR DELAYED REGISTRATION OF BIRTH

(Either the person himself if 18 years old or over, or father/mother/guardian may accomplish this affidavit.)

I, GUALBERTO MANALO SR., of legal age, single/married and with residence and postal address at 150 San Sebastian, Makabey, Batu., after having been duly sworn to in accordance with law, do hereby depose and say:

1. That I am the applicant for the delayed registration of my birth/birth of MICHAEL M. AGDING
2. That I/he/she was born on Oct. 15, 1999 at 150 San Sebastian, Makabey, Batu.
3. That I/he/she was attended by Dr. Loidan Verano at Batu, Batu.
4. That I/he/she is a citizen of Philippines.
5. That my/his/her parents were married on July 12, 1996 at Makabey, Batu.
 not married but was acknowledge by my/his/her father whose name is _____.
6. That the reason for the delay in registering my/his/her birth was due to _____.
7. That a copy of my/his/her birth certificate is needed for the purpose of _____.
8. (For the applicant only) That I am married to _____.
 (For the father/mother/guardian) That I am the grandfather of the said person.
Alfonso

GUALBERTO MANALO SR.

(Signature of Affiant)

Community Tax No. 05883306Date Issued 1-15-99Place Issued Makabey, Batu.SUBSCRIBED AND SWORN to before me this 15th day of Nov., 1999
at Makabey, Batu.

(Signature of Administering Officer)

(Title/Designation)

(Name in Print)

(Address)

05876-H2-105JLC-00260-BI002

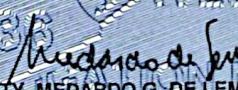
BEST POSSIBLE IMAGE

T105058761050026002022016002
ZJ800843384BReN
01018-A99V501-9Documentary
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
Department of Justice
National Bureau of Investigation

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. A215JMEA99-LA1264133	VALID UNTIL November 16, 2023	
FAMILY NAME AGBING	FIRST NAME MICKAELA	
MIDDLE NAME MANALO	HUSBAND'S SURNAME	
ADDRESS 65 BARANGAY SAN SEBASTIAN MATAASNAKAHOY BATANGAS	PLACE OF BIRTH MATAASNAKAHOY	
DATE OF BIRTH October 05, 1999	CIVIL STATUS SINGLE	
CITIZENSHIP FILIPINO	GENDER FEMALE	
PURPOSE MULTI-PURPOSE CLEARANCE		
REMARKS NO RECORD ON FILE		

NBI MOBILITY, DISCIPLINE, INTEGRITY, JUSTICE, FAIRNESS

Date Printed: Friday, November 16, 2022 07:54 AM
 Agency LA DATID MILA
 CASIO MILA BIOID MILA
 O.R. No. MP6WYOIJDB REC'D.
 O.R. Date: 11/16/2022 7:54:51 AM INT'D
 DST PAID PRTD MILA

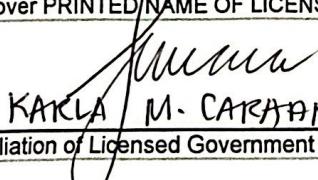
ATTY. MEDARDO G. DE LEMOS
Director


A215JMEA99-LA1264133

23	FEMALE	SINGLE	REVENUE COLLECTION CLERK
----	--------	--------	--------------------------

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 PH		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
 KAICLA M. CARANAN MD.				
AGENCY/Affiliation of Licensed Government Physician:				
LICENSE NO.		HEIGHT (M)	WEIGHT (KG)	BLOOD TYPE
		Bare Foot	Stripped	
OFFICIAL DESIGNATION	DATE EXAMINED			
MHD	11-28-22			

MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

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

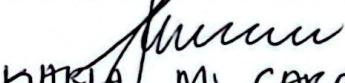
- Blood Test
- Urinalysis
- Chest X-Ray
- Drug Test
- Psychological Test
- Neuro-Psychiatric Examination (if applicable)



FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)			AGBING, MIKHAELA MANALO	AGENCY / ADDRESS
ADDRESS			BRGY. SAN JERONIMO MATAAS NAKAHOD BATAN	LGU - MATAAS NAKAHOD / V. TEMPLO AVENUE Brgy. IV MATAAS NAKAHOD BATAN
AGE	SEX	CIVIL STATUS	PROPOSED POSITION	
23	FEMALE	SINGLE	REVENUE COLLECTION CLERK	

