

2005290692  
BP NUMBER

**SERVICE RECORD**

(To Be Accomplished By Employer)

DENR PENRO LEYTE

RECEIVED

DATE 4/5/24

TIME 1:50

BY

NAME: **MANAGBANAG** **GEMMIL** **MONTAJES** (If married women give also full maiden name)  
(Surname) (Given Name) (Middle Name)

BIRTH: **November 3, 1987** **BAYBAY CITY** (Data herein should be checked from birth  
(Date) (Place) of baptismal certificate or some other documents)

This is to certify that the employee named hereinabove actually rendered services in this office as shown by the service record below, each line of which is supported by appointment and other paper actually issued by this office.

SERVICE		RECORDS OF APPOINTMENT			OFFICE ENTITY/DIVISION		LEAVE WITHOUT PAY		SEPARATION		REMARKS
		Position Title /Designation	Employment Status	Salary	Station/Place of Assignment	Branch	From	To	Date	Cause	
From	To										
07/10/2017	12/31/2017	Administrative Aide VI	Perm.	166,212.00/a	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	Original Appointment
01/01/2018	12/31/2018	Administrative Aide VI	Perm.	172,080.00/a	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	NOSA NBC # 2018-572
01/01/2019	12/31/2019	Administrative Aide VI	Perm.	178,164.00/a	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	NOSA NBC # 2019-575
01/01/2020	07/09/2020	Administrative Aide VI	Perm.	186,288/12	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	NOSA NBC # 2020-579
07/10/2020	12/31/2020	Administrative Aide VI	Perm.	187,716.00/a	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	step increment
01/01/2021	12/31/2021	Administrative Aide VI	Perm.	195,900.00/a	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	NOSA NBC # 2021-584
01/01/2022	01/03/2022	Administrative Aide VI	Perm.	204,084.00/a	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	NOSA NBC # 2022-588
01/04/2022	12/31/2022	AA VI/Admin. Concern Focal Person/Procurement Officer	Perm.	204,084.00/a	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	DENR PENRO SO# 2021-17
01/01/2023	07/09/2023	AA VI/Admin. Concern Focal Person/Procurement Officer	Perm.	212,256.00/a	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	NOSA NBC # 2023-591
07/10/2023	12/31/2023	AA VI/Admin. Concern Focal Person/Procurement Officer	Perm.	213,888.00/a	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	Step Increment
01/01/2024	to date	AA VI/Admin. Concern Focal Person/Procurement Officer	Perm.	213,888.00/a	DENR PENRO Leyte/CENRO Baybay	National	None	None	None	None	
XX											

Issued in compliance 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 Employment**

Prepared by:

**DOREENE APRILLE E. MANDRAS**  
OIC, Administrative Officer IV (HRMO.II)

Certified Correct:

**LORETA E. BALDONAZA**  
OIC, Chief, Management Services Division

In charge for the Management Services Division

**KARL ANTHONY M. QUEJADA**  
Accountant III / Chief, Admin & Finance Section

06/05/2024  
(Date)

DATE: