

CS Form No. 33-B  
Revised 2018



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHOY

(Stamp of Date of Receipt)



Ms. MARIBEL L. MATIBAG

You are hereby appointed as Administrative Aide III (Utility Worker II) (SG-3) \_\_\_\_\_  
(Position Title)  
under Permanent status at the Office of the Mayor- Office of the Business Permits and Licensing Officer  
(Permanent, Temporary, etc.) (Office/Department/Unit)  
with a compensation rate of Eleven Thousand Nine P 11,009.00  
pesos per month.  
The nature of this appointment is Promotion vice \_\_\_\_\_  
(Original, Promotion, etc.)  
N/A, who Vacant with Plantilla Item No. 29  
(Transferred, Retired, etc.)  
Page 3.

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

Very truly yours,

JANET MAGPANTAY ILAGAN  
Municipal Mayor

November 7, 2023  
Date of Signing

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

DRY SEAL

(Stamp of Date of Release)

### 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 25, 2023 to October 10, 2023 and posted in CSC-FO Batangas, Public Market, Office Lobby from September 25, 2023 to October 10, 2023 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on October 11, 2023.

  
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 October 31, 2023.

  
JANET MAGPANTAY ILAGAN  
Municipal Mayor  
Chairperson, HRMPSB/Placement Committee

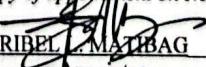
### CSC/HRMO Notation

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 November 7, 2023

  
— MARIBEL L. MATIBAG  
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 n 12/01/2023

1. CS ID

(Do not fill up. For CSC use only)

**I. PERSONAL INFORMATION**

2. SURNAME	MATIBAG			NAME EXTENSION (JR., SR.) JR	
FIRST NAME	MARIBEL				
MIDDLE NAME	LANDICHO				
3. DATE OF BIRTH (mm/dd/yyyy)	October 15, 1984		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	Kinalaglagan, Mataasnakahoy				
5. SEX	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female			
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		17. RESIDENTIAL ADDRESS	#26 Purok 2 House/Block/Lot No. Street N/A San Sebastian Subdivision/Village Barangay Mataasnakahoy Batangas City/Municipality Province 4223	
7. HEIGHT (m)	2.12 (m)				
8. WEIGHT (kg)	57 (kg)				
9. BLOOD TYPE	B			18. PERMANENT ADDRESS	
10. GSIS ID NO.	2005693526			<input type="checkbox"/> #26 Purok 2 House/Block/Lot No. Street N/A San Sebastian Subdivision/Village Barangay Mataasnakahoy Batangas City/Municipality Province 4223	
11. PAG-IBIG ID NO.	12123294902				
12. PHILHEALTH NO.	09-200925397-3			19. TELEPHONE NO.	N/A
13. SSS NO.	04-1377721-8			20. MOBILE NO.	09270533559
14. TIN NO.	260721248-000			21. E-MAIL ADDRESS (if any)	Jrbebzmatibag1715@yahoo.com
15. AGENCY EMPLOYEE NO.	OMM019				

**II. FAMILY BACKGROUND**

22. SPOUSE'S SURNAME	MATIBAG		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	VICENTE	NAME EXTENSION (JR., SR.) JR	ISAACH VINCENT L. MATIBAG	3-17-2010
MIDDLE NAME	ELI		- Nothing follows-	
OCCUPATION	DRIVER			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	09053397685			
24. FATHER'S SURNAME	LANDICHO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARCIAL	NAME EXTENSION (JR., SR.) JR	ISAACH VINCENT L. MATIBAG	3-17-2010
MIDDLE NAME	BADILLO		- Nothing follows-	
25. MOTHER'S MAIDEN NAME	HERNANDEZ			
SURNAME	LANDICHO			
FIRST NAME	VIOLETA			
MIDDLE NAME	DE TORRES			

(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	Paisara Elementary School	Primary	1991	1997	Graduated	1997	N/A
SECONDARY	Balete National High School	High School	1997	2001	Graduated	2001	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Lipa City Public College	Office Management w/ Computer	2001	2003	Graduated	2003	N/A
GRADUATE STUDIES	Kolehiyo Lungsod ng Lipa	Bachelor of Science in Business Administration	2022	present	2nd year	N/A	Academic Excellence

(Continue on separate sheet if necessary)

SIGNATURE

DATE

10-4-2023

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**IV. CIVIL SERVICE ELIGIBILITY**

27 CAREER SERVICE/PA 1080 (BOARD OF BAR) UNDER SPECIAL LAWNS (ESI) CASE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFIRMATION	PLACE OF EXAMINATION / CONFIRMATION	LICENSE (If applicable)	
				NUMBERED	Date of Validity
N/A		N/A	N/A	N/A	N/A

