



Republic of the Philippines  
Province of Batangas  
**MUNICIPALITY OF MATAASNAKAOY**  
Tel. Nos. (043) 300-0590 / (043) 781-1813  
Email Add: [sboffice\\_mkahoy@yahoo.com.ph](mailto:sboffice_mkahoy@yahoo.com.ph)



## OFFICE OF THE SANGGUNIANG BAYAN

### MEMORANDUM

FOR : HON. JAY M. ILAGAN  
Municipal Vice-Mayor

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

SUBJECT : REQUEST FOR A LEAVE OF ABSENCE

DATE : 18 March 2024

1. This is to request the approval of my Vacation Leave for four (4) days on April 1, 2, 3, & 4, 2024

2. Reason: Personal

Further request consideration on the matter.

*[Signature]*  
Hon. NOVILITO M. MANALO  
ABC President/ SB Member

*[Signature]*  
Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

**J**oining hands for **M**ataasnakahoy's **i**nterest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAOY



Republic of the Philippines  
Province of Batangas  
MUNICIPALITY OF MATAASNAKAHAY



## APPLICATION FOR LEAVE

OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)												
OFFICE OF THE SANGGUNIANG BAYAN	MANALO	NOVILITO	MALABANAN												
3. DATE OF FILING: <u>MARCH 18, 2024</u>	4. POSITION : <u>ABC PRESIDENT/SB MEMBER</u>	5. SALARY													
<b>6. DETAILS OF APPLICATION</b>															
<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (R.A. No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (R.A. No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (R.A. No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552)  Others: _____		<b>6.B DETAILS OF LEAVE</b>  <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input checked="" type="checkbox"/> Abroad (Specify) <u>HONGKONG</u>  <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____  <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____  <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review  <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> <u>4 DAYS</u> INCLUSIVE DATES <u>APRIL 1, 2, 3, &amp; 4, 2024</u>		<b>6.D COMMUTATION</b> <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested  (Signature of Applicant)													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of <u>March 21, 2024</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td><u>4.083</u></td><td><u>4.083</u></td></tr><tr><td>Less this application</td><td><u>-4</u></td><td><u>-</u></td></tr><tr><td>Balance</td><td><u>0.083</u></td><td><u>4.083</u></td></tr></tbody></table> GALLY D. TIPAN MHRMO			Vacation Leave	Sick Leave	Total Earned	<u>4.083</u>	<u>4.083</u>	Less this application	<u>-4</u>	<u>-</u>	Balance	<u>0.083</u>	<u>4.083</u>	<b>7.B RECOMMENDATION</b> <input type="checkbox"/> For approval <input checked="" type="checkbox"/> For disapproval due to _____  JAY MANALO ILAGAN Municipal Vice Mayor	
	Vacation Leave	Sick Leave													
Total Earned	<u>4.083</u>	<u>4.083</u>													
Less this application	<u>-4</u>	<u>-</u>													
Balance	<u>0.083</u>	<u>4.083</u>													
<b>7.C APPROVED FOR:</b> <u>4</u> days with pay _____ days without pay _____ others (Specify)  JAY MANALO ILAGAN Municipal Vice Mayor		<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____													





Republic of the Philippines  
Province of Batangas  
**MUNICIPALITY OF MATAASNAKAHOY**  
Tel. Nos. 043-7841113 / 4610107  
EMAIL ADD: mayorsoffice\_mkahoy@yahoo.com



## OFFICE OF THE MAYOR

Ako si **NOVILITO M. MANALO** ng Barangay **LUMANGLIPA**, Mataasnaakahoy, Batangas na itinalaga sa katungkulan bilang **LIGA NG MGA BARANGAY PRESIDENT** ay taimtim na nanunumpa na tutuparin ko ng buong husay at katapatan, sa abot ng aking kakayahan, ang mga tungkulin ng aking kasalukuyang katungkulan at ng iba pang pagkaraan nito'y gagampanan ko sa ilalim ng Republika ng Pilipinas; na aking itataguyod at ipagtatangol ang Saligang Batas ng Pilipinas; na tunay na mananalig at tatalima ako rito; na susundin ko ang mga batas, mga kautusang legal, at mga dekretong pinaiiral ng mga sadyang itinakdang may kapangyarihan sa Republika ng Pilipinas, at kusa kong babalikatin ang pananagutang ito nang walang anumang pasubali o hangaring umiwas.

Kasihan nawa ako ng DIYOS.

  
**NOVILITO M. MANALO**  
Lagda

Sedula Klase \_\_\_\_\_ Bilang 00048462  
Kinuha sa MATAASNAKAHOY  
Petsa 01/03/24

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Nilagdaan at pinanumpa sa harap ko ngayong ika-15 ng Disyembre, Taon ng Panginoon Dalawang Libo't Dalawampung Tatlo sa Mataasnaakahoy, Batangas, Pilipinas.

  
**JANET M. ILAGAN**  
Punumbayan

**J**oining hands for **M**ataasnaakahoy's **i**nterest

ONE DIRECTION | ONE GOAL | ONE MATAASNAKAHOY



Republika ng Pilipinas  
LIGA NG MGA BARANGAY SA PILIPINAS

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CHAPTER MATAASNAKATBY  
PROVINCE / CITY BATANGAS

DATE: December 15, 2023

CERTIFICATE OF CANVASS AND PROCLAMATION  
( 2023 LNB Chapter Election )

FOR PRESIDENT:

NAME OF CANDIDATE	TOTAL VOTES	TOTAL VOTES IN WORDS
NOVILIO MALABANCA MANDIB	<del>151-151-151</del> 1	SIXTEEN VOTES

FOR VICE PRESIDENT:

NAME OF CANDIDATE	TOTAL VOTES	TOTAL VOTES IN WORDS
CELA VERGARA RELO	<del>151-151-151</del> 1	SIXTEEN VOTES

FOR AUDITOR:

NAME OF CANDIDATE	TOTAL VOTES	TOTAL VOTES IN WORDS
VIRGILIO TIBAYON HERNANDEZ	<del>151-151-151</del> 1	SIXTEEN VOTES

SIGNATURE OF BES & ELECTION COMMITTEE MUST REFLECT ON ALL PAGES





We HEREBY CERTIFY that all the entries recorded here are true and correct.

BOARD OF CANVASSERS :



*[Signature]*  
KAP TANUA SOLIS  
 Chairman



*[Signature]*  
KAP TANUA SOLIS  
 Member



*[Signature]*  
KAP TANUA SOLIS  
 Member

ELECTION COMMITTEE :



*[Signature]*  
KAPITAN DANIEL SOLIS  
 Chairman



*[Signature]*  
KAPITAN DANIEL SOLIS  
 Member



*[Signature]*  
VIRALDO T. HERNANDEZ  
 Member

SIGNATURE OF BES & ELECTION COMMITTEE MUST REFLECT ON ALL PAGES