

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF MATAASNAKAHOY, BATANGAS)

**AFFIDAVIT OF NO PENDING
CIVIL OR CRIMINAL CASE**

I, MERLYN CARAAN-LAQUI, of legal age, married, Filipino, and a resident of Barangay III, Mataasnakahoy, Batangas, after having been sworn to an oath in accordance with law, hereby depose and state;

That I am currently employed at the Local Government Unit of Mataasnakahoy, Batangas as Sangguniang Bayan Member.

That, I will be on my personal travel to Hanoi, Vietnam on June 21 -24, 2024

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

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

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

IN WITNESS WHEREOF, I hereunto set my hand this 14th day of May, 2024 at Municipality of Mataasnakahoy, Batangas.

MERLYN CARAAN-LAQUI

Affiant

SUBSCRIBED AND SWORN to before me this 14th day of May, 2024 at Mataasnakahoy, affiant exhibited to me his/her _____ issued on _____ at _____

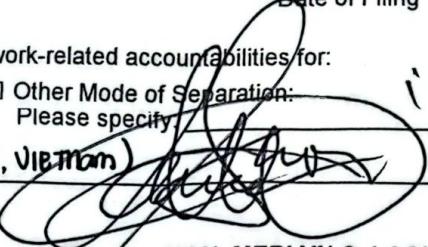
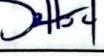
Doc No. 355
Page No. 72
Book No. L
Series No. 2024

ATTY. ROWELL B. MALABAD
NOTARY PUBLIC UNTIL DECEMBER 31, 2024
COMMISSION NO. 2022-00591/ ROLL NO. 68670
IBP NO. 384322/ 01-01-24/ PASIG CITY
PTR NO. 33198603/ 01-02-24/ M-KAHAY, BATS.
MCLE COMPLIANCE NO. VII-0002112

423 Rafael Lubis Street, Barangay II-A, Mataasnakahoy, Batangas

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

(Instructions at the back)

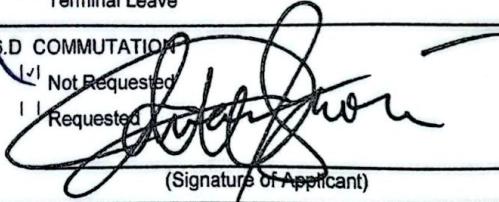
I PURPOSE TRAVEL ABROAD		<u>May 20, 2024</u> Date of Filing		
TO: LOCAL GOVERNMENT UNIT OF MATAASNAKAHOY I hereby request clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify _____ Date of Effectivity: <u>JUNE 21, 22, 23 & 24, 2024 (Hanoi, Vietnam)</u>  Office of Assignment: Office of the Sangguniang Bayan Position/SG/Step: Sangguniang Bayan Member / 24 / 3				
HON. MERLYN C. LAQUI Name and Signature of Official				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
I hereby certify that this employee/official is cleared <input checked="" type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.  HON. JAY M. ILAGAN Municipal Vice Mayor				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administrative Services				
a. Supply and Property Procurement and Management Services	✓		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	✓		GALLY D. TIPAN	
c. Agency-accredited Union/Cooperative			N/A	
2. Library				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. Finance and Assets Management				
a. Financial Services			LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	/		LENILYN C. CARAAN	
c. Payroll & Remittance Services	/		LENILYN C. CARAAN	
4. Professional and Institutional Development				
a. Scholarship Services			N/A	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office				
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
I hereby certify that this employee/ official is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.  HON. JAY M. ILAGAN Municipal Vice Mayor				



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

RECEIVED
BY: Stamp of Date of Receipt
May 14, 2024
11:00 AM

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)												
OFFICE OF THE SANGGUNIANG BAYAN	LAQUI	MERLYN	CARAAN												
3. DATE OF FILING : May 14, 2024	4. POSITION : MUNICIPAL COUNCILOR	5. SALARY													
6. DETAILS OF APPLICATION															
6.A TYPE OF LEAVE TO BE AVALIED OF		6.B DETAILS OF LEAVE													
<input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (RA. No. 11210 /IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (RA. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (RA. No. 8552)		<p>In case of Vacation/Special Privilege Leave: <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) HANOI, VIETNAM _____</p> <p>In case of Sick Leave: <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p>In case of Special Leave Benefits for Women: (Specify Illness) _____</p> <p>In case of Study Leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review</p> <p>Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave</p>													
Others:															
6.C NUMBER OF WORKING DAYS APPLIED FOR		6.D COMMUTATION													
4 DAYS INCLUSIVE DATES JUNE 21, 22, 23 & 24, 2024 June 21 to 24 (working) June 22 to 23 (non-working)		<input type="checkbox"/> Not Requested <input type="checkbox"/> Requested  (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS As of March 31, 2024		7.B RECOMMENDATION													
<table border="1"><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>25.25</td><td>26.25</td></tr><tr><td>Less this application</td><td>- 2 VL</td><td>-</td></tr><tr><td>Balance</td><td>23.25</td><td>26.25</td></tr></table> GALLY D. TIPAN MHRMO			Vacation Leave	Sick Leave	Total Earned	25.25	26.25	Less this application	- 2 VL	-	Balance	23.25	26.25	<input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  JAY MANALO ILAGAN Municipal Vice Mayor	
	Vacation Leave	Sick Leave													
Total Earned	25.25	26.25													
Less this application	- 2 VL	-													
Balance	23.25	26.25													
7.C APPROVED FOR: <input type="checkbox"/> days with pay <input type="checkbox"/> days without pay <input type="checkbox"/> others (Specify)		7.D DISAPPROVED DUE TO:  JAY MANALO ILAGAN Municipal Vice Mayor													



