

CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

(Stamp of Date of Receipt)



Ms. ARLYN O. BINAY

You are hereby appointed as Local Revenue Collection Officer I (SG-11) (Position Title)
under Permanent status at the Office of the Municipal Treasury
(Permanent, Temporary, etc.) (Office/Department/Unit)
with a compensation rate of Twenty One Thousand Three Hundred Eighty Four P 21,384.00
pesos per month.

The nature of this appointment is Promotion vice N/A
(Original, Promotion, etc.)
N/A, who Vacant with Plantilla Item No. 95
(Transferred, Retired, etc.)

Page 7.

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

Very truly yours,

JANET MAGPANTAY HAGAN
Municipal Mayor

December 16, 2024
Date of Signing

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

DRY SEAL

(Stamp of Date of Release)

Certification

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

The position was published at CSC Job Portal from November 12, 2024 to November 27, 2024 and posted in CSC-FO Batangas, Public Market, Office Lobby from November 12, 2024 to November 27, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on November 28, 2024..


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

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on December 10, 2024.


JANET MAGPANTAY ILAGAN
Municipal Mayor
Chairperson, HRMPSB/Placement Committee

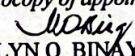
CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
<input type="checkbox"/> Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			

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

Acknowledgement

Received original/photocopy of appointment on December 16, 2024


ARLYN O. BINAY
Appointee



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



OFFICE OF THE MAYOR

OFFICE ORDER-A

No. 07-S-2024

TO : ARLYN O. BINAY
Revenue Collection Officer II

DATE : MARCH 07, 2025

SUBJECT : DESIGNATION AS AN ALTERNATE SPECIAL CASH DISBURSING OFFICER AT THE OFFICE OF THE MUNICIPAL TREASURER

In the exigency of service, and in view of the Vacation Leave of Ms. Mian S. Castillo Administrative Officer II/Special Cash Disbursing Officer, you are hereby designated as Alternate Special Cash Disbursing Officer at the Office of the Municipal Treasurer effective March 07, 2025.

In view thereof, you shall be accountable and responsible for the local funds in your possession or custody and the safekeeping thereof in accordance with Sec. 305 (f) of Republic Act No. 7160.

This Order shall be revoked upon the return of Ms. Castillo.

For information and guidance.

HON. JANET M. ILAGAN
Municipal Mayor

Joining hands for Mataasnakahoy's interest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY

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 s a separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. | CS ID No. | (Do not fill up. For CSC use only)**I. PERSONAL INFORMATION**

2. SURNAME	BINAY		
FIRST NAME	ARLYN		
MIDDLE NAME	OSEÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	NOVEMBER 19, 1974	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. Indicate country:
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	If holder of dual citizenship, please indicate the details.	
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	#094 RIZAL House/Block/Lot No. Street N/A III Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
7. HEIGHT (m)	4'7	ZIP CODE	
8. WEIGHT (kg)	46 kgs	18. PERMANENT ADDRESS	#094 RIZAL House/Block/Lot No. Street N/A N/A Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
9. BLOOD TYPE	"O"	ZIP CODE	
10. GSIS ID NO.	2002006033	19. TELEPHONE NO.	(043)784 6320
11. PAG-IBIG ID NO.	1490-0020-6309	20. MOBILE NO.	0920443934
12. PHILHEALTH NO.	09-000044576-1	21. E-MAIL ADDRESS (if any)	oseenaarlyn@gmail.com
13. SSS NO.	N/A		
14. TIN NO.	903-001-011		
15. AGENCY EMPLOYEE NO.	MTO003		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME				NAME EXTENSION (JR., SR.) N/A	N/A
MIDDLE NAME	N/A				
OCCUPATION	N/A				
EMPLOYER/BUSINESS NAME	N/A				
BUSINESS ADDRESS	N/A				
TELEPHONE NO.	N/A				
24. FATHER'S SURNAME	BINAY				
FIRST NAME	ARMANDO	NAME EXTENSION (JR., SR.) N/A			
MIDDLE NAME	DE CASTRO				
25. MOTHER'S MAIDEN NAME					
SURNAME	OSEÑA				
FIRST NAME	SIMEONA				
MIDDLE NAME	MALABAG				

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	MATAASNAKAHOY CENTRAL SCHOOL	PRIMARY	1981	1987	GRADUATED	1987	N/A
SECONDARY	LAPURISIMA CONCEPCION ACADEMY	SECONDARY	1987	1991	GRADUATED	1991	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	DELA SALLE-LIPA	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN BUSINESS MANAGEMENT	1992	1996	GRADUATED	1996	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE Ad. Sirgy DATE 20 November 2024 CS FORM 212 (Revised 2017), Page 1 of 4

(Continue on separate sheet if necessary)

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	BINAY		
FIRST NAME	ARLYN		
MIDDLE NAME	OSEÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	NOVEMBER 19, 1974	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	MATAASNAKAHOY, BATANGAS		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: _____		
7. HEIGHT (m)	4'7	17. RESIDENTIAL ADDRESS	#094 RIZAL House/Block/Lot No. Street N/A III Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
8. WEIGHT (kg)	46 kgs	ZIP CODE	
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	#094 RIZAL House/Block/Lot No. Street N/A N/A Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223
10. GSIS ID NO.	2002006033	ZIP CODE	
11. PAG-IBIG ID NO.	1490-0020-6309	19. TELEPHONE NO.	(043)784 6320
12. PHILHEALTH NO.	09-000044576-1	20. MOBILE NO.	0920443934
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	oseenaarlyn@gmail.com
14. TIN NO.	903-001-011		
15. AGENCY EMPLOYEE NO.	MTO003		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		N/A	N/A
MIDDLE NAME	N/A	N/A	N/A
OCCUPATION	N/A	N/A	N/A
EMPLOYER/BUSINESS NAME	N/A	N/A	N/A
BUSINESS ADDRESS	N/A	N/A	N/A
TELEPHONE NO.	N/A	N/A	N/A
24. FATHER'S SURNAME	BINAY		
FIRST NAME	ARMANDO	NAME EXTENSION (JR, SR) N/A	
MIDDLE NAME	DE CASTRO		
25. MOTHER'S MAIDEN NAME			
SURNAME	OSEÑA		
FIRST NAME	SIMEONA		
MIDDLE NAME	MALABAG		

(Continue on separate sheet if necessary)

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not)	YEAR GRADUATED	SCHOLARSHIP/ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	MATAASNAKAHOY CENTRAL SCHOOL	PRIMARY	1981	1987	GRADUATED	GRADUATED	N/A
SECONDARY	LAPURISIMA CONCEPCION ACADEMY	SECONDARY	1987	1991	GRADUATED	GRADUATED	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	DELA SALLE-LIPA	BACHELOR OF SCIENCE IN COMMERCIAL MAJOR IN BUSINESS MANAGEMENT	1992	1996	GRADUATED	GRADUATED	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>Arlyn Oseña</i>	DATE	20 November 2024	CS FORM 212 (Revised 2017), Page 1 of 4
-----------	--------------------	------	------------------	---

IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	Monthly SALARY	SALARY/JOB/ PAY GRADE (if applicable) & STEP (Format '00-0') INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
08-20-2024	to present		Admin. Asst I (Bookbinder III)	Office of the Mun. Treasurer	14,636.00	7-2	permanent	y
01/01/2023	08-19-2024		Admin. Asst I (Bookbinder III)	Office of the Mun. Treasurer	14,072.00	7-2	permanent	y
10/10/2022	12-31-2022		Admin. Asst I (Bookbinder III)	Office of the Mun. Treasurer	13,528.00	7-2	permanent	y
01/01/2022	10/09/2022		Admin. Asst I (Bookbinder III)	Office of the Mun. Treasurer	13,424.00	7-1	permanent	y
01/01/2021	12-31-2021		Admin. Asst I (Bookbinder III)	Office of the Mun. Treasurer	12,884.00	7-1	permanent	y
01/01/2020	12-31-2020		Admin. Asst I (Bookbinder III)	Office of the Mun. Treasurer	12,344.00	7-1	permanent	y
10/10/2019	12-31-2019		Admin. Asst I (Bookbinder III)	Office of the Mun. Treasurer	11,804.00	7-1	permanent	y
02/01/2019	10/09/2019		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	9,567.00	3-4	permanent	y
01/01/2019	01-31-2019		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	9,494.00	3-3	permanent	y
01/01/2018	12-31-20018		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	9,084.00	3-3	permanent	y
01/01/2017	12-31-2017		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	8,692.00	3-3	permanent	y
05/01/2016	12-31-2016		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	8,317.00	3-3	permanent	y
02/01/2016	04-30-2016		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	7,958.00	3-3	permanent	y
12/01/2014	01-31-2016		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	7,879.00	3-2	permanent	y
02/01/2013	11-30-2014		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	7,313.00	3-2	permanent	y
01/01/2013	01-31-2013		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	7,221.00	3-1	permanent	y
01/01/2012	12-31-2012		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	6,931.00	3-1	permanent	y
01/01/2011	12-31-2011		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	6,641.00	3-1	permanent	y
02/01/2010	12-31-2010		Admin. Aide III (Utility Worker II)	Office of the Mun. Treasurer	6,060.00	3-1	permanent	y
01/01/2010	01-31-2010		Admin. Aide I (Utility Worker I)	Office of the Mun. Treasurer	5,464.00	1-3	permanent	y
07-01-2008	12-31-2009		Admin. Aide I (Utility Worker I)	Office of the Mun. Treasurer	4,845.00	1-3	permanent	y
07/01/2007	06-30-2008		Admin. Aide I (Utility Worker I)	Office of the Mun. Treasurer	4,405.00	1-3	permanent	y
12-21-2006	06-30-2007		Admin. Aide I (Utility Worker I)	Office of the Mun. Treasurer	3,907.00	1-3	permanent	y
12-01-2005	12-20-2006		Admin. Aide I (Utility Worker I)	Office of the Mun. Treasurer	3,907.00	1-2	permanent	y
12/01/2005	11-30-2004		Admin. Aide I (Utility Worker I)	Office of the Mun. Treasurer	3,711.00	1-2	permanent	y
12/01/2004	11-30-2005		Admin. Aide I (Utility Worker I)	Office of the Mun. Treasurer	3,722.00	1-2	permanent	y
12-21-2003	11-30-2004		Utility Worker I	Office of the Mayor	3,711.00	1-2	permanent	y
01/01/2002	12-20-2003		Utility Worker I	Office of the Mayor	3,696.00	1-1	permanent	y
01/01/2002	12-31-2002		Utility Worker I	Office of the Mayor	3,696.00	1-1	permanent	y
07/01/2001	12-31-2001		Utility Worker I	Office of the Mayor	3,696.00	1-1	permanent	y
01/01/2001	06-30-2001		Utility Worker I	Office of the Mayor	3,520.00	1-1	permanent	y
12-21-2000	12-31-2000		Utility Worker I	Office of the Mayor	3,520.00	1-1	permanent	y
			- nothing follows -					

(Continue on separate sheet if necessary)

SIGNATURE *John Doe* **DATE** 20 November 2024 **CS FORM 212 (Revised 2017), Page 2 of 4**

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(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)

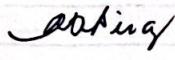
separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN 33. ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	N/A	1.GOVERNMENT EMPLOYEES OF MATAASNAKAHOY CREDIT COOPERATIVE
- nothing follows -		
		2. MATAASNAKAHOY CREDIT COOPERATIVE - nothing follows -

(Continue on separate sheet if necessary)

SIGNATURE Adriana DATE 20 November 2024 CS FORM 212 (Revised 2017), Page 3 of 4

<p>34. Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career)</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p>Date Filed: _____ Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>												
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____</p>												
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following</p> <p>a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: 0410-18003-357</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">NAME</th> <th style="text-align: left; padding: 2px;">ADDRESS</th> <th style="text-align: left; padding: 2px;">TEL NO.</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Edgardo Oseña</td> <td style="padding: 2px;">BRGY. III</td> <td style="padding: 2px;">7742299</td> </tr> <tr> <td style="padding: 2px;">Hon. Merlyn Caraan Laqui</td> <td style="padding: 2px;">BRGY. III</td> <td style="padding: 2px;">9177447932</td> </tr> <tr> <td style="padding: 2px;">Hon. Chona Magpantay</td> <td style="padding: 2px;">BRGY. III</td> <td style="padding: 2px;">9945431154</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL NO.	Edgardo Oseña	BRGY. III	7742299	Hon. Merlyn Caraan Laqui	BRGY. III	9177447932	Hon. Chona Magpantay	BRGY. III	9945431154
NAME	ADDRESS	TEL NO.											
Edgardo Oseña	BRGY. III	7742299											
Hon. Merlyn Caraan Laqui	BRGY. III	9177447932											
Hon. Chona Magpantay	BRGY. III	9945431154											
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s.</p>													
<p>Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: 04-1018-0003</p> <p>ID/License/Passport No.: _____</p> <p>Date/Place of Issuance: 11/13/2023 Mkaloy</p>	 <p>Signature (Sign inside the box) NOV. 20, 2024 Date Accomplished</p> 												
<p>SUBSCRIBED AND SWEARN to before me this 20th day of Nov. 2024, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p></p> <p>GALLY D. TIPAN MHRMO</p>													

WORK EXPERIENCE SHEET

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

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

- Duration: October 10, 2019- present
- Position: Administrative Assistant I
- Name of Office/Unit: Municipal Treasury Office
- Immediate Supervisor: Lady Ivy T. Hidalgo
- Name of Agency/Organization and Location: LGU Mataasnakahoy
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible in collection of fees and charges, provides assistance to Barangay Treasurers and officials for issuance of Accountable forms and related matters, responsible in accomplishing monthly reports such as Form 60, RPT RACIM, Barangay shares, facilitate BIR epayment; responds to queries and performs other related functions.

Ading
ARLYN O. BINAY

(Signature over Printed Name
of Employee/Applicant)

Date: November 20, 2024



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that in connection with the appointment of Ms. ARLYN O. BINAY as Local Revenue Collection Officer I in the Office of the Municipal Treasury of this municipality, all pertinent requirements contained in RA 7160 in Section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.

JANET MAGPANTAY LAGAN
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



OFFICE OF THE MUNICIPAL ACCOUNTANT

CERTIFICATION

THIS IS TO CERTIFY that funds are available for the position of Local Revenue Collection Officer I in the Office of the Municipal Treasury of this municipality, with Salary Grade 10 amounting to TWO HUNDRED FIFTY SIX THOUSAND SIX HUNDRED EIGHT PESOS (P 256,608.00) per annum as per Annual Budget CY-2024 of this municipality.

Issued this 16th day of December , 2024 at Mataasnakahoy, Batangas.



LENILYN C. CARAAN
Municipal Accountant



Civil Service Commission Regional Office IV



002874

Certificate of Eligibility

ARLYN O. BINAY

is hereby conferred the **CAREER SERVICE PROFESSIONAL ELIGIBILITY** for having obtained a general rating of Eighty and 00/100 (80.00) in the **CAREER SERVICE PROFESSIONAL EXAMINATION** held at the Batangas City Integrated High School, Batangas City on 03 March 2024. This Eligibility takes effect on 17 September 2024.

The above name is found in the Supplemental Register of Eligibles^a of CSC REGIONAL OFFICE IV, 139 Panay Avenue Brgy. South Triangle, Quezon City, from which appointment to positions requiring this eligibility shall be made, provided the eligible possesses the qualifications and other requirements for the position.



ARLYN O. BINAY

Signature of Eligible

Date of Birth : 19 November 1974
Place of Birth : M KAHOY BATS
CSE-PR Application Number : CSE-PR-2409-068

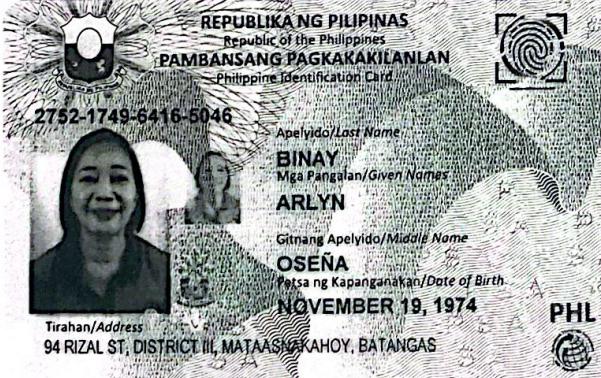
240409 - 002874

^a Pursuant to CSC Resolution No 2301123 dated 07 December 2023 (Grant of Career Service Eligibility – Preference Rating (CSE-PR) to Specific Workers in Government Agencies Based on Length of Service and Work Performance)

ATTY. KARLO A. B. NOGRALES
Chairperson

MARIA LETICIA G. REYNA
Director IV

JOSEPHINE R. ALTURA
Director III



CERTIFIED AUTHENTICATED COPY

CHRISTOPHER JOHN L. ESPIRITU
Senior Human Resource Specialist
Examination Services Division

241014-00997

Bawat Kawani, Lingkod Bayani

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
(Revised Version No. 1, s. 2018)

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

Local Revenue Collection Officer I

2. ITEM NUMBER

95

3. SALARY GRADE

11

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

Province
 City
 Municipality

1st Class
 2nd Class
 3rd Class
 4th Class

5th Class
 6th Class
 Special

**5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT**

Local Government Unit of Mataasnakahoy, Batangas

6. BUREAU OR OFFICE

Office of the Municipal Treasury

7. DEPARTMENT / BRANCH / DIVISION

Office of the Municipal Treasury

8. WORKSTATION / PLACE OF WORK

Office of the Municipal Treasury

**9. PRESENT APPROP
ACT**

SB Resolution No.
182-S-2024/
Ordinance of Budget
No. 25-S-2024

N/A

10. PREVIOUS APPROP ACT

P 21,384.00

11. SALARY AUTHORIZED

PERA	P 2,000.00
Clothing Allow.	7,000.00
Cash Gift	5,000.00
Year End Bonus	21,384.00
Mid-year Bonus	21,384.00
PEI	5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Municipal Treasurer

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

N/A

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE	ITEM NUMBER
N/A	N/A

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

Adding Machine, Computer, Logbook, Printer

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			

18. WORKING CONDITION

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

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

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

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

Responsible for collecting taxes or duties owed to a government or public agency.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility

21e. Core Competencies

Competency Level

None Yet

None Required

**Career Service (Professional)
Second Level Eligibility**

21f. Leadership Competencies

None Yet

卷之三

Competency 1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Competency Level

Percentage of Working Time	(State the duties and responsibilities here.)	
	Local Government Unit	Department / Agency
25%	Compute, collect and issue official receipts on payments on Real Property Tax (RPT);	Local Government Unit
20%	Collect, issue official receipts and record payments on business taxes, fees and charges, and other local taxes;	Department / Agency
15%	Prepare monthly/ quarterly reports of RPT collections, other local taxes, fees and charges;	None Yet
15%	Update and maintain records of RPT payments and prepare list of delinquent properties;	Local Government Unit
15%	Prepare monthly reports of barangay shares;	Department / Agency
10%	Perform other duties and functions as may be assigned by the Municipal Treasurer	Local Government Unit

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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

W.S.W.

