

CS Form No. 33-B
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



Ms. MYLENE M. BISCOCHO

Administrative Officer IV

(Management and Audit Analyst II) (SG-15)

(Position Title)

under Permanent status at the Office of the Municipal Accounting
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of Twenty Eight Thousand Eight Hundred Ten P 28,810.00
pesos per month.

The nature of this appointment is Promotion vice _____
(Original, Promotion, etc.)

N/A, who Vacant with Plantilla Item No. 82
(Transferred, Retired, etc.)

Page 6.

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

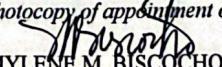
CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
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 October 1, 2024


MYLENE M. BISCOCHO
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 () or see separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. [Do not fill up. For CSC use only]

I. PERSONAL INFORMATION

2. SURNAME	BISCOCHO			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: 		
FIRST NAME	MYLENE			NAME EXTENSION (JR., SR.)	N/A		
MIDDLE NAME	MATANGUIHAN						
3. DATE OF BIRTH (mm/dd/yyyy)	2/16/1978						
4. PLACE OF BIRTH	FAB HOSPITAL, LIPA CITY						
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female						
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:						
7. HEIGHT (m)	1.60m			17. RESIDENTIAL ADDRESS	N/A PUROK 4 House/Block/Lot No. Street N/A BRGY. UPA Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province		
8. WEIGHT (kg)	67kg			ZIP CODE	4223		
9. BLOOD TYPE	B			18. PERMANENT ADDRESS	N/A PUROK 4 House/Block/Lot No. Street N/A BRGY. UPA Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province		
10. GSIS ID NO	2005693529			ZIP CODE	4223		
11. PAG-IBIG ID NO.	121173188561			19. TELEPHONE NO.	043-741-3807		
12. PHILHEALTH NO	090000981817			20. MOBILE NO.	0923-717-9997		
13. SSS NO	04-3410762-1			21. E-MAIL ADDRESS (if any)	biscocho_mylene@yahoo.com		
14. TIN NO	943-214-531						
15. AGENCY EMPLOYEE NO.	ACT002						

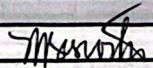
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BISCOCHO			23. NAME OF CHILDREN (Write full name and list all)			DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	ALFREDO			NAME EXTENSION (JR., SR.)	LORENZ ALLEN M. BISCOCHO			9/26/2004
MIDDLE NAME	MENDOZA			N/A	LUIGI ALDRED M. BISCOCHO			12/26/2007
OCCUPATION	CONTRACTOR				-nothing follows-			
EMPLOYER/BUSINESS NAME	SELF-EMPLOYED							
BUSINESS ADDRESS	BRGY. UPA, MATAASNAKAHOY, BATANGAS							
TELEPHONE NO.	0919-5903388							
24. FATHER'S SURNAME	MATANGUIHAN							
FIRST NAME	ROMEO			NAME EXTENSION (JR., SR.)				
MIDDLE NAME	UNTALAN			N/A				
25. MOTHER'S MAIDEN NAME	EMILIA MAGTIBAY CUENCA (DECEASED)							
SURNAME	CUENCA							
FIRST NAME	EMILIA							
MIDDLE NAME	MAGTIBAY							
(Continue on separate sheet if necessary)								

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COU- RSE (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	ELEMENTARY	1985	1991	Graduate	1991	N/A
SECONDARY	LA PURISIMA CONCEPCION ACADEMY	SECONDARY	1991	1995	Graduate	1995	2ND HONORABLE MENTION (4th HONOR)
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF BATANGAS	BSC-ACCOUNTING MANAGEMENT	1995	1999	Graduate	1999	DEAN'S LISTER
GRADUATE STUDIES	LIPA CITY COLLEGES, INC.	MASTER IN PUBLIC ADMINISTRATION	June 2021	Sept 2022	Graduate	2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE			DATE	September 13, 2024			CS FORM 212 (Revised 2017), Page 1 of 4
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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.

