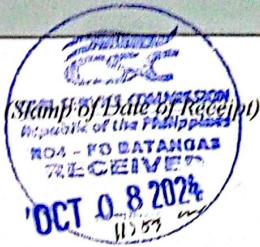


CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Ms. LOTALIE V. AGUILA

You are hereby appointed as Administrative Assistant I
(Bookbinder III) (SG-7)
under Permanent status at the Office of the Municipal Treasury
(Permanent, Temporary, etc.)
with a compensation rate of Fourteen Thousand Five Hundred Twenty Four P 14,524.00
pesos per month.
The nature of this appointment is Promotion vice
(Original, Promotion, etc.)
N/A, who Vacant with Plantilla Item No. 99
(Transferred, Retired, etc.)
Page 8.

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

Very truly yours,

JANET MAGPANTAY ILAGAN
Municipal Mayor

October 1, 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

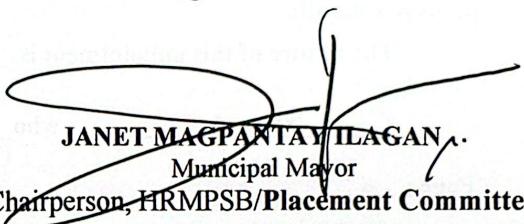
This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found to be in order.

The position was published at CSC Job Portal from September 5, 2024 to September 20, 2024 and posted in CSC-FO Batangas, Public Market, Office Lobby from September 5, 2024 to September 20, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 23, 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 September 26, 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

M. Aguila
LOTALIE V. AGUILA
Appointee

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	AGUILA		
FIRST NAME	LOTALIE		
MIDDLE NAME	VILLAPANDO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/23/1965	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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		
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 ZIP CODE	N/A N/A House/Block/Lot No. Street N/A POBLACION III Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province
7. HEIGHT (m)	1.64m		
8. WEIGHT (kg)	68kgs		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS ZIP CODE	N/A N/A House/Block/Lot No. Street N/A POBLACION III Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province
10. GSIS ID NO.	651223301413		
11. PAG-IBIG ID NO.	040139081410		
12. PHILHEALTH NO.	09-0000-44578-8		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	903-000-930	20. MOBILE NO.	09108586249
15. AGENCY EMPLOYEE NO.	OMM084	21. E-MAIL ADDRESS (if any)	utah_jas@yahoo.com

II. FAMILY BACKGROUND

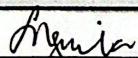
22. SPOUSES SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	AGUILA			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	DIMAANDAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	VILLAPANDO			
FIRST NAME	ROSALINDA			
MIDDLE NAME	RECINTO			

