

CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Engr. GERARD T. LEYESA

You are hereby appointed as Planning Officer II (SG-15) _____
(Position Title)
under Permanent status at the Office of the Municipal Planning and Development Coordinator
(Permanent, Temporary, etc.) (Office/Department/Unit)
with a compensation rate of Twenty Seven Thousand Four Hundred Sixty Four (P 27,464.00)
pesos per month.
The nature of this appointment is Promotion vice _____
(Original, Promotion, etc.)
LADY IVY T. HIDALGO, who Promoted with Plantilla Item No. 48
(Transferred, Retired, etc.)
Page 3.

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

Very truly yours,

JANET MAGPANTAY LAGAY
Municipal Mayor

March 1, 2023
Date of Signing

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

DRY SEAL

(Stamp of Date of Release)



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Telefax (043) 784-1016

OFFICE OF THE MAYOR

OFFICE ORDER No.21-S-2023

FROM: Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor

TO : Engr. GERARD T. LEYESA
Planning Officer II

DATE : April 24, 2023

**SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE in the Office of the
Municipal Planning and Development Coordinator**

In the exigency of the service and in view of the official travel of Engr. Michael R. Olarte, Municipal Planning and Development Coordinator in attending Training on CBMS APP Module 3: **CBMS-Based Barangay Development Planning and Budgeting** at Baguio City, you are hereby designated as Officer-in-charge in the Office of the Municipal Planning and Development Coordinator for the period April 24-27,2023 without additional compensation.

Likewise, you are hereby directed to sign documents pertaining to the function of the office but this excludes zoning and locational clearances.

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

For Information and guidance.

Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor

Conforme:

Engr. GERARD T. LEYESA
Planning Officer II

Joining hands for **M**ataasnakahoy's **i**nterest
ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

APPOINTMENT PROCESSING CHECKLIST

Name	GERARD T. LEYESA		
Position Title	Planning Officer II	SG/Step:	15-1
Monthly Compensation	P 27,464.00	Daily Compensation (Casual)	
Agency	LGU- Mataasnakahoy	Sector :	LGU GOCC NGA SUC
AREA	CRITERIA (Q.S. of the Position)	YES	NO
Qualification Standards <i>Does the appointee meet the minimum qualification requirements of the position at the time of issuance of appointment?</i>	1 Education: Bachelor's Degree relevant to the job		
	2 Experience: One (1) year of Relevant Experience		
	3 Training: Four (4) Hours of relevant training		
	4 Eligibility: Career Service (Professional) Second Level Eligibility		
	5 Other Requirements (e.g. Age/Residency for LGU Dept. Heads; Term of Office for SUC President)		
Common Requirements for Regular Appointments <i>Are the following requirements provided?</i>	Senior HS - Track/Strand Subjects (for DepEd appointments)		
	6 Original Copy/ies of Appointment (3 copies)		
	i. CS Form No. 33-A Revised 2018 Appointment Form (Regulated)		
	ii. CS Form No. 33-B Revised 2018 Appointment Form (Accredited)		
	iii. CS Form No. 34-A Plantilla of Casual Appointment (Regulated)		
	iv. CS Form No. 34-B Plantilla of Casual Appointment (Accredited)		
	v. CS Form No. 34-C Plantilla of Casual Appointment (LGU - Regulated)		
	vi. CS Form No. 34-D Plantilla of Casual Appointment (LGU - Accredited)		
	vii. CS Form No. 34-E Plantilla of Casual Appointment (NGA-GOCC-SUC)		
	viii. CS Form No. 34-F Plantilla of Casual Appointment (LGU)		
	7 Employment Status		
	i. Provisional Appointment notation for DepEd		
	ii. Is the appointee subject for Probation?		
	A notation that the appointee is under probation for a specified period shall be indicated on the face of the appointment issued		
8 Nature of Appointment			
9 Signature of Appointing Authority			
10 Date of Signing			
11 Certification of Publication/Posting of VACANT Position (should be duly signed by the authorized HRMO)			
12 Certification by Chairperson of the HRMPSB or the Placement Committee (at the back of appointment)			
13 Original/Photocopy of appointment received by the appointee? Date of receipt indicated?			
14 Properly filled-out Personal Data Sheet (CS Form 212, Revised 2017) except for reappointment (renewal) to temporary, contractual, substitute and provisional appointments			
15 Is the agency accredited?			
Submission and Effectivity of Appointment	i. If accredited, was RAI (CS Form No. 2, Revised 2018) with original copy of appointment (CSC copy) and supporting documents submitted to the CSC on or before the 30th day of the succeeding month?		
	ii. If NOT accredited, was the appointment (3 copies) submitted to the CSC with supporting documents in the prescribed Appointment Transmittal Form (CS Form No. 1, Revised 2018) within 30 calendar days from the date of issuance?		
Additional Requirements in Specific Cases <i>Are the following cases applicable?</i>	16 Erasures or alterations on the appointments * Certification of Erasures/Alteration on appointment Form (CS Form No. 3, s. 2017) signed by the Appointing Officer /Authority or Any Authorized Official		
	17 With decided administrative/criminal case * Certified true copy of decision issued by the office/court/tribunal		
	18 Discrepancy in name, date/place of birth * Resolution/Order issued by the Commission / CSC Regional Office (CSCRO) concerned correcting the discrepancy		
	19 Change of Civil Status on account of: i. Marriage - Original Marriage Contract/ Certificate duly authenticated by the Philippine Statistics Authority or the Local Civil Registrar of the municipality/city where the marriage was registered or recorded ii. Annulment or Declaration of Nullity of the same - Authenticated copy of the Court Order and Marriage Certificate/Contract with annotation		
	20 Appointments issued by the SUCs under National Budget Circular (NBC) No. 461 * Copy of DBM-approved NOSCA on the reclassification of position based on NBC NO. 461 and SUC Board Resolution approving the same		
	21 Appointment issued for faculty positions/ranks in fields/courses/colleges in SUCs and LUCs where there is dearth of holders of Master's degree in specific fields * Certification issued by CHED that there is dearth of holders of Master's degree in specific fields		