FOR THE LICENSED GOVERNMENT PHYSICIAN

<p>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 <input checked="" type="checkbox"/> FIT / <input type="checkbox"/> UNFIT for employment.</p>			
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN			
 MIKHAELA M. CAYANAN MD.			
AGENCY/Affiliation of Licensed Government Physician:			
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (kg) Stripped	BLOOD TYPE
13447			
OFFICIAL DESIGNATION	DATE EXAMINED		
	11-28-22		



University of
Batangas
LIPA CITY
OFFICIAL TRANSCRIPT OF RECORDS

Name: **AGBING, MICKAELA MANALO**
Address: Purok 6, San Sebastian, Mataasnakahoy, Batangas
College of Business, Accountancy and Auditing
Entrance Credential: Form 137A - SHS within Bayorbor
Elementary School

Student No.: 1820919 Sex: F

Date Admitted: First Semester 2018-2019

Basic Education:

Elementary: Santol-Manggahan Elementary School
High School: SHS within B

Report ID: DTO-R03

VI



QK090599
57

DEPARTMENT OF HEALTH
ST. JOSEPH HEALTHCARE, INC.
2F LIPA COM.L CTR., A.MABINI ST. COR P.TORRES ST., LIPA CITY, BATANGAS
Phone Number (043) 757 4675

DRUG TEST REPORT

CCF No: 202211260001
Name: AGBING, MICKAELA MANALO
Birthdate: 10/05/1999 Age: 23 Gender: F

Transaction Date Time: 11/26/2022 9:12:00AM
Report Date Time: 11/28/2022 9:40:02AM

Test Method **TEST KIT**

Requesting Parties

LGU

Purpose
Government Employment

Result

Drug/Metabolite	Result	Remarks
METHAMPHETAMINE	NEGATIVE	PASSED
TETRAHYDROCANNABINOL	NEGATIVE	PASSED

66

Test Conducted By
IRIS LISETTE RIUS URIARTE

Analyst

Approved By
DR. SPENCER SITJAR WATANABE
Head of Laboratory

86

Valid Within 12 Month/s from Transaction Date
This is a DOH-DDB IDTOMIS generated report

MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

- This medical certificate should be accomplished by a licensed government physician.
- Attach this certificate to original appointment, transfer and reemployment.
- 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	
AGBING, MICKAELA MANALO		V. TEMPLO AVENUE	
ADDRESS		Brgy IV, MATAASNAKAHOY, BAT	
AGE	SEX	CIVIL STATUS	PROPOSED POSITION
23	FEMALE	SINGLE	REVENUE COLLECTION CLERK

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 PH	OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
KATIA M. CARAAN MD.			
AGENCY/Affiliation of Licensed Government Physician:			
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD TYPE
11447			
OFFICIAL DESIGNATION	DATE EXAMINED		
MHO	11-28-22		



St. Joseph HealthCare, Inc.

2F, Lipa Commercial Center, A. Mabini Cor. E Mayo & P. Torres Sts., Brgy 5, Lipa City, Batangas

Department of Radiology

Medical Imaging Report

PIN: SJHI-22-4356

Date: 11/26/2022

Patient: AGBING, MICKAELA M.

Age: 23 Sex: FEMALE

Referring Physician:

Company: WALK-IN

Clinical HX/DX:

Examination: CHEST PA

Procedure: RADIOGRAPHY

The lungs are clear

Heart is not enlarged

Intact bony thorax

IMPRESSION: NORMAL CHEST X-RAY

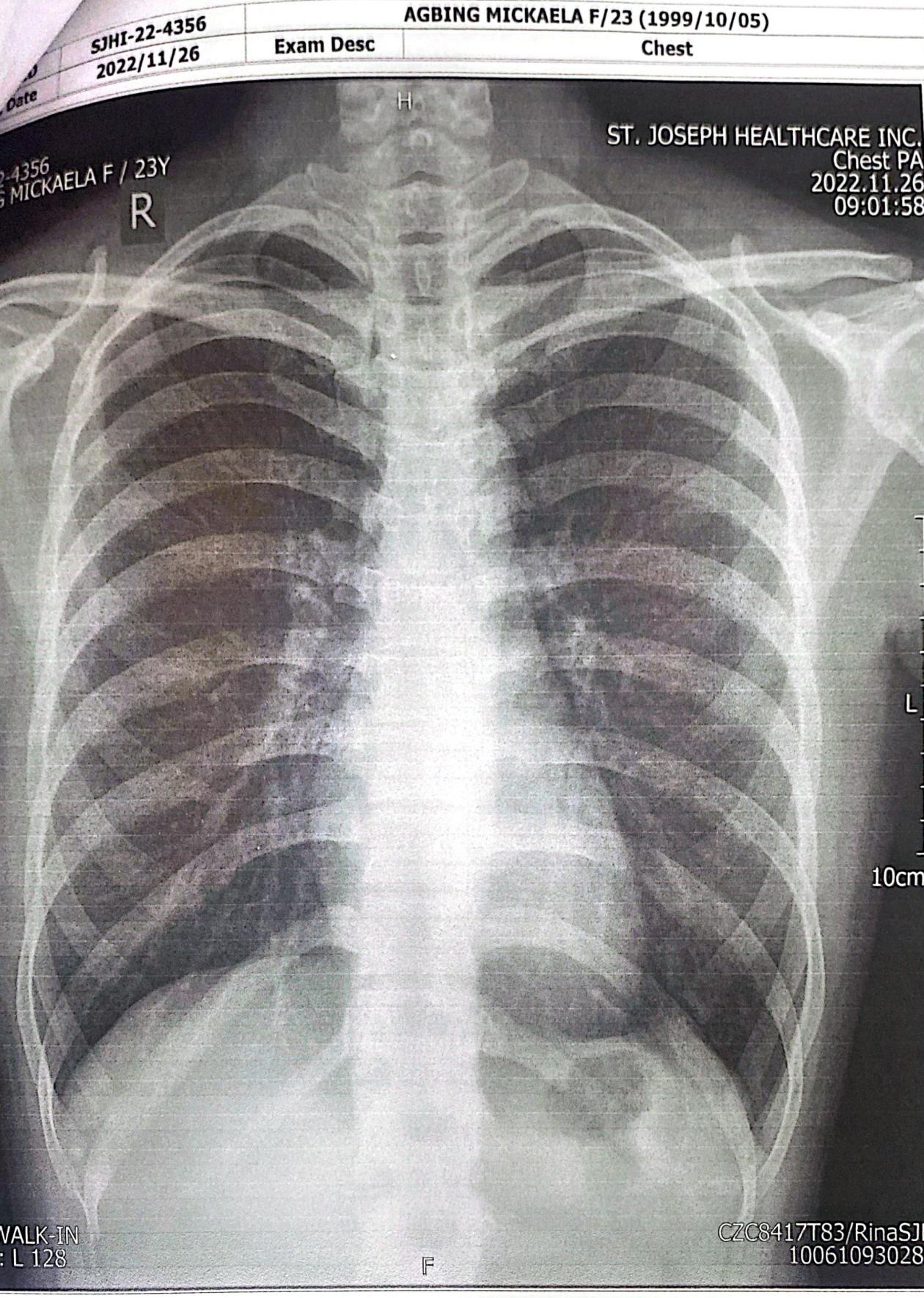

RINA S. DE TORRES, RXT

Lic. No. 5285
Radiologic Technologist


JERIC P. MEDINA, MD, FPCR

Lic. No. 91903
Radiologist

2F Lipa Commercial Center, Along A. Mahini St., Corner P. Torres St., Lipa City





St. Joseph HealthCare, Inc.
2ND Floor LIPA CITY COMMERCIAL CENTER, A. MABINI St. Cor. P. Torres St. Lipa City, Batangas
Tel No. : (043) 757-4675

Name:	AGBING, MICKAELA M.		Patient Pin:	SJHI88385
Age :	23	Sex :	FEMALE	Company: WALKIN

Sample Date: November 26, 2022

LABORATORY REPORT

HEMATOLOGY

DESCRIPTION	RESULT	REFERENCE VALUES
RBC	4.46	FEMALE : $4.0-5.4 \times 10^{12}/L$ MALE : $4.6-6.0 \times 10^{12}/L$
Hemoglobin	125	FEMALE : 120-160g/L MALE : 140-180g/L
Hematocrit	0.40	FEMALE : 0.37-0.47 MALE: 0.40-0.54
MCV	88.6	76-100 fL
MCH	28.0	27-32 pg
MCHC	31.6	32-36%
White blood cells	6.7	$5.0-10.0 \times 10^9/L$
Segmenters	0.57	0.55-0.68
Lymphocytes	0.36	0.25-0.39
Monocytes	0.07	0.02-0.08
Eosinophils		0 -0.05
Platelet count	255	$150-450 \times 10^9/L$

BLOOD TYPE	" O " RH POSITIVE
------------	-------------------

REMARKS:

MYKEE L. DE SILVA RMT
MEDICAL TECHNOLOGIST LIC# 83300

SPENCER S. WATANABE, MD, FPSP, MHA
PATHOLOGIST LIC#0115723

MA. CORAZON J. PAMINTUAN
Psychologist
(Accreditation No. 130)



St. Joseph HealthCare, Inc.