(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 EDUCATION	1972	1978	GRADUATE	1978	NONE
SECONDARY	LAPURISIMA CONCEPCION ACADEMY	SECONDARY EDUCATION	1978	1982	GRADUATE	1982	NONE
VOCATIONAL / TRADE COURSE	ACCESS COMPUTER TECHNICAL SCHOOL	COMPUTER SECRETARY	1995	1997	GRADUATE	1997	N/A
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	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		DATE	9/13/2024
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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 '00-0Y') INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
8/20/2024	PRESENT		ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/GENERAL SERVICE OFFICE	P 13,691.00	6-1	PERMANENT	YES
1/1/2023	8/19/2024		ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/GENERAL SERVICE OFFICE	P 13,165.00	6-1	PERMANENT	YES
9/16/2022	12/31/2022		ADMINISTRATIVE AIDE IV (STOREKEEPER)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/GENERAL SERVICE OFFICE	P 12,658.00	4-1	PERMANENT	YES
1/1/2022	9/15/2022		ADMINISTRATIVE AIDE IV (STOREKEEPER)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/GENERAL SERVICE OFFICE	P 11,245.00	4-1	PERMANENT	YES
1/1/2021	12/31/2021		ADMINISTRATIVE AIDE IV (STOREKEEPER)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/GENERAL SERVICE OFFICE	P 12,150.00	4-1	PERMANENT	YES
1/1/2020	12/31/2020		ADMINISTRATIVE AIDE IV (STOREKEEPER)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/GENERAL SERVICE OFFICE	P 10,355.00	4-1	PERMANENT	YES
10/10/2019	12/31/2019		ADMINISTRATIVE AIDE IV (STOREKEEPER)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 9,911.00	3-4	PERMANENT	YES
2/1/2019	10/9/2019		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 9,567.00	3-4	PERMANENT	YES
1/2/2019	9/31/2019		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 9,494.00	3-4	PERMANENT	YES
1/1/2018	12/31/2019		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 9,084.00	3-3	PERMANENT	YES
01/31/2017	11/31/2017		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 8,692.00	3-3	PERMANENT	YES
1/5/2016	12/31/2016		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 8,317.00	3-3	PERMANENT	YES
1/2/2016	04/30/2016		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 7,968.00	3-3	PERMANENT	YES
1/12/2014	12/31/2016		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 7,879.00	3-2	PERMANENT	YES
1/2/2013	11/30/2014		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 7,313.00	3-2	PERMANENT	YES
1/1/2013	12/31/2013		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 7,221.00	3-2	PERMANENT	YES
1/1/2012	12/31/2012		ADMINISTRATIVE AIDE II (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 6,931.00	3-1	PERMANENT	YES
1/1/2011	12/31/2011		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 6,641.00	2-1	PERMANENT	YES
2/1/2010	12/31/2010		ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 6,060.00	2-1	PERMANENT	YES
2/1/2008	12/31/2010		ADMINISTRATIVE AIDE I (UTILITY WORKER I)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 5,464.00	2-1	PERMANENT	YES
7/1/2007	06/30/2008		ADMINISTRATIVE AIDE I (UTILITY WORKER I)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 4,405.00	1-1	PERMANENT	YES
12/21/2006	06/30/2007		ADMINISTRATIVE AIDE I (UTILITY WORKER I)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 4,004.00	1-3	PERMANENT	YES
12/1/2005	12/20/2006		ADMINISTRATIVE AIDE II (UTILITY WORKER I)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 3,907.00	1-3	PERMANENT	YES
12/1/2004	11/30/2005		ADMINISTRATIVE AIDE I (UTILITY WORKER I)	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	3711.00	1-2	PERMANENT	YES
12/21/2003	11/30/2004		UTILITY WORKER I	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 3,711.00	1-2	PERMANENT	YES
1/1/2003	12/20/2003		UTILITY WORKER I	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 3,711.00	1-2	PERMANENT	YES
1/1/2022	12/31/2002		UTILITY WORKER I	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 3,711.00	1-1	PERMANENT	YES
1/7/2001	12/31/2001		UTILITY WORKER I	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 3,711.00	1-1	PERMANENT	YES
1/1/2001	06/30/2001		UTILITY WORKER I	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 3,520.00	1-1	PERMANENT	YES
12/21/2000	12/31/2000		UTILITY WORKER I	MATAASNAKHOY LOCAL GOVERNMENT UNIT/ OFFICE OF THE MAYOR	P 3,520.00	1-1	PERMANENT	YES
			NOTHING FOLLOWS					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09-13-2024
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	MATAASNAKHOY EMPLOYEE ASSOCIATION	2/1/2004	03/31/2005	N/A	MEMBER
	NOTHING FOLLOWS				

(Continue on separate sheet if necessary)

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

(Start from the most recent 5-10 training programs, and include only the relevant 1-2 disciplines you had the last five (5) years for Division Chief/Executive-Managerial positions)

(Continue on separate sheet if necessary)

VIII OTHER INFORMATION

31. SPECIAL SKILLS and Hobbies	32. Non Academic Distinctions / Recognition (Write in full)	33. Membership in Association/Organization (Write in full)
PLAYING VOLLEYBALL	N/A	N/A
NOTHING FOLLOWS		

(Continue on separate sheet if necessary.)

SIGNATURE

(Contra)

DATA

09-13-2024

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details:</p> <hr/>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details:</p> <hr/> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>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>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details:</p> <hr/>
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details:</p> <hr/>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details:</p> <hr/> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details:</p> <hr/>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <p>If YES, give details (country):</p> <hr/>
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	

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

NAME	ADDRESS	TEL. NO.
LADY IVY T. HIDALGO	MATAASNAKAHOY, BATANGAS	043-784-63-20
HON. CHONA M. MAGPANTAY	MATAASNAKAHOY, BATANGAS	9194844860
HON. JANET MAGPANTAY ILAGAN	MATAASNAKAHOY, BATANGAS	043-461-0701

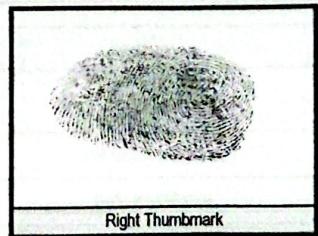


PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.)	
PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID: GSIS	
ID/License/Passport No.: CRN-006-0087-9631-0	
Date/Place of Issuance: Mataasnakahoy, Batangas	

Signature (Sign inside the box)
09/13/2024
Date Accomplished



SUBSCRIBED AND SWORN to before me this 13th day of Sept. 2024, affiant exhibiting his/her validly issued government ID as indicated above.

