HR COPY

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL VICE MAYOR

16 July 2024

Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor
Mataasnakahoy, Batangas

Dear **Mayor ILAGAN**:

This refers to a travel to Singapore scheduled on July 27 – 29, 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 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 Mayor's favorable action on this request.

Thank you and best regards.

Very truly yours,

JAY MANALO ILAGAN
Municipal Vice Mayor

Approved : _____

Disapproved : _____

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Email Address: mayorsoffice_mkahoy@yahoo.com

BAGONG PILIPINAS

OFFICE OF THE MAYOR

AUTHORITY TO TRAVEL

This is to authorize **HON. JAY MANALO ILAGAN,** Municipal Vice Mayor of the Local Government of Mataasnakahoy, to travel to Singapore from July 27 to 29, 2024 on personal account.

The aforementioned has an approved leave of absence and no government fund shall be used for the said travel abroad.

Issued this 17th day of July 2024 at Mataasnakahoy, Batangas.

HON. JANET M. ILAGAN
Municipal Mayor

Cc:

Office of the Vice Mayor
MHRMO
DILG

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF MATAASNAKAHOY,BATANGAS)

AFFIDAVIT OF NO PENDING
CIVIL OR CRIMINAL CASE

I, **JAY MANALO ILAGAN**, of legal age, married, Filipino, and a resident of Barangay Santol, 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 Municipal Vice Mayor.

That, I will be on my personal/private travel to Singapore on July 27-29, 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 ___ day of JUL 18 2024, 2024 at Municipality of Mataasnakahoy, Batangas.

JAY MANALO ILAGAN
Affiant

SUBSCRIBED AND SWORN to before me this _____ day of JUL 18 2024, 2024 at Mataasnakahoy, affiant exhibited to me his/her _____issued on _____at_____

Doc No. 457
Page No. 93
Book No. 411
Series No. 2024

ATTY. ROWELL B. MALABAG
NOTARY PUBLIC UNTIL DECEMBER 31, 2024
COMMISSION NO. 2022-0059/ ROLL NO 68570
IBP NO. 384322/ 01-01-24/ PASIG CITY
PTR NO. 33196603/ 01-02-24/ M-KAHOY, BATS.
MCLE COMPLIANCE NO. VII-0002112
423 Rafael Lubin Street, Barangay II-A, Mataasnakahoy, Batangas

Form No. 7
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CLEARANCE FORM

(Instructions at the back)

I PURPOSE **Travel Abroad - Singapore**

JULY 16, 2024
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF 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: July 27 to 29, 2024

Office of Assignment: Office of the Municipal Vice Mayor

Position/SG/Step: Municipal Vice Mayor / SG-25 / 2

HON. JAY M. ILAGAN
Name and Signature of Official

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

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

HON. JANET M. ILAGAN
Municipal 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	✓		KAREN U. KASILAG	
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				

☐ with pending administrative case
☐ 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. JANET M. ILAGAN
Municipal Mayor

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

BAGONG PILIPINAS

OFFICE OF THE VICE MAYOR

MEMORANDUM

FOR : **HON. JANET M. ILAGAN**
Municipal Mayor

THRU : **MRS. KAREN U. KASILAG**
OIC-Municipal Human Resource and Management Officer

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

DATE : **July 16, 2024**

---

1. This is to request the approval of my Vacation Leave for three (3) days on July 27,28 and 29, 2024

2. Reason: Personal Travel Abroad – Singapore

Further request consideration on the matter.

JAY MANALO ILAGAN
Municipal Vice Mayor

Approved: _____

Disapproved: _____

Service Form No. 6
Revised 2020

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Mataasnakahoy
RECEIVED
BY: Stamp of Date of Receipt
7/16/24 2:04 pm

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
OFFICE OF THE VICE MAYOR	ILAGAN	JAY	MANALO

3. DATE OF FILING : July 16, 2024 4. POSITION : MUNICIPAL VICE MAYOR 5. SALARY

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- [x] Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- [ ] Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- [ ] Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- [ ] Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- [ ] Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- [ ] Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- [ ] Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- [ ] Within the Philippines _____
- [x] Abroad (Specify) SINGAPORE

In case of Sick Leave:
- [ ] In Hospital (Specify Illness) _____
- [ ] Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:
(Specify Illness) _____

In case of Study Leave:
- [ ] Completion of Master's Degree
- [ ] BAR/Board Examination Review

Other purpose:
- [ ] Monetization of Leave Credits
- [ ] Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

3 DAYS (2 days non working / 1 day working)

INCLUSIVE DATES

July 27, 28 and 29, 2024

July 27, 28 (Sat. / Sun.)

6.D COMMUTATION

- [ ] Not Requested
- [ ] Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of May 31, 2024

	Vacation Leave	Sick Leave
Total Earned	14.75	22.75
Less this application	-	-
Balance	13.75	22.75

KAREN U. KASILAG
OIC-MHRMO

7.B RECOMMENDATION

- [x] For approval
- [ ] For disapproval due to _____

JANET M. ILAGAN
Municipal Mayor

7.C APPROVED FOR:

1 days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

JANET M. ILAGAN
Municipal Mayor

HK

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

BAGONG PILIPINAS

OFFICE OF THE VICE MAYOR

MEMORANDUM

FOR	:	**HON. JANET M. ILAGAN** Municipal Mayor
THRU	:	**MR. GALLY D. TIPAN** Municipal Human Resource and Management Officer
SUBJECT	:	**REQUEST FOR A LEAVE OF ABSENCE**
DATE	:	**06 September 2023**

3. This is to request the approval of my Vacation Leave for four (4) days on November 16-19, 2023.

4. Reason: Official Travel Abroad – VMLP – Batangas Chapter (Japan)

Further request consideration on the matter.

Hon. JAY M. ILAGAN
Municipal Vice Mayor

Approved: _____
Disapproved: _____

e Form No. 6
020

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Mun. Human Resource Management Office
Mataasnakahoy
Stamp of Date of Receipt
RECEIVED
BY:
DATE: 9/11/2023 TIME: 9:30 am

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
OFFICE OF THE VICE MAYOR	ILAGAN	JAY	MANALO

3. DATE OF FILING **06 SEPTEMBER 2023** 4. POSITION **MUNICIPAL VICE MAYOR** 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- ☐ Within the Philippines _____
- ☑ Abroad (Specify) JAPAN

In case of Sick Leave:

- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

(Specify Illness) _____

In case of Study Leave:

- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

4 DAYS

INCLUSIVE DATES

NOVEMBER 16,17,18 & 19, 2023

Official Travel

6.D COMMUTATION

- ☑ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of Aug. 31, 2023

	Vacation Leave	Sick Leave
Total Earned	4.50	11.50
Less this application	–	–
Balance	4.50	11.50

GALLY D. TIPAN
(Authorized Officer)

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

HON. JANET M. ILAGAN
(Authorized Officer)

7.C APPROVED FOR:

_____ days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

HON. JANET M. ILAGAN
(Authorized Official)

CS Form No. 7
Revised 2018

Agency Name

CLEARANCE FORM

(Instructions at the back)

I PURPOSE: TRAVEL ABROAD

6 September 2023
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF 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: **NOVEMBER 16, 17, 18 & 19, 2023 (JAPAN)**

Office of Assignment: **OFFICE OF THE VICE MAYOR**

Position/SG/Step: **MUN. VICE MAYOR/SG 25/STEP 2**

Hon. JAY M. ILAGAN
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.

_____
Immediate Supervisor

Hon. JANET M. 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	

☐ with pending administrative case
☐ 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 M. ILAGAN
Signature over Printed Name of Agency Head

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Email Address: mayorsoffice_mkahoy@yahoo.com

BAGONG PILIPINAS

OFFICE OF THE MAYOR

AUTHORITY TO TRAVEL

This is to authorize **HON. JAY MANALO ILAGAN,** Municipal Vice Mayor of the Local Government of Mataasnakahoy, to travel to Japan from November 16 to 19, 2023 for official travel abroad.

Hon. Ilagan has an approved leave of absence and no government fund shall be used for the said travel abroad.

Issued this 13th day of September 2023 at Mataasnakahoy, Batangas.

HON. JANET M. ILAGAN
Municipal Mayor

Civil Service Form No. 6
Revised 2020

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Muni. Human Resource Management Office
Mataasnakahoy
Stamp of Date of Receipt
RECEIVED
BY: Mgin
DATE: Aug. 16, 2023 TIME: 3:30 pm

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
OFFICE OF THE VICE MAYOR	ILAGAN	JAY	MANALO

3. DATE OF FILING 16 AUGUST 2023 4. POSITION MUNICIPAL VICE MAYOR 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☑ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- ☐ Within the Philippines _____
- ☑ Abroad (Specify) SINGAPORE

In case of Sick Leave:
- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:
(Specify Illness) _____

In case of Study Leave:
- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:
- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

1 DAY

INCLUSIVE DATES

August 29, 2023

6.D COMMUTATION

- ☑ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of Aug. 16, 2023

	Vacation Leave	Sick Leave
Total Earned	2.917	10.917
Less this application	1	-
Balance	1.917	10.917

GALLY D. TIPAN
(Authorized Officer)

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

HON. JANET M. ILAGAN
(Authorized Officer)

7.C APPROVED FOR:

1 days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

HON. JANET M. ILAGAN
(Authorized Official)

be sufficient
cation, a police
violence on the
sidered, at the
woman employee

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Email Address: mayorsoffice_mkahoy@yahoo.com

BAGONG PILIPINAS

OFFICE OF THE MAYOR

AUTHORITY TO TRAVEL

This is to authorize **HON. JAY MANALO ILAGAN,** Vice Mayor of the Municipal Government of Mataasnakahoy, to travel to Singapore from August 26 to 29, 2023 for vacation on personal account.

