

CS Form No. 33-A

Revised 2018



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



Ms. MARY ANN M. HERNANDEZ

You are hereby appointed as **Administrative Assistant I (Reproduction Machine Operator III)**
(Position Title)

SG- 7 under Permanent status at the **Office of the Sangguniang Bayan with a compensation rate of**
(Permanent, Temporary, etc.) (Office/Department/Unit)

Thirteen Thousand Four Hundred Twenty Four (P 13,424.00) per month.

The nature of this appointment is **Promotion** vice **Newly Created**
(Original, Promotion, etc.)

who was **Vacant** with Plantilla Item No. **40**.
(Transferred, Retired, etc.)

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

Very truly yours,


JAY MANALO ILAGAN
 Municipal Vice Mayor

September 16, 2022
Date of Signing

CSC ACTION: APPROVED

DRY SEAL

LILY BETH L. MAJOMOT

Director II

Authorized Official

Date

SEP 26 2022

OCT 04 2022
(Stamp of Date Release)
3-15

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 August 24, 2022 to September 8, 2022 and posted in CSC-FO Batangas , Public Market, Office Lobby from August 24, 2022 to September 8, 2022 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 9, 2022.

GALLY D. TIPAN
OIC- Mun. Human Resource Management 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 13, 2022.

JAY MANALO ILAGAN
Municipal Vice Mayor

CSC Notation

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

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

Acknowledgement

Received original/photocopy of appointment on September 16, 2022

MARY ANN M. HERNANDEZ
Appointee

CS Form No. 33-A
Revised 2018



Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY



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(Permanent, Temporary, etc.) (Office/Department/Unit)

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(Original, Promotion, etc.)

who was Vacant with Plantilla Item No. 40.
(Transferred, Retired, etc.)

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

Very truly yours,

JAY MANALO ILAGAN
Municipal Vice Mayor

September 16, 2022
Date of Signing

CSC ACTION: APPROVED

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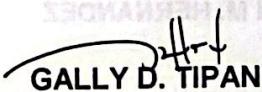
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JAY MANALO ILAGAN
Municipal Vice Mayor

CSC Notation

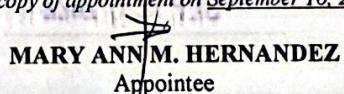
RECEIVED	SEARCHED	INDEXED
SERIALIZED	FILED	MAILED
MAY 10 2023		
CIVIL SERVICE COMMISSION		

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MARY ANN M. HERNANDEZ
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.

I. PERSONAL INFORMATION

2. SURNAME FIRST NAME MIDDLE NAME		HERNANDEZ MARY ANN MENDOZA			NAME EXTENSION (JR., SR) N/A
3. DATE OF BIRTH (mm/dd/yyyy)		07/11/1981	16. CITIZENSHIP <input checked="" type="checkbox"/> Filipino	<input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
4. PLACE OF BIRTH		MATAASNAKAHOY			
6 CIVIL STATUS		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE	N/A PUROK 5 House/Block/Lot No. Street N/A BUBUYAN Subdivision/Village Barangay MATAASNAKAHOY BATANGAS City/Municipality Province 4223	
7. HEIGHT (m)		1.52meters			
8. WEIGHT (kg)		61kgs	18. PERMANENT ADDRESS ZIP CODE		
9. BLOOD TYPE		"O"			
10. GSIS ID NO.		2004146715			
11. PAG-IBIG ID NO.		1210 1840 9855			
12. PHILHEALTH NO.		09-200923584-1			
13. SSS NO.		N/A	19. TELEPHONE NO.	043-702-1684	
14. TIN NO.		933-190-240	20. MOBILE NO.	0919-461-8093	
15. AGENCY EMPLOYEE NO.		SBO015	21. E-MAIL ADDRESS (if any)	meann_ajboy@yahoo.com	