GALLY D. TIPAN
Municipal Human Resource Management Officer

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.

Applying to Administrative Assistant I (Bookbinder III)

- Duration: September 16, 2022 – To present
- Position: Administrative Aide VI (Utility Foreman)
- Name of Office/Unit: Office of the Municipal Mayor – Re-assign to Office of the Municipal Treasury
- Immediate Supervisor: Ms. Lady Ivy T. Hidalgo
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy, Batangas

- **Summary of Actual Duties**
- Oversees the performance of utility workers assigned in the area
- Prepare and submit reports to proper authorities
- Oversees in the inventory of supplies and equipment's
- Prepare Inventory of equipment's
- Recommend measures to the Supply Officer and upon approval implement the same for the improvement of general service section
- Designated as collector in the office of the Municipal Treasurer- Market collector

- Responsible for the maintenance of storeroom which includes but is not limited to stocking of operational materials and supplies, inventory control and records and related duties required.

LOTALIE V. AGUILA

(Signature over Printed Name
of Employee/Applicant)

Date: 09-13-2024



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. LOTALIE V. AGUILA as Administrative Assistant I (Bookbinder III) in the Office of the Municipal Treasury of this municipality, all pertinent requirements contained in RA 7160 in Section 325 on limitation of personal services in the total annual/supplemental appropriation, salary rate, etc., have been complied with.


JANET MAGPANTAY ILAGAN.
Municipal Mayor



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

OFFICE OF THE MUNICIPAL ACCOUNTANT

CERTIFICATION

THIS IS TO CERTIFY that funds are available for the position of Administrative Assistant I (Bookbinder III) in the Office of the Municipal Treasury of this municipality, with Salary Grade 7 amounting to ONE HUNDRED SEVENTY FOUR THOUSAND TWO HUNDRED EIGHTY EIGHT PESOS (P 174,288.00) per annum as per Annual Budget CY-2024 of this municipality.

Issued this 1st day of October , 2024 at Mataasnakahoy, Batangas.

A handwritten signature in black ink, appearing to read "Lenilyn C. Caraan".

LENILYN C. CARAAN
Municipal Accountant

ba'

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)

Binding of office documents for safe keeping and documentation and does other related works.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary school graduate	None required	None required	None Required (MC II, S. 96-Cat. II)
21e. Core Competencies			Competency Level
None Yet			None Yet
21f. Leadership Competencies			Competency Level
None Yet			None Yet

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	
25%	Maitaining and binding used accountable forms of all collectors as well as of the used accountable forms of all barangays;	
20%	Bookbinding of office files such as; - Report of Daily Collections - Summary of Collections and Deposits - Tax Clearance Certificate - National and Local circulars, memoranda and guidelines regarding treasury operations	None Yet
20%	In-charge in the collections of rental fees and assist in monitoring of the municipal satelite market;	
20%	Assist in the collection of regulatory fees and charges and prepares Report of Daily Collections;	
15%	Perform other functions and responsibilities that may be assigned from time to time.	

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.

LOTALIE V. AGUILA 10/01/2024

Employee's Name, Date and Signature

LADY IVY T. HIDALGO 10/01/2024

Municipal Treasurer, Date and Signature

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 <small>(Revised Version No. 1, s. 2018)</small>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Administrative Assistant I (Bookbinder III)			
2. ITEM NUMBER		3. SALARY GRADE			
99		7			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input checked="" type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input checked="" type="checkbox"/> 4th Class	<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special		
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
Local Government Unit of Mataasnakahoy, Batangas		Office of the Municipal Treasury			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
Office of the Municipal Treasury		Office of the Municipal Treasury			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
SB Resolution No. 182-S-2024/ Ordinance of Budget No. 25-S-2024	N/A	P 14,524.00	PERA Clothing Allow. Cash Gift Year End Bonus Mid-year Bonus PEI	P 2,000.00 7,000.00 5,000.00 14,524.00 14,524.00 5,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Municipal Treasurer		N/A			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE		ITEM NUMBER			
N/A		N/A			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Binding Machine, Computer, Logbook					
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"/>			



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

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

SO HELP ME GOD.

A handwritten signature in black ink, appearing to read "Lotalie V. Aguila".

LOTALIE V. AGUILA
(Signature over Printed Name of the Appointee)

Government ID: UMID ID
ID Number : 006-0087-9631-0
Date Issued : N/A

Subscribed and sworn to before me this 1st day of October, 2024 in Mataasnakahoy Batangas, Philippines.