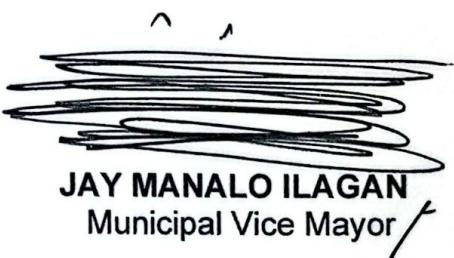
Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL VICE MAYOR

TRAVEL AUTHORITY

This is to authorize Hon. MERLYN CARAAN-LAQUI, Municipal Councilor, this municipality to travel abroad (Hanoi, Vietnam) as per approved Application for Leave for the period of June 21, 22, 23, & 24, 2024 on personal account. No government fund will be utilized for the aforementioned travel abroad.

Issued this 14th day of May, 2024 at Mataasnakahoy, Batangas.



JAY MANALO ILAGAN
Municipal Vice Mayor

Cc:

Office of the Mayor
Office of the Sangguniang Bayan
HRMO
DILG

Joining hands for Mataasnakahoy Interest



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL SANGGUNIANG BAYAN

14 May 2024

Hon. JAY M. ILAGAN
Municipal Vice Mayor
Mataasnakahoy, Batangas

Dear Vice Mayor ILAGAN:

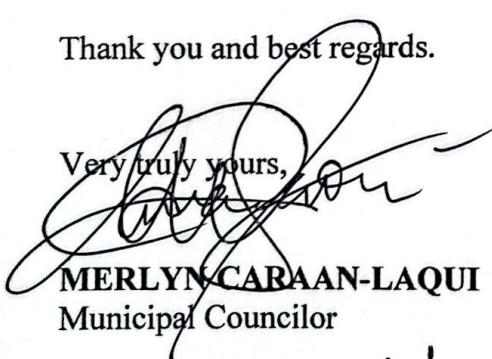
This refers to a travel to Hanoi, Vietnam scheduled on June 21-24, 2024 for the undersigned to attend to some important personal matters.

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

Hoping for the Vice Mayor's favorable action on this request.

Thank you and best regards.

Very truly yours,


MERLYN CARAAN-LAQUI
Municipal Councilor

Approved: _____

Disapproved: _____



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 300-0590 / (043) 781-1813
Email Add: sboffice_mkahoy@yahoo.com.ph



OFFICE OF THE SANGGUNIANG BAYAN

MEMORANDUM

FOR : **HON. JAY M. ILAGAN**
Municipal Vice-Mayor

THRU : **MR. GALLY D. ZIPAN** *2454*
Municipal Human Resource and Management Officer

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

DATE : **May 14, 2024**

1. This is to request the approval of my Vacation Leave for four (4) days on June 21, 22, 23 & 24, 2024
2. Reason: Personal

Further request consideration on the matter.



MERLYN CARAAN -LAQUI
Municipal Councilor

Approved: _____

Disapproved: _____

Joining hands for Mataasnakahoy's interest



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

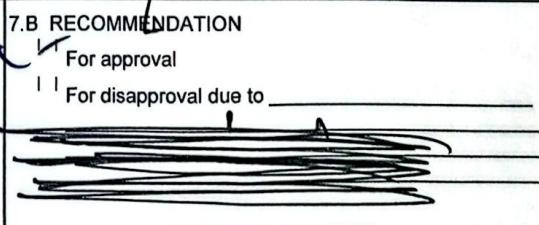
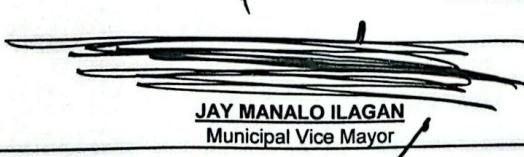
RECEIVED

BY:

Stamp or Date of Receipt
5-14-24

11:00 AM

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
OFFICE OF THE SANGGUNIANG BAYAN	LAQUI	MERLYN	CARAAN
3. DATE OF FILING : <u>May 14, 2024</u>	4. POSITION : <u>MUNICIPAL COUNCILOR</u>	5. SALARY	
6. DETAILS OF APPLICATION			
6.A TYPE OF LEAVE TO BE AVAILED OF		6.B DETAILS OF LEAVE	
<input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (RA. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (RA. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (RA. No. 8552)		<i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) <u>HANOI, VIETNAM</u> <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave	
Others: _____ 6.C NUMBER OF WORKING DAYS APPLIED FOR <u>4 DAYS</u> INCLUSIVE DATES <u>JUNE 21, 22, 23 & 24, 2024</u>		6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested  (Signature of Applicant)	
7. DETAILS OF ACTION ON APPLICATION			
7.A CERTIFICATION OF LEAVE CREDITS As of <u>March 31, 2024</u>		7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____  JAY MANALO ILAGAN Municipal Vice Mayor	
7.C APPROVED FOR: <u>2</u> days with pay <u> </u> days without pay <u> </u> others (Specify)		7.D DISAPPROVED DUE TO: _____  JAY MANALO ILAGAN Municipal Vice Mayor	



Republic of the Philippines

OATH OF OFFICE

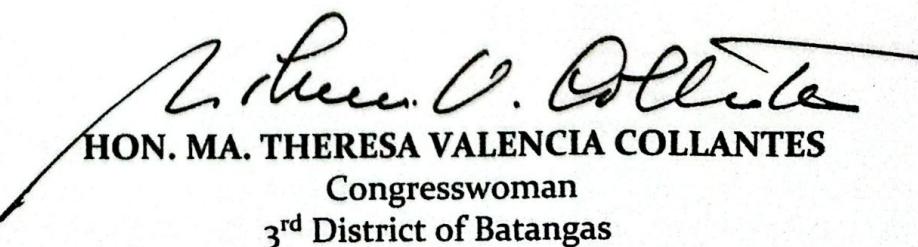
I, MERLYN CARAAN LAQUI, of Mataasnakahoy, Batangas, having been elected as MUNICIPAL COUNCILOR of Mataasnakahoy, Batangas, hereby solemnly swear that I will well and faithfully discharge to the best of my ability the duties of my present position and of all others I may hereafter hold under the Republic of the Philippines; that I will support and defend the Constitution of the Philippines; that I will bear the true faith and allegiance to the same; and that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

So help me God.