II. FAMILY BACKGROUND

22.	SPOUSE'S SURNAME	HERNANDEZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	FIRST NAME	JULIUS	NAME EXTENSION (JR., SR) N/A	ADAN JULLIANN M. HERNANDEZ	05/05/2009
	MIDDLE NAME	MAHIYA		-Nothing follows-	
	OCCUPATION	BUY AND SELL			
	EMPLOYER/BUSINESS NAME	N/A			
	BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A				
24.	THER'S SURNAME	MENDOZA			
	FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR) SR		
	MIDDLE NAME	LAYLO			
25.	MOTHER'S MAIDEN NAME				
	SURNAME	MENDOZA			
	FIRST NAME	MARCELINA			
	MIDDLE NAME	HERNANDEZ		(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 in chart)	YEAR GRADUATED
				From	To		
ELEMENTARY	MATAASNAKHOY CENTRAL SCHOOL		ELEMENTARY	1988	1994	Graduate	1994
SECONDARY	LA PURISIMA CONCEPCION ACADEMY		HIGH SCHOOL	1994	1998	Graduate	1998
VOCATIONAL / TRADE COURSE	N/A		N/A	N/A	N/A	N/A	N/A
COLLEGE	LIPA CITY COLLEGES	Bachelor of Science in Commerce Major in Banking and Finance		1998	2002	Graduate	2002
GRADUATE STUDIES	N/A		N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

February 10, 2023

CS FORM 212 (Revised 2017), Page 1 of 4

IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

(Continue on separate sheet if necessary)

SIGNATURE

DATE

February 10, 2023

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

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

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	EXECUTIVE-LEGISLATIVE AGENDA and CAPACITY DEVELOPMENT AGENDA SEMINAR-WORKSHOP	08/16/22	08/18/22	24 HOURS	TECHNICAL	MR. GUILLERMO OCAMPO/DILG
	PCL-BATANGAS FEDERATION PROVINCIAL END TERM GEN. ASSEMBLY 2022	06/21/22	06/23/22	24 HOURS	TECHNICAL	PHILIPPINE COUNCILOR'S LEAGUE - BATANGAS CHAPTER
	EXECUTIVE-LEGISLATIVE AGENDA and CAPABILITY DEVELOPMENT AGENDA SEMINAR-WORKSHOP 2020-2022	09/04/19	09/06/19	24 HOURS	TECHNICAL	MR. GUILLERMO OCAMPO/DILG
	PCL-BATANGAS FEDERATION PROVINCIAL CONGRESS 2019	03/13/19	03/15/19	24 HOURS	TECHNICAL	PHILIPPINE COUNCILOR'S LEAGUE - LUZON
	SEMINAR/WORKSHOP ON CODIFICATION OF GENERAL ORDINANCES	11/19/18	11/22/18	24 hours	TECHNICAL	MS. QUEENIE MAULLEON and MS. CHRISTIE ARCEGA/ DILG
	SEMINAR/WORKSHOP ON LANGUAGE PROFICIENCY	09/13/18	09/14/18	16 hours	TECHNICAL	MS. LEAH S. CORPUZ/ LASH LEARNING SOLUTION
	PHILIPPINE COUNCILOR'S LEAGUE 2018 LUZON ISLAND CONGRESS	02/21/18	02/23/18	24 hours	TECHNICAL	PHILIPPINE COUNCILOR'S LEAGUE - LUZON
	5S FOR GOOD HOUSEKEEPING FOR THE WORKPLACE	08/29/17	08/29/17	8 hours	TECHNICAL	Ms. MARISSA ARGENTE/ Department of Trade and Industry - Batangas
	BASIC CUSTOMER SERVICE SKILLS	04/04/2017	04/06/2017	24 hours	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE
	REGIONAL CONGRESS OF VICE MAYORS LEAGUE OF THE PHILIPPINES	02/10/2017	02/12/2017	24 hours	TECHNICAL	VICE MAYORS LEAGUE OF THE PHILIPPINES- REGION IV-A
	PUBLIC SERVICE ETHICS AND ACCOUNTABILITY	11/24/2015	11/25/2015	16 hours	TECHNICAL	CIVIL SERVICE COMMISSION
	PHILIPPINE LEAGUE OF SECRETARIES TO THE SANGGUNIAN INCORPORATED	06/03/2015	06/06/2015	24 hours	TECHNICAL	PHILIPPINE LEAGUE OF SECRETARIES TO THE SANGGUNIAN
	PUBLIC SERVANTS UNITY WITH EXCELLENCE AT WORK	05/07/2013	05/07/2013	8 hours	TECHNICAL	RED C DEVELOPMENT AND TRAINING CENTER
	STANDARD PERFORMANCE MANAGEMENT SYSTEM & HUMAN RESOURCE PLANNING HAND-HOLDING ORIENTATION SEMINAR	09/20/2012	09/20/2012	8 hours	TECHNICAL	CIVIL SERVICE COMMISSION
	-nothing follows-					