2ND Floor LIPA CITY COMMERCIAL CENTER, A. MABINI St. Cor. P. Torres St. Lipa City, Batangas
Tel No. : (043) 757-4675

Name: **AGBING, MICKAELA M.**

Patient Pin: **SJHI88385**

Age : **23** Sex : **FEMALE**

Company: **WALKIN**

Sample Date: **November 26, 2022**

LABORATORY REPORT

CLINICAL MICROSCOPY

URINALYSIS

DESCRIPTION	RESULT	NORMAL VALUE
COLOR	LIGHT YELLOW	
TRANSPARENCY	SLIGHTLY TURBID	
PH	7.0	5.0-8.0
SPECIFIC GRAVITY	1.010	1.005-1.030
SUGAR	NEGATIVE	NEGATIVE
PROTEIN	NEGATIVE	NEGATIVE
WHITE BLOOD CELLS	0-2/HPF	
RED BLOOD CELLS	0-2/HPF	
A.URATES/PHOSPHATES		
EPITHELIAL CELLS	FEW	
BACTERIA	FEW	
MUCUS THREADS		
PREGNANCY TEST		

REMARKS:

MYKEE L. DE SILVA, RMT
MEDICAL TECHNOLOGIST LIC# 83300


SPENCER S. WATANABE, MD, FPSP, MHA
PATHOLOGIST LIC#0112723



MLT Psychological Evaluation Center

PNP Accreditation No. - 2000 - 0014
Main Office: 316 Quezon Avenue, Quezon City
Telephone No. 929-7261 / 410-6639

TO:

SUBJECT: PSYCHOLOGICAL EXAMINATION

NAME: MICKAELA M. AGBING

DATE OF EXAM: 26 Nov. 2022

AGE: 23

CIVIL STATUS: Single

HOME ADDRESS: San Sebastian, Mataasnakahoy, Batangas

EVALUATION REPORT

FACTORS	FINDINGS
Intelligence (Ability to learn & solve problems)	AVERAGE
Educational Attainment	BSBA - FM
Experience (relevance to position)	3 Mons. JOB ORDER
Motivation: Financial Security	AVERAGE
Change in Assignment	NONE
Honesty/Integrity	AVERAGE
Social Adjustment	AVERAGE
Loyalty (Identifying with superiors)	AVERAGE
Hostility & Violent Tendencies	No trace of violence
Acceptance of Responsibility	AVERAGE
Energy and Initiative	AVERAGE
Independence (self-reliance)	AVERAGE
Self-Discipline	AVERAGE
Steadiness and Endurance Under Pressure	AVERAGE

SUMMARY

Intelligence Quotient: 95

Classification: AVERAGE

Percentage Score: 36TH PERCENTILE

Personality Evaluation: Attaining a stable job and financial assurance is her primary goal as of the moment, thinking of her family's well being. Mature, subject aims to provide financial assistance to family at her young age. Reliability in delivering her obligations has constantly been met.

REMARKS: Recommended

MA. CORAZON PAMINTUAN
Psychologist
(Accreditation No. 130)

Valid for (6) months from date of issue.



**University of
Batangas**
LIPA CITY

OFFICIAL TRANSCRIPT OF RECORDS

Name: AGBING, MICKAELA MANALO	Student No.: 1820919	Sex: F
Address: Purok 6, San Sebastian, Mataasnakahoy, Batangas		
College of Business, Accountancy and Auditing		
Entrance Credential: Form 137A - SHS within Bayorbor Elementary School	Date Admitted: First Semester 2018-2019	
Basic Education:		
Elementary: Santol-Manggahan Elementary School	Year Graduated: 2011 - 2012	
High School: SHS within Bayorbor Elementary School	Year Graduated: 2017 - 2018	
Degree/TITLE Conferred: Bachelor of Science in Business Administration	Major: Financial Management	
Date of Graduation: June 4, 2022	S.O. No. Level I Formal Accredited Status	Date Issued:

C O U R S E S (With Descriptive Titles)	GRADES		CREDITS
	FINAL	RE-EX/ COMPL'N	
FIRST SEMESTER 2020-2021			
BA5 Human Resource Management	1.50		3
BA6 International Trade and Agreements	1.50		3
CBMEC1 Operations Management (TQM)	1.75		3
FM3 Financial Management	1.50		3
FM4 Investment and Portfolio Management	2.00		3
FM6 Financial Analysis and Reporting	1.75		3
FMELEC1 Risk Management	1.75		3
SECOND SEMESTER 2020-2021			
BA4 Good Governance and Social Responsibility	1.50		3
CBMEC2 Strategic Management	1.00		3
FM5 Monetary Policy and Central Banking	1.25		3
FM7 Public Finance	1.00		3
FMELEC2 Mutual Fund	1.75		3
FMELEC3 Cooperative Management	1.75		3
FMRES1 Business Research 1	1.50		3
FIRST SEMESTER 2021-2022			
FM8 Capital Market	1.00		3
FM9 Special Topics in Financial Management	1.00		3
FMELEC4 Franchising	1.25		3
FMRES2 Business Research 2	1.75		3
Research Title: Dimensions Service Quality and Customer Satisfaction on Internet Banking: The Perception of the Faculty Members of the University of Batangas Lipa City			
SECOND SEMESTER 2021-2022			
OJTFM Practicum/Work Integrated Learning Laco Garachico Protacio & Co. - Lipa City, Batangas February 2, 2022 to May 18, 2022 (600 hours)	1.50		6
xxxxxxxxxxTRANSCRIPT CLOSEDxxxxxxxxxx			

GRADING SYSTEM:

1.00 - 99 - 100%	1.75 - 90 - 92%	2.50 - 81 - 83%
1.25 - 96 - 98%	2.00 - 87 - 89%	2.75 - 78 - 80%
1.50 - 93 - 95%	2.25 - 84 - 86%	3.00 - 75 - 77%

5.00 - Failed

Inc - Incomplete



Remarks: GRADUATED CUM LAUDE WITH THE DEGREE OF BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT (BSBA-FINMGT) AS OF JUNE 4, 2022, LEVEL I FORMAL ACCREDITED STATUS WHICH EXEMPTS THIS PROGRAM FROM THE ISSUANCE OF SPECIAL ORDER (S.O.).

NOT VALID WITHOUT

UB DRY SEAL
REV. MAR. 2014

Prepared by: *som*
Checked by: *chile*

Verified by: *ckn*
CHARMAINE MAE L. ESTRADA
Assistant Registrar

Certified True & Correct
DR. NENITA E. CUEVAS
University Registrar



10635





**University of
Batangas**
LIPA CITY

OFFICIAL TRANSCRIPT OF RECORDS

Name: AGBING, MICKAELA MANALO
 Address: Purok 6, San Sebastian, Mataasnakahoy, Batangas
 College of Business, Accountancy and Auditing
 Entrance Credential: Form 137A - SHS within Bayorbor
 Elementary School

Student No.: 1820919 Sex: F

Date Admitted: First Semester 2018-2019

Basic Education:
 Elementary: Santol-Manggahan Elementary School
 High School: SHS within Bayorbor Elementary School

Year Graduated: 2011 - 2012
 Year Graduated: 2017 - 2018

Degree/TITLE Conferred: Bachelor of Science in Business Administration Major: Financial Management

Date of Graduation: June 4, 2022

S.O. No. Level I Formal Accredited Status

Date Issued:

C O U R S E S (With Descriptive Titles)	GRADES		CREDITS
	FINAL	RE-EX/ COMPL'N	
FIRST SEMESTER 2018-2019			
ACC1	Fundamentals of Accounting Parts 1 & 2	1.75	6
ART	Art Appreciation	2.50	3
ETH	Ethics	1.75	3
FIL1	Kontekstwalisadong Komunikasyon sa Filipino	1.25	3
PE1	Physical Activity Towards Health and Fitness 1	1.50	2
RZL	The Life and Works of Jose Rizal	1.50	3
STS	Science, Technology and Society	2.00	3
SECOND SEMESTER 2018-2019			
BAPERDV	Personality and Professional Development	2.00	3
MMW	Mathematics in the Modern World	2.00	3
PC	Purposive Communication	2.00	3
PE2	Physical Activity Towards Health and Fitness 2	1.00	2
RPH	Readings in Philippine History	2.50	3
UBCV1	UB History and Thoughts of the Founders	1.50	3
US	Understanding the Self	1.75	3
FIRST SEMESTER 2019-2020			
BA1	Basic Micro and Macroeconomics	2.25	3
FBANA	Fundamentals of Business Analytics	1.25	3
FIL2	Pagsasaling Wika	1.50	3
FLANG 1	Foreign Language 1	1.50	3
FM1	Banking and Financial Institutions	1.50	3
NSTP1	National Service Training Program 1	1.50	3
PE3	Physical Activity Towards Health and Fitness 3	1.00	2
UBCV2	UB Core Values	1.50	3
SECOND SEMESTER 2019-2020			
BA2	Business Law (Obligations and Contract)	1.75	3
BA3	Taxation (Income Taxation)	2.00	3
EPRFBA	English Proficiency for the Empowered Professionals	1.75	3
FM2	Credit and Collection	1.50	3
LIT1	Sosyedad at Literatura/Panitikang Panlipunan	2.00	3
NSTP2	National Service Training Program	2.00	3
PE4	Physical Activity Towards Health and Fitness 4	1.75	2
TCW	The Contemporary World	2.00	3

GRADING SYSTEM:

1.00 - 99 - 100%	1.75 - 90 - 92%	2.50 - 81 - 83%
1.25 - 96 - 98%	2.00 - 87 - 89%	2.75 - 78 - 80%
1.50 - 93 - 95%	2.25 - 84 - 86%	3.00 - 75 - 77%

5.00 - Failed

Inc - Incomplete

Remarks: HONORS: CUM LAUDE
 cont. on the next page

**University of
Batangas,
LIPA CITY**

**CERTIFIED TRUE COPY OF THE
ORIGINAL**

DR. NENITA E. CUEVAS 11/26/2021

NOT VALID WITHOUT

UB DRY SEAL

RECORDED IN THE SYSTEM

Prepared by:

Checked by:

Verified by:
 CHARMAINE MAE L. ESTRADA
 Assistant Registrar

Certified True & Correct University Registrar

DR. NENITA E. CUEVAS
 University Registrar

10634



SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 01, 2022

(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Joint Filing *Separate Filing* *Not Applicable*

DECLARANT:	AGBING (Family Name)	MICKAELA (First Name)	M. (M.I.)	POSITION:	REVENUE COLLECTION CLERK I
ADDRESS:	BRGY. SAN MATAASNAKAHOY		BATANGAS	AGENCY/OFFICE:	LOU- MATAASNAKAHOY BATANGAS
				OFFICE ADDRESS:	V. TEMPLO AVENUE BRGY IV MATAASNAKAHOY BATANGAS
SPOUSE:	N/A (Family Name)	N/A (First Name)	N/A (M.I.)	POSITION:	N/A
				AGENCY/OFFICE:	N/A
				OFFICE ADDRESS:	N/A

**UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S
HOUSEHOLD**

NAME N/A	DATE OF BIRTH N/A	AGE N/A
--------------------	-----------------------------	-------------------

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE (As found in the Tax Declaration of Real Property)	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
					YEAR	MODE	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subtotal: -0-

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
REALME 6i	2020	P 8,000.00

Subtotal: P 8,000.00

TOTAL ASSETS (a+b):

* Additional sheet/s may be used, if necessary.

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A

TOTAL LIABILITIES: N/A

NET WORTH: Total Assets less Total Liabilities =

P 8,000.00

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

I/ We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
Engilbert M. Agbing	Brother	Military Officer	AFP/PAF

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: December 01, 2022


(Signature of Declarant)

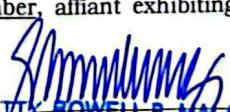
N/A

(Signature of Co-Declarant/ Spouse)

Government Issued ID: TIN ID
ID No.: 514-337-662-00000
Date Issued: 01/24/2022

Government Issued ID: N/A
ID No.: N/A
Date Issued: N/A

SUBSCRIBED AND SWORN to before me this 1st day of December, affiant exhibiting to me the above-stated government issued identification card.


ATTY. HOWELL P. MALABAG
 (Person Authorized to Administer Oath)
 COMMISSION NO. 2020-100 ROLL NO. 88570
 IBP NO. 197008/01-06-22/PASIG CITY
 PTR NO. 28566538/01-10-22/LIPA CITY
 MCLE COMPLIANCE NO. VII-0002112
 Rizal Street, Barangay III, Mataasnakahoy, Batangas