HON. MERLYN CARAAN LAQUI
Municipal Councilor

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



HON. MA. THERESA VALENCIA COLLANTES
Congresswoman
3rd District of Batangas



Republic of the Philippines

OATH OF OFFICE

I, MERLYN CARAAN-LAQUI, of Mataasnakahoy, Batangas, having been elected as MUNICIPAL COUNCILOR of Mataasnakahoy, Batangas, hereby solemnly swear that I will well and faithfully discharge to the best of my ability the duties of my present position and of all others I may hereafter hold under the Republic of the Philippines; that I will support and defend the Constitution of the Philippines; that I will bear the true faith and allegiance to the same; and that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

So help me God.

HON. MERLYN CARAAN-LAQUI
Municipal Councilor

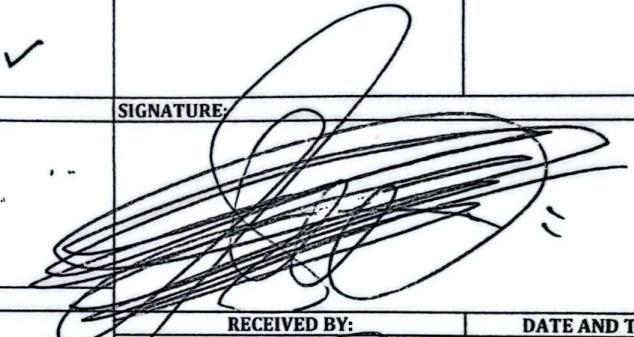
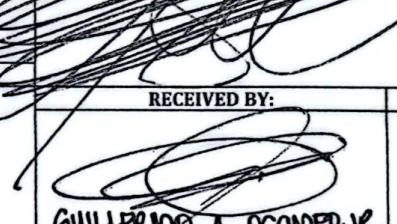
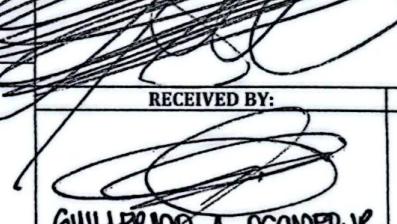
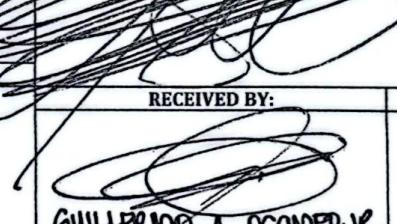
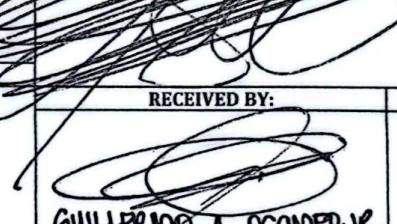
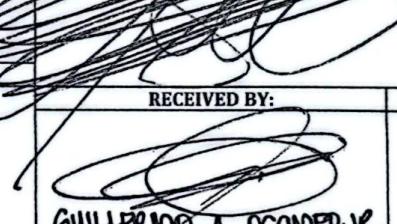
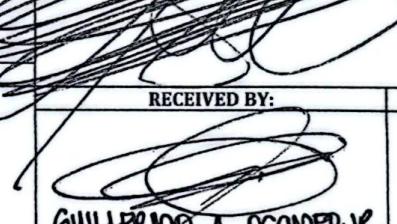
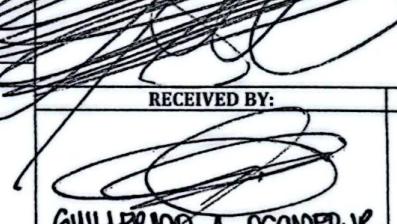
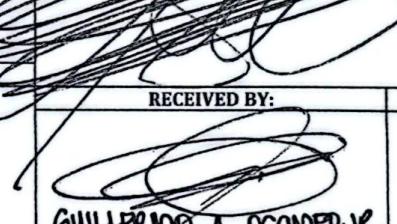
Subscribed and sworn to before me this 27th of June 2022 at Mataasnakahoy, Batangas

