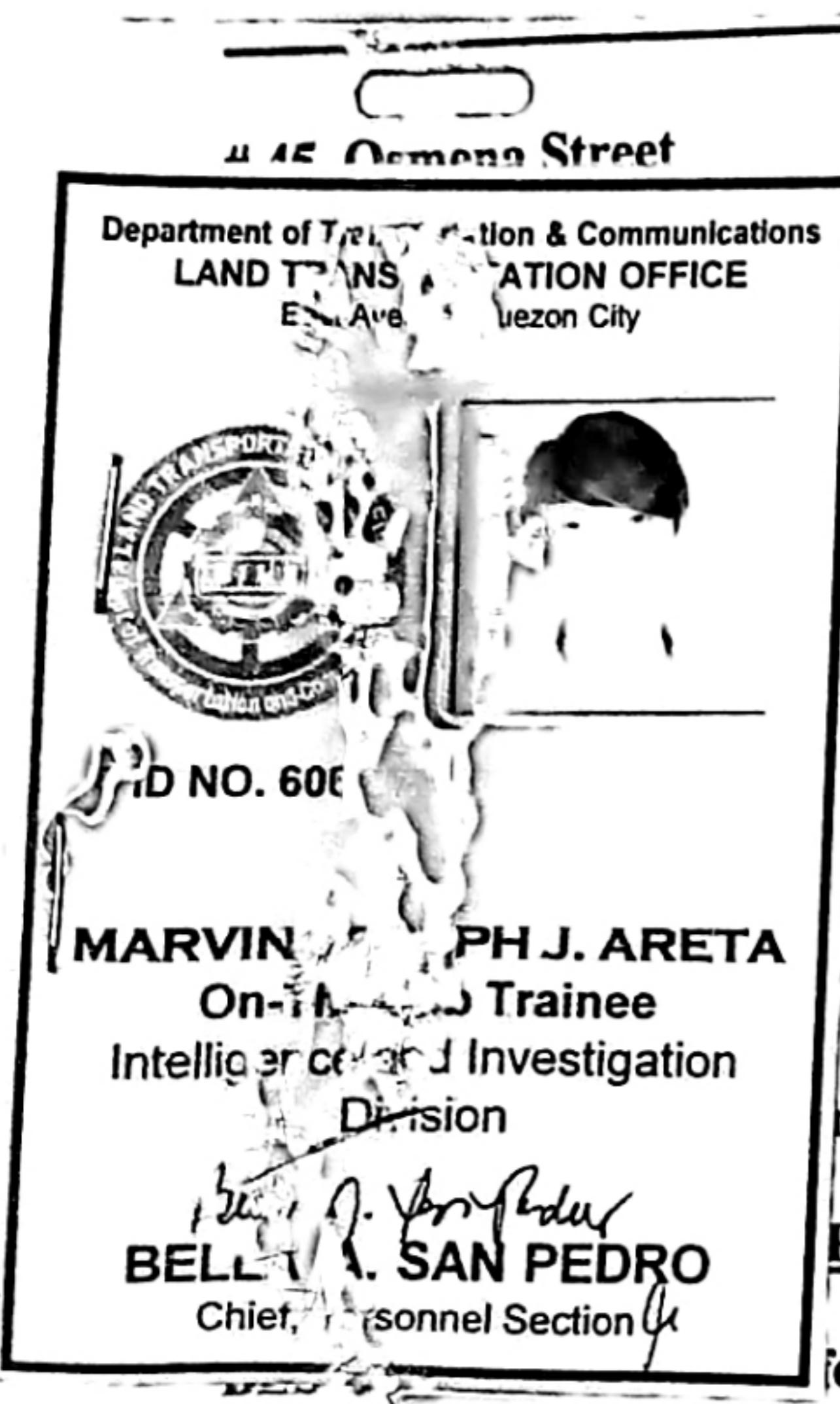


MARVIN JOSEPH J. ARETA



Mobile Phone: 09286026553
Marvin_njja04@yahoo.com

PERSONAL INFORMATION:

Birth Date: February 06, 1992
Place of Birth: Quezon City
Gender: Male
Civil Status: Single
Ethnicity: Filipino
Religion: Roman Catholic
Height: 40 Kls.
Weight: 5'4"

Job Objective: On Job Training with my Computer literacy to gain Job experience and growth of my knowledge.