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

(Continue on separate sheet if necessary)

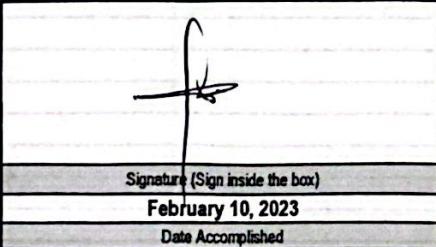
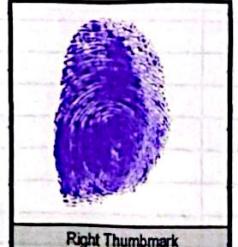
SIGNATURE

6

DATE

February 10, 2023

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<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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>									
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____ Status of Case/s: _____</p>									
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>									
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>									
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p>									
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____</p>									
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p>									
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 33%;">NAME</th> <th style="text-align: center; width: 33%;">ADDRESS</th> <th style="text-align: center; width: 33%;">TEL NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Hon. JAY MANALO ILAGAN</td> <td style="text-align: center;">SANTOL, MATAASNAKAHOY</td> <td style="text-align: center;">0917-517-7337</td> </tr> <tr> <td style="text-align: center;">Hon. EDISON ASA</td> <td style="text-align: center;">BUBUYAN, MATAASNAKAHOY</td> <td style="text-align: center;">0949-695-5623</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL NO.	Hon. JAY MANALO ILAGAN	SANTOL, MATAASNAKAHOY	0917-517-7337	Hon. EDISON ASA	BUBUYAN, MATAASNAKAHOY	0949-695-5623
NAME	ADDRESS	TEL NO.								
Hon. JAY MANALO ILAGAN	SANTOL, MATAASNAKAHOY	0917-517-7337								
Hon. EDISON ASA	BUBUYAN, MATAASNAKAHOY	0949-695-5623								
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>										
<p>Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: TIN</p> <p>ID/License/Passport No.: 933-190-240-000</p> <p>Date/Place of Issuance: 09-29-11</p>	 <p>Signature (Sign inside the box) February 10, 2023 Date Accomplished</p>	 <p>Right Thumbmark</p>								
<p>SUBSCRIBED AND SWEARNED before me this _____ day of February 2023, the defendant exhibiting his/her validly issued government ID as indicated above.</p> <p>GALLY D. TIPAN Person Administering Oath</p>										

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Applying to: Administrative Assistant 1 (Reproduction Machine Operator III)

- Duration: October 10, 2019 – present
- Position: Local Legislative Staff Employee II
- Name of Office/Unit: Office of the Sangguniang Bayan
- Immediate Supervisor: Emmanuel A. Alfiler
- Name of Agency/Organization and Location: LGU-Mataasnakahoy, V. Templo Ave. Brgy. IV, Mataasnakahoy, Batangas
 - List of Accomplishments and Contributions (if any)
 - Committee Reports
 - Resolutions/Ordinances
 - Letter of Invitations
 - Schedule of Committee Meetings/Hearings
 - Summary of Actual Duties
 - Attendance to Regular/Special Sessions, Committee Meetings/Hearings and Public Hearings
 - Preparation of invitation letter
 - Received incoming Communication
 - Research in the formulation of Ordinances/Resolutions and other Legislative Measures
 - Posting of Ordinance in Bulletin Board
 - Issuance of Tricycle Permit and Franchise
 - Reproduced copies of committee reports, resolutions/ordinances and other documents

- Duration: October 3, 2011 – October 9, 2019
- Position: Administrative Aide 1
- Name of Office/Unit: Office of the Sangguniang Bayan
- Immediate Supervisor: Jorgen M. Landicho
- Name of Agency/Organization and Location: LGU-Mataasnakahoy, V. Templo Ave. Brgy. IV, Mataasnakahoy, Batangas

- List of Accomplishments and Contributions (if any)
 - Committee Reports
 - Resolutions/Ordinances
 - Letter of Invitations
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 - Issuance of Tricycle Permit and Franchise
 - Reproduced copies of committee reports, resolutions/ordinances and other documents



Mary Ann M. Hernandez
(Signature over Printed Name
of Employee/Applicant)

Date: September 5, 2022



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. MARY ANN M. HERNANDEZ as Administrative Assistant I (Reproduction Machine Operator III) in the Office of the Sangguniang Bayan 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.