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

CSC FO Recommendation:

APPROVAL/VALIDATION
DISAPPROVAL/INVALIDATION
OTHERS, specify:

Remarks (Indicate the reasons for disapproval/validation)

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

APC Form - (Revised 2018)

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	LEYESA			
FIRST NAME	GERARD			
MIDDLE NAME	TIBAYAN			
3. DATE OF BIRTH (mm/dd/yyyy)	11/02/1995	16. CITIZENSHIP		
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS			
5. SEX	<input checked="" type="checkbox"/> Male	<input 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 checked="" type="checkbox"/> Filipino	<input type="checkbox"/> Dual Citizenship
7. HEIGHT (m)	1.67			
8. WEIGHT (kg)	93			
9. BLOOD TYPE	A+			
10. GSIS ID NO.	N/A			
11. PAG-IBIG ID NO.	1212-1754-1748			
12. PHILHEALTH NO.	0105-2269-9212			
13. SSS NO.	34-7277567-2	19. TELEPHONE NO.		
14. TIN NO.	476-182-580-000	20. MOBILE NO.		
15. AGENCY EMPLOYEE NO.	148	21. E-MAIL ADDRESS (if any)		

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	LEYESA					
FIRST NAME	BENJAMIN	NAME EXTENSION (JR., SR) N/A				
MIDDLE NAME	ARANDA					
25. MOTHER'S MAIDEN NAME						
SURNAME	TIBAYAN					
FIRST NAME	ROWENA					
MIDDLE NAME	LUBIS				(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	LA PURISIMA CONCEPCION ACADEMY	ELEMENTARY	2002	2008	N/A	2002	N/A
SECONDARY	DE LA SALLE LIPA	SECONDARY	2008	2012	N/A	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SANTO TOMAS	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	2012	2017	N/A	2017	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>G. Leyesa</i>		DATE	02/13/23
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IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your present job.)

(Continue on separate sheet if necessary)

SIGNATURE

et tuysa

DATE

02/13/23

CS FORM 212 (Revised 2017) Page 2 of 4

<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: <hr/>
<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: <hr/> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Resignation
<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:
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country):
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: <hr/> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: <hr/> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: <hr/>

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

NAME	ADDRESS	TEL. NO.
Eric John M. Jonson	Bauan, Batangas	09178509557
Saturnino Ancheta	Calamba, Laguna	09567393915

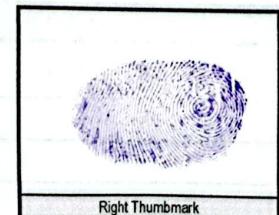


PHOTO

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.

Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	PRC
ID/License/Passport No.:	0157712
Date/Place of Issuance:	12/13/2017

Signature (Sign inside the box)
02/13/23
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 13th day of Feb. 2023, affiant exhibiting his/her validly issued government ID as indicated above.

GALLY D. TIPAN

Municipal Human Resource Management Officer



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 Engr. GERARD T. LEYESA as Planning Officer II in the Office of the Municipal Planning and Development Coordinator 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 LAGAN
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 Planning Officer II in the Office of the Municipal Planning and Development Coordinator of this municipality, with Salary Grade 15 amounting to THREE HUNDRED TWENTY NINE THOUSAND FIVE HUNDRED SIXTY EIGHT PESOS (P 329,568.00) per annum as per Annual Budget CY-2023 of this municipality.

Issued this 1st day of March , 2023 at Mataasnakahoy, Batangas.



