

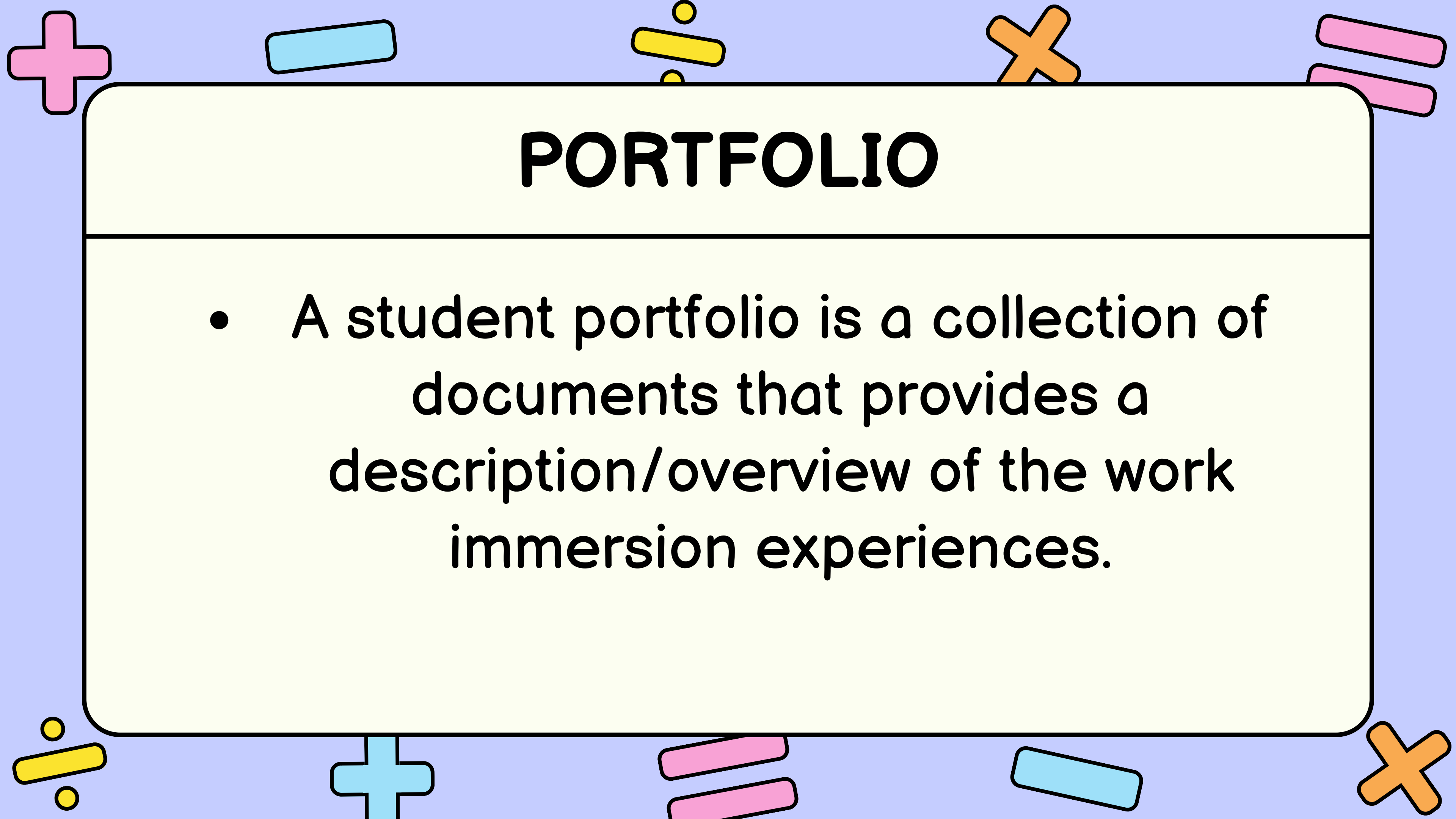
Portfolio

Work Immersion



What do you think?

What is the used of portfolio?