(Continue on separate sheet if necessary)

SIGNATURE

Marylin

DATA

September 13, 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

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

(Continue on separate sheet if necessary)

SIGNATURE DATE SEPTEMBER 13, 2021 CS FORM 212 (Revised 2017), Page 3 of 4

34 Are you related by consanguinity or affinity to the appointing or recommending authority, chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
a. within the third degree?		
b. within the fourth degree (for Local Government Unit - Career Employees)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
		If YES, give details: _____
35 a. Have you ever been found guilty of any administrative offense?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
		If YES, give details: _____
b. Have you been criminally charged before any court?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
		If YES, give details: _____ Date Filed: _____ Status of Case/s: _____
36 Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 sector?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: RESIGNED
38 a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39 Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 answer the following items:		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____
a	Are you a member of any indigenous group?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____
b	Are you a person with disability?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____
c	Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____
41 REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)		
NAME		ADDRESS
ENGR. SHERWIN CARAAN		MATAASNAKAHOY, BATANGAS 404-0147
MR. NICOLAS MARALIT		BASE VIEW HOMES, BANAY-BANAY, LIPA CITY 0922-8703430
MS. ARLITA MAGPANTAY		MATAASNAKAHOY, BATANGAS 0917-896-1464
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.		
<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: UMID-SSS ID/License/Passport No.: 04-3410762-1 Date/Place of Issuance: SSS-Lipa City</p>		 <p>Signature (Sign inside the box) SEPTEMBER 13, 2021 Date Accomplished</p> 
<p>SUBSCRIBED AND SWORN to before me this 13th day of Sept, 2021 affiant exhibiting his/her validly issued government ID as indicated above.</p> <p>GALLY D. TIPAN Municipal Human Resource Management Officer</p>		

WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

- Duration: September 16, 2022 up to present
- Position: Administrative Officer II (Management and Audit Analyst I)
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Lenilyn C. Caraan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
 - Summary of Actual Duties
 - Responsible for the preparation of monthly remittances due to other government agencies; handles General Fund including recording of collection, deposits, disbursements and preparation of report for audit and full disclosure.
 - Responsible for checking of bi-monthly payroll
 - Responsible for checking the completeness of required supporting documents of disbursement vouchers and prepares non-cash transaction and necessary adjustments.
 - Provide analytical support to accounting department and performs other related functions.
 - Respond to other queries
- Duration: September 20, 2021- September 15, 2022
- Position: Administrative Aide VI (Accounting Clerk II)
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Lenilyn C. Caraan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
 - Summary of Actual Duties
 - Responsible for the preparation of bi-monthly payroll, monthly remittances due to other government agencies; handles General Fund including recording of collection, deposits, disbursements and preparation of report; provide analytical support to accounting department and performs other related functions.
- Duration: October 10, 2019-September 19, 2021
- Position: Administrative Aide I (Utility Worker I)
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Lenilyn C. Caraan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy
 - Summary of Actual Duties
 - Responsible for the preparation of bi-monthly payroll, monthly remittances due to other government agencies; handles SEF and Trust Fund including recording of collection, deposits, disbursements and preparation of report; provide analytical support to accounting department and performs other related functions.
- Duration: July 1, 2019 – October 9, 2019
- Position: Job Order (Bookkeeper Aide I)
- Name of Office/Unit: Office of the Municipal Accountant
- Immediate Supervisor: Mrs. Lalaine B. Tipan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties

- Responsible for the preparation of bi-monthly payroll, monthly remittances due to other government agencies, and assists in recording of collection, deposits, disbursements and reports of SEF and Trust Fund and performs other related functions.

- Duration: August 1, 2016 – June 1, 2019
- Position: Job Order (Clerical Aide I)
- Name of Office/Unit: Office of the Municipal Health
- Immediate Supervisor: Dra. Karla M. Caraan
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties

- Responsible for performing clerical tasks e.g., assists in preparation of required vouchers and other supporting papers, inventory of medicines, quarterly report to Philhealth and medical certificates requested by the patient and performs other related functions.