*(Continue on separate sheet if necessary)*
**V. WORK EXPERIENCE**
*Include private employment. Start from your recent.*

28 INCLUSIVE DATES (mm/dd/yyyy)	From	To	POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/JOB PAY GRADE & INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
						REGULAR STEP, FUTURE "00" OR INCREMENT		
1-1-2023	Present		Administrative Aide I	BUSINESS PERMITS & LICENSING SECTION	9,832.00	1-2	Permanent	Yes
10-10-2022	12-31-2022		Administrative Aide I	BUSINESS PERMITS & LICENSING SECTION	9,466.00	1-2	Permanent	Yes
1-1-2022	10-9-2022		Administrative Aide I	BUSINESS PERMITS & LICENSING SECTION	9,388.00	1	Permanent	Yes
01/01/2021	12-31-2021		Administrative Aide I	BUSINESS PERMITS & LICENSING SECTION	9,388.00	1	Permanent	Yes
01/01/2020	12-31-2020		Administrative Aide I	BUSINESS PERMITS & LICENSING SECTION	9,026.00	1	Permanent	Yes
10/10/2019	12-31-2019		Administrative Aide I	BUSINESS PERMITS & LICENSING SECTION	8,663.00	1	Permanent	Yes
07/04/2019	10/09/2019		Licensing Aide	BUSINESS PERMITS & LICENSING SECTION	5,000.00		Job Order	No
01/05/2019	06/07/2019		Licensing Aide	BUSINESS PERMITS & LICENSING SECTION	5,000.00		Job Order	No
07/07/2018	12/27/2018		Licensing Aide	BUSINESS PERMITS & LICENSING SECTION	5,000.00		Job Order	No
01/05/2018	6-27-2018		Licensing Aide	BUSINESS PERMITS & LICENSING SECTION	4,500.00		Job Order	No
7/15/2017	6-28-2017		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,500.00		Job Order	No
01/04/2017	6-30-2017		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,500.00		Job Order	No
07/07/2016	6-28-2016		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,500.00		Job Order	No
01/04/2016	6-30-2016		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,000.00		Job Order	No
07/07/2015	12-27-2015		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,000.00		Job Order	No
01/05/2015	6-27-2015		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,000.00		Job Order	No
07/07/2014	12-28-2014		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,000.00		Job Order	No
01/07/2014	6-28-2014		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,000.00		Job Order	No
07/01/2013	12-30-2013		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,000.00		Job Order	No
01/07/2013	6-27-2013		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,000.00		Job Order	No
07/01/2012	12-30-2012		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	4,000.00		Job Order	No
01/07/2012	6-27-2012		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	3,000.00		Job Order	No
07/01/2011	12-30-2011		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	3,000.00		Job Order	No
01/07/2011	06/12/2011		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	3,000.00		Job Order	No
07/01/2009	12/29/2009		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	2,000.00		Job Order	No
01/07/2009	6/30/2009		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	2,000.00		Job Order	No
07/01/2008	12/28/2008		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	2,000.00		Job Order	No
01/07/2008	6/28/2008		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	2,000.00		Job Order	No
07/01/2007	12/29/2007		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	1,500.00		Job Order	No
01/07/2007	06/30/2007		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	1,500.00		Job Order	No
07/01/2006	12/28/2006		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	1,500.00		Job Order	No
01/07/2006	6/30/2006		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	1,500.00		Job Order	No
07/01/2005	12/30/2005		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	1,500.00		Job Order	No
01/07/2005	6/27/2005		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	1,500.00		Job Order	No
7-15-2004	12-30-2004		Clerical Aide	BUSINESS PERMITS & LICENSING SECTION	1,500.00		Job Order	No

*-Nothing Follows-*
*(Continue on separate sheet if necessary)*
**SIGNATURE**
**DATE**

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## VI. VOLUNTARY WORK OR INVOLVEMENT IN GOVERNMENT / PEOPLES' VOLUNTARY ORGANIZATIONS

23 NAME & ADDRESS OF ORGANIZATION  (Write in full)	INCLUSIVE DATES (From/To)		NAME OF OFFICERS INVOLVED  (Write in full)	POSITION / NATURE OF WORK  POSITION/NATURE OF WORK  (Write in full)
	From	To		
N/A	N/A	N/A	N/A	N/A

(Continuing on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (LD) / INTERVENTIONS/TRAINING PROGRAMS ATTENDED

Start from the most recent L.D. intervention, I.L., Intervention, Training, Seminar, Webinar, etc. (Listed in chronological order, starting from the last 1 to 5 years for the last five years for Division Chief/Executive Managerial positions).