JAY MANALO ILAGAN
Municipal Vice 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 (Reproduction Machine Operator III) in the Office of the Sangguniang Bayan of this municipality, with Salary Grade 7 amounting to ONE HUNDRED SIXTY ONE THOUSAND EIGHTY EIGHT PESOS (P 161,088.00) per annum as per Annual Budget CY-2022 of this municipality.

Issued this 16th day of September , 2022 at Mataasnakahoy, Batangas.



LENILYN C. CARAAN
Municipal Accountant

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 (Reproduction Machine Operator III)			
2. ITEM NUMBER		3. SALARY GRADE			
40		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 Sangguniang Bayan			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
Office of the Sangguniang Bayan		Office of the Sangguniang Bayan			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
SB Resolution No. 084-S-2022, Ordinance of Budget No. 05-S-2022	N/A	P 13,424.00	PERA	2,000.00	
			Clothing Allow.	6,000.00	
			Cash Gift	5,000.00	
			Year End Bonus	13,424.00	
			Mid-year Bonus	13,424.00	
			PEI	5,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Municipal Vice Mayor		None			
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					
Reproduction Machine, Telephone, Ballpen, Computer, Logbook, Calculator, Printer					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Enact Ordinances, approve resolutions, and appropriate funds for the general welfare of the municipality and its inhabitants					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Operates reproduction machine and performs related work as assigned			
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.)		
10%	Set up machines at the beginning of the shift to ensure proper working order		
10%	Perform testing procedure to ensure that machines work optimally during the production procedures		
10%	Maintain clean tools before and after each shift.		
10%	Ensure that the machine are producing quality products by managing periodic checks on the output		
10%	Taking minutes of committee meetings/ hearings and public hearings		
10%	Encoding of minutes of committee reports/ committee hearings		
10%	Assist in regular and special session		
10%	Preparation of notice of meetings/ invitations and Preparation of burial transfer/ niche re-opening/ Preparation of permits for		
10%	Preparation of schedule of committee meetings/ hearing of SB Members		
10%	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.			
<u>MARY ANN M. HERNANDEZ 09/16/22</u> Employee's Name, Date and Signature		<u>JAY MANALO ILAGAN 09/16/22</u> Municipal Vice Mayor, Date and Signature	



Republic of the Philippines
Province of Batangas
Municipality of Mataasnakahoy

OATH OF OFFICE

I, MARY ANN M. HERNANDEZ of Brgy. Bubuyan, Mataasnakahoy, Batangas having been appointed to the position of Administrative Assistant I (Reproduction Machine Operator 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.


MARY ANN M. HERNANDEZ
(Signature over Printed Name of the Appointee)

Government ID: TIN
ID Number : 933-190-240
Date Issued : 09-29-11 Lipa

Subscribed and sworn to before me this 16th day of September, 2022 in Mataasnakahoy Batangas, Philippines.


JAY MANALO ILAGAN
Municipal Vice Mayor



CS Form No. 4
Revised 2018

Republic of the Philippines
Province of Batangas
MUNICIPALITY OF MATAASNAKAHOY

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. MARY ANN M. HERNANDEZ has assumed the duties and responsibilities as Administrative Assistant I (Reproduction Machine Operator III) in the Office of the Sangguniang Bayan effective September 16, 2022.

This certification is issued in connection with the issuance of the appointment of Ms. Hernandez as Administrative Assistant I (Reproduction Machine Operator III)

Done this 16th day of September, 2022 in Mataasnakahoy, Batangas.

A handwritten signature in black ink, appearing to read "JAY MANALO ILAGAN".

JAY MANALO ILAGAN
Municipal Vice Mayor

Date: September 16, 2022

Attested by:

A handwritten signature in black ink, appearing to read "GALLY D. TIPAN".

GALLY D. TIPAN
OIC- 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

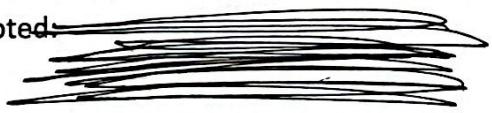
CERTIFICATION

This is to certify that Ms. Mary Ann M. Hernandez, Local Legislative Staff Employee II at the office of the Sangguniang Bayan, got Very Satisfactory Rating in her Individual Performance Commitment Report (IPCR) for rating period January to June 2022, with the Numerical Rating of 4.2573

Issued this 16th day of September, 2022 for whatever legal purpose it may serve.