T. Valencia V. Collantes
HON. MA. THERESA VALENCIA COLLANTES
Congresswoman
3rd District of Batangas



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

Document Code
FM-SP-DILG-07-01
Rev. No. 00 Eff. Date 06.15.21 Page 1 of 2

SERVICE TITLE: ISSUANCE OF CERTIFICATE FOR FOREIGN TRAVEL AUTHORITY OF LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES		REFERENCE NO.	MARCH 29, 2023													
Documentary Requirements		DATE OF REQUEST	Name of Applicant: MERLYN CAROON - LAQUA													
1. Letter request indicating the country of destination, duration of the travel and purpose (For Governor, and Mayor applicant shall indicate the name of the Vice Governor and Vice Mayor, respectively and the Sanggunian Highest Ranking Member)		Compliance	CONTACT DETAILS: 0917-188-5500													
1. Endorsement from the:		OTHER NEEDED INFORMATION, if any: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">a. Local Chief Executive (if applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees) Signed by the LCE or authorized or competent official</td> <td style="width: 50%; padding: 5px;">Position: SB MEMBER</td> <td style="width: 50%; padding: 5px;">Region: IV-A CALABARZON</td> </tr> <tr> <td style="padding: 5px;">b. Vice Governor/Vice Mayor (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan, and Sanggunian employees) Signed by the Presiding Officer or authorized or competent official</td> <td style="padding: 5px;">LGU: MATAASNAKAHAY</td> <td style="padding: 5px;">Destination: INCHEON, SOUTH KOREA</td> </tr> <tr> <td style="padding: 5px;">c. Punong Barangay (Sangguniang Barangay Member and Barangay employees including Sangguniang Kabataan) Signed by the Punong Barangay</td> <td style="padding: 5px;">Duration requested: APRIL 11-14, 2023</td> <td style="padding: 5px;">Nature of travel: OFFICIAL</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Entitlement(s):</td> <td style="padding: 5px;"></td> </tr> </table>			a. Local Chief Executive (if applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees) Signed by the LCE or authorized or competent official	Position: SB MEMBER	Region: IV-A CALABARZON	b. Vice Governor/Vice Mayor (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan, and Sanggunian employees) Signed by the Presiding Officer or authorized or competent official	LGU: MATAASNAKAHAY	Destination: INCHEON, SOUTH KOREA	c. Punong Barangay (Sangguniang Barangay Member and Barangay employees including Sangguniang Kabataan) Signed by the Punong Barangay	Duration requested: APRIL 11-14, 2023	Nature of travel: OFFICIAL		Entitlement(s):	
a. Local Chief Executive (if applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees) Signed by the LCE or authorized or competent official	Position: SB MEMBER	Region: IV-A CALABARZON														
b. Vice Governor/Vice Mayor (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan, and Sanggunian employees) Signed by the Presiding Officer or authorized or competent official	LGU: MATAASNAKAHAY	Destination: INCHEON, SOUTH KOREA														
c. Punong Barangay (Sangguniang Barangay Member and Barangay employees including Sangguniang Kabataan) Signed by the Punong Barangay	Duration requested: APRIL 11-14, 2023	Nature of travel: OFFICIAL														
	Entitlement(s):															
2. A duly notarized affidavit attesting that no administrative charge or criminal case has been filed or pending against the applicant or Oath of Undertaking, when the applicant has a pending case. Affidavit must be new for every travel being requested		✓														
3. Clearance from Money and Property Accountabilities duly signed by all Department Heads, checking indicating if cleared or not cleared and duly signed by the LCE		✓														
Additional Requirements For Study Trip		SIGNATURE: 														
1. Invitation Letter from the host country or sponsoring agency stating the duration of the activity and cost sharing, if available and/or		RECEIVED BY:  Guillermo A. OCAMPJR. MARCH 29, 2023 1:30 PM Receiving Officer														
2. Acceptance letter from CHED, TESDA, LGA, organizer or donor, as applicable		ENDORSED TO RESPONSIBLE OFFICER: Guillermo A. OCAMPJR. MARCH 29, 2023 1:30 PM DATE AND TIME RECEIVED DATE AND TIME ENDORSED														
Additional Requirements For Non-Study Trip		RECEIVED BY:  Guillermo A. OCAMPJR. MARCH 29, 2023 1:30 PM Receiving Officer														
a) Attendance to a Training, Seminar and Workshop: Invitation Letter from the host country or sponsoring agency with duration of the activity specified and the cost sharing, if any		RECEIVED BY:  Guillermo A. OCAMPJR. MARCH 29, 2023 1:30 PM Receiving Officer														
b) Attendance to an event that promotes Local Government Technical Exchange and Cooperation: - Invitation Letter from the host country or sponsoring agency with duration of the activity specified and the cost sharing, if any; and - Copy of the Memorandum of Agreement, or Memorandum of Understanding		RECEIVED BY:  Guillermo A. OCAMPJR. MARCH 29, 2023 1:30 PM Receiving Officer														
Additional Requirements For Personal/Private Trip		RECEIVED BY:  Guillermo A. OCAMPJR. MARCH 29, 2023 1:30 PM Receiving Officer														
1. Governors, Mayors of Highly Urbanized Cities and Independent Component Cities: Duly Accomplished Application Form for Leave of Absence		RECEIVED BY:  Guillermo A. OCAMPJR. MARCH 29, 2023 1:30 PM Receiving Officer														
2. Other Elected Officials (travel that exceeds to more than 3months or during a period of emergency or crisis): Duly Approved Leave of Absence		RECEIVED BY:  Guillermo A. OCAMPJR. MARCH 29, 2023 1:30 PM Receiving Officer														
3. Medical Certificate (for medical reasons)		RECEIVED BY:  Guillermo A. OCAMPJR. MARCH 29, 2023 1:30 PM Receiving Officer														
REMARKS:																
ACKNOWLEDGEMENT RECEIPT																
This is to acknowledge the service/s you have requested:				REFERENCE NO.												
SERVICE TITLE:		Date Received	Date of Release in case of extension	 Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT												
NAME OF RESPONSIBLE OFFICER/UNIT/DESIGNATION:																
OFFICE ADDRESS:																
REMARKS:																



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OFFICE OF THE VICE MAYOR

27 March 2023

ARIEL O. IGLESIAS, CESO III

Regional Director
Department of the Interior and Local Government
Region IV-A CALABARZON

Dear Regional Director IGLESIAS;

We write with reference to our trip to Incheon, South Korea for official travel from April 11-14, 2023.

With regards to the aforementioned trip, may we please request the Honorable Regional Director that the undersigned be issued a “Certificate for Foreign Travel Authority”.

Hoping for Regional Director favorable reply on this request.

Thank you and best regards.

Very truly yours,

MERLYN CARAAN-LAQUI
Sangguniang Bayan Member

Joining hands for Mataasnakahoy's Interest



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OFFICE OF THE MUNICIPAL VICE MAYOR

27 March 2023

ARIEL O. IGLESIAS, CESO III

Regional Director IV-A CALABARZON

Department of the Interior and Local Government

Dear Sir,

Greetings!

The PCL Batangas Chapter will be having a benchmarking in South Korea to learn and know the best practices in legislative and leadership management and infrastructure development. As a PCL member, Hon. MERLYN CARAAN-LAQUI will be joining the said benchmarking on April 11-14, 2023 at Incheon, South Korea. South Korea's progress in terms of leadership and infrastructure will help the participants to be motivated and educated and that will help our municipality into a progressive community.

Hon. MERLYN CARAAN-LAQUI is a (*third term Sangguniang Bayan member, and a Chairman of the Committee on Education and Legal Matters*) of this municipality. He is willing to know more about the best practices in Korea in terms of legislation that can be adopted in our municipality. Exposure through benchmarking in Incheon, South Korea will help Hon. MERLYN CARAAN-LAQUI bring new ideas in our locality that can bring progress and innovation particularly in the municipality.

Should you have concerns, you may contact the office of the Sangguniang Bayan at Mataasnakahoy, Batangas.

Very truly yours,


JAY MANALO ILAGAN, MPA, PhD, MPSA
Municipal Vice Mayor



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OFFICE OF THE MUNICIPAL VICE MAYOR

ENDORSEMENT

27 March 2023

ARIEL O. IGLESIAS, CESO III
Regional Director IV-A CALABARZON
Department of the Interior and Local Government

Dear Sir,

Greetings!

Endorsing herewith the request for travel authority of Hon. MERLYN CARAAN-LAQUI a member of the Sangguniang Bayan of the municipality of Mataasnakahoy, Batangas. He will be joining the "Philippine Councilors League Batangas Chapter Congress and Benchmarking in South Korea cum Best Practices in Legislative and Leadership Management and Infrastructure Development" on April 11-14, 2023 at Incheon, South Korea. Registration fee and travel expenses will be chargeable against local funds subject to usual accounting and auditing requirements.

Hoping for your approval for the issuance of travel authority. Thank you and more power.

Very truly yours,


JAY MANALO ILAGAN, MPA, PhD, MPSA
Municipal Vice Mayor

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF MATAASNAKAHOY, BATANGAS)

**AFFIDAVIT OF NO PENDING
CIVIL OR CRIMINAL CASE**

I, MERLYN CARAAN-LAQUI, of legal age, married, Filipino, and a resident of Barangay III, Mataasnakahoy, Batangas, after having been sworn to an oath in accordance with law, hereby depose and state;

That I am currently employed at the Local Government Unit of Mataasnakahoy, Batangas as Sangguniang Bayan Member.

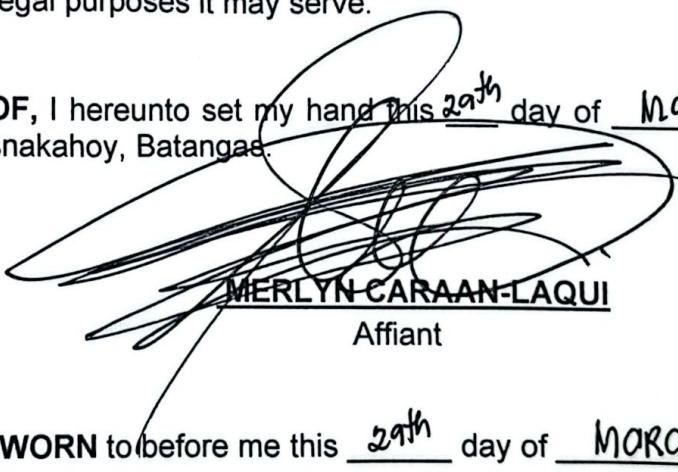
That, I will be on my official travel to Incheon, South Korea on April 11-14, 2023.

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

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

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

IN WITNESS WHEREOF, I hereunto set my hand this 29th day of MARCH, 2023 at Municipality of Mataasnakahoy, Batangas.


MERLYN CARAAN-LAQUI

Affiant

SUBSCRIBED AND SWORN to before me this 29th day of MARCH, 2023 at Mataasnakahoy, affiant exhibited to me his/her _____ issued on _____ at _____


ATTY. TEODORO M. HERNANDEZ

NOTARY PUBLIC

UNTIL DECEMBER 31, 2023

PTR NO. 30386154/1-05-2023/MATAASNAKAHOY

IBP No. 180635/11-29-2022/PASIG CITY

MCLE COMPLIANCE NO. VII-005753/ 12-22-22

ROLL OF ATTORNEY'S NO. 2753

Doc No. 99
Page No. 21
Book No. 11
Series No. 2023

MUNICIPALITY OF MATAASNAKAHOY
CLEARANCE FORM

(Instructions at the back)

I PURPOSE : Conduct of PCL Batangas Chapter Congress and Benchmarking

MARCH 28, 2023

Date of Filing

TO: LOCAL GOVERNMENT UNIT, MATAASNAKAHOY

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

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

Date of Effectivity: April 11-14, 2023 (INCHEON, SOUTH KOREA)