30 TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS  (Write in full)	INCLUSIVE DATES OF ATTENDANCE (From/To)		NAME OF MANAGERS AND SUPERVISORS INVOLVED  (Write in full)	TYPE OF LD (Managerial or Supervisory Techniques)  CONDUCTED BY SPONSORED BY  (Write in full)
	From	To		
Seminar, Workshop on the 2016 Revised IFR of RA	8-31-2023	9-2-2023	24	Technical  PHILIBO - Calabarzon , Inc.  BLGF Region IV-A Calabarzon
Two - day Training on the Rehabilitation of Local Land Charges	7-4-2023	7-5-2023	18	Managerial  Leave on Administration Course for E Effectiveness
Online Refresher Course on Various Ease of Doing Business	6-29-2023	6-30-2023	16	Managerial  MHRMO : LGU Mataasnakahoy
Training on the Adoption of the 2019 Licenses to the 2019 PSIC	6-09-2023	6-09-2023	8	Managerial  NABPLO Philippines
Online Refresher Course on Various Ease of Doing Business	6-01-2023	6-02-2023	16	Managerial  NABPLO Philippines
Online Refresher Course on Various Ease of Doing Business	5-26-2023	5-26-2023	8	Managerial  NABPLO Philippines
Tourism Master Plan Workshop Formulation	5-19-2023	5-19-2023	8	Managerial  Office of Municipal planning
Multi Stakeholders Engagement Summit 2022	12-21-2022	12-22-2022	16	Managerial  ICT Literacy and Competency Development Bureau
BPJS Summit 2022	12-16-2022	12-16-2022	3	Managerial  DICT R4-A
Tourism Master Plan Workshop Formulation	12-21-2022	12-22-2022	16	Managerial  Office of Municipal Planning
Tourism Awareness and Appreciation Seminar	11-16-2022	11-16-2022	8	Managerial  Municipal Tourism Office
BPJS, BPPC Refresher's Training	9-14-2022	9-15-2022	16	Technical  Dept. of Information Communication Tech (DICT)
MsME Ready Strategies for Customer Retention and Loyalty	6-28-2022	6-28-2022	4	Managerial  DTI Region 4A Calabarzon - Batangas
Consultation Workshop with Stakeholders and Validation on PPA CALABARZON	6-27-2022	6-27-2022	8	Managerial  Philippine Statistics Authority
State Park Consultation w/ DSWD - Implementing Rules and Regulations Quality Standard	3-30-2022	3-30-2022	8	Technical  DOT R4-A
EBPLS Training w/ Endorsing Office	3-24-2022	3-24-2022	4	Technical  DTI Region 4A Calabarzon - Batangas
Briefing Workshop with Stakeholders Towards the Compilation of Provincial Product Accounts	10-28-2021	10-29-2021	16	Managerial  Dept. of Information Communication Tech (DICT)
Converting Agri to Opportunity Local Economy Tourism Devt	10-28-21	10-29-2021	16	Managerial  PSA Region IV-A Calabarzon
Story-Based Tourism for Towns in the New Normal	10-22-21	10-22-22	4	Managerial  Philippine Local Government
Capacity Building on the 2019 updates to the 2009 of PSIC	10-21-21	10-21-21	4	Managerial  PSA Region IV-A Calabarzon
Foundation of Com. Emergency Response Team Operators for LGU EBPLS Implementers	10-19-21	10-19-21	8	Managerial  Dept. of Information Communication Tech (DICT)
Batch users Training and Data Buildup of EBPLS	9-20-21	9-24-21	40	Technical  Dept. of Information Communication Tech (DICT)
Creative Selling Technique	8-31-21	8-31-21	4	Managerial  DTI - Lipa
Briefing Workshop with Stakeholders Towards the Compilation of Provincial Product Accounts	6-26-21	6-28-21	4	Managerial  DTI Region 4A Calabarzon
Virtual Briefing on Information Sharing with LGU on Pawnshop and Money Service Business	8-24-21	8-24-21	4	Managerial  Bangko Sentral ng Pilipinas and DILG
National Orientation on Scaling up of Telecommunications Energy Projects and Transport of Goods Products	7-5-21	7-7-21	24	Technical  DILG and Bureau of Local Government Development
Online Roll-Out of EODB System	11-25-20	11-25-20	4	Managerial  Department of Local and Interior Local Government (DILG)
Rejuvenating Local Economy through Tourism Development Confirmation	10-22-20	10-22-20	4	Managerial  Department of Tourism & DICT
*Jumpstarting Local Economy	9-24-20	9-24-20	4	Managerial  Union Local Authorities Phil. (ULAP) & DILG
Laying The Groundwork for Economic Ensuring Basic Service Delivery	9-17-20	9-17-20	4	Managerial  Union Local Authorities Phil. (ULAP) & DILG
Facilitating Recovery & Rehabilitation in light of COVID-19 : ensuring basic service delivery under the new normal	8-28-20	8-28-20	4	Managerial  Department of Local and Interior Local Government (DILG)
Delivery of Services*	8-18-20	1-18-20	8	Managerial  (DILG)
The ASEAN Toolbox Connection	4-30-20	4-30-20	4	Managerial  Department of Tourism
GWHS for eBPLS with LGU Testimonials	6-10-20	6-10-20	4	Managerial  Dept. of Information Communication Tech (DICT)
2020 Ease of Doing Business (EODB) Virtual Forum Values Orientation Workshop	26/11/2019	27/11/2019	16	Technical  LASC Learning Solutions (Civil Service)
Animal Welfare Orientation	8-25-16	8-25-16	6	Technical  Southern Tagalog Integrated

-Nothing Follows-

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

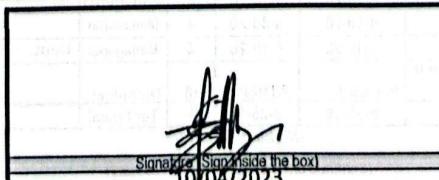
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION  (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION  (Write in full)
computer Literate	N/A	N/A
MS Word, Ms Excel		
- Nothing Follows-		

SIGNATURE

DATE

10-4-2023



<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</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <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>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>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</p> <p>If YES, give details: _____</p>												
<p>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>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. 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</p> <p>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?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p>	<table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>RODANTE G. DE LEON</td> <td>Calingatan, Mataasnakahoy</td> <td>09175798863</td> </tr> <tr> <td>DANILO PASIA</td> <td>San Sebastian M- Kahoy</td> <td>09292261533</td> </tr> <tr> <td>ELENA LANDICHO</td> <td>Kinalaglagen M- kahoy</td> <td>09097952346</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	RODANTE G. DE LEON	Calingatan, Mataasnakahoy	09175798863	DANILO PASIA	San Sebastian M- Kahoy	09292261533	ELENA LANDICHO	Kinalaglagen M- kahoy	09097952346
NAME	ADDRESS	TEL. NO.											
RODANTE G. DE LEON	Calingatan, Mataasnakahoy	09175798863											
DANILO PASIA	San Sebastian M- Kahoy	09292261533											
ELENA LANDICHO	Kinalaglagen M- kahoy	09097952346											
<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</p>	 <p>MATIBAG MARIBEL L.</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: UMID ID</p> <p>ID/License/Passport No.: 5763888-7</p> <p>Date/Place of Issuance:</p>	<p> Signature (Sign inside the box) 10/04/2023  Data Accomplished Right Thumbprint</p>												

SUBSCRIBED AND SWORN to before me this 4th day of October 2023, 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.

**Position Applying for : Administrative Aide III (Utility Worker II)**

- Duration: October 10,2019 - Present
- Position: Administrative Aide I (Utility Worker I)
- Name of Office/Unit: Business Permits and Licensing Section
- Immediate Supervisor: Rodante G. De Leon
- Name of Agency/Organization and Location: LGU- Mataasnakahoy
- Summary of Actual Duties
  - Maintain cleanliness or orderliness in the office
  - Entertaining the office visitors
  - Recording the payment of business taxpayers in columnar book
  - Recording in the indexes the payment of business taxpayers
  - Encoding and printing the mayor's permit form
  - Prepares /submitted LGU iBPLS -BPBC monthly utilization Report
  - Prepares /submitted LGU weekly BPLS : BPCO Monitoring Report
  - Prepares /submitted LGU quarterly BPLS : BPCO Monitoring Report
  - Prepares / Issuance of Specials Mayors Permit
  - Issuance of Barangay Clearance to Operate for Business Permits
  - Prepares / Issuance of Letters to delinquent business establishment operators
  - Issuance of application form for business retirement
  - Prepares / Issuance of Certification for Business Retirement
  - Assisting business taxpayers in the monitoring business establishments



MARIBEL L. MATIBAG

(Signature over Printed Name  
of Employee/Applicant)

Date: October 4, 2023



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. MARIBEL L. MATIBAG as Administrative Aide III (Utility Worker II) in the Office of the Mayor- Office of the Business Permits and Licensing Officer 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 Aide III (Utility Worker II) in the Office of the Mayor – Office of the Business Permits and Licensing Officer of this municipality, with Salary Grade 3 amounting to ONE HUNDRED THIRTY TWO THOUSAND ONE HUNDRED EIGHT PESOS (P 132,108.00) per annum as per Annual Budget CY-2023 of this municipality.

Issued this 7th day of November , 2023 at Mataasnakahoy, Batangas.