PORTFOLIO

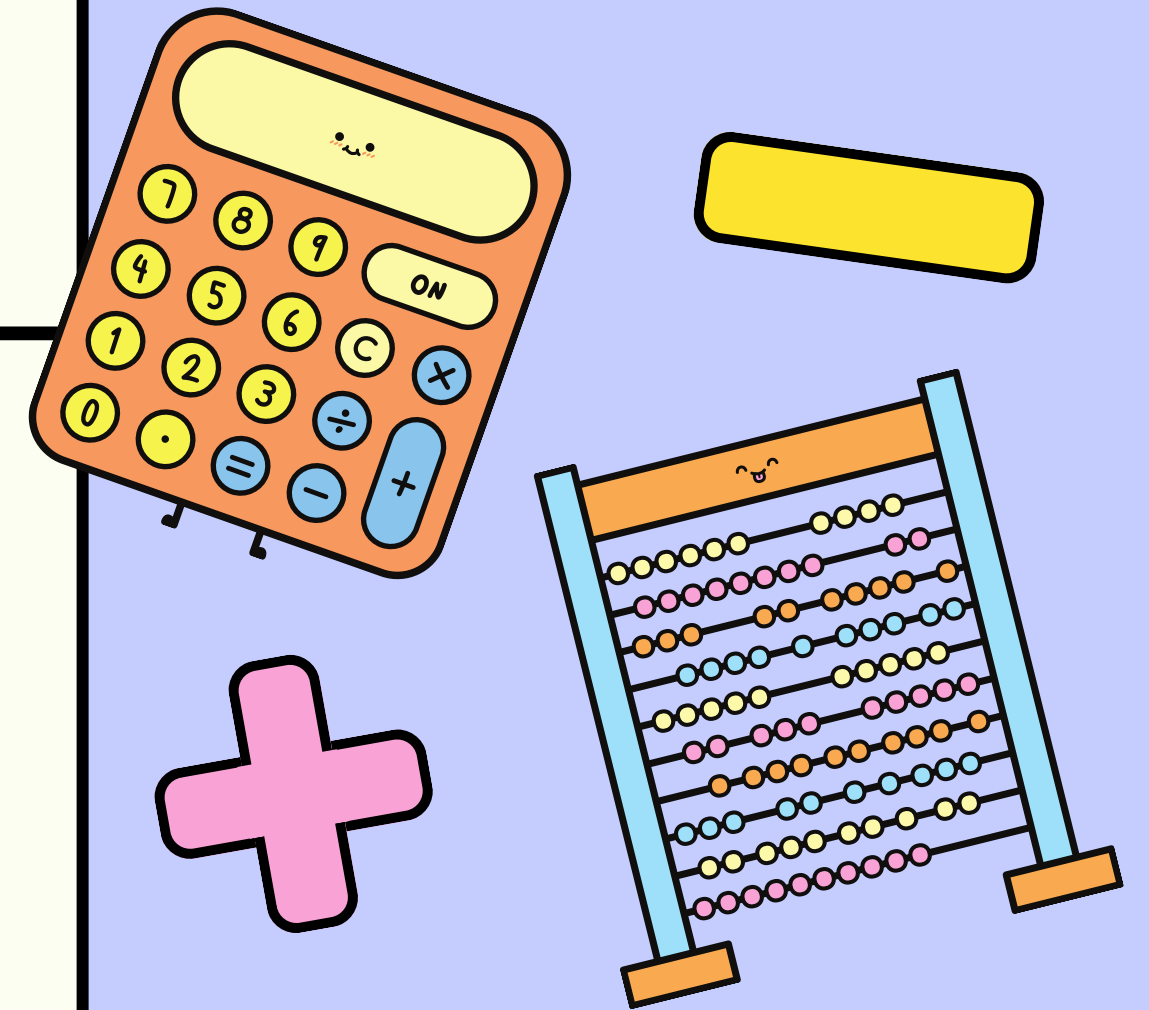
- A student portfolio is a collection of documents that provides a description/overview of the work immersion experiences.

Format

- sample will be uploaded on GClassroom
- Margins 1" (Top, Right, Left & Bottom)
- Font to be used Times New Roman
- Font sized for title "**20**" (ex. Letter to the Readers etc.)
- Font sized for content "**14**"
- paper size 8.5 x 11 (Short)
- Long Portfolio (Purple)

Parts of the Portfolio

- Letter to the Readers
- Acknowledgement
- Mission and Vision
- Journal
- Documentation
- Daily Time Card
- Individual Reflection
- Resume



Tip: Use links to go to a different page inside your presentation. Links work best for pages like this one!

