



SERVICE RECORD

(To be accomplished by the Employer)

Name: REGAÑON HENRY T. (If married woman, give also full maiden name)
(Surname) (Given Name) (Middle Initial)

Birth Date: September 16, 1969 (Date herein should be checked from the Certificate of Live Birth or Baptismal Certificate or some other reliable documents)
Place of Birth: Calubian, Leyte

THIS IS TO CERTIFY that the employee named herein above actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE/ENTITY/DIVISION		LV WOP	Separation
From	To	Designation	Status	Salary	Station/Place	Branch		
01.18.96	12.31.96	Revenue Collection Clerk I	Perm.	P 39,972A	MTO - Biliran, Biliran	LGU	None	
01.01.97	12.31.97	-do-	-do-	42,276A	-do-	-do-	-do-	
01.01.98	12.31.98	-do-	-do-	43,848/A	-do-	-do-	-do-	
01.01.99	12.31.99	-do-	-do-	51,228/A	-do-	-do-	-do-	
01.01.00	12.31.00	-do-	-do-	56,352/A	-do-	-do-	-do-	
01.01.01	01.09.01	-do-	-do-	56,352/A	-do-	-do-	-do-	
01.10.01	12.31.01	Human Resource Mgt. Officer I	-do-	84,276/A	Mayor's Office - Biliran, Biliran	-do-	-do-	
01.01.02	12.31.02	-do-	-do-	88,488/A	-do-	-do-	-do-	
01.01.03	12.31.03	-do-	-do-	88,488/A	-do-	-do-	-do-	
01.01.04	12.31.04	-do-	-do-	90,708/A	-do-	-do-	-do-	
01.01.05	12.31.05	-do-	-do-	90,708/A	-do-	-do-	-do-	
01.01.06	12.31.06	Administrative Officer II (HRMO I)	-do-	90,708/A	-do-	-do-	-do-	
01.01.07	06.30.07	-do-	-do-	92,976/A	-do-	-do-	-do-	Step 3
07.01.07	12.31.07	-do-	-do-	102,264/A	-do-	-do-	-do-	Sal Adj (LBC 86)
01.01.08	06.30.08	-do-	-do-	102,264/A	-do-	-do-	-do-	
07.01.08	12.31.08	-do-	-do-	112,488/A	-do-	-do-	-do-	Sal Adj (LBC 88)
01.01.09	12.31.09	-do-	-do-	112,488/A	-do-	-do-	-do-	
01.01.10	12.31.10	-do-	-do-	126,600/A	-do-	-do-	-do-	Sal Adj (LBC 2009-
01.01.11	12.31.11	-do-	-do-	137,916/A	-do-	-do-	-do-	Sal Adj (LBC 2010-95)
01.01.12	12.31.12	-do-	-do-	149,232/A	-do-	-do-	-do-	Sal Adj (LBC 97) / E.O. No. 40 Step 05
01.01.13	12.31.13	-do-	-do-	151,152/A	-do-	-do-	-do-	
01.01.14	12.31.14	-do-	-do-	151,152/A	-do-	-do-	-do-	
01.01.15	12.31.15	-do-	-do-	156,636/A	-do-	-do-	-do-	Sal Adj (LBC 99) partial/Step 06
01.01.16	12.31.16	-do-	-do-	163,764/A	-do-	-do-	-do-	Sal Adj (LBC 99) full Implementation
01.01.17	12.31.17	-do-	-do-	166,140/A	-do-	-do-	-do-	Sal Adj (98.2% LBC 108) / EO No. 201
01.01.18	12.31.18	-do-	-do-	174,816/A	-do-	-do-	-do-	Sal Adj (LBC 113)
01.01.19	09.17.19	-do-	-do-	182,928/A	-do-	-do-	-do-	Sal Adj (LBC 115/Step 7)
09.18.19	12.31.19	Administrative Officer IV (HRMO II)	-do-	243,684/A	-do-	-do-	-do-	
01.01.20	12.31.20	-do-	-do-	256,464/A	-do-	-do-	-do-	Sal Adj (LBC 118)
01.01.21	to date	-do-	-do-	269,244/A	-do-	-do-	-do-	Sal Adj (LBC 121)

Entry below this line is not valid.

Issued in accordance with Executive Order No. 54, dated August 10, 1954 and in accordance with Circular No. 58, dated August 10, 1954 of the System.

Purpose: For whatever legal purpose only.

Certified Correct:
ESTRELLIETA C. JORNALES, REB, REA, J.D.
HRMO-DESIGNATED

Approved:
GRACE J. CASIL
Municipal Mayor
(Head of Agency)

03.26.21

Date

CS Form No. 33-A
Revised 2018



Republic of the Philippines
Province of Biliran
MUNICIPALITY OF BILIRAN
-6566-

CIVIL SERVICE COMMISSION
BILIRAN FIELD OFFICE 5:00
NAVAL, BILIRAN

RECEIVED: 04 OCT 2019
DATE/TIME

RECEIVING OFFICER: [Signature]
for ACTION OFFICER

09 OCT 2019 10:10a
Date and Time Received

09 OCT 2019 10:17a
Date and Time Attested

ACTION OFFICER: [Signature]

Mr./Mrs./Ms.: HENRY T. REGAÑON

You are hereby appointed as Administrative Officer-IV (HRMO-II) (SG/JG/PG 15)
(Position Title)

under Permanent status at the LGU-Biliran, Biliran / Mayor's Office
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of Twenty Thousand Three Hundred Seven Pesos only. (P20,307.00/month)
pesos per month.