EDUCATION:

Education: Bachelor of Science in Information Technology
Degree: Diploma in Computer System Design and Programming
Year: 2008 – Present

EXPERIENCES:

- *Computer Clerk
- *Database Management Encoder
- *C++ Language Encoding
- *Computer Software Literate

REFERENCE:

Ms. Pauline Pacuan
Instructor, Database Management
BESTLINK Institute of Information Technology



Republic of the Philippines
Department of Transportation and Communications
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City

July 12, 2010

DATE

On-the-Job Training Contract

I, Marvin Joseph J. Areta, a student presently enrolled at Bestlink Institute of Information Technology, pursuant to the Memorandum Circular dated 10 January 1975 of the Labor, hereby abide by the following terms and conditions in connection with the practicum course or on-the-job training with the Land Transportation Office:

1. That I shall observe all existing reasonable office rules and regulations of the LTO while on training;
2. That I shall not claim nor be paid any compensation whatsoever while on training;
3. That the LTO shall have no liability for any injury and/or incapacity that may befall me while inside the LTO compound and its premises due to my fault or negligence or fortuitous event while undergoing training;
4. That I shall undergo office training in the LTO in compliance with the requirements of my course;
5. That I shall submit all the necessary requirements required by the Office before undergoing training.

In witness hereof, I have hereunto set my signature on this 12 day of July at July 2010.

Conforme:


MARVIN A. LOYA

Teacher-Supervisor

Marvin Joseph J. Areta

Student-Trainee

With my Parental Consent

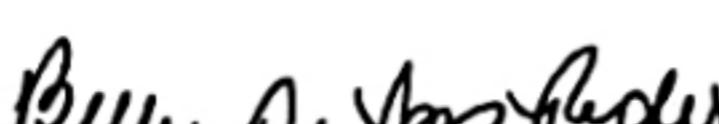

HERMIE J. ARETA
#45 Dasmariñas St. T.S. Cruz Subd. Nava DC.
Parent/Guardian's Name and Address

Action by the Office

To: _____

Having complied with the required documents and condition for On-the-Job Training, your request for office training at the TED, this Office is hereby granted subject to the final approval by the Assistant Secretary.

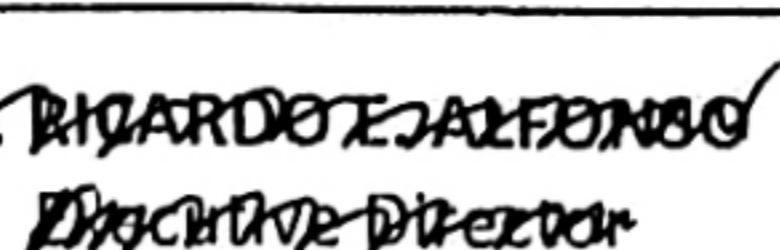
Recommending Approval:


BELLA A. SAN PEDRO

Chief, Personnel Section

Approval Recommended:

Approved:


RICHARD D. PEREZ
Executive Director



BestLink Institute of Information Technology
#1044 BestLink bldg. Brgy. Sta. Monica Quirino Hi-way Novaliches, Q. C.
Tel. No. 417-4355

July 9, 2010

MS. BELLA SAN PEDRO
Personnel Officer
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City

Dear Ms. San Pedro:

Greetings!

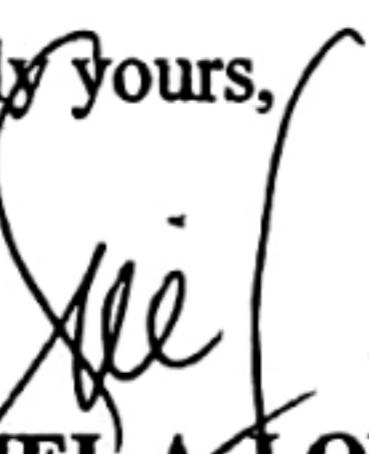
In line with our objective to provide our student with a holistic, quality and relevant computer based education in all discipline, we have always emphasized a dynamic curriculum; hence, instruction is pragmatic in approach. Students are given the best training after having finished the theoretical requirements in school.