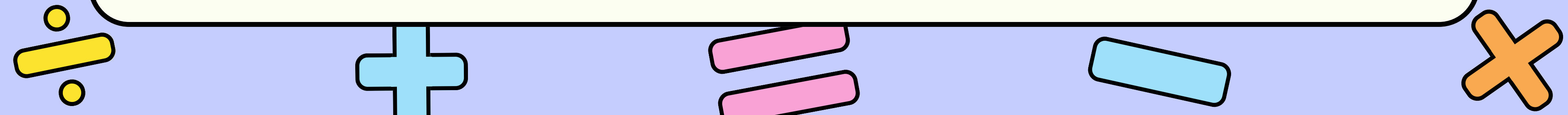


How: Highlight text, click on the link symbol on the toolbar, and select the page in your presentation that you want to connect.



Letter to the Readers


It is a one page letter addressed to the readers informing them of what to expect from the portfolio. The name of the student should be printed in capital on the right side of the page four spaces after the last line of the last paragraph.





Acknowledgement

The acknowledgment is a one-page expression of appreciation for the assistance given to the student in the course of her/his work immersion.



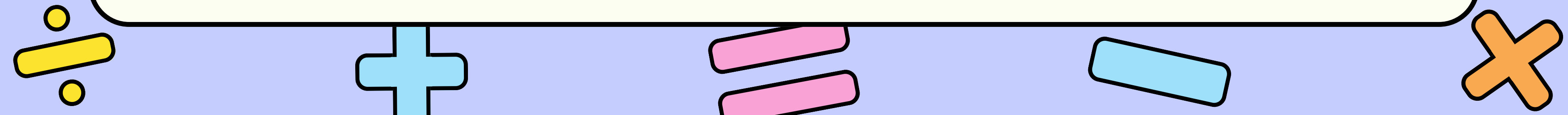
Mission & Vision

Write the mission and vision of the Philippine Red Cross.

Click here to access the Mission and Vision
<https://redcross.org.ph/about-us/>

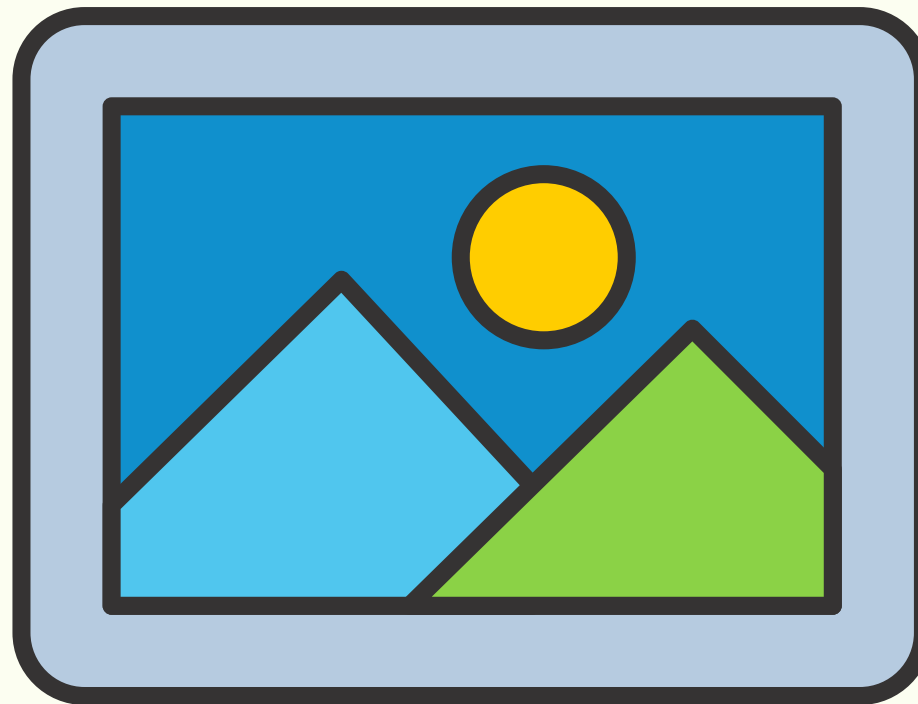


Journal

- a. A narration of the experiences of the student as a trainee (First Aid, Bandaging, CPR, Lifting)
 - b. Journal should be at least 3-4 pages
 - c. Photo documentation supporting your journal. Not all journal entry is required to have a picture. Each photo will be labeled as: Figure 4 (caption of the picture)
- 

Documentation

Kindly make sure to include captions and also indicate figure numbers.



example: *Figure 1. Discussion about Red Cross*

Daily Time Record

Make sure to fill up the important info like name.