Hon. Ilagan has an approved leave of absence and no government fund shall be used for the said travel abroad.

Issued this 17th day of August 2023 at Mataasnakahoy, Batangas.

HON. JANET M. ILAGAN
Municipal Mayor

Form No. 7
Revised 2018

Agency Name

CLEARANCE FORM

(Instructions at the back)

I PURPOSE: TRAVEL ABROAD

16 August 2023
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF 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: **AUGUST 26, 27, 28 & 29, 2023 (SINGAPORE)** [redacted]

Office of Assignment: **OFFICE OF THE VICE MAYOR**

Position/SG/Step: **MUN. VICE MAYOR/SG 25/STEP 2**

Hon. JAY M. ILAGAN
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.

_____
Immediate Supervisor

Hon. JANET M. 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**	

☐ with pending administrative case
☐ 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 M. ILAGAN
Signature over Printed Name of Agency Head

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

BAGONG PILIPINAS

OFFICE OF THE VICE MAYOR

MEMORANDUM

FOR : **HON. JANET M. ILAGAN**
Municipal Mayor

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

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

DATE : **16 August 2023**

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3. This is to request the approval of my Vacation Leave for one (1) day on August 29, 2023, working day covered by my travel period from August 26 – 29, 2023.

4. Reason: Travel Abroad (Singapore)

Further request consideration on the matter.

[redacted]

Hon. JAY M. ILAGAN
Municipal Vice Mayor

Approved: _____
Disapproved: _____

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. 043-7841113 / 4610107
Telefax 043-7841016

OFFICE OF THE MAYOR

AUTHORITY TO TRAVEL

This is to authorize **HON. JAY MANALO ILAGAN**, Vice Mayor of this Municipality, to travel to South Korea, per approved Application for Leave for the period of August 1-4, 2023 on personal account. No government fund shall be utilized for the aforementioned travel abroad.

Issued this 18th day of July 2023 at Mataasnakahoy, Batangas.

HON. JANET MAGPANTAY ILAGAN, PhD, MPSA
Municipal Mayor

CS Form No. 7
Revised 2018

Agency Name

CLEARANCE FORM

(Instructions at the back)

I PURPOSE TRAVEL ABROAD

14 JULY 2023
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF 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: **AUGUST 1, 2, 3 & 4, 2023 (SOUTH KOREA)**

Office of Assignment: **OFFICE OF THE VICE MAYOR**

Position/SG/Step: **MUN. VICE MAYOR/SG 25/STEP 2**

JAY MANALO ILAGAN
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.

Immediate Supervisor

JANET MAGPANTAY 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**	

☐ with pending administrative case
☐ 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.

JANET MAGPANTAY ILAGAN
Signature over Printed Name of Agency Head

Civil Service Form No. 6
Revised 2020

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Municipal Human Resource Management Office
Mataasnakahoy
Stamp of Date of Receipt
RECEIVED
BY: Mip
DATE: 7/14/23 TIME: 9:15 am

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
OFFICE OF THE VICE MAYOR	ILAGAN	JAY	MANALO

3. DATE OF FILING JULY 14, 2023 4. POSITION MUNICIPAL VICE MAYOR 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- ☐ Within the Philippines _____
- ☑ Abroad (Specify) SOUTH KOREA

In case of Sick Leave:
- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:
(Specify Illness) _____

In case of Study Leave:
- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:
- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

4 DAYS

INCLUSIVE DATES

AUGUST 1, 2, 3 & 4, 2023

6.D COMMUTATION

- ☑ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of June 30, 2023

	Vacation Leave	Sick Leave
Total Earned	5.00	9.00
Less this application	4.00	-
Balance	1.00	9.00

GALLY D. TIPAN
(Authorized Officer)

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

JANET MAGPANTAY ILAGAN
(Authorized Officer)

7.C APPROVED FOR:

4 days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

JANET MAGPANTAY ILAGAN
(Authorized Official)

CS Form No. 7
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

HR copy

CLEARANCE FORM

(Instructions at the back)

I PURPOSE TRAVEL ABROAD

May 20, 2024
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF 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: June 21, 22 & 23, 2024 (Bangkok, Thailand)

Office of Assignment: Office of the Vice Mayor

Position/SG/Step: Municipal Vice Mayor / 25 / 2

[redacted]
HON. JAY M. ILAGAN
Name and Signature of Official

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

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

HON. JANET M. ILAGAN
Municipal 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				

☐ with pending administrative case
☐ 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. JANET M. ILAGAN
Municipal Mayor

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

BAGONG PILIPINAS

OFFICE OF THE VICE MAYOR

MEMORANDUM

FOR : **HON. JANET M. ILAGAN**
Municipal Mayor

THRU : **MR. GALLY D. TIPAN**
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 three (3) days on June 21, 22, and 23, 2024

2. Reason: Personal

Further request consideration on the matter.

JAY MANALO ILAGAN
Municipal Vice Mayor

Approved: _____

Disapproved: _____

Form No. 6
20

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Mataasnakahoy
RECEIVED
Stamp of Date of Receipt
5-14-24 11:00 am

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
OFFICE OF THE VICE MAYOR	ILAGAN	JAY	MANALO

3. DATE OF FILING : May 14, 2024 4. POSITION : MUNICIPAL VICE MAYOR 5. SALARY

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- [x] Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- [ ] Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- [ ] Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- [ ] Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- [ ] Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- [ ] Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- [ ] Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- [ ] Within the Philippines _____
- [x] Abroad (Specify) BANGKOK, THAILAND

In case of Sick Leave:
- [ ] In Hospital (Specify Illness) _____
- [ ] Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:
(Specify Illness) _____

In case of Study Leave:
- [ ] Completion of Master's Degree
- [ ] BAR/Board Examination Review

Other purpose:
- [ ] Monetization of Leave Credits
- [ ] Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

3 DAYS

INCLUSIVE DATES June 21, 2024 (Working days)
June 21, 22, & 23, 2024 June 22, 23, 2024 (non-working)

6.D COMMUTATION
- [x] Not Requested
- [ ] ~~Requested~~

~~(Signature of Applicant)~~

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of March 31 2024

	Vacation Leave	Sick Leave
Total Earned	13.25	20.25
Less this application	-1.25	-
Balance	12.25	20.25

GALLY D. TIPAN
MHRMO

7.B RECOMMENDATION
- [x] For approval
- [ ] For disapproval due to _____

JANET M. ILAGAN
Municipal Mayor

7.C APPROVED FOR:

1 days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

JANET M. ILAGAN
Municipal Mayor

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Email Address: mayorsoffice_mkahoy@yahoo.com

BAGONG PILIPINAS

OFFICE OF THE MAYOR

AUTHORITY TO TRAVEL

This is to authorize **HON. JAY MANALO ILAGAN,** Municipal Vice Mayor of the Local Government of Mataasnakahoy, to travel to Bangkok, Thailand from June 21 to 23, 2024 on personal account.

The aforementioned has an approved leave of absence and no government fund shall be used for the said travel abroad.

Issued this 21st day of May 2024 at Mataasnakahoy, Batangas.

HON. JANET M. LAGAN
Municipal Mayor

Cc:

Office of the Vice Mayor
MHRMO
DILG

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL VICE MAYOR

14 May 2024

Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor
Mataasnakahoy, Batangas

Dear **Mayor ILAGAN**:

This refers to a travel to Bangkok, Thailand scheduled on June 21-23, 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 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 Mayor's favorable action on this request.

Thank you and best regards.

Very truly yours,

JAY MANALO ILAGAN
Municipal Vice Mayor

Approved: _____

Disapproved: _____

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF MATAASNAKAHOY,BATANGAS)

AFFIDAVIT OF NO PENDING
CIVIL OR CRIMINAL CASE

I, **JAY MANALO ILAGAN**, of legal age, married, Filipino, and a resident of Barangay Santol, 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 Municipal Vice Mayor.

That, I will be on my personal/private travel to Bangkok, Thailand on June 21 – 23, 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 ___ day of _____, 2024 at Municipality of Mataasnakahoy, Batangas.

JAY MANALO ILAGAN
Affiant

SUBSCRIBED AND SWORN to before me this MAY 15 2024 day of _____, 2024 at Mataasnakahoy, affiant exhibited to me his/her _____issued on _____at_____

Doc No. 356
Page No. 76
Book No. 1
Series No. 2024

ATTY. ROWELL B. MALABAG
NOTARY PUBLIC UNTIL DECEMBER 31, 2024
COMMISSION NO. 2022-0059/ ROLL NO 68570
IBP NO. 384322/ 01-01-24/ PASIG CITY
PTR NO. 33198603/ 01-02-24/ M-KAHOY, 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
Tel. Nos. (043) 300-0590 / (043) 781-1813
Email Add: sboffice_mkahoy@yahoo.com.ph

BAGONG PILIPINAS

OFFICE OF THE VICE MAYOR

MEMORANDUM

FOR : **HON. JANET M. ILAGAN**
Municipal Mayor

THRU : **MR. GALLY D. TIPAN**
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 three (3) days on June 21, 22, and 23, 2024

2. Reason: Personal

Further request consideration on the matter.

