



Republic of the Philippines
Civil Service Commission
Quezon City

NCR-200109-003



Certification of Eligibility

This is to certify that

MICHAEL ANTHONY C. MANZANILLO
has been conferred a **Civil Service Eligibility** for
(HONOR GRADUATE)

pursuant to Presidential Decree No. 907 under
Certificate Number 100113200049 effective June 3, 2019.

His/Her name has been entered in the official Roster of Eligibles.
Issued this 9th day of January 2020.

By Authority of the Commission

Date of Birth	09/08/1998
Place of Birth	MANILA
Book Number	SPELS PD907 2020
Page Number	-
SN/LN	-
Date of Issuance	01/08/2020


MARICAR T. AQUINO
Director III

WARNING:

Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution under RA 9416. Any alteration, erasure, or absence of the official dry seal of the Commission shall invalidate this certification.

19-13188157



PRINTA GRAPHIC DESIGN SERVICES

"The Cheaper, The Better"

Baybay Cadastre along Magsaysay Ave. Zone 11, Baybay, Philippines
0975 333 8286 | 0928 584 6841 | salesbaybay@printa.ph

CERTIFICATE OF EMPLOYMENT

This is to certify that

MICHAEL ANTHONY CONTRIDAS MANZANILLO

has been employed at

PRINTA GRAPHIC DESIGN SERVICES BAYBAY BRANCH

as a

GRAPHIC DESIGNER

from July 28, 2023 up to January 31, 2025

This certification is being issued upon request of the aforementioned name
for whatever lawful purpose it may serve him best.

Given this 20th day of July 2025 at Baybay City, Leyte.

CHARLENE ROMERO DOSOL

Branch Head

PRINTA BAYBAY PAYSIP COMPILATION

Michael Anthony Contridas Manzanillo

Graphic Designer

JULY 2023

PRINTA GRAPHICS DESIGN
"The Cheaper, The Better"
LHC Building, Bonifacio St.,
Cebu, Cebu City, Cebu City, Cebu City
(033) 830-1287 0900-721-6337

NAME: MANZANILLO, MICHAEL
DESIGNATION: GRAPHIC ARTIST
PAY DATE: JULY 26-AUG 13, 2023
DAILY RATE: 700.00

NO. OF HOURS	AMOUNT
Regular Time 57 hrs.	7,612.00
REGULAR OVERTIME	
BONUS	
Total Pay 57 hrs.	7,612.00
DEDUCTIONS	
SSS	
PHILHEALTH	
PAG-IBIG	
Cash Advance	
Damage	
TOTAL Deduction	180.00
NET PAY	7,432.00

Signature: _____

OCTOBER 2023

PRINTA GRAPHICS DESIGN
"The Cheaper, The Better"
Baybay Caddo, Along R. Maguway
Ave., Zone 11, Baybay City, Leyte
0928 284 6841

NAME: MANZANILLO, MICHAEL
DESIGNATION: GRAPHIC ARTIST
PAY DATE: SEPT 18, 2023-OCT 12, 2023
DAILY RATE: 700.00

NO. OF HOURS	AMOUNT
Regular Time 121 hrs.	8,612.00
REGULAR OVERTIME	
BONUS	
Total Pay 121 hrs.	8,612.00
DEDUCTIONS	
SSS	
PHILHEALTH	
PAG-IBIG	
Cash Advance	
Damage	
TOTAL Deduction	100.00
NET PAY	8,512.00

Signature: _____

AUGUST 2023

PRINTA GRAPHICS DESIGN
"The Cheaper, The Better"
LHC Building, Bonifacio St.,
Cebu, Cebu City, Cebu City, Cebu City
(033) 830-1287 0900-721-6337

NAME: MANZANILLO, MICHAEL
DESIGNATION: GRAPHIC ARTIST
PAY DATE: AUG 13, 2023-AUG 28, 2023
DAILY RATE: 700.00

NO. OF HOURS	AMOUNT
Regular Time 104 hrs.	9,100.00
REGULAR OVERTIME	
BONUS	
Total Pay 104 hrs.	9,100.00
DEDUCTIONS	
SSS	
PHILHEALTH	
PAG-IBIG	
Cash Advance	
Damage	
TOTAL Deduction	440.00
NET PAY	8,660.00

Signature: _____

NOVEMBER 2023

PRINTA GRAPHICS DESIGN
"The Cheaper, The Better"
Baybay Caddo, Along R. Maguway
Ave., Zone 11, Baybay City, Leyte
0928 284 6841