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

Noted:


Hon. JAY MANALO ILAGAN
Municipal Vice Mayor



LIPA CITY COLLEGES

Lipa City, Philippines

OFFICIAL TRANSCRIPT OF RECORD

Name : MENDOZA, MARY ANN MENDOZA
Address: BUBUYAN, MATAAS NA KAHOK,
BATANGAS

Date: July 26, 2005
College of: B.S. COMMERCE-BANKING & FINANCE

Admitted on: 1ST SEMESTER, 98-99

SOURCE OF ENTRANCE CREDITS:

**Elementary : MATAAS NA KAHOY CENTRAL SCHOOL
High School: LA PURISIMA CONCEPCION ACADEMY**

Year: 1993-1994

Year: 1997-1998

TERM	COURSE DESCRIPTION		FINAL	RE-EXAM UNITS
1st Sem. 98-99	ACCTG 1&2	FUNDAMENTALS OF ACCOUNTING	2.50	6.0
	ECO 1A	PRIN. OF ECONOMICS W/ TLR	2.75	3.0
	ENGL PLUS	REVIEW OF ENGLISH	2.50	3.0
	FIL 12A	SINING NG PAKIKIPAGTALASTASAN	1.75	3.0
	FIN 1	MONEY, CREDIT & BANKING	2.50	3.0
	HIST 3A	PHIL. HISTORY: ROOTS AND DEVELOPMENT	2.00	3.0
	MGT 1	BUS ORG. & MGT	2.75	3.0
	MATH 1	COLLEGE ALGEBRA	2.50	3.0
	PE 1	SELF-TESTING ACTIVITIES	2.50	2.0
2nd Sem. 98-99	PE 2	FUND OF RHYTHMIC ACTIVITIES	1.75	2.0
	ACCTG 3&4	PARTNERSHIP AND CORP ACCOUNTING	2.50	6.0
	FIN 2	BUSINESS FINANCE	2.25	3.0
	BUS MATH 2	MATH OF INVESTMENT	2.50	3.0
	ENGL 1	COMMUNICATION ARTS 1	2.00	3.0
	FIL 13A	PANITIKANG PILIPINO	2.50	3.0
	PHILO 1	LOGIC	2.75	3.0
1st Sem. 99-00	FIN 4	PHIL CURRENCY SYSTEM	2.50	3.0
	TAX 1	PRINCIPLES OF INCOME TAX	2.25	3.0
	PE 3	FUND SKILLS IN GAMES AND SPORTS	2.50	2.0
	COMP 1	INTRO TO IT CONCEPTS	2.25	3.0
	ENGL 2	COMMUNICATION ARTS INCL INTEN ENGLISH	2.25	3.0
	ARTS 1	HUMANITIES/ARTS	2.25	3.0
	BUS STAT 1	ELEM. OF BUSINESS STATISTICS	2.25	3.0
	FIN 3	BANKING THEORY & PRACTICES	2.00	3.0
2nd Sem. 99-00	BUS MATH 4	QUANT TECH IN BUS OPER RES	2.00	3.0
	PSYCHO 1	GENERAL PSYCHOLOGY	2.25	3.0
	ENGL 14	BUS ENGL & CORRESPONDENCE	2.25	3.0
	PE 4	RECREATIONAL ACTIVITIES	1.50	2.0
	FIN 6	INT'L BANKING & EXCHANGE	2.00	3.0
	ECON 2B	ADVANCED ECONOMICS	2.00	3.0
	COMP 2	BUSINESS COMPUTER APPLICATION	2.25	3.0
1st Sem. 00-01	RIZAL	RIZAL'S LIFE, WORKS & WRITINGS	2.00	3.0
	ENGL 20	INTRO TO LITT W/ PHIL LITT	2.00	3.0

GRADE EQUIVALENT			
1.00 — 100-98	1.75 — 91-89	2.50 — 82-80	Below 75 — 5.00
1.25 — 97-95	2.00 — 88-86	2.75 — 79-77	INC.
1.50 — 94-92	2.25 — 85-83	3.00 — 76-75	DRP.