LENILYN C. CARAAN
Municipal Accountant

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD



LAST NAME ► LEYESA
FIRST NAME ► GERARD
MIDDLE NAME ► TIBAYAN
REGISTRATION NO. ► 0157712
REGISTRATION DATE ► 12/13/2017
VALID UNTIL ► 11/02/2023



CERTIFICATION

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

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

G. Leyesa
Signature of Professional

Teofilo S. Milando, Jr.
Chairman



Republic of the Philippines
Professional Regulation Commission
National Capital Region

CERTIFIED TRUE COPY

S. Roque
SHELA S. ROQUE
Professional Regulations Officer I
P.R.O. / O.R. No. 0447531
FOMIS + 1519-21

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 <small>(Revised Version No. 1, s. 2018)</small>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Planning Officer II			
2. ITEM NUMBER 48		3. SALARY GRADE 15			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input checked="" type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input checked="" type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
Local Government Unit of Mataasnakahoy, Batangas		Office of the Municipal Planning and Development Coordinator			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
Office of the Municipal Planning and Development Coordinator		Office of the Municipal Planning and Development Coordinator			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED SB Resolution No. 084-S-2022/ Ordinance of Budget No. 05-S-2022		12. OTHER COMPENSATION PERA 2,000.00 Cash Gift 5,000.00 Clothing Allow. 6,000.00 Year End Bonus 27,464.00 Mid-year Bonus 27,464.00 PEI 5,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Municipal Planning and Development Coordinator N/A			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <small>(if more than seven (7) list only by their item numbers and titles)</small>					
POSITION TITLE		ITEM NUMBER			
Administrative Assistant I (Bookbinder III)		50			
Administrative Aide III (Clerk I)		51			
Administrative Aide I (Utility Worker I)		52			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Calculator, Computer/ Laptop, Log Book					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>			
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Prepare comprehensive plans and other development program of the LGU					

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

Under the direct supervision of the Municipal Planning and Development Coordinator, the Planning Officer II shall provide technical and administrative support in the preparation of technical documents, reports and activities of the office.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelors Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional (2nd 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)

<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here.)</i>	<i>Competency Level</i>
15%	Provides technical assistance and support in the preparation of technical documents, reports and activities of the office;	
15%	Collects, process, consolidates and analyzes data generated from periodic report of all executive and operating offices/ units;	
15%	Gathers and analyzes essential information and data from other agencies, institutions and other external sources as input in policy formulation, discussion and report generation;	
15%	Prepares communications/ correspondences for internal and external publics;	None Yet
15%	Maintains organized correspondences, documents, reports and data files for references and retrieval;	
15%	Collaborates, networks and coordinates with concerned stakeholders in government, industry and other related activities; and	
10%	Perform other functions as may be assigned.	

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.

Gerard T. Leyesa
GERARD T. LEYESA 03/01/2023
Employee's Name, Date and Signature

Michael R. Olarte
Engr. MICHAEL R. OLARTE 03/01/2023
Mun. Planning and Devt. Coordinator, Date and Signature



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, GERARD T. LEYESA of Brgy. Calingatan, Mataasnakahoy, Batangas having been appointed to the position of Planning Officer II hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.


GERARD T. LEYESA

(Signature over Printed Name of the Appointee)

Government ID: PRC
ID Number : 0157712
Date Issued : 12/13/2017

Subscribed and sworn to before me this 1st day of March, 2023 in Mataasnakahoy Batangas, Philippines.


JANET MAGPANTAY LAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Engr. GERARD T. LEYESA has assumed the duties and responsibilities as Planning Officer II in the Office of the Municipal Planning and Development Coordinator effective March 1, 2023.

This certification is issued in connection with the issuance of the appointment of Engr. Leyesa as Planning Officer II.

Done this 1st day of March, 2023 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: March 1, 2023

Attested by:

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

201 file
Admin
COA
CSC



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. No. (043) 784-1088
e-mail: hrmo_lgumataasnakahoy@yahoo.com.ph

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

CERTIFICATION

This is to certify that Engr. Gerard T. Leyesa, Project Development Officer I at the Office of the Municipal Planning and Development Officer , got Very Satisfactory Rating in his Individual Performance Commitment Report (IPCR) for rating period July to December 2022, with the Numerical Rating of 4.1471.

Issued this 1st day of March, 2023 for whatever legal purpose it may serve.

A handwritten signature in black ink, appearing to read "GALLY D. TIPAN".
GALLY D. TIPAN
Mun. Human Res. Mgt. Officer

Noted:

A large, handwritten signature in black ink, appearing to read "Hon. JANET MAGPANTAY LAGAN".
Hon. JANET MAGPANTAY LAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. No. (043) 784-1088
e-mail: hrmo_lgumataasnakahoy@yahoo.com.ph

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

JUSTIFICATION

THIS IS TO JUSTIFY the promotion of Engr. GERARD T. LEYESA, Project Dev't. Officer I, Salary Grade 11, to Planning Officer II , Salary Grade 15, in the Office of the Municipal Planning and Development Coordinator.

Section 97 of 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA), Revised July 2018, states that an employee maybe promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employees present position. except when the promotional appointment falls within the purview of the following exemptions wherein Engr. Leyesa had met:

- That Engr. Leyesa is the best qualified next-in-rank to the vacant position as identified by the Merit Selection Plan;
- That Engr. Leyesa is the qualified applicant to the position considering the vacant position was posted on February 2, 2023 to February 17, 2023 at CSC Job Portal and in three (3) conspicuous places in the municipality (Public Market, HRM Bulletin and office lobby of the leftwing building) to widespread the publication and to attract best qualified applicants.
- That the promotion of Engr. Leyesa passed through a deep selection process by the Human Resource Merit Promotion and Selection Board (HRMPSB) taking into consideration his superior qualification in regards to:
 - Educational achievement
 - Highly specialized trainings
 - Work experience
 - Consistent high performance rating

On this premise, I may conclude that meritorious cases are present for exemption to the Quantum Leap Law.

This justification was done to support the appointment of Engr. Leyesa to the position Planning Officer II, Salary Grade 15, in the Office of the Municipal Planning and Development Coordinator.

Issued this 1st day of March , 2023.

GALLY D. TIPAN
Municipal Human Resource Management Officer

Noted by:

JANET MAGPANTAY ILAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNKAHOY
Tel. Number: (043) 784-1088

OFFICE OF THE MAYOR

January 20, 2023

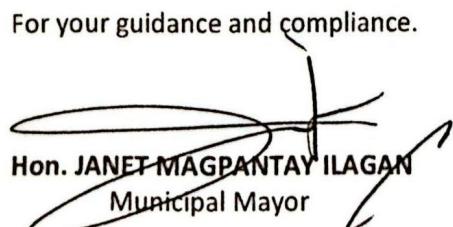
Engr. GERARD T. LEYESA
Project Dev't. Officer I
Office of the Mun. Planning and Dev't.
Mataasnakahoy, Batangas

This is in reference to your letter dated January 19, 2023 requesting for an authority to practice your profession as Civil Engineer beyond office hours.

May I inform you that this office interposes no objection and your request for **AUTHORITY TO PRACTICE PROFESSION** beyond office hours is **HEREBY APPROVED** provided, you shall comply with the terms and conditions as provided for under **SECTION 7 of R.A. 6713** otherwise known as the **Code of Conduct and Ethical Standards for Public Officials and Employees** and as per **CSC MC No. 32 Series of 1993 on the Policy on Entrepreneurial Activities of Government Employees** stating the following.

1. That the conduct of business or economic ventures shall not conflict or tend to conflict with the officials transactions of the public official or employee.
2. That the conduct of business or economic venture shall not be done during office hours nor within the required forty (40) hours work week period; and
3. That the public officials or employees shall not in any manner use government resources, facilities, equipment and supplies in the conduct of his/her profession.

For your guidance and compliance.


Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor

January 19, 2023

Dr. JANET M. ILAGAN
Municipal Mayor
Mataasnakahoy, Batangas

Dear Mayor Ilagan,

Greetings of Peace!

In connection with my profession as Civil Engineer, I would like to request for an authority to practice my profession beyond office hours to cope up with the rising cost of living and in order to augment my family income.

Rest assured that this will not intervene nor create conflict in the performance of my duties and responsibilities as Project Development Officer in our office.

Anticipating for your kind consideration on this matter.

Thank you very much.

Very truly yours,

G. Leyesa
Engr. GERARD T. LEYESA

A handwritten signature in black ink, appearing to read "G. Leyesa". It consists of a large, stylized letter 'G' followed by 'Leyesa'.



Republic of the Philippines
Professional Regulation Commission
National Capital Region

CERTIFICATION
OF PASSING

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

GERARD TIBAYAN LEYESA

(Name of Examinee)

PASSED the CIVIL ENGINEER
(Remarks) (Examination Taken)

licensure examination given by the Board of/for Civil Engineering
(Name of Board)

on November, 2017 with a general average of 86.35 %
(mm/yyyy) (Rating Obtained)

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

Manila, Philippines
July 3, 2020

For and on behalf of:

L.LOUIS P. VALERA

OIC-Director

NCR, Regional Office

O.R. No. : 014300401992

DATE : 05/22/2020

Verified and typed by: MA LIWAYWAY SANTOS

By:

GARY R. JOSE

Administrative Officer V, Records Section

NCR, Regional Office



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

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

Verification Details

This verification service is intended solely for the facilitation of online queries and to provide immediate access for the convenience of interested individual and/or group. While the Professional Regulation Commission (PRC) believes the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of the information.