**LENILYN C. CARAAN**  
Municipal Accountant

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> <small>(Revised Version No. 1, s. 2018)</small>		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>Administrative Aide III (Utility Worker II)</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
29		3			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input type="checkbox"/> City <input checked="" type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input checked="" type="checkbox"/> 3rd Class	<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special		
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
Local Government Unit of Mataasnakahoy, Batangas		Office of the Mayor- Office of the Business Permit and Licensing Officer			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
Office of the Mayor- Office of the Business Permit and Licensing Officer		Office of the Mayor- Office of the Business Permit and Licensing Officer			
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
SB Resolution No. 119-S-2023, Ordinance of Budget No. 06-S-2023	N/A	P 11,009.00	PERA 2,000.00 Clothing Allow. 6,000.00 Cash Gift 5,000.00 Year End Bonus 11,009.00 Mid-year Bonus 11,009.00 PEI 5,000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
Municipal Government Assistant Department Head		None			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>			
N/A		N/A			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
Broom, Dustpan, Telephone, Computer, Logbook					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
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 type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Exercise control and supervision over all local administrative affairs of the municipality, enforce the laws and ordinances, initiate and maximize generation of resources and revenues and ensure the delivery of basic services.					

<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Responsible for cleaning and maintaining company premises and equipment. Their job is to maintain the upkeep of company facilities, repair broken equipment, inspect finished projects, and comply with state health and safety regulations.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat III)
<b>21e. Core Competencies</b>			<b>Competency Level</b>
None Yet			None Yet
<b>21f. Leadership Competencies</b>			<b>Competency Level</b>
None Yet			None Yet
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			
<b>Percentage of Working Time</b>	(State the duties and responsibilities here.)		
20%	Maintain the cleanliness and orderliness in the office		
10%	Arrange various decorations in the office		
25%	Assists in the tax mapping of business establishments		
10%	Filing of incoming and outgoing communications		
25%	Assists in the issuance of order of payment to business taxpayers		
10%	Perform such other duties and responsibilities that me be assigned from time to time		
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
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.			
<u>MARIBEL L. MATIBAG</u> <u>11/07/2023</u> Employee's Name, Date and Signature		<u>RODANTE G. DE LEON</u> <u>11/07/2023</u> Date and Signature	



Republic of the Philippines  
Province of Batangas  
**Municipality of Mataasnakahoy**

## OATH OF OFFICE

I, Maribel L. Matibag of Brgy. San Sebastian, Mataasnakahoy, Batangas having been appointed to the position of Administrative Aide III (Utility Worker 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.

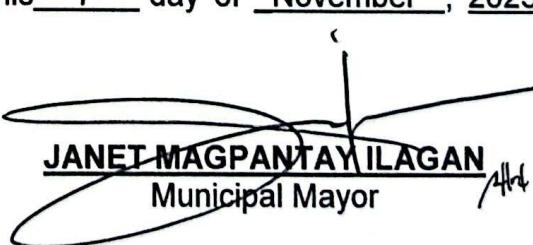
SO HELP ME GOD.



MARIBEL L. MATIBAG  
(Signature over Printed Name of the Appointee)

Government ID: UMID ID  
ID Number : 5763888-7  
Date Issued : N/A

Subscribed and sworn to before me this 7<sup>th</sup> day of November, 2023 in Mataasnakahoy Batangas, Philippines.



JANET MAGPANTAY ILAGAN  
Municipal Mayor



Republic of the Philippines  
Province of Batangas  
**MUNICIPALITY OF MATAASNAKAHOY**

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms. MARIBEL L. MATIBAG has assumed the duties and responsibilities as Administrative Aide III (Utility Worker II) in the Office of the Mayor-Office of the Business Permits and Licensing Officer effective November 7, 2023.

This certification is issued in connection with the issuance of the appointment of Ms. Matibag as Administrative Aide III (Utility Worker II).

Done this 7<sup>th</sup> day of November 2023 in Mataasnakahoy, Batangas.

  
JANET MAGPANTAY ILAGAN  
Municipal Mayor

Date: November 7, 2023

Attested by:

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

201 file  
Admin  
COA  
CSC



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

**OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT**

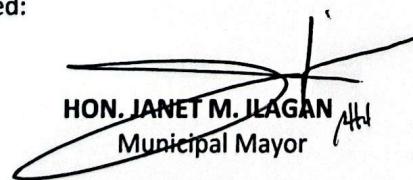
**CERTIFICATION**

This is to certify that Ms. MARIBEL L. MATIBAG, Administrative Aide III (Utility Worker II) got Very Satisfactory Rating in her Individual Performance Commitment Report (IPCR) for rating period January to June 2023 in her position as Administrative Aide I (Utility Worker I) at the office of the Mayor- Office of the Business Permits and Licensing Officer , with the Numerical Rating of 4.2321.