- Duration: August 1, 2015 – June 1, 2016
- Position: Job Order (Clerical Aide I)
- Name of Office/Unit: Office of the Municipal Engineer
- Immediate Supervisor: Engr. Nenet M. Hernandez
- Name of Agency/Organization and Location: Local Government Unit of Mataasnakahoy

- Summary of Actual Duties

- Responsible for performing clerical tasks e.g., assists in preparation of required vouchers and other supporting documents, responds to queries and performs other related functions.

- Duration: November 1, 1999 – October 1, 2006
- Position: Bookkeeper
- Name of Office/Unit: Club Victorina
- Immediate Supervisor: Mr. Nicolas S. Maralit
- Name of Agency/Organization and Location: Victorina Corporation, Banay-Banay, Lipa City, Batangas

- Summary of Actual Duties

- Responsible for preparation of payroll, remittances due to private agencies, prepares checks and handles petty cash; and prepares accounting reports; responds to queries and performs other related functions.



MYLENE M. BISCOCHO

(Signature over Printed Name
of Employee/Applicant)

Date: SEPTEMBER 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. MYLENE M. BISCOCHO as Administrative Officer IV (Management and Audit Analyst II) in the Office of the Municipal Accounting 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 Officer IV (Management and Audit Analyst II) in the Office of the Municipal Accounting of this municipality, with Salary Grade 15 amounting to THREE HUNDRED FORTY FIVE THOUSAND SEVEN HUNDRED TWENTY PESOS (P 345,720.00) 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



Regional Office IV



Republic of the Philippines
Civil Service Commission

Name: MYLENE M. BISCOCHO
Sex: FEMALE
Address: Brgy UPA MATAAS NA KAHYO BATANGAS
Date of Birth: February 18, 1978
Place of Birth: UPA CITY BATS
Eligibility ID No.: 2004150503510301
Effectivity Date: June 15, 2015



CAREER SERVICE PROFESSIONAL



If found, please return to the nearest Civil Service Commission Regional /Field Office or to the Examination, Recruitment and Placement Office, CSC Central Office, Constitution Hills, 1126 Quezon City

www.csc.gov.ph

M. Biscocho
CS Eligible

A. dela Rosa-Bala
ALICIA dela ROSA-BALA
Chairperson
Civil Service Commission

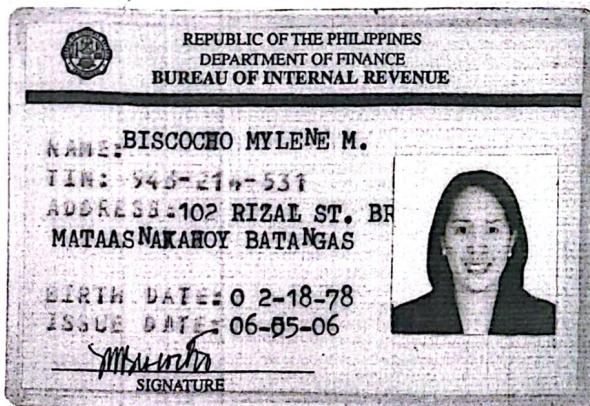


031411934440351

CERTIFIED AUTHENTICATED COPY

R. Prado
RAFAEL A. PRADO
Officer-In-Charge
Examination Services Division

20141025-483 ✓



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

**Administrative Officer IV
(Management and Audit Analyst II)**

2. ITEM NUMBER

82

3. SALARY GRADE

15

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 Accountant

7. DEPARTMENT / BRANCH / DIVISION

Office of the Municipal Accountant

8. WORKSTATION / PLACE OF WORK

Office of the Municipal Accountant

**9. PRESENT APPROP
ACT**

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

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P 28,810.00

12. OTHER COMPENSATION

PERA	P 2,000.00
Clothing Allow.	7,000.00
Cash Gift	5,000.00
Year End Bonus	28,810.00
Mid-year Bonus	28,810.00
PEI	5,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Municipal Accountant

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

Administrative Asst. I (Bookbinder III)

84

Administrative Aide III (Utility Worker II)

85

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

Calculator, Computer/ Laptop, Logbook

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive /

General Public

Managerial

Supervisors

Non-Supervisors

Staff

Other Agencies

Others (Please Specify): _____

18. WORKING CONDITION

Office Work

Other/s (Please Specify)

Field Work

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

Keeps and control books of account and shall take charge of both the accounting and internal audit services of the municipality.