Full Name: LEYESA, GERARD TIBAYAN

Application No: 527779

Mathematics, Surveying and Transportation Engineering : 84.00

:

Hydraulics and Geotechnical Engineering : 93.00

Structural Engineering and Construction : 83.00

Average: **86.35**

Remarks: **PASSED**

CLOSE



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE REGISTRAR



June 14, 2017

TO WHOM THIS MAY CONCERN:

This is to certify that

Mr. Gerard Tibayan Leyesa

was graduated from this University with the degree of
Bachelor of Science in Civil Engineering on May 31, 2017.


Emmanuel M. Batulan
Assistant Registrar.

NOTE: Graduates of the University of Santo Tomas are exempted from the Special Order requirement pursuant to the provisions of CHED MEMORANDUM ORDER (CMO) No. 20, Series of 2016, "PRIVATE HIGHER EDUCATION INSTITUTIONS GRANTED AUTONOMOUS AND DEREGULATED STATUS," from April 1, 2016 to May 31, 2021.

Certified True Copy :


CESAR M. VELASCO, JR.
Registrar
University of Santo Tomas
Manila, Philippines
JUL 03 2020

2nd Floor Main Building, UST España Boulevard, Sampaloc, Manila, Philippines 1015
Telephone: +63-2-731-5709 | +63-2-406-1611 loc. 8279 | registrar@ust.edu.ph
<http://www.ust.edu.ph>

Date



UNIVERSITY OF SANTO TOMAS

THE CATHOLIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE SECRETARY GENERAL
MANILA, PHILIPPINES

Sheet 1 of 3

OFFICIAL TRANSCRIPT OF RECORDS:

PROGRAM: B.S. IN CIVIL ENGG'

REVISED GRADING SYSTEM	1.00 - 90% - 100%	- Excellent
APPLIED GRADUALLY SINCE	1.25 - 94% - 95%	- Very Good
1971-1972	1.50 - 92% - 93%	- Very Good

LEYESA
LAST NAME

GERARD
FIRST NAME

TIBAYAN
MATERNAL NAME

BORN IN BATANGAS

ON NOVEMBER 2, 1995

YEAR ADMITTED SY 2012-2013

FACULTY OF ENGINEERING

ADMISSION CREDENTIALS FORM 137A FROM DE LA SALLE - LIPA

COURSE NO.	DESCRIPTIVE TITLE	UNIT	GRADE	COURSE NO.	DESCRIPTIVE TITLE	UNIT	GRADE
1ST SEMESTER 2012-2013							
ENG 1	INTRODUCTION TO COLLEGE ENGLISH	3	2.75	FIL 1	KOMUNIKASYON SA AKADEMIKONG FILIPINO	3	2.25
MATH 101	COLLEGE ALGEBRA	3	2.25	ENG 3	ACADEMIC WRITING SKILLS	3	1.75
CHEM 111	GENERAL CHEMISTRY I	3	2.25	MATH 108	DIFFERENTIAL CALCULUS	4	2.75
CHEM 111L	GENERAL CHEMISTRY I (LAB)	1	2.75	PHYS 202	COLLEGE PHYSICS I	3	2.50
PHIST	PHILIPPINE HISTORY	3	2.50	PHYS 202L	COLLEGE PHYSICS I (LAB)	1	2.00
DRAW 111	ENGINEERING DRAWING I	1	2.00	LIT 102A	PHILIPPINE LITERATURES	3	1.25
GE 101	ENGINEERING ORIENTATION	1	3.00	COMP 201	COMPUTER PROGRAMMING I	1	2.25
MATH 205	PLANE AND SPHERICAL TRIGONOMETRY	3	2.25	PHL 5	CHRISTIAN ETHICS	3	2.00
THY 1	CONTEXTUALIZED SALVATION HISTORY	(3)	2.75	PE	BEACH VOLLEYBALL COED	2	1.25
PE	FOLK DANCE	2	1.50	NSTP CWS	NSTP CIVIC WELFARE TRAINING SERVICE I	3	1.50
2ND SEMESTER 2012-2013							
ENG 2	READING&THINKING SKILLS FOR ACAD STUDY	3	2.25	FIL 2	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	3	1.50
MATH 104	ANALYTIC GEOMETRY	2	2.50	MATH 109	INTEGRAL CALCULUS	4	2.75
MATH 215	SOLID MENSURATION	2	2.75	PHYS 205	COLLEGE PHYSICS II	3	3.00
RC	RIZAL COURSE	3	2.50	PHYS 205L	COLLEGE PHYSICS II (LAB)	1	2.00
LIT 101A	WORLD LITERATURES	3	2.25	PGC	PHL GOVERNMENT AND CONSTITUTION	3	1.75
MATH 201	ADVANCED ALGEBRA	2	2.50	PHL 2/102	LOGIC	3	3.00
THY 2	CHURCH AND SACRAMENTS	(3)	2.25	PSY 1	GENERAL PSYCHOLOGY	3	2.50
PE	TRACK AND FIELD	2	1.50	COMP 202	COMPUTER PROGRAMMING II	1	2.00
2ND SEMESTER 2013-2014							
FIL 2	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	3	1.50	PE	TABLE TENNIS	2	1.25
MATH 109	INTEGRAL CALCULUS	4	2.75	NSTP CWS	NSTP CIVIC WELFARE TRAINING SERVICE I	3	1.50
PHYS 205	COLLEGE PHYSICS II	3	3.00				
PHYS 205L	COLLEGE PHYSICS II (LAB)	1	2.00				
PGC	PHL GOVERNMENT AND CONSTITUTION	3	1.75				
PHL 2/102	LOGIC	3	3.00				
PSY 1	GENERAL PSYCHOLOGY	3	2.50				
COMP 202	COMPUTER PROGRAMMING II	1	2.00				
PE	TABLE TENNIS	2	1.25				
NSTP CWS	NSTP CIVIC WELFARE TRAINING SERVICE I	3	1.50				