Office of Assignment: Office of the Sangguniang Bayan

Hon. MERLYN CARAAN -LAQUI

Name and Signature of Employee

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

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

Hon. JANET MAGPANTAY ILAGAN

Immediate Supervisor

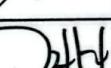
Hon. JAY MANALO ILAGAN

Head of Office

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
--------------------------------	---------	-------------	-----------------------------------	-----------

1. Administrative Services

a. Supply and Property Procurement and Management Services	✓		EMILIA R. MALALUAN	
b. Human Resource Welfare & Assistance	✓		GALLY D. TIPAN	
c. Agency-accredited Union/Cooperative			N/A	

2. Library

a. Legal Office Library			N/A	
b. Library Services			N/A	

3. Finance and Assets Management

a. Financial Services	✓		LADY IVY T. HIDALGO	
b. Transaction, Processing & Billing Services	✓		LENILYN C. CARAAN	
c. Payroll & Remittance Services	✓		LENILYN C. CARAAN	

4. Professional and Institutional Development

a. Scholarship Services			N/A	
-------------------------	--	--	-----	--

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Affairs Office			N/A	
<input type="checkbox"/> with pending administrative case				
<input type="checkbox"/> with ongoing investigation (no formal charge yet)				

V CERTIFICATION

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


Hon. JANET MAGPANTAY ILAGAN

Signature over Printed Name of Agency Head



인천관광공사

인천관광공사
인천시립미술관
인천국제영화제

수신자 PCL-Batangas

(경유)

제목 Invitation Letter

Dear Mr. Hon. Melvin Vidal:

It is my great pleasure to send you warm greetings from Incheon.

The global city of Incheon is a powerhouse in the fields of logistics, economy, and education. It is playing as the gateway from Korea to the world with Incheon International Airport and Incheon Harbor. Designated as the first Free Economic Zone in 2003, the economic capital city of Korea has attracted huge domestic and foreign investment.

In this regard, I would like to invite 300-400 representatives from the Philippine Councilors League (PCL) Batangas Chapter, to come and visit us here in Incheon, South Korea this coming April 11-15, 2023.

The objective of this invitation is to give them the opportunity to visit some advanced Smart City sites in Incheon. So that they can learn ideas and increase awareness that could help in the development of their hometowns in Batangas.

I sincerely look forward to meeting you in Incheon.

인천관광공사



팀원

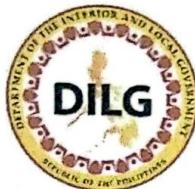
송채연 해외마케팅팀장

전결 02/15
代
재
자
회

협조자

시행 해외마케팅팀-262 (2023. 2. 15.) 접수 ()

우 21999 인천광역시 연수구 갯벌로 12 (송도동) 미추홀타워 16층 / <https://www.ito.or.kr>
전화 032-899-7468 / 전송 032-899-7409 / song7079@ito.or.kr 비공개(6,7)



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region IV-A (CALABARZON)
Province of Batangas
Municipality of MATAASNAKAHOY
OFFICE OF THE MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICER
Email Address: jaocampo_mj@yahoo.com.ph

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

TO WHOM IT MAY CONCERN:

This is to Certify that based on records available in this Office, Hon. **MERLYN CARAAN LAQUI**, resident of Brgy III, Mataasnakahoy, Batangas was duly elected Sangguniang Bayan Member, this municipality during the National and Local elections held on May 09, 2022.

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

Issued this 1th day of July 2022 at Mataasnakahoy, Batangas.



GUILLERMO A. OCAMPO JR.
MLGOO

A handwritten signature in black ink, consisting of several loops and swirls, is positioned above the typed name. A thin black line extends from the bottom right corner of the signature area towards the typed name.



Republic of the Philippines
COMMISSION ON ELECTIONS

CEF No. 25

MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS

**CERTIFICATE OF CANVASS OF VOTES AND PROCLAMATION
OF WINNING CANDIDATES FOR MEMBER, SANGGUNIANG BAYAN**

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

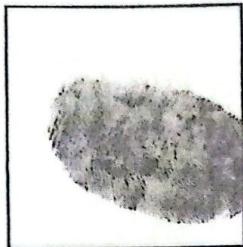
NAMES OF WINNING CANDIDATES	NUMBER OF VOTES OBTAINED
DIMAANO, PUTO (AKSYON) (AKSYON DEMOKRATIKO)	8477
LAQUI, KAREN (AKSYON) (AKSYON DEMOKRATIKO)	8025
MALABAG, ATTY. ROWELL (IND) (INDEPENDENT)	7973
DEL MUNDO, WAWENG (NPC) (NATIONALIST PEOPLE'S COALITION)	6696
DE OCAMPO, LEMUEL (NPC) (NATIONALIST PEOPLE'S COALITION)	6657
VERGARA, AGA (NPC) (NATIONALIST PEOPLE'S COALITION)	6631
CALINISAN, LOURDES (NPC) (NATIONALIST PEOPLE'S COALITION)	6631
CARAAN-LAQUI, MERLYN (NPC) (NATIONALIST PEOPLE'S COALITION)	6406

ON THE BASIS OF THE FOREGOING, we hereby proclaim the above-named winning candidates as the duly elected members of MEMBER, SANGGUNIANG BAYAN BATANGAS - MATAAS NA KAHOY - LONE DIST for BATANGAS - MATAAS NA KAHOY - LONE DIST / BATANGAS - MATAAS NA KAHOY in the Province of MBOC: BATANGAS - MATAAS NA KAHOY.