JAY MANALO ILAGAN
Municipal Vice Mayor

Approved: _____

Disapproved: _____

Civil Service Form No. 6
Revised 2020

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Stamp of Date of Receipt
5-14-24 11:00 AM

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
OFFICE OF THE VICE MAYOR	ILAGAN	JAY	MANALO

3. DATE OF FILING : May 14, 2024 4. POSITION : MUNICIPAL VICE MAYOR 5. SALARY

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- [x] Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- [ ] Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- [ ] Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- [ ] Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- [ ] Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- [ ] Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- [ ] Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- [ ] Within the Philippines _____
- [x] Abroad (Specify) BANGKOK, THAILAND

In case of Sick Leave:
- [ ] In Hospital (Specify Illness) _____
- [ ] Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:
(Specify Illness) _____

In case of Study Leave:
- [ ] Completion of Master's Degree
- [ ] BAR/Board Examination Review

Other purpose:
- [ ] Monetization of Leave Credits
- [ ] Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

3 DAYS

INCLUSIVE DATES June 21, 2024 (Working days)

June 21, 22, & 23, 2024 June 22-23, 2024 (non-working)

6.D COMMUTATION

- [x] Not Requested
- [ ] Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of March 31, 2024

	Vacation Leave	Sick Leave
Total Earned	13.25	20.25
Less this application	-1 VL	-
Balance	12.25	20.25

GALLY D. TIPAN
MHRMO

7.B RECOMMENDATION

- [x] For approval
- [ ] For disapproval due to _____

JANET M. ILAGAN
Municipal Mayor

7.C APPROVED FOR:

1 days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

JANET M. ILAGAN
Municipal Mayor

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. 043-7841113/ 4610107
Telefax 043-7841016

BAGONG PILIPINAS

OFFICE OF THE MAYOR

OFFICE ORDER
No. 165-S-2024

TO	:	**HON. JAY M. ILAGAN** Municipal Vice Mayor
FROM	:	**HON. JANET M. ILAGAN** Municipal Mayor
DATE	:	**JUNE 18, 2024**
SUBJECT	:	**DESIGNATION AS OFFICER-IN-CHARGE OF THE OFFICE OF THE MUNICIPAL MAYOR ON JUNE 26 - JULY 12, 2024**

Pursuant to Section 46 (a) of the Local Government Code and in view of the leave of absence of the undersigned from June 26 to July 12, 2024 for personal travel abroad, you are hereby designated as Officer-in-Charge (OIC) of the Office of the Municipal Mayor during said period.

As OIC-Mayor, you shall discharge the duties and responsibilities of the Local Chief Executive, including the supervision of the day-to-day operations of the Office, EXCEPT the power to appoint, suspend, or dismiss employees.

For information and guidance.

HON. JANET M. ILAGAN
Municipal Mayor

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

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to Certify that based on records available in this Office, Hon. **JAY MANALO ILAGAN,** resident of Brgy Santol, Mataasnakahoy, Batangas was duly elected **Municipal Vice Mayor,** this municipality during the National and Local elections held on May 09, 2022.

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

Issued this 4th day of July 2022 at Mataasnakahoy, Batangas.

GUILLERMO A. OCAMPO JR.
MLGOO

CALABARZON

Republic of the Philippines

OATH OF OFFICE

*I, **JAY MANALO ILAGAN**, of Mataasnakahoy, Batangas, having been elected as **MUNICIPAL VICE MAYOR** 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. JAY MANALO ILAGAN
Municipal Vice Mayor

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
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

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to Certify that based on records available in this Office, Hon. **JAY MANALO ILAGAN,** resident of Brgy Santol, Mataasnakahoy, Batangas was duly elected **Municipal Vice Mayor,** this municipality during the National and Local elections held on May 09, 2022.

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

Issued this 4th day of July 2022 at Mataasnakahoy, Batangas.

GUILLERMO A. OCAMPO JR.
MLGOO

CALABARZON

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 CANDIDATE FOR MUNICIPAL VICE-MAYOR

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 **MUNICIPAL VICE-MAYOR** 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 for the office of **MUNICIPAL VICE-MAYOR**

That after such canvass, it appears that **ILAGAN, JAY (NPC) (NATIONALIST PEOPLE'S COALITION)** garnered **10907** votes for the office of **MUNICIPAL VICE-MAYOR**, the same being the highest number of votes legally cast for said office.

ON THE BASIS OF THE FOREGOING, we hereby proclaim the above-named winning candidate as the duly elected **MUNICIPAL VICE-MAYOR** for **BATANGAS - MATAAS NA KAHOY**, Province of **MBOC: BATANGAS - MATAAS NA KAHOY**.

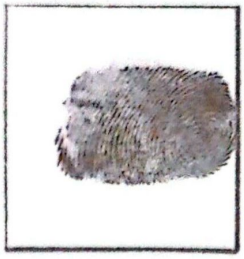
IN WITNESS WHEREOF, we have affix our signatures and imprint our thumbmarks in **BATANGAS - MATAAS NA KAHOY**, Province of **MBOC: BATANGAS - MATAAS NA KAHOY**, this **May 10, 2022 4:56:59 AM**.

Version: 7.5.2-2022-01-13T03:58:43Z
SHA-512 Hash
/x1wWfWFV5tiSv8mVQMcx0mQiKKwvb+p4ya2iPGw5ncfGC/f46seyEDp0TaCDu63K3HigY/slNF4L+8EDcfpxg==

MUNICIPAL BOARD OF CANVASSERS

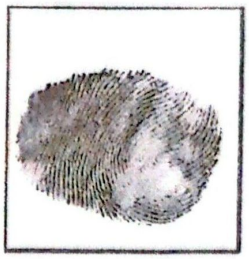
(Right Thumbmark)

ALVAREZ SUSANA
CHAIRPERSON
(Signature above printed full name)
Digitally signed, Signature fingerprint:
B39F218BBB25101C44D2C2343FAE07CD0E7C C8AA



(Right Thumbmark)

GONZALES FELICIANA
VICE- CHAIRPERSON
(Signature above printed full name)
Digitally signed, Signature fingerprint:
0B379F31E68FE56AD723E87B06DF787F27F9C 197



(Right Thumbmark)

LANDICHO LEOPOLDO
MEMBER-SECRETARY
(Signature above printed full name)
Digitally signed, Signature fingerprint:
6D90516AAD3978C7E0A993C913CA88D7A5B1 5762

Version; 7,5,2-2022-01-13T03:58:43Z
SHA-512 Hash
/x1wWfWFV5ti5v8mVQMcx0mQiKKwvb+p4ya2iPGw5ncfGC/f46seyEDp0TaCDu63K3HigY/slNF4L+8EDcfpxg==

CS Form No. 7
Series of 2017

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CLEARANCE FORM

I PURPOSE

Nov. 3, 2022
Date of Application

TO: LOCAL GOVERNMENT UNIT, MATAASNAKAHOY

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

Purpose: ____ Transfer ____ Resignation ____ Other Mode of Separation:
__ Retirement ____ Leave Please specify:
Effectivity/ Inclusive Period:

Office Assignment: Office of the Vice Mayor
Position/SG/Step: Municipal Vice Mayor SG-25 Step 2

Hon. JAY MANALO ILAGAN
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. JANET MAGPANTAY ILAGAN
Municipal Mayor

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
a. Office of the Mayor- GSO Section	/		Emilia R. Malawan	
b. Office of the Municipal Treasury	/		LADY IVY T. HIDALGO	
* As to money Accountability				
c. Office of the Municipal Accountant				
* As to cash advance	V		Lenilyn CARAAN	
d. Office of the Mun. Human Res. Mgt.	/		GALLY D TIPAN	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Office of the Municipal Mayor				

_____ with pending administrative case
_____ with ongoing investigation (no formal charge yet)

V CERTIFICATION

THIS IS TO CERTIFY that Hon. JAY M. ILAGAN has no account/ liabilities with the above named offices, and therefore he is cleared of any accountabilities.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Civil Service Form No. 6
Revised 2020

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Mun. Human Resource Management Office
Mataasnakahoy
Stamp of Date of Receipt
RECEIVED
BY:
DATE: 4/12/2023 TIME: 3:45 pm

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
OFFICE OF THE VICE MAYOR	ILAGAN	JAY	MANALO

3. DATE OF FILING APRIL 04, 2023 4. POSITION MUNICIPAL VICE MAYOR 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☑ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- ☐ Within the Philippines _____
- ☐ Abroad (Specify) VIETNAM

In case of Sick Leave:
- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:
(Specify Illness) _____

In case of Study Leave:
- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:
- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

5 DAYS

INCLUSIVE DATES

APRIL 12, 13, 14, 15 & 16, 2023

6.D COMMUTATION

- ☑ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of April 12, 2023

	Vacation Leave	Sick Leave
Total Earned	1.25	10.25
Less this application	-	5
Balance	1.25	5.25

GALLY D. TIPAN
(Authorized Officer)

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

JANET MAGPANTAY ILAGAN
(Authorized Officer)

7.C APPROVED FOR:

_____ days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

JANET MAGPANTAY ILAGAN
(Authorized Official)

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL MAYOR

TRAVEL AUTHORITY

This is to authorize **Hon. JAY MANALO ILAGAN,** Municipal Vice Mayor, this municipality to travel abroad (Vietnam) as per approved Application for Leave for the period of April 12, 13, 14, 15 and 16 2023 on personal account. No government fund will be utilized for the aforementioned travel abroad.