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

Assist the Municipal Accountant for the verification of books of account and performs other duties the superior may assign.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
21e. Core Competencies		Competency Level	
None Yet		None Yet	
21f. Leadership Competencies		Competency Level	
None Yet		None Yet	

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
10%	Examines supporting documents for claims of payment of the municipality	
10%	Verifies accounts in the municipal book of accounts	
10%	Prepares check disbursement journals	
10%	Prepares other reports pertaining to municipality's accounts	
10%	Review policies and procedures according to regulatory requirements	
10%	Communicate audit progress to supervisor on regular basis	
10%	Ensure that audit files are reviewed and stored in the departments audit repository	
10%	Participate in audit meetings and build positive working relationships with auditors	
10%	Provide data analytical support to accounting department	
10%	Perform simple and routine engineering design task and other duties and functions 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.

MYLENE M. BISCOCHO 10/01/2024
Employee's Name, Date and Signature

LENILYN C. CARAAN 10/01/2024
Municipal Accountant, Date and Signature



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

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

SO HELP ME GOD.

A handwritten signature in black ink, appearing to read "M. Biscocho".

MYLENE M. BISCOCHO
(Signature over Printed Name of the Appointee)

Government ID: UMID ID
ID Number : 04-3410762-1
Date Issued : N/A

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

A handwritten signature in black ink, appearing to read "JANET MAGPANTAY ILAGAN". Below the signature, the word "Municipal Mayor" is printed in a smaller font.



CS Form No. 4
Revised 2018

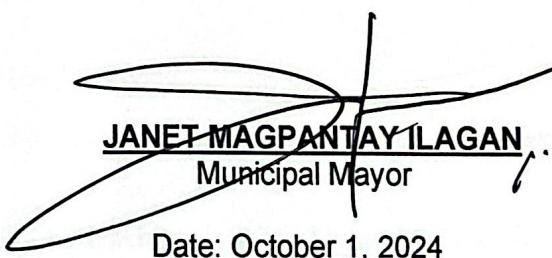
Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. MYLENE M. BISCOCHO has assumed the duties and responsibilities as Administrative Officer IV (Management and Audit Analyst II) in the Office of the Municipal Accounting effective October 1, 2024.

This certification is issued in connection with the issuance of the appointment of Ms. Biscocho as Administrative Officer IV (Management and Audit Analyst II),

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 MATAASNKAHOY
Tel. Nos. (043) 784-1113 / (043) 461-0107
Tel. No. (043) 784-1088

ier



MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

JUSTIFICATION

THIS IS TO JUSTIFY the promotion of **MS. MYLENE M. BISCOCHO**, from Administrative Officer II (Management and Audit Analyst I), Salary Grade 11, to Administrative Officer IV (Management and Audit Analyst II), Salary Grade 15, in the Office of the Municipal Accounting.

"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. Biscocho had met:

- That Ms. Biscocho is the qualified next-in-rank to the vacant position as identified by the Merit Selection Plan;
- That Ms. Biscocho is the qualified applicant for the position considering the vacant position was posted from September 5, 2024 to September 20, 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. Biscocho 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. Mylene M. Biscocho to the position of Administrative Officer IV (Management and Audit Analyst II), Salary Grade 15.

Issued this 1st day of October 2024.

GALLY D. TIPAN

Municipal Human Resource Management Officer

Noted by:

HON. JANET MAGRANTAY ILAGAN
Municipal Mayor

NAME
Student
Perma
College
Entral

NCEP
S.O.