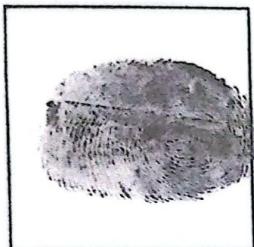
IN WITNESS WHEREOF, we have affix our signatures and imprint our thumbmarks in the municipality of BATANGAS - MATAAS NA KAHOY, Province of MBOC: BATANGAS - MATAAS NA KAHOY, this May 10, 2022 5:08:35 AM.



MUNICIPAL BOARD OF CANVASSERS



(Right Thumbmark)



(Right Thumbmark)

SUSANA ALVAREZ
**ALVAREZ SUSANA
CHAIRPERSON**
(Signature above printed full name)
Digitally signed, Signature fingerprint:
B39F2188BB25101C44D2C2343FAE07CD0E7CC
8AA



(Right Thumbmark)

Leopoldo Landicho
**LANDICHO LEOPOLDO
MEMBER-SECRETARY**
(Signature above printed full name)
Digitally signed, Signature fingerprint:
6D90516AAD3978C7EOA993C913CA88D7A5B15
762

Felicia Gonzales
**GONZALES FELICIANA
VICE- CHAIRPERSON**
(Signature above printed full name)
Digitally signed, Signature fingerprint:
0B379F31E68FE56AD723E87B06DF787F27F9
C197

PERSONAL DATA SHEET

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

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

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CS ID No _____ (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	LAQUI			NAME EXTENSION (JR, SR) N/A
FIRST NAME	MERLYN			
MIDDLE NAME	CARAAN			
3. DATE OF BIRTH (mm/dd/yyyy)	02/26/1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country: 	
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS			
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:			
7. HEIGHT (m)	1.52	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street	
8. WEIGHT (kg)	118	ZIP CODE	N/A III Subdivision/Village Barangay	
9. BLOOD TYPE	AB	18. PERMANENT ADDRESS	MATAASNAKAHOY BATANGAS City/Municipality Province	
10. GSIS ID NO.	2002006696	ZIP CODE	4223 N/A Street	
11. PAG-IBIG ID NO.	1210-20309997	19. TELEPHONE NO.	(043) 461-1840	
12. PHILHEALTH NO.	090000947325	20. MOBILE NO.	0917-138-5500	
13. SSS NO.	0111-0389651-8	21. E-MAIL ADDRESS (if any)	merlynlaqui@yahoo.com	
14. TIN NO.	151-041-449			
15. EMPLOYEE NO.	SBO004			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LAQUI			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROMEO	NAME EXTENSION (JR, SR) N/A	CHRISTIAN JOHN C. LAQUI 6/24/1999		
MIDDLE NAME	BENAMER			KING CHARLES C. LAQUI 11/11/2003	
OCCUPATION	BUSINESSMAN				
EMPLOYER/BUSINESS NAME	N/A NOTHING FOLLOWS				
BUSINESS ADDRESS	BARANGAY III, MATAASNAKAHOY, BATANGAS				
TELEPHONE NO.	461-1840				
24. THIR'S SURNAME	CARAAN				
FIRST NAME	VICTORINO	NAME EXTENSION (JR, SR) N/A			
MIDDLE NAME	RECINTO				
25. MOTHER'S MAIDEN NAME					
SURNAME	LALUCES				
FIRST NAME	ISABEL				
MIDDLE NAME	ROBLES				
<i>(Continue on separate sheet if necessary)</i>					

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	CANOSSA ACADEMY	PRIMARY EDUCATION	1975	1981	GRADUATE	1981	N/A
SECONDARY	CANOSSA ACADEMY	HIGH SCHOOL	1981	1985	GRADUATE	1985	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FAR EASTERN UNIVERSITY	BACHELOR OF ARTS POLITICAL SCIENCE	1985	1989	GRADUATE	1989	N/A
GRADUATE STUDIES	LYCEUM OF THE PHILIPPINES	BACHELOR OF LAW	1989	1995	GRADUATE	1995	N/A
GRADUATE STUDIES	LYCEUM OF THE PHILIPPINES	JURIS DOCTOR	CONFIRMATION 2022				
<i>(Continue on separate sheet if necessary)</i>							
SIGNATURE			DATE	JANUARY 20, 2023		CS FORM 212 (Revised 2017), Page 1 of 4	

IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)
V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
January 1, 2023	PRESENT	MUNICIPAL COUNCILOR	Municipality of Mataasnakahoy	P 69,782.00	24-3	ELECTIVE	YES	
July 1, 2022	Dec. 2022	MUNICIPAL COUNCILOR	Municipality of Mataasnakahoy	P 68,490.00	24-3	ELECTIVE	YES	
January 1, 2022	June 30, 2022	MUNICIPAL COUNCILOR	Municipality of Mataasnakahoy	P 65,057.00	24-2	ELECTIVE	YES	
2019	Dec. 2021	Municipal Councilor	Municipality of Mataasnakahoy	P 64,847.00	24-2	Elective	Yes	
2016	2018	Municipal Councilor	Municipality of Mataasnakahoy	P 48,312.00	24-1	Elective	Yes	
1995	1998	Municipal Vice Mayor	Municipality of Mataasnakahoy	P10,349.00	24-3	Elective	Yes	
1992	1995	Municipal Councilor	Municipality of Mataasnakahoy	P7,288.00	24-3	Elective	Yes	
1988	1992	Barangay Councilor	Barangay III, Mataasnakahoy	P 500.00	honorarium	Elective	Yes	