Issued this 7<sup>th</sup> day of November 2023 for whatever legal purpose it may serve.

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

Noted:

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



Republic of the Philippines

**KOLEHIYO NG LUNGSOD NG LIPA**

(Formerly Lipa City Public College)

Marawoy-Dagatan, Lipa City

OFFICE OF THE REGISTRAR  
OFFICIAL TRANSCRIPT OF RECORDS

Name **LANDICHO, MARIBEL DE TORRES**  
Date of Birth Oct. 15, 1984 Sex: Female  
Place of Birth Kinalaglagan, Mataas na Kahoy, Batangas  
Parent/Guardian Marcial Landicho  
Address Kinalaglagan, Mataas na Kahoy, Batangas  
Curriculum TET

**ENTRANCE DATA:**

Basis of Admission: F-138 Date Admitted: 2001  
High School/College Balete National High School  
Address: Balete, Batangas

<b>RECORD OF GRADUATION</b>		
Degree/Title	<b>OFFICE MANAGEMENT WITH COMPUTER</b>	
Major		
Date of Graduation	<b>April 3, 2003</b>	
Honors/Distinction		
Minimum number of units required for Graduation		
<b>PRELIMINARY EDUCATION:</b>		
ELEMENTARY	Palsara Elem. School	YEAR 1995
SECONDARY	Balete National High School	1999

Course Number	Descriptive Title of the Course	Grades		Credits
		Final	Re-Exam	
<b>FIRST SEMESTER 2001-2002</b>				
ENG 101	Communication Arts and Skills 1	3.00		3
MATH 12	Business Math	2.50		3
MGT 101	Clerical Training	2.25		3
PDPR	Personality Dev't. & Public Relation w/ Work Ethics	2.75		3
COMP 11	Computer Fundamentals and Keyboarding	2.25		6
COMP 102	Computer Typing w/ DOS	2.50		3
COMP 12	Information Technology	1.75		3
PE 11	Physical Fitness	2.50		2
<b>SECOND SEMESTER 2001-2002</b>				
COMP 15	Introduction to Windows and Internet	2.50		3
MNGT 102	Business Organization and Management	2.00		3
MGT 103	Basic Entrepreneurship	2.75		3
MATH 13	Descriptive Statistics	5.00		0
ACCTG	Fundamentals of Accounting	3.00		3
TECH 111	Electronics and Electrical Assembly	2.50		3
ECO 2	Cooperative	3.00		3
COMP 16	Software Application 1	2.50		3
PE 12	Rhythrical Activities	2.50		2
<b>FIRST SEMESTER 2002-2003</b>				
ENG 201	Business Correspondence	3.00		3
MGT 104	Office Management	3.00		3
COMP 31	Operating System	3.00		3
COMP 17	Software Application	2.75		3

Grading System				
98-100	= 1.00	89-91	= 1.75	80-82 = 2.50
95-97	= 1.25	86-88	= 2.00	77-79 = 2.75
92-94	= 1.50	83-85	= 2.25	75-76 = 3.00
				74 & below = 5.00
		DRP = OFFICIALLY DROPPED		
		UP = UNAUTHORIZED DROPPING		

Prepared by:

MICHELLE S. VIRREY  
Sept. 09, 2019

Verified by:

NOREEN V. TADEJA

Certified Correct:

(FORMERLY LIPA CITY PUBLIC COLLEGE)

CERTIFIED TRUE COPY  
FROM Acting College Registrar

Date:

Not valid without dry seal and  
original signature of the College Registrar

Page 1 of 1



(COPY FOR OCRG)

Municipal Form No. 97 (Form No. 13)  
(Revised January 1983)

(To be accomplished in quadruplicate)

Republic of the Philippines  
OFFICE OF THE CIVIL REGISTRAR GENERAL  
CERTIFICATE OF MARRIAGEProvince BATANGAS  
City/Municipality LIPARegistration No. 2009-0347