NAME: MANZANILLO, MICHAEL
DESIGNATION: GRAPHIC ARTIST
PAY DATE: OCT 27, 2023-NOV 12, 2023
DAILY RATE: 700.00

NO. OF HOURS	AMOUNT
Regular Time 80 hrs.	7,000.00
REGULAR OVERTIME	
BONUS	
Total Pay 80 hrs.	7,000.00
DEDUCTIONS	
SSS	
PHILHEALTH	
PAG-IBIG	
Cash Advance	
Damage	
TOTAL Deduction	0.00
NET PAY	7,000.00

Signature: _____

SEPTEMBER 2023

PRINTA GRAPHICS DESIGN
"The Cheaper, The Better"
Baybay Caddo, Along R. Maguway
Ave., Zone 11, Baybay City, Leyte
0928 284 6841

NAME: MANZANILLO, MICHAEL
DESIGNATION: GRAPHIC ARTIST
PAY DATE: SEP 13, 2023-SEPT 12, 2023
DAILY RATE: 700.00

NO. OF HOURS	AMOUNT
Regular Time 90 hrs.	7,670.00
REGULAR OVERTIME	
BONUS	
Total Pay 90 hrs.	7,670.00
DEDUCTIONS	
SSS	
PHILHEALTH	
PAG-IBIG	
Cash Advance	
Damage	
TOTAL Deduction	100.00
NET PAY	7,570.00

Signature: _____

JANUARY 2024

PRINTA GRAPHICS DESIGN
"The Cheaper, The Better"
Baybay Caddo, Along R. Maguway
Ave., Zone 11, Baybay City, Leyte
0928 284 6841

NAME: MANZANILLO, MICHAEL
DESIGNATION: GRAPHIC ARTIST
PAY DATE: DEC 28, 2023-JAN 12, 2024
DAILY RATE: 700.00

NO. OF HOURS	AMOUNT
Regular Time 91 hrs.	7,362.50
REGULAR OVERTIME	
BONUS	
Total Pay 91 hrs.	7,362.50
DEDUCTIONS	
SSS	
PHILHEALTH	
PAG-IBIG	
Cash Advance	
Damage	
TOTAL Deduction	0.00
NET PAY	7,362.50

Signature: _____

PRINTA BAYBAY PAYSリップ COMPIATION

Michael Anthony Contridas Manzanillo

Graphic Designer

FEBRUARY 2024

 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: JAN 29 FEB 12, 2024 DAILY RATE: 700.00	 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: FEB 13, 2024 FEB 26, 2024 DAILY RATE: 700.00	
	NO. OF HOURS	AMOUNT
Regular Time	87 hrs.	7,612.50
REGULAR OVERTIME	3.5 hrs.	306.25
BONUS		
Total Pay	90.5 hrs.	7,918.75
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage	PRINTA FABRIC TAGS (PHILHEALTH)	940.00
TOTAL Deduction		940.00
NET PAY		6,978.75

	NO. OF HOURS	AMOUNT
Regular Time	98 hrs.	8,575.00
REGULAR OVERTIME		
BONUS		
Total Pay	98 hrs.	8,575.00
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage		
TOTAL Deduction		
NET PAY		8,575.00

Signature_____



MAY 2024

 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: APRIL 28, 2024 MAY 12, 2024 DAILY RATE: 700.00	 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: MAY 13, 2024 MAY 28, 2024 DAILY RATE: 700.00	
	NO. OF HOURS	AMOUNT
Regular Time	89 hrs.	7,787.50
REGULAR OVERTIME		
BONUS		
Total Pay	89 hrs.	7,787.50
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage		
TOTAL Deduction		
NET PAY		7,787.50

	NO. OF HOURS	AMOUNT
Regular Time	100 hrs.	8,750.00
REGULAR OVERTIME	1 hr.	87.50
BONUS		
Total Pay	101 hrs.	8,837.50
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage		
TOTAL Deduction		
NET PAY		8,837.50

Signature_____



MARCH 2024

 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: FEB 27, 2024 MARCH 12, 2024 DAILY RATE: 700.00	 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: MARCH 13, 2024 MARCH 27, 2024 DAILY RATE: 700.00	
	NO. OF HOURS	AMOUNT
Regular Time	101 hrs.	8,837.50
REGULAR OVERTIME		
BONUS		
Total Pay	101 hrs.	8,837.50
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage	IPC BUE 50.00 IPC OOD 12.50	
TOTAL Deduction		62.50
NET PAY		8,775.00