FIR
E.L

Enc
Hi:
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Se

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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. Mylene M. Biscocho, Administrative Officer II (Management and Audit Analyst I) of the Office of the Municipal Accounting, got a Very Satisfactory Performance, with a numerical rating of 4.2103 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
MGDH-MHRMO

Noted by:


HON. JANET MAGPANTAY ILAGAN
Municipal Mayor

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

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



UNIVERSITY OF BATANGAS
(WESTERN PHILIPPINE COLLEGES)
BATANGAS CITY
PHILIPPINES

OFFICIAL TRANSCRIPT OF RECORDS

Page 1

NAME MATANGUIHAN, Mylene C.
 Student Number 9523990 Sex Female
 Permanent Address Maiaas na Kahoy, Batangas
 College of Commerce & Accountancy
 Entrance Data High School graduate from LA PURISIMA CONCEPCION ACADEMY. School Year 1994-95.
 NCEE Rating _____ Year Taken _____
 S.O. (B) No. _____ Date Issued _____

SUBJECTS (With Descriptive Titles)	GRADES		CREDITS	CREDITS BY GROUPS										
	FINAL	RE-EX/ COMPL'N		1	2	3	4	5	6	7	8	9	10	11
FIRST SEMESTER 1995-96														
E.L.PAGE 82 # 734 BSA-FEMALE								*						
Eng 101- Basic Grammar and Composition	2		3											
Hist 101- Philippine History	2.5		3											
NSC 101- Earth Science	2.25		3											
Fil 101- Gamiting Filipino, Komposisyon at Pagbasa	2.25		3											
Math 103- Modern College Algebra	2.5		3											
Acc 101&102- Elementary Accounting	2		6											
PE 101- Physical Education 1	2		2											
SECOND SEMESTER 1995-96														
E.L.PAGE 75 # 677 BSA-FEMALE														
Math 112- Mathematics of Investment	2.25		3											
Pol.Sc.102- Phil. Government and New Constitution	2.25		3											
Philo 102- Logic	2		3											
Fil 102- Panitikang Filipino	2		3											
Acc 103- Partnership & Corporation Accts	2.5		3											
Eng 102- Adv. Grammar & Composition	2.25		3											
NSC 102- Biological Science	2.5		3											
PE 102- Physical Education 2	1.75		2											
FIRST SEMESTER 1996-97														
E.L.PAGE 71 # 644 BSA-FEMALE														
Acc 104- Financial Accounting Part I	3		6											

Grading System: 1.00 - 99-100 2.25 - 84- 86
 1.25 - 96- 98 2.5 - 81- 83
 1.5 - 93- 95 2.75 - 78- 80
 1.75 - 90- 92 3.00 - 75- 77
 2.00 - 87- 89 5.00 - Failure

* Inc. - Incomplete

* Incomplete - lacking work to complete the requirements of the course or no examination.

REMARKS: cont. on the next page.

University of
Batangas

NOT VALID WITHOUT

UB DRY SEAL

CERTIFIED TRUE COPY OF THE
ORIGINAL

(MRS.) DOLORES F. SOLIS

Registrar

-No. 7251 DR. NENITA E. CUEVAS

University Registrar

Typed by: mgjarlos Checked by:

RECORD OF CANDIDATE FOR GRADUATION

College of Commerce & Accountancy

Candidate for Title/Degree Bachelor of
Science in Commerce (BSC)

Major ACCTG MGT Minor

Date of Graduation MARCH 1999

PERSONAL RECORDS

Date/Place of Birth February 18, 1978

FAB Hospital, Lida City

Parent/Guardian Romeo Matanguihan

PRELIMINARY EDUCATION

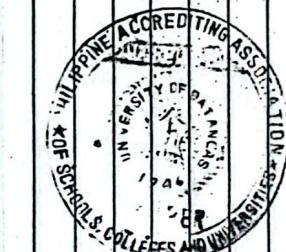
Name of School M. Kahoy Central/Sch Year

Primary M. Kahoy Central/Sch 1988-89

Intermediate -do- 1990-91

High School La Purisima 1994-95

Conception Academy



TOTAL CREDITS FOR GRADUATION

SUMMARY OF UNITS

- | | |
|-------------|-------------|
| 1. Eng. | 7. |
| 2. Span. | 8. |
| 3. Math | 9. |
| 4. Soc. Sc. | 10. PE/ROTC |
| 5. | 11. |
| 6. | Total |

CERTIFICATION:

I hereby certify that the foregoing records of candidate for graduation, have been verified by me and that true copies substantiating the same are kept on file in this College.