Indicate the number of hours, the name and signature of the facilitator.

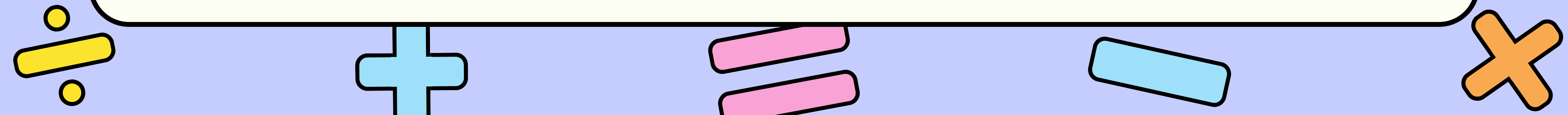
SEP. No. _____ Pay Ending 20 17									
Name DELACRUZ, QUENNIE Position S.T									
Dept. A.P Age 25									
Hours			Rate			Amount			ABSENCES
Reg.									Fines
Over.									Withhold- ing Tax
									S.S.S.
Total Earnings									
Less Deductions									
NET PAY									TOTAL
Days		MORNING		AFTERNOON		OVERTIME			
		IN OUT		IN OUT		IN OUT			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11		8:00 10:00		11:00 6:00					
12		CLASS SUSPENDED							
13		8:15 10:01		11:00 6:00					
14		8:30 10:00		11:00 6:00					
15		8:00 10:00		11:00 6:00					
I hereby certify that the above records are true and correct.									
Cooperating Teacher: Ms. Laila Peralta									