~~JANET MAGPANTAY ILAGAN~~
Municipal Mayor

A large, handwritten signature in black ink, appearing to read "JANET MAGPANTAY ILAGAN". A horizontal line through the signature indicates it is no longer valid.



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. LOTALIE V. AGUILA has assumed the duties and responsibilities as Administrative Assistant I (Bookbinder III) in the Office of the Municipal Treasury effective October 1, 2024.

This certification is issued in connection with the issuance of the appointment of Ms. Aguila as Administrative Assistant I (Bookbinder III),

Done this 1st day of October 2024 in Mataasnakahoy, Batangas.

JANET MAGPANTAY ILAGAN
Municipal Mayor

Date: October 1, 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. Lotalie V. Aguila**, Administrative Aide VI (Utility Foreman) of the Office of the Mayor-General Services Section, reassigned to the Office of the Municipal Treasury, got a Very Satisfactory Performance, with a numerical rating of 4.1334 in her Individual Performance Commitment Review (IPCR) for the January-June 2024 rating period

Issued this 1st day of October 2024 at Mataasnakahoy, Batangas.

GALLY D. TIPAN
GALLY D. TIPAN
MGDH-MHRMO

Noted by:

HON. JANET MAGPANTAY ILAGAN
HON. JANET MAGPANTAY ILAGAN
Municipal Mayor

CERTIFICATION

This is to certify that **MS. Lotalie V. Aguila** a graduate of a 2 year Course Computer Secretarial Course of the school S.Y. 1996-1997

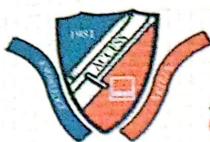
This is being issued upon request of the above-named person for the purposes of his/her application to work.

Issued this 18th day of September 2019 at Quezon City Philippines.



GLADIES G. GAJUDO
Registrar

not valid w/o school
dry seal



OFFICIAL TRANSCRIPT OF RECORDS

Name : **LOTALIE V. AGUILA** High School **La Purisima Concepcion Academy**
 Address : **Ariola St. Brgy III Mataas na Kahoy Batangas City** Address **Batangas City**
 Date of Birth **12-23-1995** Place of Birth **Batangas City** Year Graduated **March 1997**
 Credential Submitted **F137-A** Nationality **Filipino**
 Degree/Course **TWO-YEAR COMPUTER SECRETARIAL** Date Enrolled **June 1995**

07122007

TERM	COURSE TITLE AND DESCRIPTION	GRADES		CREDIT
		Final	Re-Exam	
1st Semester 1995-1996				
CSE11	<i>English Diction, Grammar and Composition</i>	84		4
CSE12	<i>Social & Business Ethics</i>	85		4
CSE13	<i>Business Forms & Organization</i>	84		4
CSE14	<i>Poise & Personality Development</i>	90		4
CSE15	<i>Computer Keyboarding</i>	83		5
PE1	<i>Self-testing Activities</i>	84		(2)
2nd Semester 1995-1996				
CSE21	<i>Office Lay-out & Procedures</i>	80		5
CSE22	<i>Speech and Conversational</i>	87		4
CSE23	<i>Records & File Management</i>	84		4
CSE24	<i>Bookkeeping</i>	86		4
CSE25	<i>Computer Word Processing</i>	84		4
PE2	<i>Rhythmic Activities</i>	85		(2)
1st Semester 1996-1997				
CSE31	<i>Report Writing</i>	86		4
CSE32	<i>Manuscript and Letter Writing</i>	90		4
CSE33	<i>Library Practice</i>	83		4
CSE34	<i>Computer Spreadsheet</i>	90		5
CSE35	<i>Computer Database</i>	93		4
PE3	<i>Dual/Individual Sports</i>	83		(2)
2nd Semester 1996-1997				
CSE41	<i>Government and Public Relations</i>	85		4
CSE42	<i>Office Machine Operations</i>	86		4
CSE43	<i>Entrepreneurship</i>	83		4
CSE44	<i>Office Practice (On-the-job Training)</i>	89		4
CSE45	<i>Windows</i>	80		5
PE4	<i>Team Sports</i>	85		(2)
<i>access access access nothing follows access access access</i>				84 UNITS

GRADING SYSTEM

Remarks : **GRADUATE-1997**
 Date Issued : **September 18, 2019**

4.0	98-100	Excellent	1.5	79-82.99	Fair
3.5	94-97.99	Superior	1.0	75-78.99	Minimum Pass
3.0	91-93.99	Very Good	RTS	Below 75	Fail
2.5	87-90.99	Good	D	No Credit	Dropped
2.0	83-86.99	Satisfactory	E	100	Exempted