Registrar

Checked by:



UNIVERSITY OF BATANGAS
(WESTERN PHILIPPINE COLLEGES)
BATANGAS CITY
PHILIPPINES

OFFICIAL TRANSCRIPT OF RECORDS

Page 2

NAME MATANGUIHAN, Mylene C.

Student Number 9523990 Sex Female

Permanent Address _____

College of _____

Entrance Data _____

NCEEE Rating _____ Year Taken _____

S.O. (B) No. _____ Date Issued _____

RECORD OF CANDIDATE FOR GRADUATION

College of _____
Candidate for Title/Degree _____

Major _____ Minor _____

Date of Graduation _____

PERSONAL RECORDS

Date/Place of Birth _____

Parent/Guardian _____

PRELIMINARY EDUCATION

Name of School _____ Year _____

Primary _____

Intermediate _____

High School _____

SUBJECTS (With Descriptive Titles)	GRADES		CREDITS	CREDITS BY GROUPS										
	FINAL	RE-EX/ COMPL'N		1	2	3	4	5	6	7	8	9	10	11
FIRST SEMESTER 1996-97 CONT. E.L.PAGE 71 # 644 BSA-FEMALE														
BM 101- Management Principles & Practice	2		3											
Psy 102- Business Psychology	2		3											
Eco 101- Principles of Economics with Tax and Land Reform	1.5		3											
Math 107- Business Statistics	2.75		3											
Eng 104- Scientific Report Writing	2.5		3											
Type 101- Fundamentals of Typewriting	2.5		3											
PE 103- Individual/Dual Sports/Games	1.5		2											
SECOND SEMESTER 1996-97 E.L.PAGE 74 # 590 FEMALE-BSA														
Acc 105- Financial Accounting Part 2 & Current Issues	2.5		5											
Type 102- Advanced Typewriting	2		3											
Fin 101- Prin.of Money, Credit & Banking	1.75		3											
Mktg 101- Principles of Marketing	1.75		3											
Eng 106- Philippine Literature	2.25		3											
Math 123C- Calculus	2.75		3											
Acc 106- Constructive Accounting	2.75		3											
PE 104- Team/ Sports/Games	1.75		2											
FIRST SEMESTER 1997-98 E.L.PAGE 179 # 1425 FEMALE-BSC														
Comp 101- Intro.to Comp.& Programming	2		3											

Grading System: 1.00 - 99-100 2.25 - 84- 86
 1.25 - 96- 98 2.5 - 81- 83
 1.5 - 93- 95 2.75 - 78- 80
 1.75 - 90- 92 3.00 - 75- 77
 2.00 - 87- 89 5.00 - Failure

* Inc. - Incomplete

* Incomplete - lacking work to complete the requirements of the course or no examination.

REMARKS: cont. on the next page.



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CERTIFIED TRUE COPY OF THE *[Signature]*
ORIGINAL (MRS.) DOLORES A. SOLIS

Registrar

No. 7252 *[Signature]* 9/3/19

DR. NENITA E. CUEVAS

University Registrar

Typed by: mgjarlos Checked by: _____

TOTAL CREDITS FOR GRADUATION

SUMMARY OF UNITS

- | | |
|-------------------|-------------------|
| 1. Eng. _____ | 7. _____ |
| 2. Span. _____ | 8. _____ |
| 3. Math _____ | 9. _____ |
| 4. Soc. Sc. _____ | 10. PE/ROTC _____ |
| 5. _____ | 11. _____ |
| 6. _____ | Total _____ |

CERTIFICATION:

I hereby certify that the foregoing records of _____ candidate for graduation, have been verified by me and that true copies or substantiating the same are kept or file in this College.