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

SIGNATURE

DATE

JANUARY 20, 2023

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

<p>34. Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>	
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p>Date Filed: _____ Status of Case/s: _____</p>	
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>	
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>	
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>	
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____</p>	
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p>	
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)</p>		
NAME	ADDRESS	TEL. NO.
Vice Mayor JAY M. ILAGAN	Santol, Mataasnakahoy	0917-517-7337
ROSARIE DELA PAZ	Calingatan, Mataasnakahoy	
		
		<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal</p>
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: TIN</p> <p>ID/License/Passport No.: 151-041-449</p> <p>Date/Place of Issuance: 11/27/11</p>	 <p>Signature (Sign inside the box)</p> <p>JANUARY 20, 2023</p> <p>Date Accomplished</p>	 <p>Right Thumbmark</p>
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p>GALLY D. TIPAN Person Administering Oath</p>		

1ST SERIES OF SEMINAR TRAINING WORKSHOP WITH THE THEME: "BATANGAS LEGISLATORS TOWARDS CONTINUING CAPACITY DEVELOPMENT PROGRAM"	7/18/2018	7/20/2018	24 HOURS	SUPERVISORY	PHILIPPINE COUNCILORS LEAGUE-BATANGAS FEDERATION
1ST MODULE OF THE SEMINAR TRAINING WORKSHOP OF THE PHILIPPINE COUNCILORS LEAGUE-BATANGAS FEDERATION WITH THE THEME: "EVIDENCE-BASED PROGRAM AND PROJECT DEVELOPMENT".	7/4/2018	7/6/2018	24 HOURS	SUPERVISORY	PHILIPPINE COUNCILORS LEAGUE-BATANGAS FEDERATION
THE NATIONAL MOVEMENT OF YOUNG LEGISLATORS (NMYL) BATANGAS CHAPTER WILL CONDUCT ITS 2ND PROVINCIAL CONGRESS	5/16/2018	5/18/2018	24 HOURS	SUPERVISORY	NMYL-BATANGAS CHAPTER
PROVINCIAL CONGRESS 2018 WITH THE THEME: "BATANGAS LEGISLATORS: UNDERSTANDING FEDERALISM IN THE PHILIPPINE SETTING AND STRENGTHENING THE FOUNDATION IN LOCAL LEGISLATION	4/25/2018	4/27/2018	24 HOURS	SUPERVISORY	PHILIPPINE COUNCILORS LEAGUE-BATANGAS FEDERATION
22ND ANNUAL CONVENTION WITH THE THEME: "INNOVATIVE PUBLIC FINANCIAL MANAGEMENT (PFM): A KEY TO SUSTAINING GOOD LOCAL GOVERNANCE"	4/10/2018	4/13/2018	24 HOURS	SUPERVISORY	PHILIPPINE LEAGUE OF LOCAL BUDGET OFFICERS, INC.



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL VICE MAYOR

TRAVEL AUTHORITY

This is to authorize **Hon. MERLYN CARAAN-LAQUI**, Sangguniang Bayan Member, this municipality to travel abroad (Singapore) as per approved Application for Leave for the period of November 19, 20, 21 and 22, 2022 on personal account. No government fund will be utilized for the aforementioned travel abroad.

Issued this 27th day of October, 2022 at Mataasnakahoy, Batangas.

11



Dr. JAY MANALO ILAGAN,
Municipal Vice Mayor

Cc:

Office of the Sangguniang Bayan
HRMO
DILG

Joining hands for Mataasnakahoy Interest



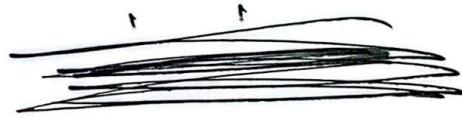
Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL VICE MAYOR

TRAVEL AUTHORITY

This is to authorize Hon. MERLYN CARAAN-LAQUI, Sangguniang Bayan Member, this municipality to travel abroad (Singapore) as per approved Application for Leave for the period of November 19, 20, 21 and 22, 2022 on personal account. No government fund will be utilized for the aforementioned travel abroad.

Issued this 27th day of October, 2022 at Mataasnakahoy, Batangas.



Dr. JAY MANALO ILAGAN
Municipal Vice Mayor



Cc:

Office of the Sangguniang Bayan
HRMO
DILG

Joining hands for Mataasnakahoy Interest

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CLEARANCE FORM

I	PURPOSE	<u>11-3-2022</u> Date of Application	
TO: LOCAL GOVERNMENT UNIT, MATAASNAKAHOY			
I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: Effectivity/ Inclusive Period:			
Office Assignment: Office of the Sangguniang Bayan Position/SG/Step: SB Member SG-24 Step 3		Hon. MERLYN C. LAQUI Name and Signature of Official	
II	CLEARANCE FROM WORK -RELATED ACCOUNTABILITIES		
I hereby certify that this applicant is cleared of work-related accountabilities from the office of the Sangguniang Bayan Hon. JAY MANALO ILAGAN Municipal Vice Mayor			
III	CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES		
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official
a. Office of the Mayor- GSO Section	/		EMILIA R. Malawan
b. Office of the Municipal Treasury	/		LADY IVY T. Hidalgo
* As to money Accountability			JENILYN C. CARAAN
c. Office of the Municipal Accountant			
* As to cash advance	/		GAILY D. TIPON
d. Office of the Mun. Human Res. Mgt.	/		
IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:		
a. Office of the Municipal Mayor			
		<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)	
V	CERTIFICATION		
THIS IS TO CERTIFY that Hon. MERLYN C. LAQUI has no account/ liabilities with the above named offices, and therefore she is cleared of any accountabilities. JANET MAGPANTAY ILAGAN Municipal Mayor			