More on page 2 ...

(Not valid without the college seal)

Carlos R. Mojares
CARLOS R. MOJARES
President

Solita T. Roxas
SOLITA T. ROXAS, MA.Ed.

Records prepared by: *mchberisto*
Typed by: *gmh* C:\D\IMAGUL\angam

Cleared by: ncp



LIPA CITY COLLEGES

Lipa City, Philippines

OFFICIAL TRANSCRIPT OF RECORD

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Year: 1993-1994
Year: 1997-1998

TERM	COURSE DESCRIPTION	FINAL	RE-EXAM	UNITS
2nd Sem. 00-01	SOCIO 1 INTRO TO SOCIOLOGY	2.25		3.0
	NAT SC 3 EARTH SCIENCE	2.00		3.0
	FIN 8 CENTRAL BANKING	2.00		3.0
	FIN 7 PRIN OF INVESTMENT	2.25		3.0
	LAW 1 OBLIGATIONS & CONTRACTS	2.50		3.0
	TAX 2 TRANSFER & BUSINESS TAX	3.00		3.0
	LAW 2 LAW ON BUS ORG	2.25		3.0
	FIN 9 RURAL BANKING	2.75		3.0
	SOC SC 2A SOCIETY & CULTURE W/ POP EDUCATION	2.50		3.0
	MKTG 1 PRINCIPLES OF MARKETING	1.75		3.0
1st Sem. 01-02	FOL SC 4A PHIL GOV'T W/ NEW CONSTITUTION	2.25		3.0
	MGT 12 MGT ACCTG & CONTROL	2.25		3.0
	LAW 3 LAW ON NEGOTIABLE INSTRUMENTS	2.25		3.0
	FIN 14 DEV'T BANKING	2.00		3.0
	MGT 6 BUSINESS POLICY & STRATEGY	2.50		3.0
	NAT SC 2 BIOLOGICAL SCIENCE	2.00		3.0
2nd Sem.	FIN 12 FINANCIAL MGT.	2.00		3.0
	RESEARCH 2 PROJECT FEASIBILITY STUDY	1.75		3.0
	FIN 13 PRACTICUM	1.75		6.0

END OF TRANSCRIPT



GRADE EQUIVALENT			
1.00 — 100-98	1.75 — 91-89	2.50 — 82-80	Below 75 — 5.00
1.25 — 97-95	2.00 — 88-86	2.75 — 79-77	INC.
1.50 — 94-92	2.25 — 85-83	3.00 — 76-75	DRP.

REMARKS: GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN COMMERCE (BSC) MAJOR IN BANKING & FINANCE AS PER SPECIAL ORDER NO. 50-343601-4-0513 SERIES 2002 DATED APRIL 18, 2002. DATE OF GRADUATION: MARCH 23, 2002

(Not valid without the college)

Carlos R. Mojares
CARLOS R. MOJARES
President

Records prepared by: *Stallknecht* M
Typed by: *Prusiner* *and mucular*

LIPA CITY COLLEGES
LIPA CITY

ertified True & Correct
Solita T. Roxas
SOLITA T. ROXAS, MA.ED.
Registrar

Cleared by: mcde Rosario



UPPER, PHILADELPHIA

**DIRETOR DIRETAMENTE
MESTRE MESTRE LALOHO MUNAS NA PAPALAH**

To whom my Makabataengay ng Kusakang Sto. Hofelingang Buli,
ALL MEN TO THESE PRESENTS COME
Via sa loguhin ngy Agoo Sto. Cruz Lyon my Katalau ng Lao City Colleges ay nagsapuan kaya
THAT UPON THE RECOMMENDATION OF THE CITY BOARD OF TRUSTEES OF Lao City COLLEGES WAS ENDURED UPON

Mary Ann M. Mendoza

Bachelor of Science in Commerce

Babang katunay-an nilagdanan naman ng aming mga parayahan at kawitan ng latake ng kabiligan sa
TESTIMONY WHEREOF WE HAVE HEREBELOW SUBSCRIBED OUR NAMES AND AFFixed THE SEAL OF THIS COLLEGE AT
Lungsod ng Lipa. Philippines. Day of Month in the Year of Our
CITY LIPA, PHILIPPINES. LORD JESUS CHRIST AND

PUBLIC
PRESIDENT

6

2012-02-26 11:26:00

KODAK
JOURNAL MEASURER

LPA CITY COLLEGES
LPA CITY

Certified True Copy

MARICEL M. VAPBUAN
Registration No. 719

(COPY FOR OCRG)

Municipal Form No. 87 (Form No. 13)
(Effective January 1983)

(To be accomplished in quadruplicate)

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF MARRIAGEProvince Batangas
City/Municipality MataasnakahoyRegistry No.
2006-153

REMARKS/ANNOTATION

Name of Contracting Parties	(first) <u>JULIUS M. HERNANDEZ</u>	(middle initial) <u></u>	(last) <u></u>	Name of Contracting Parties	(first) <u>MARY ANN M. MENDOZA</u>	(middle initial) <u></u>	(last) <u></u>
Date of Birth/Age	(day) <u>24</u>	(month) <u>July</u>	(year) <u>1980</u>	(age) <u>26 yrs. old</u>	(day) <u>11</u>	(month) <u>July</u>	(year) <u>1981</u>
Place of Birth	<u>Mataasnakahoy, Bats.</u>			Place of Birth	<u>Mataasnakahoy, Bats.</u>		
Sex (Male or Female)	Male			Sex (Male or Female)	Female		
Citizenship	Filipino			Citizenship	Filipino		
Residence	<u>Bubuyan, Mataasnakahoy, Bats.</u>			Residence	<u>Bubuyan, Mataasnakahoy, Bats.</u>		
Religion	R. Catholic			Religion	R. Catholic		
Civil Status	Single			Civil Status	Single		
Name of Father	(first) <u>RUFINO V. HERNANDEZ</u>	(middle initial) <u></u>	(last) <u></u>	Name of Father	(first) <u>ANTONIO L. MENDOZA</u>	(middle initial) <u></u>	(last) <u></u>
Citizenship	Filipino (dec.)			Citizenship	Filipino		
Name of Mother	(first) <u>YOLANDA U. MARIYA</u>	(middle initial) <u></u>	(last) <u></u>	Name of Mother	(first) <u>MARCELINA H. MENDOZA</u>	(middle initial) <u></u>	(last) <u></u>
Citizenship	Filipino			Citizenship	Filipino		
Persons who gave consent or advice	(first) <u>OF LEGAL AGE</u>	(middle initial) <u></u>	(last) <u></u>	Persons who gave consent or advice	(first) <u>OF LEGAL AGE</u>	(middle initial) <u></u>	(last) <u></u>
Relationship				Relationship			
Residence				Residence			

Place of Marriage

Mataasnakahoy Catholic Church
(Office of the House of/Banayay of/Church of/Mosque at
Brgy. II-A, Mataasnakahoy, Batangas)

Date:

17 Sept. 2006

Address

10:30 A.M.

(day) (month) (year)

Time: 10:30 A.M.THIS IS TO CERTIFY THAT Julius M. Hernandez and I, MARY ANN M. Mendoza, both of legal age, of our own free will and accord, and in the presence of the persons 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, Julius M. Hernandez and MARY ANN M. Mendoza, marked with our finger print, this certificate is quadruplicate this 17th day of September, 2006.JULIUS M. HERNANDEZMARY ANN M. MENDOZA

(Signature of Husband)

(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. 4534815 issued on August 25, 2006 at Mataasnakahoy, Bats. holder of said license, was exhibited to me.
- no marriage license was necessary, the marriage being solemnized under Art. _____ of Executive Order No. 200.
- the marriage was solemnized in accordance with the provisions of Presidential Decree No. 1025.

REV. FR. BENJIC B. VALENCIA

(Signature of Solemnizing Officer)

Parish Priest

(Position/Denomination)

REGIS.

GIST

Authorizations: OHISOWHINN Expiration Date: Dec. 31, 2007

(Religious Affiliation, Registry No. and Expiration Date, if applicable)

WITNESSES

(Print Name and Sign)

MR. MARCELIANO MANALOMRS. THELMA MANALODante HernandezMRS. VILLA HERNANDEZ

07202-B6-105SOP-00059-MI007

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QN2010334142

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





MUNICIPAL FORM No. 103—(Revised Dec. 1, 1968)

REPUBLIC OF THE PHILIPPINES

(TO BE ACCOMPLISHED IN DUPLICATE)

CERTIFICATE OF LIVE BIRTH

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

Register Number:

Province: Batangas
City or Municipality: Mataasnakahoy(a) Civil Registrar-General No. 269(B-81)
(b) Local Civil Registrar No.