*** CONTINUED ON NEXT SHEET ***

Certified True Copy :

CESAR M. VELASCO, JR.
Registrar
University of Santo Tomas
Manila, Philippines

JUL 03 2020

Date

EMMANUEL M. BATULAN
ASSISTANT REGISTRAR

0131355

STEPS RUN DATE: 07/18/2017 03:29:54 PM

UST:0033-00-F041



UNIVERSITY OF SANTO TOMAS

THE CATHOLIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE SECRETARY GENERAL
MANILA, PHILIPPINES

Sheet 2 of 3

OFFICIAL TRANSCRIPT OF RECORDS:

REVISED GRADING SYSTEM	1.00 - 96% - 100%	Excellent
APPLIED GRADUALLY SINCE	1.25 - 94% - 95%	Very Good
1971-1972	2.00 - 87% - 88%	Good
	2.25 - 84% - 86%	Very Good

PA - Failed due to absences
WF - Withdraw without permission - Failed
WP - Withdraw with permission

LEYESA	LAST NAME		GERARD	TIBAYAN		MATERNAL NAME					
COURSE NO.	DESCRIPTIVE TITLE	UNIT	GRADE	COURSE NO.	DESCRIPTIVE TITLE	UNIT	GRADE				
1ST SEMESTER 2014-2015											
ETAR	ECONOMICS W/TAXATION & AGRARIAN REFORM	3	3.00	MECH 312	DYNAMICS OF RIGID BODIES	2	2.50				
GE 301	ENGINEERING ECONOMY	3	1.75	ENE 300	ENVIRONMENTAL ENGINEERING	-	INC/5.00				
ME 303	BASIC THERMODYNAMICS	3	1.25	CE 411	HIGHWAY ENGINEERING	3	3.00				
MECH 400	STATICS OF RIGID BODIES	4	3.00	CE 412	FLUID MECHANICS	-	5.00				
CE 311	SURVEYING I	3	2.75	CE 412L	FLUID MECHANICS (LAB)	1	2.50				
CE 311L	SURVEYING I (FIELDWORK)	2	2.25	CE 413	STRUCTURAL THEORY I	4	2.75				
CE 312	BUILDING DESIGN I	2	2.75	CE 414	CONSTRUCTION MATERIALS	2	INC/3.00				
MATH 208	DIFFERENTIAL EQUATIONS	3	2.25	CE 414L	TESTING OF MATERIALS	1	2.25				
2ND SEMESTER 2014-2015											
ENG 4	ORAL COMMUNICATION IN CONTEXT	3	2.75	CE 415	PROBABILITY AND STATISTICS	3	2.75				
CE-MT321	ADVANCED ENGINEERING MATH FOR CE	3	3.00	CE 412	FLUID MECHANICS	3	3.00				
MECH 500	MECHANICS OF DEFORMABLE BODIES	-	5.00	CE 421	TRANSPORTATION ENGINEERING	3	2.50				
EE 300	ELEMENTARY ELECTRICAL ENGINEERING	3	2.60	CE 423	STRUCTURAL THEORY	4	3.00				
CE 321	SURVEYING II	-	5.00	CE 424	SOIL MECHANICS I	3	2.25				
CE 321L	SURVEYING II (FIELDWORK)	1	2.75	CE 424L	SOIL MECHANICS I (LAB)	1	3.00				
CE 322	BUILDING DESIGN II	2	2.00	CE ELEC2	EARTHQUAKE ENGINEERING	3	INC/3.00				
SCL 3	THE SOCIAL TEACHINGS OF THE CHURCH	3	2.00	SUMMER 2015							
MECH 500	MECHANICS OF DEFORMABLE BODIES	5	2.50	CE 422	HYDRAULICS	2	2.25				
CE 321	SURVEYING II	3	2.25	CE 422L	HYDRAULICS (LAB)	1	2.75				
SUMMER 2016											