## REMARKS/ANNOTATION

Name of Contracting Parties	(HUSBAND)			(WIFE)		
	(first)	(middle initial)	(last)	(first)	(middle initial)	(last)
	<u>VICENTE JR. ELI MATIBAG</u>			<u>MARIBEL DE TORRES LANDICHO</u>		
Date of Birth/Age	(day) <u>03</u>	(month) <u>Sept.</u>	(year) <u>1986</u>	(day) <u>15</u>	(month) <u>OCT.</u>	(year) <u>1984</u>
Place of Birth	<u>Mataasnakahoy, Batangas</u>			<u>Mataasnakahoy, Batangas</u>		
Sex (Male or Female)	<u>Male</u>			<u>Female</u>		
Citizenship	<u>Filipino</u>			<u>Filipino</u>		
Residence	<u>San Sebastian, Mataasnakahoy Batangas</u>			<u>Kinalaglagen, Mataasnakahoy Batangas</u>		
Religion	<u>Roman Catholic</u>			<u>Roman Catholic</u>		
Civil Status	<u>Single</u>			<u>Single</u>		
Name of Father	(first) <u>Vicente Sr.</u>	(middle initial) <u>Guinihin</u>	(last) <u>Matibag</u>	(first) <u>Marcial</u>	(middle initial) <u>Badillo</u>	(last) <u>Landicho</u>
Citizenship	<u>Filipino</u>			<u>Filipino</u>		
Name of Mother	(first) <u>Lily</u>	(middle initial) <u>Macahilig</u>	(last) <u>Eli</u>	(first) <u>Violeta</u>	(middle initial) <u>Hernandez</u>	(last) <u>de Torres</u>
Citizenship	<u>Filipino</u>			<u>Filipino</u>		
Persons who gave consent or advice	(first) <u>Vicente Sr.</u>	(middle initial) <u>Guinihin</u>	(last) <u>Matibag</u>	(first) <u>Marcial</u>	(middle initial) <u>Badillo</u>	(last) <u>Landicho</u>
Relationship	<u>Father</u>			<u>Parents</u>		
Residence	<u>San Sebastian, Mataasnakahoy Batangas</u>			<u>Kinalaglagen, Mataasnakahoy Batangas</u>		

Place of Marriage

SAINT VINCENT FERRER PARISH CHURCH  
(Office of the House of/Banayan of/Church of/Mosque of)  
Banayan, Lipa City, BatangasDate: 7 March 2009 Address: 8:30 A.M.  
(day) (month) (year)  
Vicente Jr. Eli MatibagTHIS IS TO CERTIFY THAT I, Maribel De Torres Landicho, 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, I have signed/marked with our finger print, this certificate in quadruplicate this

7 day of March 2009Vicente Jr. Eli Matibag  
(Signature of Husband)Maribel De Torres Landicho  
(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. 4535191 issued on 9th February 2009 at Mataasnakahoy, Batangas in favor of said parties, was exhibited to me.  
 no marriage license was necessary, the marriage being solemnized under Art. \_\_\_\_\_ of Executive Order No. 209.  
 the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1083.

REV. FR. JOSEPH P. MENDOZA  
(Signature of Solemnizing Officer)  
Parish Priest

(Position/Designation)

Authorization No. 2008-28YOLCUBB Until December 31, 2010  
(Religious Affiliation, Registry No. and Expiration Date, if applicable)

## WITNESSES

(Print Name and Sign)

MR. BERT CALBOSO

MR. DANIEL CASA

MR. WILLY EVANGELISTA

MRS. MELDA MANALO

MRS. EDITHA GATANLAND

MRS. ROWENA VERCARA

RECEIVED AT THE OFFICE  
OF THE CIVIL REGISTRAR

AMALIA D. GARCIA  
Name in Print  
REGISTRATION OFFICER IN  
Date Received MAR 09 2009

07192-E1-105JAV-00871-MI001

BEST POSSIBLE IMAGE

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



Municipal Form No. 102  
(Revised 1983)

to be accomplished in triplicate

REPUBLIC OF THE PHILIPPINES  
CERTIFICATE OF LIVE BIRTH  
(Fill out completely, accurately and legibly in ink or typewriter)

PROVINCE Batangas

LOCAL CIVIL REGISTRY NO. 84-396

CITY / MUNICIPALITY Mataasnakahoy

1. NAME (First) <u>MARIBEL</u>	(Middle) <u>DE TORRES</u>	(Last) <u>LANDICHO</u>
2. SEX (Place 'X' on appropriate answer) <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	3. DATE OF BIRTH (Day) <u>15</u>	(Month) <u>October</u> (Year) <u>1984</u>
4. PLACE OF BIRTH (Name of Hospital / Institution; if not in hospital, give street / barangay) <u>BIRTH</u> <u>Brgy. Kinalaglagan</u>	(City / Municipality) <u>Mataasnakahoy</u>	(Province) <u>Batangas</u>
5a. TYPE OF BIRTH (Place 'X' on appropriate answer)	b. IF MULTIPLE BIRTH, CHILD WAS <input checked="" type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> Three or more <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third, 4th, etc.	
6. MOTHER MAIDEN NAME <u>Violeta Hernandez de Torres</u>	7. NATIONALITY <u>Filipino</u>	8. RELIGION <u>R. Catholic</u>
9. FATHER NAME <u>Marcial Sadillo Landicho</u>	10. NATIONALITY <u>Filipino</u>	11. RELIGION <u>R. Catholic</u>
12. DATE AND PLACE OF MARRIAGE OF PARENTS (Important; if not applicable, fill Affidavit of Acknowledgment at the back) <u>January 15, 1983</u> <u>Balete, Batangas</u>		

13. CERTIFICATE OF ATTENDANT AT BIRTH

I hereby certify that I attended the birth of the child who was born alive at 5:30 o'clock am/p.m. on the date stated above.