ARLYN O. BÍNAY 12/16/2024

Employee's Name, Date and Signature

LADY IVY T. HIDALGO 12/16/2024

Municipal Treasurer, Date and Signature

Municipal Treasurer, Date and Signature



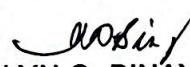
Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy



OATH OF OFFICE

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

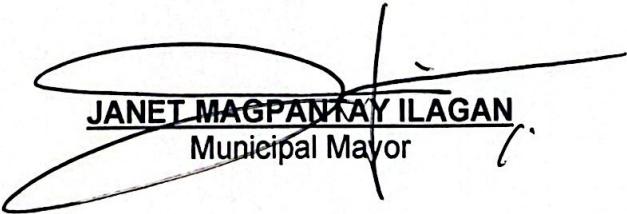
SO HELP ME GOD.


ARLYN O. BINAY

(Signature over Printed Name of the Appointee)

Government ID: PWD ID
ID Number : 04-1018-0003
Date Issued : 11/13/2023

Subscribed and sworn to before me this 16th day of December, 2024 in Mataasnakahoy Batangas, Philippines.


JANET MAGPANAY ILAGAN
Municipal Mayor



CS Form No. 4
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. ARLYN O. BINAY has assumed the duties and responsibilities as Local Revenue Collection Officer I in the Office of the Municipal Treasury effective December 16, 2024.

This certification is issued in connection with the issuance of the appointment of Ms. Binay as Local Revenue Collection Officer I,

Done this 16th day of December 2024 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: December 16, 2024

Attested by:

GALLY D. TIPAN

Mun. Human Res. Mgt. Officer

201 file
Admin
COA
CSC



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



OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT

CERTIFICATION

This is to certify that **Ms. ARLYN O. BINAY**, Administrative Assistant I (Bookbinder III) of the Municipal Treasury Office, got a Very Satisfactory Performance, with a numerical rating of 4.3214 in her Individual Performance Commitment Review (IPCR) for the January-June 2024 rating period.

Issued this 16th day of December 2024 at Mataasnakahoy, Batangas.


GALLY D. TIPAN
MGDH-MHRMO

Noted by:


HON. JANET MACPANTAY ILAGAN
Municipal Mayor

Joining hands for **M**ataasnakahoy's **i**nterest



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Tel. No. (043) 784-1088



MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

JUSTIFICATION

THIS IS TO JUSTIFY the promotion of **MS. ARLYN O. BINAY**, from Administrative Assistant I (Bookbinder III), Salary Grade 7, to Local Revenue Collection Officer I, Salary Grade 11, in the Office of the Municipal Treasury.

"Section 97 of 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA), Revised July 2018, states that an employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position, except when the promotional appointment falls within the purview of the following exemptions wherein Ms. Binay had met:

- That Ms. Binay is the qualified next-in-rank to the vacant position as identified by the Merit Selection Plan;
- That Ms. Binay is the qualified applicant for the position considering the vacant position was posted from November 12, 2024 to November 27, 2024 at the CSC Job Portal and in three (3) conspicuous places in the municipality (Public Market, HRM Bulletin and office lobby of the leftwing building) to widespread the publication and to attract best-qualified applicants; and
- That the promotion of Ms. Binay passed through a deep selection process by the Human Resource Merit Promotion and Selection Board (HRMPSB) taking into consideration her qualifications:
 - Educational achievement;
 - Highly specialized training;
 - Work experience; and
 - Consistent high-performance rating.

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

This justification was done to support the appointment of Ms. Arlyn O. Binay, to the position of Local Revenue Collection Officer I, Salary Grade 11.

Issued this 16th day of December, 2024.