*** CONTINUED ON NEXT SHEET ***

Certified True Copy :

CESAR M. VELABCO, JR.
Registrar
University of Santo Tomas
Manila, Philippines

JUL 03 2020

Date

Emmanuel M. Batulan
EMMANUEL M. BATULAN
ASSISTANT REGISTRAR

0131356

STEPS RUN DATE: 07/18/2017 03:29:58 PM

UST:S033-00-F041



UNIVERSITY OF SANTO TOMAS

THE CATHOLIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE SECRETARY GENERAL
MANILA, PHILIPPINES

Sheet 3 of 3

OFFICIAL TRANSCRIPT OF RECORDS:

REVISED GRADING SYSTEM	1.00 - 96% - 100%	Excellent
APPLIED GRADUALLY SINCE	1.25 - 94% - 95%	Very Good
1971-1972	1.50 - 92% - 93%	Very Good

LEYESA
LAST NAME

GERARD
FIRST NAME

TIBAYAN
MATERNAL NAME

COURSE NO.	DESCRIPTIVE TITLE	UNIT	GRADE	COURSE NO.	DESCRIPTIVE TITLE	UNIT	GRADE
1ST SEMESTER 2016-2017							
GE 302	ENGINEERING MANAGEMENT	3	3.00				
ENE 300	ENVIRONMENTAL ENGINEERING	3	3.00				
CE 511	STEEL AND TIMBER DESIGN	5	2.75				
CE 512	CONCRETE I	4	3.00				
CE 514	SOIL MECHANICS II	3	3.00				
CE 514L	SOIL MECHANICS II (LAB)	1	1.50				
CE 515	WATER RESOURCES ENGINEERING	-	INC/5.00				
CE 516	CE PROJECT	1	INC/2.00				
SCL 9	MARRIAGE AND FAMILY	3	2.75				
2ND SEMESTER 2016-2017							
COMP 302	COMPUTER AIDED DESIGN & APPLNS	1	2.50				
GE 303	SAFETY MANAGEMENT	1	INC/3.00				
CE 425	HYDROLOGY	3	2.75				
CE 515	WATER RESOURCES ENGINEERING	3	3.00				
CE 521	CONSTRUCTION MANAGEMENT	4	2.75				
CE 522	CONCRETE II	3	2.00				
CE 523	CE LAWS, CONTRACTS, SPECS AND ETHICS	3	1.25				
CE ELEC3	MATRIX ANALYSIS	3	1.25				
CE ELEC4	WATER AND WASTEWATER	3	2.00				
CE 526A	CE PROJECT II	1	INC/2.00				
CE 526B	CE PROJECT III	1	2.75				

Certified True Copy :

CESAR M. VELASCO, JR.
Registrar
University of Santo Tomas
Manila, Philippines

JUL 03 2020

NOTE: COMPLETED NSTP REQUIREMENT WITH SERIAL NUMBER : CWTS-2013-2014-13-042327-14

ONE UNIT OF CREDIT IS ONE HOUR LECTURE OR RECITATION OR THREE HOURS OF LABORATORY, DRAFTING OR Date
SHOP WORK EACH WEEK FOR THE PERIOD OF A COMPLETE SEMESTER.



GERARD TIBAYAN LEYESA WAS GRADUATED FROM THIS UNIVERSITY WITH THE DEGREE OF
BACHELOR OF SCIENCE IN CIVIL ENGINEERING
ON MAY 31, 2017.

AUTONOMOUS STATUS
CHED MEMORANDUM ORDER
No. 20, Series of 2016

[Signature]
EMMANUEL M. BATULAN
ASSISTANT REGISTRAR

4 0131357

STEPS RUN DATE: 07/18/2017 03:29:58 PM

UST-S033-00-F041



Republic of the Philippines
Department of Justice
National Bureau of Investigation



17125542

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:

NSID NO.
L200KGBD59-LA662214

FAMILY NAME
LEYESA

MIDDLE NAME
TIBAYAN

ADDRESS
CALINGATAN MATAASNAKAHOY BATANGAS

DATE OF BIRTH
November 02, 1995

CITIZENSHIP
FILIPINO

PURPOSE

MULTI-PURPOSE CLEARANCE

REMARKS

NO RECORD ON FILE

VALID UNTIL
September 02, 2021

FIRST NAME
GERARD

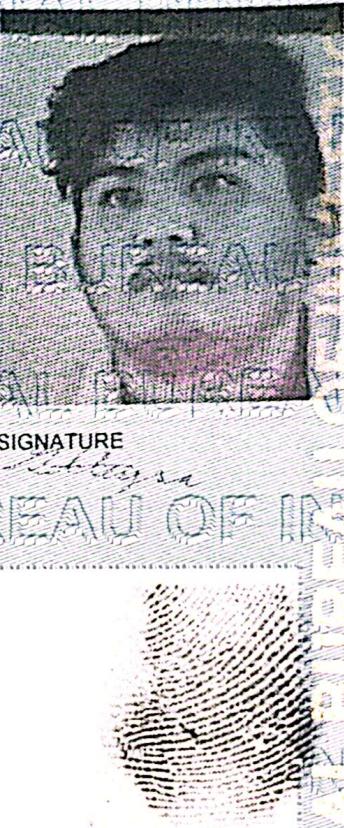
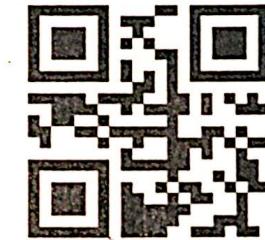
HUSBAND'S SURNAME

PLACE OF BIRTH
MATAASNAKAHOY, BATANGAS

CIVIL STATUS
SINGLE

GENDER
MALE

SIGNATURE



Date Printed: Wednesday, September 02, 2020 12:55 PM

Agency **LA**

CASID **MILA**

O.R. No. **NXSD3II4**

O.R. Date **09/02/2020 12:56:51 PM**

DST PAID

DATID **MILA**

BIOID **MILA**

RECID

INTID

PRTID **MILA**

ERIC B. DISTOR
NBI Director - OIC



L200KGBD59-LA662214



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

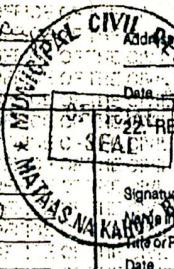
(Fill out completely, accurately and legibly. Use ink or typewriter.
Place 'X' before the appropriate answer in items 2, 5a, 5b and 19a.)

Province: Batangas
City/Municipality: Calingangan, Batangas

Registry No.: 95-393

REMARKS/ANNOTATION

1. NAME (First) TIBUYAN (Middle) LYLE (Last)	2. SEX Male (1) Female (2)	3. DATE OF BIRTH (day) (month) (year) 21 NOV 1995
4. PLACE OF BIRTH (Name of Hospital/Clinic/Institution/ CIVIL REGISTRAR)		(City/Municipality) (Province) House No., Street, Barangay)
5a. TYPE OF BIRTH 1 Single 2 Twin 3 Triplet, etc.		b. IF MULTIPLE BIRTH, CHILD WAS 1st 2nd 3rd Others, Specify
c. BIRTH ORDER (live births and fetal deaths) including this delivery 1st, second, third, etc.)		
d. WEIGHT AT BIRTH _____ grams		
6. MAIDEN NAME (First) (Middle) (Last)		7. OFFICE OF THE CIVIL REGISTRAR GENERAL CITY OF CALINGANGAN, BATANGAS CITY
8. CITIZENSHIP (Country of Birth) (Country of Present Residence) Filipino		
9a. Total number of children born alive: 2		b. No. of children living including this birth: 2
9b. No. of children born alive but are now dead: 0		c. No. of children born alive but are now dead: 0
10. OCCUPATION Cabinet		11. Age at the time of this birth: 27 years
12. RESIDENCE (House No., Street, Barangay) Calingangan, Batangas		(City/Municipality) (Province)
13. NAME (First) (Middle) (Last) Benjamin Francisco Layug		14. CITIZENSHIP (Country of Birth) (Country of Present Residence) Filipino
15. RELIGION Catholic		16. OCCUPATION Employee
17. Age at the time of this birth: 30 years		18. DATE AND PLACE OF MARRIAGE OF PARENTS (If not married, accomplish Affidavit of Acknowledgment/Admission of Paternity at the back)
19a. ATTENDANT 1 Physician 2 Nurse 3 Midwife 4 Pilot (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 12:11 Noon o'clock 20/01/95 on the date stated above.
Signature _____ Name in Print _____ Title or Position _____ Date Nov 21, 1995		Address Calingangan, Batangas, Batangas
20. INFORMANT Signature _____ Name in Print _____ Title or Position _____ Date Nov 21, 1995		21. PREPARED BY Signature _____ Name in Print _____ Title or Position _____ Date Nov 21, 1995
22. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR SEAL		

BReN
[01018-A95W201-8]Documentary
Stamp Tax Paid

Josie B. Perez
Josie B. PEREZ
Assistant Secretary
(Officer-in-Charge)

07074-23-105AVL-00141-B1001

BEST POSSIBLE IMAGE