Signature <u>K. Hernandez</u>	Address <u>Poblacion, Balete</u>
Name in print <u>TRINIDAD K. HERNANDEZ</u>	Date <u>Be forent</u>
Title or position <u>Public Health Midwife</u>	

14. INFORMANT

Signature <u>M. Landicho</u>	Address <u>Brgy. Kinalaglagan</u>
Name in print <u>MARITAL LANDICHO</u>	Mataasnakahoy, Batangas
Relationship to child <u>Father</u>	Date <u>October 19, 1984</u>

15a. PREPARED BY

Signature <u>Lourdes G. Matenguhan</u>	b. RECEIVED AT THE OFFICE OF THE LOCAL CIVIL REGISTRAR
Name in print <u>LOURDES G. MATENGUHAN</u>	Signature <u>Federico O. Tiquis</u>
Title or position <u>Asst. Lmuni. Treas./Deputy LCR</u>	Name in print <u>FEDERICO O. TIQUIS</u>
Date <u>October 19, 1984</u>	Title or position <u>Min. Planning Dev. Coordinator</u>
	Date <u>October 19, 1984</u>

16a. INFORMATION GIVEN IN SUPPLEMENTAL REPORT

BATANGAS

b. DATE WHEN INFORMATION WAS SUPPLIED

07187-G1-105DHC-00869-BI001

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01018-A84VF01-2

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Stamp Tax Paid

*CDSm*  
CLAIRE DENNIS S. MAPA, Ph. D.  
National Statistician and Civil Registrar General  
Philippine Statistics Authority



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
PANGASIWAAN SA EDUKASYONG TEKNIKAL AT PAGPAPAUMLAD NG KASANAYAN  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

# Lipa City Public College

LIPA CITY, PHILIPPINES

*Sa lahat ng Tao na Makakatunghay ng Kasalatang Ito,*

TO ALL PERSONS TO WHOM THESE PRESENTS MAY COME,

*Mapitagang Pagbati*

GREETINGS

*Ipinababatid na ang Lupon ng Katiwala sa kapangyarihan ng Pangasiwaan sa Edukasyong  
TEKNIKAL AT PAGPAPAUMLAD NG KASANAYAN at sa tagubilin ng Mga Guro ay naggagawad kay  
DEVELOPMENT AUTHORITY AND ON RECOMMENDATION OF THE FACULTY HAS CONFERRED UPON  
FORMERLY LIPA CITY PUBLIC COLLEGE*

**CERTIFIED TRUE COPY  
FROM THE ORIGINAL**

*LOIDA M. RECIO  
ACTING REGISTRAR*

*Maribel D. Landicho*

*na nakatupad sa lahat ng hinihiling ng kurso/titulo  
WHO HAS FULFILLED ALL THE REQUIREMENTS OF THE COURSE*

**Office Management with Computer**

*lahat ng karapatan, karanganan at pribilehiyo pati na ang tungkulin at pananagutan na dito'y nauukol.  
ALL THE RIGHTS, HONORS AND PRIVILEGES AS WELL AS THE OBLIGATIONS AND RESPONSIBILITIES THEREUNTO APPERTAINING*

*Bilang katuunayan, ang tatak ng kolehiyo at ang mga lagda ng Tagapamahala  
IN TESTIMONY WHEREOF, THE SEAL OF THE COLLEGE AND THE SIGNATURES OF THE ADMINISTRATOR*

*at Tagapangulo ng Katiwala ay inilagay.  
AND THE CHAIRMAN OF THE BOARD OF TRUSTEES ARE HEREBY AFFIXED.*

*Ipinagkalooob sa Lungsod ng Lipa ngayong ika-3 ng April, taon ng  
GIVEN AT LIPA CITY THIS 3rd DAY OF APRIL IN THE YEAR OF OUR*

*Panginoon Dalawang Libo't Tatlo.  
LORD TWO THOUSAND THREE.*

*ARMANDO P. BADILLO, Ed. D.  
PANGULO  
COLLEGE PRESIDENT*

*HON. VILMA SANTOS-RECTO  
TAGAPANGULO, LUPON NG KATIWALA  
CHAIRMAN, BOARD OF TRUSTEES*