	NO. OF HOURS	AMOUNT
Regular Time	78 hrs.	6,825.00
REGULAR OVERTIME		
BONUS		
Total Pay	78 hrs.	6,825.00
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage		
TOTAL Deduction		
NET PAY		6,825.00

Signature_____



JUNE 2024

 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: MAY 29, 2024 JUNE 12, 2024 DAILY RATE: 700.00	 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: JUNE 13, 2024 JUNE 27, 2024 DAILY RATE: 700.00	
	NO. OF HOURS	AMOUNT
Regular Time	92 hrs.	8,050.00
REGULAR OVERTIME	2 hr.	175.00
BONUS		
Total Pay	94 hrs.	8,225.00
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage		
TOTAL Deduction		
NET PAY		8,225.00

	NO. OF HOURS	AMOUNT
Regular Time	98 hrs.	8,575.00
REGULAR OVERTIME		
BONUS		
Total Pay	98 hrs.	8,575.00
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage		
TOTAL Deduction		
NET PAY		8,575.00

Signature_____

JULY 2024

 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: MARCH 25, 2024 APRIL 12, 2024 DAILY RATE: 700.00	 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: APRIL 13, 2024 APRIL 27, 2024 DAILY RATE: 700.00	
	NO. OF HOURS	AMOUNT
Regular Time	103 hrs.	9,012.50
REGULAR OVERTIME	3 hrs.	262.50
BONUS		
Total Pay	106 hrs.	9,275.00
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage		
TOTAL Deduction		
NET PAY		9,275.00

	NO. OF HOURS	AMOUNT
Regular Time	82 hrs.	7,175.00
REGULAR OVERTIME		
BONUS		
Total Pay	82 hrs.	7,175.00
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage	SPCS BROY MISLUG 4,290.00	
TOTAL Deduction		4,290.00
NET PAY		2,885.00

Signature_____

 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: JUNE 28, 2024 JULY 12, 2024 DAILY RATE: 700.00	 PRINTA GRAPHICS DESIGN "The Cheaper, The Better" Baybay Cadastre, Along R. Maguway Ave., Zone 11, Baybay City, Leyte 0928-284-6841 NAME: MANZANILLO, MICHAEL DESIGNATION: GRAPHIC ARTIST PAY DATE: JULY 13, 2024 JULY 28, 2024 DAILY RATE: 700.00	
	NO. OF HOURS	AMOUNT
Regular Time	96 hrs.	8,400.00
REGULAR OVERTIME	1 hr.	87.50
BONUS		
Total Pay	97 hrs.	8,487.50
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage		
TOTAL Deduction		
NET PAY		8,487.50

	NO. OF HOURS	AMOUNT
Regular Time	96 hrs.	8,400.00
REGULAR OVERTIME	1 hr.	87.50
BONUS		
Total Pay	97 hrs.	8,487.50
DEDUCTIONS		
SSS		
PHILHEALTH		
PAG-IBIG		
Cash Advance		
Damage		
TOTAL Deduction		
NET PAY		8,487.50

Signature_____



CONTRACT FOR TEACHING SERVICES
(Job Order Status)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY**, an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 and converted into a state university by virtue of Republic Act No. 9158 and renamed as Visayas State University by virtue of Republic Act No. 9473, with principal office at Baybay City, Leyte, duly represented by its President, **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

MICHAEL ANTHONY C. MANZANILLO of legal age, male, Filipino and residing at J.P Laurel Street Poblacion Zone 4, Baybay City, Leyte, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the FIRST PARTY is in need of one with the desired expertise who will teach subjects at the Institute of Human Kinetics, VSU, Baybay City, Leyte during the **1st Semester, SY 2022-2023** at **P156.00 per hour for BS degree/ P207.70 per hour for MS degree/ P308.44 per hour for PhD degree** of actual teaching service, the total amount received for one month should not exceed the monthly salary of an equivalent regular position of Instructor I, plus preparation pay per subject of not more than four (4) different courses/subjects for lecture and laboratory;

WHEREAS, the SECOND PARTY possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis;

Now, THEREFORE, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

THAT the SECOND PARTY hereby undertakes the aforementioned job under the direct supervision of the FIRST PARTY or duly authorized representative, particularly to perform the teaching services of the courses assigned to her/him during the **1st Semester SY 2022-2023** but not limited to the following:

1. Conduct classes as scheduled.
2. Introduce various strategies to enhance the learnings of his/her students.
3. Apply/conduct applicable modes of assessment of the learnings gained by his/her students from his/her classes i.e. examination (mid/final/long hours/quizzes), maintain class records, correct and return these assessment/test papers to students.
4. Perform other tasks assigned by the Department Head and the College Dean to facilitate the effective delivery of teaching functions.
5. Attend to student queries even outside class schedule.
6. Submit grades and turn over class records to the Department Head or to a designated faculty member two weeks after the final examination. In case of INC grades, thoroughly orient the faculty accepting the academic responsibility as to when and how the students can complete their grades.
7. Pass clearance after the end of the contract.

CONTRACT OF SERVICE

This Contract of Service is made and executed this ___ day of _____ 2025 in Baybay City, Leyte by and between:

The **CITY OF BAYBAY**, a local government unit, with office address at the City Hall Building, Baybay City, Leyte, herein represented by **HON. JOSE CARLOS L. CARI**, City Mayor, by virtue of SP Resolution No. _____ S. 2025 hereinafter referred to as the **FIRST PARTY**:

-AND-

MICHAEL ANTHONY C. MANZANILLO, Filipino, of legal age and a resident of Poblacion Zone 4, Baybay City, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH THAT:

1. The **FIRST PARTY** is in need of a service provider who can assist the City Government on matters regarding the implementation of proposed programs by the City Administration Office, as well as the staff and personnel therein;
2. The **SECOND PARTY**, is interested to apply and had in fact applied for the above position as offered by the **FIRST PARTY**;
3. The **FIRST PARTY** having trust and confidence over the **SECOND PARTY** that the latter can help the City Government hereby accepts the **SECOND PARTY** as a service provider;
4. The **SECOND PARTY**, hereby attest that: (a) he is not related within the fourth degree of consanguinity or affinity to the Hiring Authority and (b) he has not been previously dismissed from government service by reason of an administrative offense;
5. That in view hereof, the Second Party is hereby contracted as Service Provider for the period from **3 FEBRUARY 2025 to 30 JUNE 2025** in consideration of a monthly contracted fee of **TEN THOUSAND PESOS (P 10,000.00)** based upon a One Hundred Sixty- Eight Hours (168 hrs) duty per month. The monthly contract fee shall be payable upon submission of the computer-generated Daily Time Record (DTR), and the necessary supporting documents evidencing completion of all duties and functions enumerated under Section 1 hereof. Any deficiency from the required 168 hours per month and/or failure to accomplish all the task mention in Section 1, shall be deduction from the monthly contract fee so that payment shall be proportionate to the work done and number of hours worked.
6. That as Service Provider, the Second Party is expected to perform the following functions:
 - a. Developing visual concepts for various media including print, digital, and social media platforms;
 - b. Creating or maintaining a consistent visual identity for clients through logos, typography, and color schemes;
 - c. Designing layouts for magazines, websites, advertisements and other marketing materials;
 - d. Using design software like Adobe Creative Suite (Photoshop, illustrator, InDesign) to produce high quality visuals;
 - e. Making changes or updates to design based on feedback from clients or team members;
 - f. Retouching and enhancing images to ensure they meet professional standards;
 - g. Preparing final design files for print or digital use and managing project files and archives;
 - h. Staying up-to-date with design trends, techniques, and technologies to ensure fresh, innovative work;
 - i. To perform other tasks as assigned by the City Mayor.

**DAILY TIME RECORD****MICHAEL ANTHONY C. MANZANILLO**

(NAME)