Issued this 5th day of April, 2023 at Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN, MPA, PhD
Municipal Mayor

Cc:

Office of the Vice Mayor
HRMO
DILG

Joining hands for Mataasnakahoy Interest

CS Form No. 7
Revised 2018

Agency Name

CLEARANCE FORM

(Instructions at the back)

I PURPOSE FOR TRAVELING ABROAD

MARCH 24, 2023
Date of Filing

TO: **LOCAL GOVERNMENT UNIT OF 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 12, 13, 14, 15 & 16, 2023 (VIETNAM)**

Office of Assignment: **OFFICE OF THE VICE MAYOR**

Position/SG/Step: **MUN. VICE MAYOR/SG 25/STEP 2**

JAY MANALO ILAGAN
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.

_____
Immediate Supervisor

JANET MAGPANTAY 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	

☐ with pending administrative case
☐ 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.

JANET MAGPANTAY ILAGAN
Signature over Printed Name of Agency Head

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. 043-7841113 / 4610107
Telefax 043-7841016

OFFICE OF THE MAYOR

OFFICE ORDER
No. 46 – S – 2022

FROM	:	**Hon. JANET MAGPANTAY ILAGAN** Municipal Mayor
TO	:	**Hon. JAY MANALO ILAGAN** Municipal Vice Mayor
DATE	:	**October 17, 2022**
SUBJECT	:	**DESIGNATION OF VICE MAYOR JAY MANALO ILAGAN AS OIC MUNICIPAL MAYOR FROM NOVEMBER 09-18, 2022**

In view of my travel on November 09 to November 18, 2022, you are hereby designated as the Acting Municipal Mayor of this municipality during my leave of absence. You shall discharge the duties and responsibilities as such, but not limited to:

1. Signing and Approving of vouchers for the payment of salaries of municipal employees;
2. Signing and Approving of vouchers and requisitions, purchases of essential supplies;
3. Attending conferences as well as other ceremonial functions in representation of the Office of the Mayor; and
4. Performing routinary and administrative functions such as supervision of the day-to-day operations of the Office of the Municipal Mayor.
   [Section 46 (a), LGC]

This authority to designate an OIC is in accordance to Section 46 (a) of the Local Government Code of 1991.

Thank you and more power.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Joining hands for Mataasnakahoy's Interest

Civil Service Form No. 6
Revised 2020

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Mun. Human Resource Management Office
Mataasnakahoy
Stamp of Date of Receipt
RECEIVED
DATE: 9/27/22 TIME: 10:30 am

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
VICE MAYOR	ILAGAN	JAY	MANALO

3. DATE OF FILING SEPTEMBER 27,2022 4. POSITION : VICE MAYOR 5. SALARY GRADE 24

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☑ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- ☐ Within the Philippines _____
- ☑ Abroad (Specify) SINGAPORE

In case of Sick Leave:

- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

(Specify Illness) _____

In case of Study Leave:

- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

4 DAYS

INCLUSIVE DATES

October 7,8,9 and 10, 2022

6.D COMMUTATION

- ☑ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of Sept. 27, 2022

	Vacation Leave	Sick Leave
Total Earned	4.167	3.75
Less this application	4	-
Balance	.167	3.75

GALLY D. TIPAN
OIC-MHRMO

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

JANET MAGPANTAY ILAGAN
Municipal Mayor

7.C APPROVED FOR:

4 days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

JANET MAGPANTAY ILAGAN
Municipal Mayor

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL VICE MAYOR

27 September 2022

Hon. JANET MAGPANTAY ILAGAN
Municipal Mayor
Mataasnakahoy, Batangas

Dear **Mayor ILAGAN**:

This refers to a travel to Singapore scheduled on October 7-10, 2022 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 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 Mayor's favorable action on this request.

Thank you and best regards.

Very truly yours,

JAY MANALO ILAGAN
Municipal Vice Mayor

Approved: _____

Disapproved: _____

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL MAYOR

TRAVEL AUTHORITY

This is to authorize **Hon. JAY MANALO ILAGAN,** Municipal Vice Mayor, this municipality to travel abroad (Singapore) as per approved Application for Leave for the period of October 7, 8, 9 and 10, 2022 on personal account. No government fund will be utilized for the aforementioned travel abroad.

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

JANET MAGPANTAY ILAGAN
Municipal Mayor

Cc:

Office of the Vice Mayor
HRMO
DILG

Joining hands for Mataasnakahoy Interest

Civil Service Form No. 6
Revised 2020

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

Mun. Human Resource Management Office
Mataasnakahoy
Stamp of Date of Receipt
RECEIVED
BY:
DATE: 9/27/22 TIME: 10:30 am

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
VICE MAYOR	ILAGAN	JAY	MANALO

3. DATE OF FILING SEPTEMBER 27,2022 4. POSITION : VICE MAYOR 5. SALARY GRADE 24

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☒ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- ☐ Within the Philippines _____
- ☒ Abroad (Specify) SINGAPORE

In case of Sick Leave:

- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

(Specify Illness) _____

In case of Study Leave:

- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

4 DAYS

INCLUSIVE DATES

October 7,8,9 and 10, 2022

6.D COMMUTATION

- ☒ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of Sept. 27, 2022

	Vacation Leave	Sick Leave
Total Earned	4.167	3.75
Less this application	4	-
Balance	.167	3.75

GALLY D. TIPAN
OIC-MHRMO

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

JANET MAGPANTAY ILAGAN
Municipal Mayor

7.C APPROVED FOR:

4 days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

JANET MAGPANTAY ILAGAN
Municipal Mayor

CS Form No. 212
Revised 2017

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	ILAGAN
	FIRST NAME	JAY — NAME EXTENSION (JR., SR) N/A
	MIDDLE NAME	MANALO
3.	DATE OF BIRTH (mm/dd/yyyy)	DECEMBER 30, 1973
4.	PLACE OF BIRTH	MATAASNAKAHOY,BATANGAS
5.	SEX	☑ Male ☐ Female
6	CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:
7.	HEIGHT (m)	5'2
8.	WEIGHT (kg)	68 kgs
9.	BLOOD TYPE	O+
10.	GSIS ID NO.	2002000417
11.	PAG-IBIG ID NO.	040314342103
12.	PHILHEALTH NO.	18-000084762-7
13.	SSS NO.	
14.	TIN NO.	174-055-369-000
15	AGENCY EMPLOYEE NO.	SBO001

16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS	N/A — N/A (House/Block/Lot No. — Street)
	JMI FARM — SANTOL (Subdivision/Village — Barangay)
	MATAASNAKAHOY — BATANGAS (City/Municipality — Province)
ZIP CODE	4223
18. PERMANENT ADDRESS	N/A — N/A (House/Block/Lot No. — Street)
	JMI FARM — SANTOL (Subdivision/Village — Barangay)
	MATAASNAKAHOY — BATANGAS (City/Municipality — Province)
ZIP CODE	4223
19. TELEPHONE NO.	(043) 741-3115
20. MOBILE NO.	0917-517-7337
21. E-MAIL ADDRESS (if any)	jaymanaloilagan31@gmail.com

II. FAMILY BACKGROUND

22.	SPOUSE'S SURNAME	ILAGAN	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	FIRST NAME	JANET — NAME EXTENSION (JR., SR) N/A	KRISTINE GRACE M. ILAGAN	DEC. 8, 1993
	MIDDLE NAME	MAGPANTAY	KING JOSEPH M. ILAGAN	JUNE 19, 2007
	OCCUPATION	MUNICIPAL MAYOR		
	EMPLOYER/BUSINESS NAME	MUNICIPALITY OF MATAASNAKAHOY	NOTHING FOLLOWS	
	BUSINESS ADDRESS	V. TEMPLO AVE., BRGY. IV., MATAASNAKAHOY, BATANGAS		
	TELEPHONE NO.	0917-658-1717		
24.	FATHER'S SURNAME	ILAGAN		
	FIRST NAME	AQUILINO — NAME EXTENSION (JR., SR) N/ A		
	MIDDLE NAME	KALALO		
25.	MOTHER'S MAIDEN NAME			
	SURNAME	MANALO		
	FIRST NAME	AUREA		
	MIDDLE NAME	DEL MUNDO	(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	SANTOL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1980	1986	GRADUATED	1986	N/A
SECONDARY	LA PURISIMA CONCEPCION ACADEMY	HIGH SCHOOL	1986	1990	GRADUATED	1990	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	DE LA SALLE - LIPA	BACHELOR OF SCIENCE IN ANIMAL SCIENCE	1990	1994	GRADUATED	1994	N/A
GRADUATE STUDIES	PHILIPPINE CHRISTIAN UNIVERSITY	MASTER IN PUBLIC ADMINISTRATION	2015	2018	GRADUATED	2018	N/A
DOCTORATE STUDIES	PHILIPPINE CHRISTIAN UNIVERSITY	DOCTOR IN DEVELOPMENT PUBLIC ADMINISTRATION	2018	2022	GRADUATED	2022	N/A
DOCTORATE STUDIES	PHILIPPINE PUBLIC SAFETY COLLEGE	MASTER IN PUBLIC SAFETY ADMINISTRATION	2022	2022	GRADUATED	2022	Best in Policy Paper

(Continue on separate sheet if necessary)

SIGNATURE	[redacted]	DATE	07/06/2022

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CIVIL SERVICE - PROFESSIONAL	93.0%		QUEZON CITY		