The nature of this appointment is Promotion vice N/A
(Original, Promotion, etc.)

[Signature], who [Signature] with Plantilla Item No. MO-ADOF4 (HRMO2)-038
(Transferred, Retired, etc.)

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

Very truly yours,

GRACE J. CASIL
Appointing Officer/Authority

September 18, 2019
Date of Signing

CERTIFIED TRUE COPY:

[Signature]
ESTRELLIETA C. JORNALE, REB, REA, J-D
03 - 26-2021

CSC ACTION: APPROVED AS PERMANENT

[Signature]
REV ALBERT B. UY
DIRECTOR II
Authorized Official

09 OCT 2019

Date

CIVIL SERVICE COMMISSION
BILIRAN FIELD OFFICE
NAVAL, BILIRAN

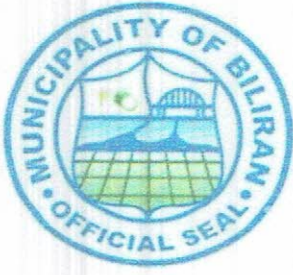
RELEASED:

11-18-19 / 7:32PM
DATE/TIME

RELEASING OFFICER: [Signature]

RECEIVED BY: [Signature]

(Stamp of Date of Release)



Republic of the Philippines
Province of Biliran
MUNICIPALITY OF BILIRAN
www.biliranmunicipality.gov.ph
-6566-

OFFICE OF THE MUNICIPAL MAYOR
(2nd floor, Annex Building, Biliran Municipal Hall)

OFFICE ORDER NO. 2021-001-002

To: **Henry T. Regañon**
HRMO-II

From: **Hon. Grace J. Casil**
Municipal Mayor

Subject: **Designation to Assist the Acting-Municipal Treasurer**

Date: **February 03, 2021**

In the interest of the service, you are hereby ordered to assist the Acting-Municipal Treasurer in the proper management, maintenance and update of the tax system of this Municipality. Henceforth, you shall perform the duties and functions of that Office as the Acting-Municipal Treasurer may assign without additional compensation.

This shall take effect on February 15, 2021 and shall remain in force and effect until revoked in writing.

With this, please prepare proper turn-over of the Office to the incoming designated HRMO.

For compliance.

HON. GRACE J. CASIL
Municipal Mayor

Copy Furnished:

All Offices concerned
CSC Field Office
File

md:
02-08-2021
11:27AM



Republic of the Philippines
Province of Biliran
MUNICIPALITY OF BILIRAN
-6566-

28 DEC 2017 4:38pm

OFFICE OF THE MUNICIPAL MAYOR
(2nd Floor, East Side, Biliran New Municipal Hall Building)

OFFICE ORDER
No. 2017-09-004

TO : MR. HENRY T. REGAÑON
Administrative Officer- II
This Municipality

FROM : THE MUNICIPAL MAYOR

SUBJECT : DESIGNATION AS MUNICIPAL ACCOUNTANT

DATE : September 19, 2017

In view of the detailed order issued to the Municipal Accountant to the Office of the Municipal Treasurer, you are hereby designated to act as Municipal Accountant effective September 19, 2017.

As such, you shall discharge the duties and functions of the Municipal Accountant as specifically stipulated in R.A. 7160, otherwise known as the Local Government Code of 1991.

This designation carries with it the entitlement of Representation Allowance and Transportation Allowance (RATA) subject to COA and DBM rules and regulations.

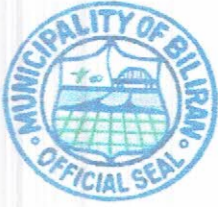
This order shall be in full force and takes effect until sooner revoked by the undersigned.

For your information, guidance and strict compliance.

GRACE J. CASIL
Municipal Mayor

Cc:
1-office file
1-concerned employee
1-ALL Departments/Office

[Handwritten initials] 11.09.2017



Republic of the Philippines
Province of Biliran
MUNICIPALITY OF BILIRAN
-6549-

OFFICE OF THE MUNICIPAL MAYOR
(2nd Floor, Annex Building, Biliran Municipal Hall)

OFFICE ORDER
No. 13-12-071

TO : MR. HENRY T. REGAÑON
Administrative Officer-II
This Municipality

FROM : HON. GRACE J. CASIL
Municipal Mayor

SUBJECT : Designation of Office Assignment

DATE : December 18, 2013

You are hereby designated as **Payroll Officer** of this Municipality and will prepare all the payrolls related to salaries, allowances and other remunerations of all Municipal Officials and Employees effective **January 2, 2014**.

You shall coordinate the Municipal Accountant regarding the monthly bills and other deductions.

Coordinate also the Senior Administrative Assistant-III for further information, instructions and guidance.