Registrar

Checked by: _____

UNIVERSITY OF BATANGAS
(WESTERN PHILIPPINE COLLEGES)
BATANGAS CITY
PHILIPPINES

Page 4

OFFICIAL TRANSCRIPT OF RECORDS

MATANGUIHAN, Mylene C.	
Number	9523990
Address	Sex Female
Date	
Rating	Year Taken
(B) No.	Date Issued

RECORD OF CANDIDATE FOR GRADUATION

College of _____

Candidate for Title/Degree _____

Major _____ Minor _____

Date of Graduation _____

PERSONAL RECORDS

Date/Place of Birth _____

Parent/Guardian _____

PRELIMINARY EDUCATION

* Name of School _____ Year _____

Primary _____

Intermediate _____

High School _____

S U B J E C T S
(With Descriptive Titles)

GRADES

FINAL RE-EX/ COMPL'N

CRE-DITS

CREDITS BY GROUPS

1	2	3	4	5	6	7	8	9	10	11
---	---	---	---	---	---	---	---	---	----	----

FIRST SEMESTER 1998-99

E.L.PAGE 213 # 1700 FEMALE-BSC

Tax 102- Business Taxation

2 3

Acc 112- Auditing Theory

2 3

Res 101- Fund. of Research

1.5 3

Comp 126- Computer Information System in Business Part 1

2.25 3

Acc 114- Mkt Advisory Services

2 3

Law 102- Law on Partnership & Corporation

2 3

Law 104- Negotiable Instrument

1.75 3

SECOND SEMESTER 1998-99

E.L.PAGE 206 # 1642 FEMALE-BSC

Acc 113- Applied Auditing

2.25 6

Comp 127- Computer Information System in Business P-11

2.5 3

Eco 107- Advanced Economics

2.25 3

Rizal- Rizal's Life & Works

1.5 3

-TRANSCRIPT CLOSED-

Grading System:	1.00 - 99-100	2.25 - 84- 86
	1.25 - 96- 98	2.5 - 81- 83
	1.5 - 93- 95	2.75 - 78- 80
	1.75 - 90- 92	3.00 - 75- 77
	2.00 - 87- 89	5.00 - Failure

* Inc. - Incomplete

* Incomplete - lacking work to complete the requirements of the course or no examination.

REMARKS: GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN COMMERCE (ISC - MAJOR: ACCTG MGT.) AS OF MARCH, 1999.



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CERTIFIED TRUE COPY OF THE
ORIGINAL (MRS.) DOLORES H. SOLIS

Registrar

No. 725 *Mari G. B.* 9/3/19

DR. NENITA E. CUEVAS

University Registrar

Typed by: mgjarlos Checked by: _____

TOTAL CREDITS FOR GRADUATION

SUMMARY OF UNITS

- Eng. _____ 7. _____
- Span. _____ 8. _____
- Math _____ 9. _____
- Soc. Sc. _____ 10. PE/ROTC _____
- _____ 11. _____
- _____ Total _____

CERTIFICATION:

I hereby certify that the foregoing records of _____ candidate for graduation, have been verified by me and that true copies substantiating the same are kept on file in this College.

Registrar

Checked by: _____



Statistical Form No. 102-(Revised Dec. 6, 1960)

TO BE ACCOMPLISHED IN ENGLISH

REPUBLIC OF THE PHILIPPINES

CERTIFICATE OF LIVE BIRTH

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

Register Numbers

(a) Civil Registrar-General No.

(b) Local Civil Registrar No.

910 C-38

Province: Davao City

City or Municipality: Davao City

1. PLACE OF BIRTH

a. PROVINCE Davao City

b. CITY OR MUNICIPALITY

Davao City

c. NAME OF HOSPITAL OR INSTITUTION (If not in hospital, give street address)

Fernando Air Base Hospital

d. Is PLACE OF BIRTH INSIDE CITY LIMITS?