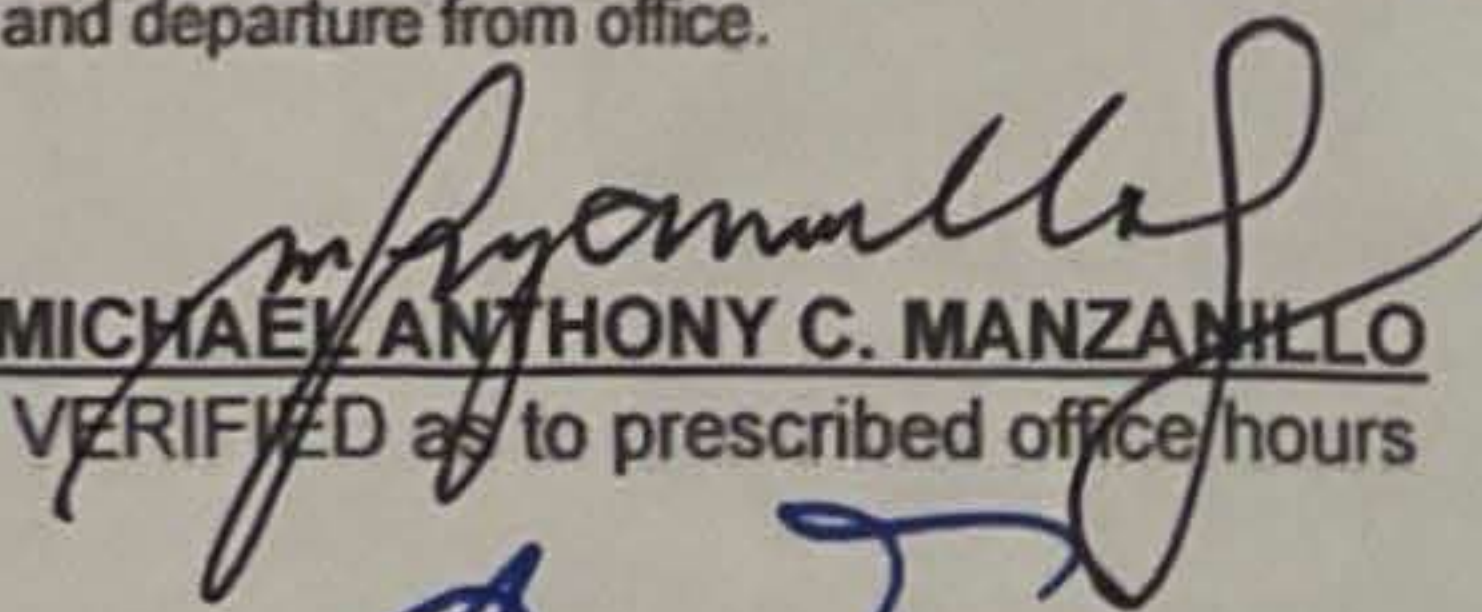
For the month of **APRIL 1 – 30, 2025**

Official hours for arrival and departure

8:00 to 17:00

DAY	AM		PM		Over/ Under	Late
	IN	Out	IN	Out		
1	7:33	12:01	12:32	17:04		
2	7:53	12:19	12:30	17:02		
3	7:37	12:13	12:34	17:07		
4	7:34	12:04	12:29	17:08		
5	SAT	UR	DAY			
6	SUN	DA	Y			
7	7:51	12:18	12:30	17:10		
8	7:48	12:06	12:32	17:01		
9						
10	7:40	12:15	12:33	17:01		
11	7:30	12:19	12:33	17:04		
12	SAT	UR	DAY			
13	SUN	DA	Y			
14	7:37	12:11	12:31	17:10		
15	7:57	12:14	12:31	17:03		
16	7:51	12:08				
17						
18						
19	SAT	UR	DAY			
20	SUN	DA	Y			
21	7:46	12:16	12:34	17:01		
22	7:35	12:14	12:29	17:03		
23	7:52	12:18	12:34	17:02		
24	7:32	12:19	12:35	17:08		
25	7:33	12:16	12:35	17:02		
26	SAT	UR	DAY			
27	SUN	DA	Y			
28	7:51	12:04	12:28	17:03		
29	7:35	12:14	12:28	17:02		
30	7:46	12:15	12:32	17:03		
31						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.


MICHAEL ANTHONY C. MANZANILLO
 VERIFIED as to prescribed office hours


ATTY. FLORANTE A. CAYUNDA JR
 CITY ADMINISTRATOR

Accomplishments:

1. LED Wall Motion Graphics Presentation for Romulo Alcala
2. LED Wall Motion Graphics Presentation for Ma'am Carmen Cari
3. Still Picture Backdrops for Election Candidates
4. 3x8 and 2x3 Vice Mayor Tarpaulin Layout
5. Baybay City Training and Product Display Monochrome Logo
6. ACCEVANCE v2 logo
7. Coffee Table Map Revisions
8. E-gov Kiosk Mock-up
9. Coffee Table Beauty Queens Feature Revisions
10. Re-Mockup of Jackfruit and Kamote Chips packaging
11. ACCEVANCE v1 logo
12. Lihok Baybay Media Team Activities.
13. Other tasks