GALLY D. TIPAN
Municipal Human Resource Management Officer

Noted by:


HON. JANET MAGPANTAY ILAGAN,
Municipal Mayor



MUNICIPAL FORM NO. 102—(Revised Dec. 1, 1958)

(TO BE ACCOMPLISHED IN DUPLICATE)

REPUBLIC OF THE PHILIPPINES

CERTIFICATE OF LIVE BIRTH

(FILL OUT COMPLETELY, ACCURATELY, LEGIBLY IN INK OR TYPEWRITER)

Province: BATANGAS
City or Municipality: MATASNAKAHAY

Register Number:

(a) Civil Registrar-General No.

(b) Local Civil Registrar No. 352 (K-14)

1. PLACE OF BIRTH

a. PROVINCE BATANGAS
b. CITY OR MUNICIPALITY MATASNAKAHAY
c. NAME OF HOSPITAL OR INSTITUTION (If not a hospital, give street address) Poblacion

d. Is PLACE OF BIRTH INSIDE CITY LIMITS?

YES No

2. USUAL RESIDENCE OF MOTHER (Where does mother live?)

a. PROVINCE BATANGAS
b. CITY OR MUNICIPALITY MATASNAKAHAY
c. NUMBER AND STREET Poblaciond. Is RESIDENCE INSIDE CITY LIMITS? e. Is RESIDENCE ON A FARM?
Yes No Yes No

3. NAME (Type or print).

First ARLYN

Middle OSENA

Last BINAY

4. Sex This Birth
FEMALE SINGLE TWIN TRIPLETS 5. IF TWIN OR TRIPLETS, WAS CHILD INT 2ND 3RD 6. DATE OF BIRTH
Month NOV Day 19 Year 19747. FATHER'S NAME First ARMANDO DE CASTRO Middle RELIGION R. CATH. Last BINAY
8. AGE (At time of birth) 10. BIRTHPLACE
Years 23 Place M- KAHAY BAT. 11. USUAL OCCUPATION CARPENTER
12. MOTHER'S Maiden Name SELENEA MATABAG OSENIA 13. NATIONALITY FIL. 14. BIRTH
15. Previous DELIVERIES TO MOTHER
(Do not include this birth)
e. How many children are now living? f. How many other children were born alive but are now dead?
g. How many fetal deaths (fetus born dead any time after conception)?16. AGE (At time of birth) 17. BIRTHPLACE
Years 21 Place M- KAHAY BAT. 18. MOTHER'S Maiden Name SELENEA MATABAG OSENIA
19. ATTENDANT AT BIRTH
I declare that I attended the birth of this child who was born alive at 8:30 o'clock M. on the date above indicated.
a. SIGNATURE: LEOONIA B. REYES
b. NAME IN PRINT: LEOONIA B. REYES
c. ADDRESS: UPA, M- KAHAY BATANGAS

d. DATE SIGNED BY ATTENDANT AT BIRTH: 1974-11-21

e. TITLE OR POSITION: ATTENDANT

 M. D. NURSE HOMEM OTHERS (Specify)

f. GIVEN NAME ADDED FROM SUPPLEMENTAL REPORTS: 21

g. DATE WHEN GIVEN NAME WAS SUPPLIED: 21

20. RECEIVED IN THE OFFICE OF THE LOCAL CIVIL REGISTRAR ON:
a. SIGNATURE: C. MAPA
b. NAME IN PRINT: C. MAPA
c. TITLE OR POSITION: 11-21-74
d. DATE: 11-21-7421. LENGTH OF PREGNANCY
36 weeks
COMPLETED WEEKS: 22. WEIGHT AT BIRTH
7 lbs
LBS: 23. LEGITIMATE
1. Yes 2. No
24. DATE AND PLACE OF MARRIAGE OF PARENTS (For legitimate birth)
JUNE 12 1972
Month Day Year
City or Municipality MATASNAKAHAY Province BATANGAS25. THIS CERTIFICATE IS PREVIOUSLY ISSUED
SIGNATURE: LEOONIA B. REYES
NAME IN PRINT: LEOONIA B. REYES
TITLE OR POSITION: ATTENDANT
DATE: 1974-11-21

18-258 (SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES)

07103-1B-105GCL-00746-BI002

BRN
01018-A74XK01-9Documentary
Stamp Tax PaidCLAIRED DENNIS S. MAPA, Ph. D.
National Statistician and Civil Registrar General
Philippine Statistics Authority

BEST POSSIBLE IMAGE



T105071031050074606132019002

KN500930210



- DE LA SALLE - LIPA

**COLLEGE DEPARTMENT
LIPA CITY, BATANGAS
PHILIPPINES**

DE LA S. T.
OFFICE OF THE SECY.

CERTIFIED TRUE COPY

R. LEVINA F. SILVA
COLLEGE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORD

Record of: BINAY, ARLYN OSENA
High School: LA PURISIMA CONCEPCION ACADEMY
Admitted on: IST SEMESTER, 1992-1993

Home Address:

School of: COMMERCE
Graduated: MARCH 1996
Degree: BSC-BUS. MGT.
NCEE: XXX XXX

Grading System:

One unit of credit is one hour of lecture or recitation (or two three hours of Lab.) for the period of a complete semester.

98 to 100 - 1.0

95 to 97 - 1.25

92 to 94 -

89 to 91 - 1.75

86 to 88 - 2.0

83 to 85 - 2.25

80 to 82 - 2.5

77 to 79 - 2.75

75 to 76 - 3.0

Below 75 - 5.0

SPECIAL ORDER NO.:

Remarks:

MORE ON PAGE 2

(Not valid for
transfer without seal)

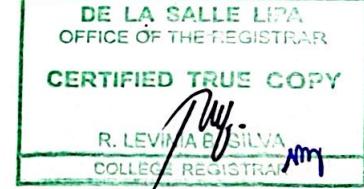
LDJE

Prepared by:

RUBEN TUBIGAN RUBIS
REGISTRAR

De La Salle-Lipa

COLLEGE DEPARTMENT
Lungsod ng Lipa, Pilipinas
LIPA CITY, PHILIPPINES



Sa lahat ng makakatunghay ng kasulatang ito, mapitagang batî sa ngalan ng maykapal
TO ALL TO WHOM THIS DIPLOMA COMES TO VIEW, GREETINGS IN THE LORD

bayaang mabatid ng lahat na kami bilang mga saksi ay nagpahahayag na si
LET ALL MEN KNOW THAT WE SIGNIFY AND BEAR WITNESS THAT

Arllyn O. Binay

ay nakalupad sa ilinakdang kurso at nakasulit ng maluwalhati gaya ng hinaglibay ng Komisyon ng
WHO HAS SATISFACTORILY COMPLETED THE PRESCRIBED COURSE OF STUDY AS APPROVED BY THE COMMISSION ON

Pinakamataas na Edukasyon ng Republika ng Pilipinas, ay ipinagkalob ang titulong
HIGHER EDUCATION OF THE REPUBLIC OF THE PHILIPPINES, HAS BEEN CONFERRED THE DEGREE OF

Batsilher sa Agham ng Pangangalakal
Bachelor of Science in Commerce

Nagpakanay sa

PANGANGASIWANG PANGKALAKAL

MAJOR IN

BUSINESS MANAGEMENT

Iginawad ngayong ika 28 araw ng Marso, taon ng aling Panginoon, labengsiyam na raan at syamnapu't anim
GIVEN THIS 28th DAY OF MARCH, YEAR OF OUR LORD NINETEEN HUNDRED AND NINETY six

Bilang kalunayan, ay aming ikininal ang talak ng paaralan at ang lagda namin.

IN WITNESS WHEREOF WE HAVE SET THE SEAL OF THE SCHOOL AND OUR SIGNATURE.

The
BRO. RAFAEL S. DONATO, FSC
PRESIDENT, DE LA SALLE LIPA, INC.

Celerino A. Endaya
CELERINO A. ENDAYA
DEAN