It is in this context that this office wishes to recommend the following **Computer System Design and Programming** students to undergo training in your company for a minimum of three hundred (300) hours.

1. Emmanuel E. Ramos
2. Marvin Joseph J. Areta
3. Carmela Flor Joanna C. Beronibla

We look forward for your favorable response on this matter. Thank you for being a part of our thrust to provide the youth with quality education

Very truly yours,


MARIMEL A. LOYA
OJT Coordinator

Republic of the Philippines

BARANGAY SAN AGUSTIN

NOVALICHES, QUEZON CITY

Tel. No.: 417-0588/419-3095



TO WHOM IT MAY CONCERN:

This is to certify that the person whose name, signature, right thumb mark and picture appear hereon has requested a record and Barangay clearance from this office and the result/s is/are listed below:

Name	: ARETA, MARVIN JOSEPH JOVEN
Address	: 45 Osmeña Street T. S. Cruz Subdivision
DOB/POB	: February 06, 1992 / Manila
Purpose	: Personal Identification (For OJT)
Remarks	: No derogatory records

Valid for six (6) months from date of issue.

Barangay Councilmen

BARANGAY SAN AGUSTIN NOVALICHES

LUNGSOD QUEZON

1944

HON. RAMIRO S. OSORIO
Barangay Chairman

NILO "DJ" BIGLANG-AWA
Committee on Environmental Protection & Ecology
Committee on Internal & External Affairs
Committee on Bids & Awards

ENGR. DANILO "Danny" D. LAGATOC
Committee on Labor & Employment
Committee on Education & Culture

ROGELIO "Roger" E. FRANCISCO
Committee on Public Works & Infrastructure

ALEJANDRO "Andy" Z. ORBE
Committee on Ways & Means
Vice-Chairman, Committee on Peace & Order
Vice-Chairman, Committee on Health & Sanitation

LIGAYA R. OSEA
Committee on Health & Sanitation
Committee on Women & Family
Committee on Livelihood Program

LAURA RUBIO PERALTA
Committee on Appropriation

ALEJANDRO "Andy" F. PALMA
Committee on Transportation & Communication
Committee on Urban Development
Committee on Inspection

RAMIRO A. OSORIO JR.
SK Chairman
Committee on Youth & Sports Development

MARISSA A. SAMOCINO
Barangay Treasurer

Right Thumb Mark

Signature

Date of Issue **Control No.**
07-10-2010 **3241**

BESTLINK INSTITUTE OF INFORMATION TECHNOLOGY
Performance Evaluation Form

**ON-THE-JOB TRAINING PERFORMANCE
EVALUATION SHEET**

PART I [to be filled out by trainee]

NAME: Marvin Joseph J. Areeta

AGE: 18

COURSE: Computer Programming

SEX: Male

SCHOOL: Bestlink Institute of Information Technology

CITY ADDRESS: Euzon City

PERMANENT ADDRESS: #45 Ocmena St. Is. Cruz subdivision

Navalches Euzon City

NO. OF TRAINING HRS REQUIRED: minimum of 300

M. Areeta
Signature of trainee

PART II [to be filled out by Co. Representative where student is employed]

DIVISION ASSIGNED: Intelligence and Investigation Division (LTO)

FIELD TRAINING GIVEN: Encoder

INCLUSIVE OF TRAINING DATE: FROM: July 12, 2010 TO: October 8, 2010

TOTAL NO. OF HRS. RENDERED BY TRAINEE: 300

JOB FACTORS	MAX. RATING TO BE GIVEN	RATING
1. Quality of Work (thoroughness, accuracy, neatness & effectiveness)	20%	19%
2. Quantity of Work (able to complete work in allotted time)	20%	18%
3. Dependability, Reliability & Resourcefulness (ability to work with minimum amount of supervision)	15%	14%
4. Attendance (Punctuality in office attendance and proper observation of break time periods)	15%	14: 85%
5. Cooperation (works well with everyone; good team player)	10%	9%
6. Judgment (sound decisions)	10 %	9%
7. Personality (personal grooming and pleasant disposition)	10 %	9%