THE NO No

First

Middle

Last

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

a. PROVINCE Davao City

b. CITY OR MUNICIPALITY

Davao City

c. NEARNESS AND STREET

Alto Rd. Fernando Air Base

d. Is RESIDENCE INSIDE CITY LIMITS?

Yes No No THE NO No

1

MIDDLE

Last

Mahogany Street

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10140

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(COPY FOR OCGG)

Municipal Form No. 87 (Form No. 13)
Revised January 1990Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF MARRIAGE

(To be accomplished in quadruplicate)

REMARKS/ANNOTATION

Province Batangas Registry No. J073-195
City/Municipality Matanakahay

Name of Contracting Parties	(first) (middle initial) (last)	(first) (middle initial) (last)
ALFREDO M. BISCOCHO JR.	MILENE O. MATANGUIHAN	
Date of Birth/Age	(day) 3 (month) June (year) 1973 (age) 30 & 4 mos.	(day) 18 (month) Feb (year) 1978 (age) 25 & 8 mos.
Place of Birth	Matanakahay, Bata.	Lipa City, Bata.
Sex (Male or Female)	Male	Female
Citizenship	Filipino	Filipino
Residence	Brgy. Upa, Matanakahay, Bata.	Brgy. II-A, Matanakahay, Bata.
Religion	R. Orthodox	R. Catholic
Civil Status	Single	Single
Name of Father	Alfredo M. Biscoche Sr., Romeo U. Matanguihan	
Citizenship	Filipino	Filipino
Name of Mother	Araceli O. Mendoza	Emelia M. Cuenco
Citizenship	Filipino	Filipino
Persons who gave consent or advice	OF LEGAL AGE	OF LEGAL AGE
Relationship		
Residence		

Place of Marriage Matanakahay, Catholic Church
(Office of the House of/Banquet Hall/Church or Mosque or O

Brgy. II-A, Matanakahay, Batangas

Address

Date: 20 Dec. 2003 Time: 10:00 A.M.

(day) (month) (year)

THIS IS TO CERTIFY: That I, Alfredo M. Biscoche Jr. and I, Mylene O. Matanguihan, both of legal age, of our own free will and accord, and in the presence of the person solemnizing this marriage and of the witnesses named below, take each other as husband and wife and certifying further that we:

- have not entered into a marriage settlement.
 have entered into a marriage settlement, a copy of which is hereto attached.

IN WITNESS WHEREOF, we have marked with our finger print, this certificate in quadruplicate this
20th day of December 2003.ALFREDO M. BISCOCHE JR.
(Signature of Husband)MYLENE O. MATANGUIHAN
(Signature of Wife)

THIS IS TO CERTIFY THAT BEFORE ME, on the date and place above-written, personally appeared the above-mentioned parties, with their mutual consent, lawfully joined together in marriage which was solemnized by me in the presence of the witnesses named below, all of legal age.

I CERTIFY FURTHER THAT:

- Marriage License No. 4393914 issued on November 10, 2003 at Matanakahay, Bata. (or of said party, was exhibited to me.
 no marriage license was necessary, the marriage being solemnized under Art. of Executive Order No. 302.
 the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1083.

REV. FR. PIO A. BAGAMANO
(Signature of Solemnizing Officer)

Parish Priest

(Position/Designation)

Authorization OHSOMBIA
(Religious Affiliation, Registry No. and Expiration Date, if applicable)Expiration Date: Dec. 31, 2005WITNESSES
(Print Name and Sign)MR. GERMAR MARALITMRS. BENEDICTA MARALITENGR. DANILIO SOMBRANOMRS. CORNELIA SOMBRANORECEIVED AT THE OFFICE
OF THE CIVIL REGISTRAR*Recd.*

Signature

CIVIL CIVIL REGISTRA

Date Received

07202-GF-105SOP-00106-MI014

BEST POSSIBLE IMAGE



T105072021050010609202019014

Documentary
Stamp Tax PaidCLARE DENNIS S. MAPA, Ph. D.
National Statistician and Civil Registrar General
Philippine Statistics Authority