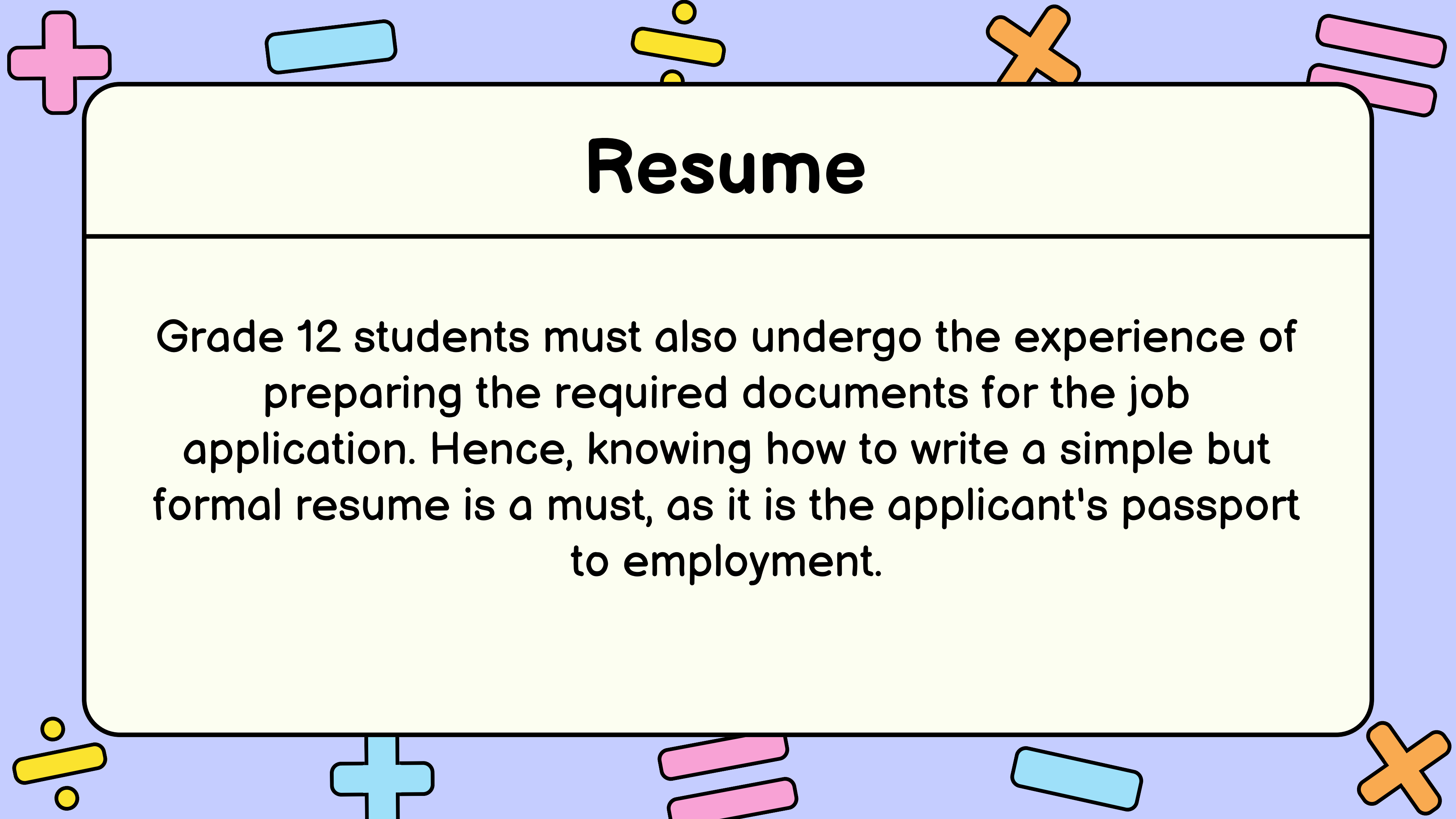
OCTOBER No. _____ Pay Ending 20 17									
Name DELACRUZ, QUENNIE ROSE C. Position S.T									
Dept. _____ Age 25									
Hours			Rate			Amount			ABSENCES
Reg.									Fines
Over.									Withhold- ing Tax
									S.S.S.
Total Earnings									
Less Deductions									
NET PAY									TOTAL
Days		MORNING		AFTERNOON		OVERTIME			
		IN OUT		IN OUT		IN OUT			
16									
17		8:00 10:00		11:00 6:00					
18		8:00 10:00		11:00 6:00					
19		8:00 10:00		11:00 6:00					
20		8:00 10:00		11:00 6:00					
21									
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30									
31									
I hereby certify that the above records are true and correct.									
EMPLOYEE'S SIGNATURE									



Individual Reflection

It is an account highlighting the overall reflection and self-appraisal of the learnings of the student from the training. Discussion should include:

- a. Reflection on the experience
 - b. Evaluation of the training program
 - c. Appraisal of yourself regarding positive changes that you think you have undergone after the training
- 



Resume

Grade 12 students must also undergo the experience of preparing the required documents for the job application. Hence, knowing how to write a simple but formal resume is a must, as it is the applicant's passport to employment.

Sample Resume

CANDY LARIYA D. MENESES

104 Hagonoy, Bulacan

Contact No.: 0906-130-1256

Email: candy.meneses@yahoo.com



SKILLS & QUALIFICATIONS:

- Microsoft Office Applications such as Word, Excel and Powerpoint
- Multi-media editing using Microsoft Windows Programs
- Dedicated, a team player and willing to be trained

PERSONAL DATA:

Date of Birth:	December 17, 1994
Citizenship:	Filipino
Sex:	Female
Civil Status:	Single
Height:	5'1"
Weight:	40 kls.

EDUCATIONAL ATTAINMENT:

Senior High School	Hagonoy National High School Hagonoy, Bulacan	2006- Present
Junior High School	Hagonoy National High School Hagonoy, Bulacan	2006- Present
Elementary	Hagonoy National High School Hagonoy, Bulacan	1999- 2006

Sample Resume

ACHIEVEMENT:

- **National Certificate Level II in Computer Hardware and Servicing** June 10, 2017
TESDA, Nueva Ecija

CHARACTER REFERENCES:

- **Mr. Edgardo Avelino** 0906-519-1234
Senior High School Focal Person
Hagonoy National High School
- **Mr. Justin Bieber** 0916-519-1234
Senior High School Focal Person
Hagonoy National High School
- **Mr. Michael Jordan** 0926-519-1234
Senior High School Focal Person
Hagonoy National High School