Total Rating:

Recommendation for the trainee's further growth:

92.85%

Evaluated by: Zoilo G. LEGASPI

[Name & Signature]

Designation]

TRANSPORTATION

Regulation Officer II

FIRST TO FIFTEENTH

THIS SIDE FRONT

August

(Province or City)

Office hours { Regular days
Saturdays

(Office)

200

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1						
2	8:00	12:00	1:00	5:00	h	
3	9:00	12:00	1:00	3:00	h	
4	9:00	12:00	1:00	3:00	h	
5	9:00	12:00	1:00	5:00	h	
6	9:00	12:00	1:00	3:00	h	
7						
8						
9	9:00	12:00	1:00	3:00	h	
10	9:00	12:00	1:00	5:00	h	
11	9:00	12:00	1:00	5:00	h	
12	9:00	12:00	1:00		h	
13						
14						
15						

ABSENCES AND UNDERTIME

I HEREBY CERTIFY upon my honor that the entries on this time record, which were made daily at the time of arrival at and departure from Office, are a true and correct report of the hours of work performed.

(Employee)

Marvin JOSEPH Aretha

MARVIN JOSEPH J. ARETHA

FIRST TO FIFTEENTH

THIS SIDE FRONT

July

PROVINCIAL FORM NO. 186

(Province or City)

Office hours { Regular days
Saturdays

(Office)

2010

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12	1:00	5:25			h	
13	8:00	12:00	1:00	5:05	h	
14	8:00	12:00	1:00	5:05	h	
15	8:00	12:00	1:00	5:05	h	

ABSENCES AND UNDERTIME

I HEREBY CERTIFY upon my honor that the entries on this time record, which were made daily at the time of arrival at and departure from Office, are a true and correct report of the hours of work performed.

(Employee)

FIRST TO FIFTEENTH

THIS SIDE FRONT

September

(Province or City)

Regular days
Saturdays

(Office)

2010

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1	9:00	12:00	1:00	3:00	h	
2	9:00	12:00	1:00	5:00	h	
3	9:00	12:00	1:00	5:00	h	
4						
5						
6						
7	9:00	12:00	1:00	5:00	h	
8	9:00	12:00	1:00	3:00	h	
9	9:00	12:50	1:00	5:00	h	
10	9:00	12:00	1:00	2:00	h	
11						
12						
13	9:30	12:00	1:00	5:00	h	
14	9:30	12:30	1:00	5:00	h	
15	9:00	12:00	1:00	3:00	h	

ABSENCES AND UNDERTIME

I HEREBY CERTIFY upon my honor that the entries on this time record, which were made daily at the time of arrival at and departure from Office, are a true and correct report of the hours of work performed.

(Employee)

Scanned with
SHRINE SCANNER



BESTLINK INSTITUTE OF INFORMATION TECHNOLOGY

#1044 Brgy. Sta. Monica Quirino Highway Novaliches Quezon City

July 12, 2010

CERTIFICATE OF GOOD MORAL CHARACTER

This is to certify that per records on file in the office, **MR. RAMOS, EMMANUEL E.** has been a bonafide student of this INSTITUTION under the **COMPUTER SYSTEM DESIGN AND PROGRAMMING** as of school year 2009 - 2010.

This is to certify further, that the above - named student has non derogatory record on file and has not violated any of our school rules and regulation.

This certification is issued upon the request of **Mr. Ramos** for whatever legal purpose it may serve.


MRS. AMABLE B. BETIS
Guidance Counselor

Not valid
w/out school seal
OR# 021823

/rtv



Scanned with
M@BILE SCANNER

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

to

MARVIN JOSEPH J. ARETA

Bestlink Institute of Information Technology

for having satisfactorily completed Three Hundred (300) hours
On-the-Job Training at the Intelligence and Investigation Division,
for the period of July 12, 2010 to October 8, 2010.

Given this 13th day of October 2010 at the Land Transportation Office
East Avenue, Quezon City.

*Marvin Joseph
BELLA A. SAN PEDRO
Chief, Personnel Section*

Marvin Joseph
10-14-10
M. Arka

J. Areta