(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	GOV'T SERVICE (Y/ N)
From	To						
JAN. 1, 2022	present	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 75,591.00	25-1	ELECTIVE	Y
JAN. 1, 2021	DEC. 31, 2021	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 74,165.00	25-1	ELECTIVE	Y
JAN. 1, 2020	DEC. 31, 2020	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 72,739.00	25-1	ELECTIVE	Y
JULY 1, 2019	DEC. 31, 2019	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 71,312.00	25-1	ELECTIVE	Y
JULY 1, 2016	JULY 21, 2016	MUNICIPAL MAYOR	LGU - MATAASNAKAHOY	P 55,453.00	27-1	ELECTIVE	Y
DEC. 1, 2014	JUNE 30, 2016	MUNICIPAL MAYOR	LGU - MATAASNAKAHOY	P 47,003.00	27-1	ELECTIVE	Y
JULY 1, 2013	NOV. 30, 2014	MUNICIPAL MAYOR	LGU - MATAASNAKAHOY	P 40,566.00	27-1	ELECTIVE	Y
2006	PRESENT	PRESIDENT	KJMI GROUP OF COMPANIES	P 50,000.00	N/A	PERMANENT	N
2000	PRESENT	PROPRIETOR	ANGEL KAYPEE MANPOWER SERVICES	P 20,000.00	N/A	PERMANENT	N
2000	2007	GENERAL MANAGER	ALL ROUND FASHION	P 30,000.00	N/A	PERMANENT	N
1998	2000	CHAIRMAN OF THE BOARD	AGRO-INDUSTRIAL COOPERATION OF MATAASNAKAHOY	P 7,500.00	N/A	ELECTIVE	N
MARCH 26, 1998	JULY 31, 1999	EXECUTIVE ASSISTANT	OFFICE OF THE PROVINCIAL	P 10,863.00	N/A	CONRACTUAL	Y
1997	1998	GENERAL MANAGER	AGRO-INDUSTRIAL COOPERATION OF MATAASNAKAHOY	P 25,000.00	N/A	PERMANENT	N
1996	1997	BOARD OF DIRECTOR	AGRO-INDUSTRIAL COOPERATION OF MATAASNAKAHOY	P 3,500.00	N/A	ELECTIVE	N
JUNE 1, 1993	JUNE 30, 1996	SK PRESIDENT	LGU - MATAASNAKAHOY	P 9,585.00	N/A	ELECTIVE	Y
		**** NOTHING FOLLOWS ****					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/06/2022

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

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
BOY SCOUTS OF THE PHILIPPINES, NATIONAL BOARD	2022	present		NATIONAL EXECUTIVE
CRIMINAL INVESTIGATION AND DETECTION GROUP IV-A	2019	present		CHAIRPERON REGIONAL CIDG
BOY SCOUTS OF THE PHILIPPINES, REGIONAL CHAPTER	2014	2016		REGIONAL VICE CHAIRMAN
BOY SCOUTS OF THE PHILIPPINES, BATANGAS CHAPTER	2013	2016		REGIONAL CHAIRMAN
PEOPLE'S LAW ENFORCEMENT BOARD (PLEB)	2010	2013		CHAIRMAN
ROTARY CLUB OF MATAASNAKAHOY	2007	2008		PRESIDENT
TAMBULI CLUB OF MATAASNAKAHOY	2006	2007		PRESIDENT

(Continue on separate sheet if necessary)

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

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

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
2ND QUARTER 2022 REGULAR NATIONAL EXECUTIVE BOARD MEETING	JUNE 16, 2022	JUNE 18 2022	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
1ST QUARTER 2022 REGULAR NATIONAL EXECUTIVE BOARD MEETING	FEB.28, 2022	MAR. 2, 2022	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
SEMINAR AND TRAINING ON THE CAPACITY DEVELOPMENT ON THE QUASI-JUDICIAL FUNTIONS OF THE LOCAL SANGGUNIAN MEMBERS AND DILG FIELD PERSONNEL	DEC. 3, 2021	DEC. 3, 2021	10.5	TECHNICAL	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGION IV-A
4TH QUARTER 2019 REGULAR NATIONAL EXECUTIVE BOARD MEETING AND YEAR-END MEETING	DEC. 10, 2019	DEC. 12, 2019	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
26TH NATIONAL CONVENTION AND ELECTION OF NATIONAL OFFICERS OF THE VICE MAYOR'S LEAGUE OF THE PHILIPPINES	NOV. 12, 2019	NOV. 14, 2019	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
CAPABILITY DEVELOPMENT AGENDA SEMINAR-WORKSHOP CY 2020-2022	SEP. 04, 2019	SEP. 06, 2019	24.0	TECHNICAL	MUNICIPAL GOVERNMENT OF MATAASNAKAHOY
2019 NEWLY ELECTED OFFICIAL ORIENTATION: PRIMING LEADERS TOWARDS EFFECTIVE GOVERNANCE	AUG. 12, 2019	AUG. 14, 2019	24.0	SUPERVISORY	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGION IV-A
ENHANCEMENT TRAINING SEMINAR ON EFFECTIVE LEGISLATION: BUILDING A DYNAMIC AND RESPONSIVE BARANGAY LEGISLATURE	JULY 16, 2019	JULY 19, 2019	32.0	SUPERVISORY	BATANGAS LEAGUE OF SECRETARIES TO THE SANGGUNIAN (BLESS)
ANNUAL GENERAL ASSEMBLY OF MUNICIPAL MAYOR	APR. 14, 2015	APR. 16, 2015	24.0	SUPERVISORY	MAYOR'S LEAGUE OF THE PHILIPPINES
LUZON ISLAND CLUSTER CONFERENCE OR LUZON MUNICIPAL MAYOR'S GOVERNANCE DIALOGUE WITH THE THEME: EMPOWERING MUNICIPALITIES; HARNESSING LGU POTENTIALS AND OPPORTUNITIES TO ATTAIN ALL INCLUSIVE GROWTH, POVERTY REDUCTION AND GOOD GOVERNANCE	JULY 14, 2014	JULY 16, 2014	24.0	SUPERVISORY	MAYOR'S LEAGUE OF THE PHILIPPINES
10TH COMMUNITY BASED MONITORING SYSTEM (CBMS) NETWORK - PHILIPPINES NATIONAL CONFERENCE	MAR. 24, 2014	MAR. 26, 2014	24.0	SUPERVISORY	MAYOR'S LEAGUE OF THE PHILIPPINES
THE POWERS OF MOTIVATION	JUNE 14, 2000	JUNE 15, 2000	16.0	SUPERVISORY	MANTUANO AND ASSOCIATES GROUP
THE BUILDING BLOCK OF SUCCESS	JUNE 26, 1996	JUNE 28, 1996	16.0	SUPERVISORY	ROTARY CLUB OF MATAASNAKAHOY
ACCOUNT MANAGEMENT SEMINAR	JUNE 26, 1996	JUNE 28, 1996	24.0	SUPERVISORY	LAND BANK OF THE PHILIPPINES
BUSINESS MANAGEMENT TRAINING LEVEL 1 & 2	MAY 14, 1996	MAY 18, 1996	32.0	SUPERVISORY	MAKATI BUSINESS CLUB
ASIAN YOUTH CONGRESS	APR. 27, 1993	APR. 28, 1993	16.0	TECHNICAL	NATIONAL GOVERNMENT
SK ORIENTATION TRAINING LEVEL 2	JAN. 17, 1993	JAN. 18, 1993	16.0	TECHNICAL	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - BATANGAS
ORIENTATION TRAINING ON LOCAL LEGISLATION DEVELOPMENT	JAN. 14, 1993	JAN. 16, 1993	16.0	SUPERVISORY	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - BATANGAS

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
DRIVING	NATIONAL EXECUTIVE BOARD - Boy Scout of the Philippines	BOY SCOUT OF THE PHILIPPINES - BATANGAS CHAPTER
VOLLEYBALL	BEST IN POLICY PAPER AWARD - Master in Public Safety Administration	VICE MAYOR'S LEAGUE OF THE PHILIPPINES - BATANGAS
SINGING	GOLD SERVICE AWARD - Boy Scout of the Philippines	ROTARY CLUB OF MATAASNAKAHOY
	OUTSTANDING MAYOR - Municipal Government	
	OUTSTANDING PRESIDENT - Rotary Club	

(Continue on separate sheet if necessary)

SIGNATURE	[redacted]	DATE	07/06/2022

34.	Are you related by consangu[illegible] affinity to the chief of bureau or office or to the person who has Bureau or Department where you will be apppointed,	
	a. within the third degree?	☐ YES ☑ NO
	b. within the fourth degree (for Local Government Unit -	☐ YES ☑ NO If YES, give details:
35.	a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO If YES, give details:
	b. Have you been criminally charged before any court?	☑ YES ☐ NO If YES, give details: RAPE AND HUMAN TRAFFICKING IN RTC Date Filed: 2013 Status of Case/s: ACQUITTED: DEC. 2016
36.	Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details:
37.	Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private	☑ YES ☐ NO If YES, give details: Resignation in Private Office Annulment of Proclamation as Mayor
38.	a. Have you ever been a candidate in a national or local election held within the last year (except Barangay	☑ YES ☐ NO If YES, give details: Vice Mayoralty
	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	☐ YES ☑ NO If YES, give details:
39.	Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country):
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please	
a.	Are you a member of any indigenous group?	☐ YES ☑ NO If YES, please specify:
b.	Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No:
c.	Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
HON. MA. THERESA COLLANTES	TANAUAN, BATANGAS	
HON. HERMILANDO I. MANDANAS	BATANGAS CITY	
ATTY. CEDRICK G. TRAIN	SAN JUAN, BATANGAS	0921-9999-499