1. PLACE OF BIRTH		2. USUAL RESIDENCE OF MOTHER (Where does mother live?)		
a. PROVINCE	Batangas	e. PROVINCE	Batangas	
b. CITY OR MUNICIPALITY	Mataasnakahoy	f. CITY OR MUNICIPALITY	Mataasnakahoy	
c. NAME OF HOSPITAL OR INSTITUTION (If not in hospital, give street address)	Bubuyan	g. NUMBER AND STREET	Bubuyan	
d. IS PLACE OF BIRTH INSIDE CITY LIMITS?				
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
3. NAME (Type or print)		MARY ANN	MIDDLE	
CHILD		MENDOZA	MENDOZA	
4. SEX	5. a. THIS BIRTH	6. b. IF TWIN OR TRIPLET, WAS CHILD		7. c. DATE OF BIRTH
F	SINGLE <input checked="" type="checkbox"/> TWIN <input type="checkbox"/> TRIPLET <input type="checkbox"/>	1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/>	Month JULY Day 11 Year 1981	
5. NAME	First Antonio Laylo Middle Mendosa Last	Religion Roman Catholic	8. NATIONALITY	9. a. RACE
FATHER			PT.	Brown
9. AGE (At time of this birth)	Years 25	10. BIRTHPLACE	11a. USUAL OCCUPATION	11b. KIND OF BUSINESS OR INDUSTRY
		Bubuyan, Mataasnakahoy, Bata.	Laborer	
MOTHER	12. MARRIED NAME	Marcelina Hernandez Mendoza	13. NATIONALITY	13a. RACE
	14. AGE (At time of this birth)	Years 22	15. BIRTHPLACE	Brown
			Bubuyan, Mataasnakahoy, Bata.	
	16. Previous Deliveries to Mother (Do not include this birth)	17. d. DATE SIGNED BY ATTENDANT AT BIRTH		
	a. How many children are now living? 0	b. How many other children were born alive but are now dead? 0	c. How many fetal deaths (stillborns born dead any time after conception)? 0	
	18. MOTHER'S MAILING ADDRESS: (Number, Street, City or Municipality, Province)			Same as Address
	19. ATTENDANT AT BIRTH			
	I hereby certify that I attended the birth of this child who was born alive at 6:30 o'clock P.M. on the date above indicated.		d. DATE SIGNED BY ATTENDANT AT BIRTH	
	a. SIGNATURE: <i>D. G. Sison N. Reyes</i>		e. TITLE OF ATTENDANT AT BIRTH	
	b. NAME IN PRINT: <i>D. G. SISON N. Reyes</i>		□ M.D. <input checked="" type="checkbox"/> MIDWIFE	
	c. ADDRESS: <i>Barangay 1002</i>		□ NURSE <input type="checkbox"/> OTHERS (Specify)	
	20. RECEIVED IN THE OFFICE OF THE LOCAL CIVIL REGISTRAR BY:			
	a. SIGNATURE: <i>Renato J. de Castro</i>		21. a. GIVEN NAME ADDED FROM SUPPLEMENTAL REPORT:	
	b. NAME IN PRINT: <i>RENATO J. DE CASTRO</i>		b. DATE WHEN GIVEN NAME WAS SUPPLIED:	
	c. TITLE OR POSITION: <i>Asst. Reg. Off.</i>		22. b. LEGITIMATE	
	d. DATE: <i>11/14/81</i>		c. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	23. LENGTH OF PREGNANCY		24. WEIGHT AT BIRTH	
	COMPLETED WEEKS		Lbs. Oz.	
	25. THIS CERTIFICATE IS PREPARED BY:			
	SIGNATURE: <i>J. D. Sison</i>		NAME IN PRINT: <i>JOAQUIN S. MATAQUILAHAN</i>	
			TITLE OR POSITION: <i>Asst. Reg. Off.</i>	
			DATE: <i>11/14/81</i>	
	26. SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES			
	11/18/81			

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BRN
01018-A81PB01-9Documentary
Stamp Tax Paid*CDSm*CLAIRE DENNIS S. MAPA, Ph. D.
National Statistician and Civil Registrar General
Philippine Statistics Authority