For your strict compliance.


GRACE J. CASIL
Municipal Mayor

cc:
1-Mayor's Office
1-Mun. Accountant
1-Mun. Budget Officer
1-concerned

PHILIPPINE STATISTICS AUTHORITY

ISSUED IN DUPLICATES

CERTIFICATE OF LIVE BIRTH

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

51
34

Register Number:

Province: Leyte (a) Civil Registrar-General No. _____
City or Municipality: Biliran (b) Local Civil Registrar No. _____

1. Place of Birth a. Province: <u>Leyte</u>	b. Usual Residence of Mother (Where does mother live?) a. Province: <u>Leyte</u>
1. City or Municipality: <u>Biliran</u>	b. City or Municipality: <u>Biliran</u>
c. Name of Hospital or Institution (If not in hospital, give street) <u>Northwestern Leyte Gen. Hospital</u>	d. Number and Street <u>Biliran, Leyte</u>
e. Is Place of Birth Inside City Limits? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	f. Is Residence Inside City Limits? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	g. Is Residence on a Farm? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

2. Name (Type or print) Middle: <u>Maria</u> Last: <u>REYES</u>	3. Date of Birth a. Day: <u>15</u> b. Month: <u>September</u> c. Year: <u>1969</u>
4. Sex: <u>M</u> a. Single <input type="checkbox"/> b. Twin <input type="checkbox"/> c. Triplet <input type="checkbox"/>	5. In Twin or Triplet, Was Child: 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/>
6. Name: <u>JULIO</u> First Middle Last <u>PLSCOS</u> <u>RODRIGUEZ</u>	7. Religion: <u>Catholic</u>
8. Nationality: <u>Filipino</u>	9. Race: <u>Brown</u>
10. Age at Birth: <u>30</u> Years	11. Name of Mother or In-laws: <u>Loon, Bohol</u>

12. Maiden Name: <u>ANTONIA</u> First Middle Last <u>TERESITA ROSARIO</u>	13. Religion: <u>Catholic</u>	14. Nationality: <u>Filipino</u>	15. Race: <u>Brown</u>
16. Age (At time of this birth): <u>22 yrs</u>	17. Birthplace: <u>Basay, Samar</u>	18. Previous Deliveries to Mother (Do not include this birth): <u>one (1)</u>	
19a. How many children are now living? <u>1</u>	19b. How many other children were born alive but are now dead? <u>None</u>	19c. How many fetal deaths (fetuses born dead any time after con-ception)? <u>None</u>	

18. Mother's Mailing Address (Number, Street, City or Municipality, Province) Biliran, Leyte

19. I HEREBY CERTIFY that I attended the birth of this child who was born alive at <u>5:00</u> o'clock <u>P.M.</u> on the date above indicated.		20. DATE SIGNED BY ATTENDANT AT BIRTH: _____	
a. SIGNATURE: _____	b. NAME IN PRINT: _____	a. TITLE OF ATTENDANT AT BIRTH: <input type="checkbox"/> M. D. <input type="checkbox"/> MIDWIFE <input type="checkbox"/> NURSE <input type="checkbox"/> OTHER (Specify) _____	b. DATE WHEN GIVEN NAME WAS SUPPLIED: <u>1930</u>
21. REPORTED IN THE OFFICE OF THE LOCAL CIVIL REGISTRAR BY: SIGNATURE: _____ NAME IN PRINT: <u>MARIA ROSARIO</u> TITLE OR POSITION: <u>LOCAL CIVIL REGISTRAR</u> DATE: <u>10/14/69</u>		22. GIVEN NAME ADDED FROM SUPPLEMENTAL REPORT: _____	

23. LENGTH OF PREGNANCY Completed Weeks: _____	24. WEIGHT AT BIRTH Lbs. _____ Oz. _____	25. LENGTH OF CORD <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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26. DATE AND PLACE OF MARRIAGE OF PARENTS (For legitimate birth) (Month) _____ (Day) _____ (Year) _____ City or Municipality _____ Province _____	27. THIS CERTIFICATE IS PREPARED BY: SIGNATURE: _____ NAME IN PRINT: <u>Lisa Grace S. Bersales</u> TITLE OR POSITION: <u>CRACKDOWN OFFICER</u> DATE: <u>September 01, 1969</u>
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(SPACE FOR MEDICAL AND HEALTH ITEMS FOR SPECIAL PURPOSES)

REMARKS: INFORMATION GIVEN ADDED FROM SUPPLEMENTAL REPORT:

FIRST NAME OF CHILD: "HENRY"

CERTIFIED CORRECT:

MARIA ROSARIO
ARCHIVIST I
01-19-05

06786-56-402EDS-00377-BI012

BEST POSSIBLE IMAGE

BREN

03713-A69SG04-5

Lisa Grace S. Bersales
LISA GRACE S. BERSALES, Ph.D.
National Statistician and Civil Registrar General
Philippine Statistics Authority



T402067864020037707312018012

DISPENSARY DO NOT DETACH LOCAL CIVIL I & STRIP MUST ACCOMPLISH THIS PORTION

RESERVE FOR BINDING

450