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

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) *PLEASE INDICATE ID Number and Date of Issuance*	
Government Issued ID:	TIN
ID/License/Passport No.:	174-055-369-000
Date/Place of Issuance:	SEP., 2016 / LIPA CITY

Signature (Sign inside the box)

July 06, 2022

Right Thumbmark

SUBSCRIBED AND SWORN to before me this , affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

CS Form No. 212
Revised 2017

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	ILAGAN		
FIRST NAME	JAY	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	MANALO		
3. DATE OF BIRTH (mm/dd/yyyy)	DECEMBER 30, 1973	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization
4. PLACE OF BIRTH	MATAASNAKAHOY,BATANGAS	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	☑ Male ☐ Female		
6 CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	N/A / N/A (House/Block/Lot No. / Street)
			JMI FARM / SANTOL (Subdivision/Village / Barangay)
7. HEIGHT (m)	5'2		MATAASNAKAHOY / BATANGAS (City/Municipality / Province)
8. WEIGHT (kg)	68 kgs	ZIP CODE	4223
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	N/A / N/A (House/Block/Lot No. / Street)
10. GSIS ID NO.	2002000417		JMI FARM / SANTOL (Subdivision/Village / Barangay)
11. PAG-IBIG ID NO.	040314342103		MATAASNAKAHOY / BATANGAS (City/Municipality / Province)
12. PHILHEALTH NO.	18-000084762-7	ZIP CODE	4223
13. SSS NO.		19. TELEPHONE NO.	(043) 741-3115
14. TN NO.	174-055-369-000	20. MOBILE NO.	0917-517-7337
15 AGENCY EMPLOYEE NO.	SBO001	21. E-MAIL ADDRESS (if any)	jaymanaloilagan31@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ILAGAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JANET	NAME EXTENSION (JR., SR) N/A	KRISTINE GRACE M. ILAGAN	DEC. 8, 1993
MIDDLE NAME	MAGPANTAY		KING JOSEPH M. ILAGAN	JUNE 19, 2007
OCCUPATION	MUNICIPAL MAYOR			
EMPLOYER/BUSINESS NAME	MUNICIPALITY OF MATAASNAKAHOY		NOTHING FOLLOWS	
BUSINESS ADDRESS	V. TEMPLO AVE., BRGY. IV., MATAASNAKAHOY, BATANGAS			
TELEPHONE NO.	0917-658-1717			
24. FATHER'S SURNAME	ILAGAN			
FIRST NAME	AQUILINO	NAME EXTENSION (JR., SR) N/ A		
MIDDLE NAME	KALALO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANALO			
FIRST NAME	AUREA			
MIDDLE NAME	DEL MUNDO		(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	SANTOL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1980	1986	GRADUATED	1986	N/A
SECONDARY	LA PURISIMA CONCEPCION ACADEMY	HIGH SCHOOL	1986	1990	GRADUATED	1990	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	DE LA SALLE - LIPA	BACHELOR OF SCIENCE IN ANIMAL SCIENCE	1990	1994	GRADUATED	1994	N/A
GRADUATE STUDIES	PHILIPPINE CHRISTIAN UNIVERSITY	MASTER IN PUBLIC ADMINISTRATION	2015	2018	GRADUATED	2018	N/A
DOCTORATE STUDIES	PHILIPPINE CHRISTIAN UNIVERSITY	DOCTOR IN DEVELOPMENT PUBLIC ADMINISTRATION	2018	2022	GRADUATED	2022	N/A
DOCTORATE STUDIES	PHILIPPINE PUBLIC SAFETY COLLEGE	MASTER IN PUBLIC SAFETY ADMINISTRATION	2022	2022	GRADUATED	2022	Best in Policy Paper

(Continue on separate sheet if necessary)

SIGNATURE	[redacted]	DATE	07/06/2022

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CIVIL SERVICE - PROFESSIONAL	93.0%		QUEZON CITY		

(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	GOV'T SERVICE (Y/ N)
From	To						
JAN. 1, 2022	present	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 75,591.00	25-1	ELECTIVE	Y
JAN. 1, 2021	DEC. 31, 2021	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 74,165.00	25-1	ELECTIVE	Y
JAN. 1, 2020	DEC. 31, 2020	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 72,739.00	25-1	ELECTIVE	Y
JULY 1, 2019	DEC. 31, 2019	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 71,312.00	25-1	ELECTIVE	Y
JULY 1, 2016	JULY 21, 2016	MUNICIPAL MAYOR	LGU - MATAASNAKAHOY	P 55,453.00	27-1	ELECTIVE	Y
DEC. 1, 2014	JUNE 30, 2016	MUNICIPAL MAYOR	LGU - MATAASNAKAHOY	P 47,003.00	27-1	ELECTIVE	Y
JULY 1, 2013	NOV. 30, 2014	MUNICIPAL MAYOR	LGU - MATAASNAKAHOY	P 40,566.00	27-1	ELECTIVE	Y
2006	PRESENT	PRESIDENT	KJMI GROUP OF COMPANIES	P 50,000.00	N/A	PERMANENT	N
2000	PRESENT	PROPRIETOR	ANGEL KAYPEE MANPOWER SERVICES	P 20,000.00	N/A	PERMANENT	N
2000	2007	GENERAL MANAGER	ALL ROUND FASHION	P 30,000.00	N/A	PERMANENT	N
1998	2000	CHAIRMAN OF THE BOARD	AGRO-INDUSTRIAL COOPERATION OF MATAASNAKAHOY	P 7,500.00	N/A	ELECTIVE	N
MARCH 26, 1998	JULY 31, 1999	EXECUTIVE ASSISTANT	OFFICE OF THE PROVINCIAL	P 10,863.00	N/A	CONRACTUAL	Y
1997	1998	GENERAL MANAGER	AGRO-INDUSTRIAL COOPERATION OF MATAASNAKAHOY	P 25,000.00	N/A	PERMANENT	N
1996	1997	BOARD OF DIRECTOR	AGRO-INDUSTRIAL COOPERATION OF MATAASNAKAHOY	P 3,500.00	N/A	ELECTIVE	N
JUNE 1, 1993	JUNE 30, 1996	SK PRESIDENT	LGU - MATAASNAKAHOY	P 9,585.00	N/A	ELECTIVE	Y
		**** NOTHING FOLLOWS ****					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/06/2022	CS FORM 212 (Revised 2017), Page 2 of 4

LUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIO

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
BOY SCOUTS OF THE PHILIPPINES, NATIONAL BOARD	2022	present		NATIONAL EXECUTIVE
CRIMINAL INVESTIGATION AND DETECTION GROUP IV-A	2019	present		CHAIRPERON REGIONAL CIDG
BOY SCOUTS OF THE PHILIPPINES, REGIONAL CHAPTER	2014	2016		REGIONAL VICE CHAIRMAN
BOY SCOUTS OF THE PHILIPPINES, BATANGAS CHAPTER	2013	2016		REGIONAL CHAIRMAN
PEOPLE'S LAW ENFORCEMENT BOARD (PLEB)	2010	2013		CHAIRMAN
ROTARY CLUB OF MATAASNAKAHOY	2007	2008		PRESIDENT
TAMBULI CLUB OF MATAASNAKAHOY	2006	2007		PRESIDENT

(Continue on separate sheet if necessary)