*Not valid without
school dry seal*

O.R. No. **85017**
 Date Issued **September 18, 2019**
 Amount Paid **Php.180.00**

Prepared by :

MELANIE T. MOROTA
MELANIE T. MOROTA
 Asst. Registrar



Official Form No. 102—(Revised Dec. 1, 1968)

(TO BE ACCOMPLISHED IN DUPLICATE)

LCR No. _____

REPUBLIC OF THE PHILIPPINES

CERTIFICATE OF LIVE-BIRTH

ACCURATELY IN INK OR TYPEWRITER

Register Number:

(a) Civil Registrar-General No. _____

(b) Local Civil Registrar No. 3

(Municipality or City) _____

(Province) _____

Province: Batangas
City or Municipality: Mataasnakahoy1. PLACE OF BIRTH
a. PROVINCE Batangas
b. CITY OR MUNICIPALITY Mataasnakahoy
c. NAME OF HOSPITAL OR INSTITUTION (If not in 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 Mataasnakahoy
c. NUMBER AND STREET Poblacion
d. Is Residence Inside City Limits? Yes No e. Is Residence on a Farm? Yes No 3. CHILD
4. SEX Female
5a. THIS BIRTH Single Twin TRIPLET
5b. If TWIN OR TRIPLET, WAS CHILD 1ST 2ND 3RD
6. NAME Jose
First Middle Dimoncial Last Aguila
7. FATHER RELIGION Roman Catholic
8. NATIONALITY Filipino
9. RACE Brown
10. AGE (At time of birth) 36 Years
11. BIRTHPLACE Mataasnakahoy, Batangas
12. MOTHER'S MAIDEN NAME Rosalinda
First Middle Recinto Last Villapando
13. INFORMANT'S SIGNATURE Jose Aguila
14. AGE (At time of birth) 32 Years
15. BIRTHPLACE Mataasnakahoy, Batangas
16. PREVIOUS DELIVERIES TO MOTHER
(Do not include this birth)
a. How many children are now living? 10
b. How many other children were born alive but are now dead? None
c. How many fetal deaths (fetus born dead any time after conception)? None11a. USUAL OCCUPATION Laborer
11b. KIND OF BUSINESS OR INDUSTRY not applicable
12. NATIONALITY Filipino
13a. RACE Brown
17a. INFORMANT'S SIGNATURE
b. NAME IN PRINT:
c. ADDRESS: Mataasnakahoy, Batangas
18. MOTHER'S MAILING ADDRESS: (Number, Street, City or Municipality, Province) Poblacion, Mataasnakahoy, Batangas
19. ATTENDANT AT BIRTH
I HEREBY CERTIFY that I attended the birth of this child who was born alive at 5:00 o'clock P.M. on the date above indicated.
c. SIGNATURE:
b. NAME IN PRINT:
c. ADDRESS:
20. RECEIVED IN THE OFFICE OF THE LOCAL CIVIL REGISTRAR BY:
c. SIGNATURE:
b. NAME IN PRINT: JACINTA MITRA
c. TITLE OR POSITION: Local Civil Registrar
d. DATE: 1/6/65
21. LENGTH OF PREGNANCY COMPLETED WEEKS
22. WEIGHT AT BIRTH LBS. OZ.
23. LENGTH OF CERVIX CM YES NO 24. DATE AND PLACE OF MARRIAGE OF PARENTS (For legitimate birth)
JUNE 5 1949
(Month) (Date) (Year)
City or Municipality Mataasnakahoy Province Batangas
25. THIS CERTIFICATE IS PREPARED BY
SIGNATURE: FELINO K. ESCANO
NAME IN PRINT: FELINO K. ESCANO
TITLE OR POSITION: Civil Registrar
DATE: 1/6/65

IMPORTANT: DO NOT DETACH. LOC. II. CIVIL REGISTRAR MUST ACCOMPLISH THIS PORTION

- 1(a).
1(b).
1(c).
L.
2(a).
L.
3(a).
L.
4(a).
L.
5(a).
L.
6(a).
L.
7(a).
L.
8(a).
L.
9(a).
L.
10(a).
L.
11(a).
L.
12.
13.
14.
15(a).
16(b).
16(c).
19(a).
22(a).
22(b).
22(c).
23.

18-803 SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES

07202-0A-105SOP-00106-BI003

BEST POSSIBLE IMAGE

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National Statistician and Civil Registrar General
Philippine Statistics Authority

CDSm