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

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

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
2ND QUARTER 2022 REGULAR NATIONAL EXECUTIVE BOARD MEETING	JUNE 16, 2022	JUNE 18 2022	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
1ST QUARTER 2022 REGULAR NATIONAL EXECUTIVE BOARD MEETING	FEB.28, 2022	MAR. 2, 2022	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
SEMINAR AND TRAINING ON THE CAPACITY DEVELOPMENT ON THE QUASI-JUDICIAL FUNTIONS OF THE LOCAL SANGGUNIAN MEMBERS AND DILG FIELD PERSONNEL	DEC. 3, 2021	DEC. 3, 2021	10.5	TECHNICAL	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGION IV-A
4TH QUARTER 2019 REGULAR NATIONAL EXECUTIVE BOARD MEETING AND YEAR-END MEETING	DEC. 10, 2019	DEC. 12, 2019	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
26TH NATIONAL CONVENTION AND ELECTION OF NATIONAL OFFICERS OF THE VICE MAYOR'S LEAGUE OF THE PHILIPPINES	NOV. 12, 2019	NOV. 14, 2019	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
CAPABILITY DEVELOPMENT AGENDA SEMINAR-WORKSHOP CY 2020-2022	SEP. 04, 2019	SEP. 06, 2019	24.0	TECHNICAL	MUNICIPAL GOVERNMENT OF MATAASNAKAHOY
2019 NEWLY ELECTED OFFICIAL ORIENTATION: PRIMING LEADERS TOWARDS EFFECTIVE GOVERNANCE	AUG. 12, 2019	AUG. 14, 2019	24.0	SUPERVISORY	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGION IV-A
ENHANCEMENT TRAINING SEMINAR ON EFFECTIVE LEGISLATION: BUILDING A DYNAMIC AND RESPONSIVE BARANGAY LEGISLATURE	JULY 16, 2019	JULY 19, 2019	32.0	SUPERVISORY	BATANGAS LEAGUE OF SECRETARIES TO THE SANGGUNIAN (BLESS)
ANNUAL GENERAL ASSEMBLY OF MUNICIPAL MAYOR	APR. 14, 2015	APR. 16, 2015	24.0	SUPERVISORY	MAYOR'S LEAGUE OF THE PHILIPPINES
LUZON ISLAND CLUSTER CONFERENCE OR LUZON MUNICIPAL MAYOR'S GOVERNANCE DIALOGUE WITH THE THEME: EMPOWERING MUNICIPALITIES; HARNESSING LGU POTENTIALS AND OPPORTUNITIES TO ATTAIN ALL INCLUSIVE GROWTH, POVERTY REDUCTION AND GOOD GOVERNANCE	JULY 14, 2014	JULY 16, 2014	24.0	SUPERVISORY	MAYOR'S LEAGUE OF THE PHILIPPINES
10TH COMMUNITY BASED MONITORING SYSTEM (CBMS) NETWORK - PHILIPPINES NATIONAL CONFERENCE	MAR. 24, 2014	MAR. 26, 2014	24.0	SUPERVISORY	MAYOR'S LEAGUE OF THE PHILIPPINES
THE POWERS OF MOTIVATION	JUNE 14, 2000	JUNE 15, 2000	16.0	SUPERVISORY	MANTUANO AND ASSOCIATES GROUP
THE BUILDING BLOCK OF SUCCESS	JUNE 26, 1996	JUNE 28, 1996	16.0	SUPERVISORY	ROTARY CLUB OF MATAASNAKAHOY
ACCOUNT MANAGEMENT SEMINAR	JUNE 26, 1996	JUNE 28, 1996	24.0	SUPERVISORY	LAND BANK OF THE PHILIPPINES
BUSINESS MANAGEMENT TRAINING LEVEL 1 & 2	MAY 14, 1996	MAY 18, 1996	32.0	SUPERVISORY	MAKATI BUSINESS CLUB
ASIAN YOUTH CONGRESS	APR. 27, 1993	APR. 28, 1993	16.0	TECHNICAL	NATIONAL GOVERNMENT
SK ORIENTATION TRAINING LEVEL 2	JAN. 17, 1993	JAN. 18, 1993	16.0	TECHNICAL	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - BATANGAS
ORIENTATION TRAINING ON LOCAL LEGISLATION DEVELOPMENT	JAN. 14, 1993	JAN. 16, 1993	16.0	SUPERVISORY	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - BATANGAS

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
DRIVING	NATIONAL EXECUTIVE BOARD - Boy Scout of the Philippines	BOY SCOUT OF THE PHILIPPINES - BATANGAS CHAPTER
VOLLEYBALL	BEST IN POLICY PAPER AWARD - Master in Public Safety Administration	VICE MAYOR'S LEAGUE OF THE PHILIPPINES - BATANGAS
SINGING	GOLD SERVICE AWARD - Boy Scout of the Philippines	ROTARY CLUB OF MATAASNAKAHOY
	OUTSTANDING MAYOR - Municipal Government	
	OUTSTANDING PRESIDENT - Rotary Club	

(Continue on separate sheet if necessary)

SIGNATURE	[redacted]	DATE	07/06/2022

34.	Are you related by consanguinity or affinity to the chief of bureau or office or to the person who has Bureau or Department where you will be apppointed,	
	a. within the third degree?	☐ YES ☑ NO
	b. within the fourth degree (for Local Government Unit -	☐ YES ☑ NO If YES, give details:
35.	a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO If YES, give details:
	b. Have you been criminally charged before any court?	☑ YES ☐ NO If YES, give details: RAPE AND HUMAN TRAFFICKING IN RTC Date Filed: 2013 Status of Case/s: ACQUITTED: DEC. 2016
36.	Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details:
37.	Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private	☑ YES ☐ NO If YES, give details: Resignation in Private Office Annulment of Proclamation as Mayor
38.	a. Have you ever been a candidate in a national or local election held within the last year (except Barangay	☑ YES ☐ NO If YES, give details: Vice Mayoralty
	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	☐ YES ☑ NO If YES, give details:
39.	Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country):
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please	
a.	Are you a member of any indigenous group?	☐ YES ☑ NO If YES, please specify:
b.	Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No:
c.	Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
HON. MA. THERESA COLLANTES	TANAUAN, BATANGAS	
HON. HERMILANDO I. MANDANAS	BATANGAS CITY	
ATTY. CEDRICK G. TRAIN	SAN JUAN, BATANGAS	0921-9999-499

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

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	TIN
ID/License/Passport No.:	174-055-369-000
Date/Place of Issuance:	SEP., 2016 / LIPA CITY

Signature (Sign inside the box)

July 06, 2022

Right Thumbmark

SUBSCRIBED AND SWORN to before me this affiant exhibiting his/her validly issued government ID as indicated above.

GALLY D. TIPAN

Person Administering Oath

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

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

I. PERSONAL INFORMATION

2.	SURNAME	ILAGAN		
	FIRST NAME	JAY	NAME EXTENSION (JR., SR)	N/A
	MIDDLE NAME	MANALO		
3.	DATE OF BIRTH (mm/dd/yyyy)	DECEMBER 30, 1973	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization
4.	PLACE OF BIRTH	MATAASNAKAHOY,BATANGAS	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5.	SEX	☑ Male ☐ Female		
6	CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	N/A — House/Block/Lot No.; N/A — Street; JMI FARM — Subdivision/Village; SANTOL — Barangay; MATAASNAKAHOY — City/Municipality; BATANGAS — Province
7.	HEIGHT (m)	5'2		
8.	WEIGHT (kg)	68 kgs	ZIP CODE	4223
9.	BLOOD TYPE	O+	18. PERMANENT ADDRESS	N/A — House/Block/Lot No.; N/A — Street; JMI FARM — Subdivision/Village; SANTOL — Barangay; MATAASNAKAHOY — City/Municipality; BATANGAS — Province
10.	GSIS ID NO.	2002000417		
11.	PAG-IBIG ID NO.	040314342103		
12.	PHILHEALTH NO.	18-000084762-7	ZIP CODE	4223
13.	SSS NO.		19. TELEPHONE NO.	(043) 741-3115
14.	TN NO.	174-055-369-000	20. MOBILE NO.	0917-517-7337
15	AGENCY EMPLOYEE NO.	SBO001	21. E-MAIL ADDRESS (if any)	jaymanaloilagan31@gmail.com

II. FAMILY BACKGROUND

22.	SPOUSE'S SURNAME	ILAGAN	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	FIRST NAME	JANET — NAME EXTENSION (JR., SR) N/A	KRISTINE GRACE M. ILAGAN	DEC. 8, 1993
	MIDDLE NAME	MAGPANTAY	KING JOSEPH M. ILAGAN	JUNE 19, 2007
	OCCUPATION	MUNICIPAL MAYOR		
	EMPLOYER/BUSINESS NAME	MUNICIPALITY OF MATAASNAKAHOY	NOTHING FOLLOWS	
	BUSINESS ADDRESS	V. TEMPLO AVE., BRGY. IV., MATAASNAKAHOY, BATANGAS		
	TELEPHONE NO.	0917-658-1717		
24.	FATHER'S SURNAME	ILAGAN		
	FIRST NAME	AQUILINO — NAME EXTENSION (JR., SR) N/ A		
	MIDDLE NAME	KALALO		
25.	MOTHER'S MAIDEN NAME			
	SURNAME	MANALO		
	FIRST NAME	AUREA		
	MIDDLE NAME	DEL MUNDO	(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	SANTOL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1980	1986	GRADUATED	1986	N/A
SECONDARY	LA PURISIMA CONCEPCION ACADEMY	HIGH SCHOOL	1986	1990	GRADUATED	1990	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	DE LA SALLE - LIPA	BACHELOR OF SCIENCE IN ANIMAL SCIENCE	1990	1994	GRADUATED	1994	N/A
GRADUATE STUDIES	PHILIPPINE CHRISTIAN UNIVERSITY	MASTER IN PUBLIC ADMINISTRATION	2015	2018	GRADUATED	2018	N/A
DOCTORATE STUDIES	PHILIPPINE CHRISTIAN UNIVERSITY	DOCTOR IN DEVELOPMENT PUBLIC ADMINISTRATION	2018	2022	GRADUATED	2022	N/A
DOCTORATE STUDIES	PHILIPPINE PUBLIC SAFETY COLLEGE	MASTER IN PUBLIC SAFETY ADMINISTRATION	2022	2022	GRADUATED	2022	Best in Policy Paper

(Continue on separate sheet if necessary)

SIGNATURE	[redacted]	DATE	07/06/2022

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CIVIL SERVICE - PROFESSIONAL	93.0%		QUEZON CITY		

(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	GOV'T SERVICE (Y/ N)
From	To						
JAN. 1, 2022	present	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 75,591.00	25-1	ELECTIVE	Y
JAN. 1, 2021	DEC. 31, 2021	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 74,165.00	25-1	ELECTIVE	Y
JAN. 1, 2020	DEC. 31, 2020	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 72,739.00	25-1	ELECTIVE	Y
JULY 1, 2019	DEC. 31, 2019	MUNICIPAL VICE MAYOR	LGU - MATAASNAKAHOY	P 71,312.00	25-1	ELECTIVE	Y
JULY 1, 2016	JULY 21, 2016	MUNICIPAL MAYOR	LGU - MATAASNAKAHOY	P 55,453.00	27-1	ELECTIVE	Y
DEC. 1, 2014	JUNE 30, 2016	MUNICIPAL MAYOR	LGU - MATAASNAKAHOY	P 47,003.00	27-1	ELECTIVE	Y
JULY 1, 2013	NOV. 30, 2014	MUNICIPAL MAYOR	LGU - MATAASNAKAHOY	P 40,566.00	27-1	ELECTIVE	Y
2006	PRESENT	PRESIDENT	KJMI GROUP OF COMPANIES	P 50,000.00	N/A	PERMANENT	N
2000	PRESENT	PROPRIETOR	ANGEL KAYPEE MANPOWER SERVICES	P 20,000.00	N/A	PERMANENT	N
2000	2007	GENERAL MANAGER	ALL ROUND FASHION	P 30,000.00	N/A	PERMANENT	N
1998	2000	CHAIRMAN OF THE BOARD	AGRO-INDUSTRIAL COOPERATION OF MATAASNAKAHOY	P 7,500.00	N/A	ELECTIVE	N
MARCH 26, 1998	JULY 31, 1999	EXECUTIVE ASSISTANT	OFFICE OF THE PROVINCIAL	P 10,863.00	N/A	CONRACTUAL	Y
1997	1998	GENERAL MANAGER	AGRO-INDUSTRIAL COOPERATION OF MATAASNAKAHOY	P 25,000.00	N/A	PERMANENT	N
1996	1997	BOARD OF DIRECTOR	AGRO-INDUSTRIAL COOPERATION OF MATAASNAKAHOY	P 3,500.00	N/A	ELECTIVE	N
JUNE 1, 1993	JUNE 30, 1996	SK PRESIDENT	LGU - MATAASNAKAHOY	P 9,585.00	N/A	ELECTIVE	Y
		**** NOTHING FOLLOWS ****					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/06/2022	CS FORM 212 (Revised 2017), Page 2 of 4

TARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIO

E1

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
BOY SCOUTS OF THE PHILIPPINES, NATIONAL BOARD	2022	present		NATIONAL EXECUTIVE
CRIMINAL INVESTIGATION AND DETECTION GROUP IV-A	2019	present		CHAIRPERON REGIONAL CIDG
BOY SCOUTS OF THE PHILIPPINES, REGIONAL CHAPTER	2014	2016		REGIONAL VICE CHAIRMAN
BOY SCOUTS OF THE PHILIPPINES, BATANGAS CHAPTER	2013	2016		REGIONAL CHAIRMAN
PEOPLE'S LAW ENFORCEMENT BOARD (PLEB)	2010	2013		CHAIRMAN
ROTARY CLUB OF MATAASNAKAHOY	2007	2008		PRESIDENT
TAMBULI CLUB OF MATAASNAKAHOY	2006	2007		PRESIDENT

(Continue on separate sheet if necessary)

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

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

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
2ND QUARTER 2022 REGULAR NATIONAL EXECUTIVE BOARD MEETING	JUNE 16, 2022	JUNE 18 2022	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
1ST QUARTER 2022 REGULAR NATIONAL EXECUTIVE BOARD MEETING	FEB.28, 2022	MAR. 2, 2022	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
SEMINAR AND TRAINING ON THE CAPACITY DEVELOPMENT ON THE QUASI-JUDICIAL FUNTIONS OF THE LOCAL SANGGUNIAN MEMBERS AND DILG FIELD PERSONNEL	DEC. 3, 2021	DEC. 3, 2021	10.5	TECHNICAL	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGION IV-A
4TH QUARTER 2019 REGULAR NATIONAL EXECUTIVE BOARD MEETING AND YEAR-END MEETING	DEC. 10, 2019	DEC. 12, 2019	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
26TH NATIONAL CONVENTION AND ELECTION OF NATIONAL OFFICERS OF THE VICE MAYOR'S LEAGUE OF THE PHILIPPINES	NOV. 12, 2019	NOV. 14, 2019	24.0	SUPERVISORY	VICE MAYOR'S LEAGUE OF THE PHILIPPINES
CAPABILITY DEVELOPMENT AGENDA SEMINAR-WORKSHOP CY 2020-2022	SEP. 04, 2019	SEP. 06, 2019	24.0	TECHNICAL	MUNICIPAL GOVERNMENT OF MATAASNAKAHOY
2019 NEWLY ELECTED OFFICIAL ORIENTATION: PRIMING LEADERS TOWARDS EFFECTIVE GOVERNANCE	AUG. 12, 2019	AUG. 14, 2019	24.0	SUPERVISORY	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGION IV-A
ENHANCEMENT TRAINING SEMINAR ON EFFECTIVE LEGISLATION: BUILDING A DYNAMIC AND RESPONSIVE BARANGAY LEGISLATURE	JULY 16, 2019	JULY 19, 2019	32.0	SUPERVISORY	BATANGAS LEAGUE OF SECRETARIES TO THE SANGGUNIAN (BLESS)
ANNUAL GENERAL ASSEMBLY OF MUNICIPAL MAYOR	APR. 14, 2015	APR. 16, 2015	24.0	SUPERVISORY	MAYOR'S LEAGUE OF THE PHILIPPINES
LUZON ISLAND CLUSTER CONFERENCE OR LUZON MUNICIPAL MAYOR'S GOVERNANCE DIALOGUE WITH THE THEME: EMPOWERING MUNICIPALITIES; HARNESSING LGU POTENTIALS AND OPPORTUNITIES TO ATTAIN ALL INCLUSIVE GROWTH, POVERTY REDUCTION AND GOOD GOVERNANCE	JULY 14, 2014	JULY 16, 2014	24.0	SUPERVISORY	MAYOR'S LEAGUE OF THE PHILIPPINES
10TH COMMUNITY BASED MONITORING SYSTEM (CBMS) NETWORK - PHILIPPINES NATIONAL CONFERENCE	MAR. 24, 2014	MAR. 26, 2014	24.0	SUPERVISORY	MAYOR'S LEAGUE OF THE PHILIPPINES
THE POWERS OF MOTIVATION	JUNE 14, 2000	JUNE 15, 2000	16.0	SUPERVISORY	MANTUANO AND ASSOCIATES GROUP
THE BUILDING BLOCK OF SUCCESS	JUNE 26, 1996	JUNE 28, 1996	16.0	SUPERVISORY	ROTARY CLUB OF MATAASNAKAHOY
ACCOUNT MANAGEMENT SEMINAR	JUNE 26, 1996	JUNE 28, 1996	24.0	SUPERVISORY	LAND BANK OF THE PHILIPPINES
BUSINESS MANAGEMENT TRAINING LEVEL 1 & 2	MAY 14, 1996	MAY 18, 1996	32.0	SUPERVISORY	MAKATI BUSINESS CLUB
ASIAN YOUTH CONGRESS	APR. 27, 1993	APR. 28, 1993	16.0	TECHNICAL	NATIONAL GOVERNMENT
SK ORIENTATION TRAINING LEVEL 2	JAN. 17, 1993	JAN. 18, 1993	16.0	TECHNICAL	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - BATANGAS
ORIENTATION TRAINING ON LOCAL LEGISLATION DEVELOPMENT	JAN. 14, 1993	JAN. 16, 1993	16.0	SUPERVISORY	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - BATANGAS

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
DRIVING	NATIONAL EXECUTIVE BOARD - Boy Scout of the Philippines	BOY SCOUT OF THE PHILIPPINES - BATANGAS CHAPTER
VOLLEYBALL	BEST IN POLICY PAPER AWARD - Master in Public Safety Administration	VICE MAYOR'S LEAGUE OF THE PHILIPPINES - BATANGAS
SINGING	GOLD SERVICE AWARD - Boy Scout of the Philippines	ROTARY CLUB OF MATAASNAKAHOY
	OUTSTANDING MAYOR - Municipal Government	
	OUTSTANDING PRESIDENT - Rotary Club	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/06/2022

34.	Are you related by consangu[illegible] affinity to the chief of bureau or office or to the person who has Bureau or Department where you will be apppointed,	
	a. within the third degree?	☐ YES ☑ NO
	b. within the fourth degree (for Local Government Unit -	☐ YES ☑ NO If YES, give details:
35.	a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO If YES, give details:
	b. Have you been criminally charged before any court?	☑ YES ☐ NO If YES, give details: RAPE AND HUMAN TRAFFICKING IN RTC Date Filed: 2013 Status of Case/s: ACQUITTED: DEC. 2016
36.	Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details:
37.	Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private	☑ YES ☐ NO If YES, give details: Resignation in Private Office Annulment of Proclamation as Mayor
38.	a. Have you ever been a candidate in a national or local election held within the last year (except Barangay	☑ YES ☐ NO If YES, give details: Vice Mayoralty
	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	☐ YES ☑ NO If YES, give details:
39.	Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country):
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please	
a.	Are you a member of any indigenous group?	☐ YES ☑ NO If YES, please specify:
b.	Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No:
c.	Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
HON. MA. THERESA COLLANTES	TANAUAN, BATANGAS	
HON. HERMILANDO I. MANDANAS	BATANGAS CITY	
ATTY. CEDRICK G. TRAIN	SAN JUAN, BATANGAS	0921-9999-499

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

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	TIN
ID/License/Passport No.:	174-055-369-000
Date/Place of Issuance:	SEP., 2016 / LIPA CITY

Signature (Sign inside the box)

July 06, 2022

Right Thumbmark

SUBSCRIBED AND SWORN to before me this , affiant exhibiting his/her validly issued government ID as indicated above.

GALLY D. TIPAN
Person Administering Oath