

# Jomelyn A. Cruz

09163098268, [jomelyncruz@rocketmail.com](mailto:jomelyncruz@rocketmail.com),  
FVR Norzagaray, Bulacan



## Objective

To acquire a position for internship that can provide opportunity to apply my knowledge and able to develop it by acquiring more learning related to business.

## Qualifications

Computer Literate

Good oral/ written English/ Tagalog Communication Skills

Proficient in Microsoft Word, Excel, PowerPoint

## Personal information

Age:	19
Birth date:	March 30 1993
Nationality:	Filipino
Gender:	Female
Civil Status:	Single
Height:	5'2
Weight:	45 kg

## Education

**Polytechnic University of the Philippines, Mabini Campus**  
**Bachelor of Science in Business Administration**  
**Major in Human Resource Development Management**

**FVR National High School**

2009

Brgy. FVR Norzagaray, Bulacan

**FVR Elementary School**

2004

Brgy. FVR Norzagaray, Bulacan

-----Awards-----

Second Honorable Mention	
High School	March 2009
Top 1 In Computer of the Junior Class	
High School	March 2008
Editor-In-Chief (Filipino)	
High School	March 2008
Top 8 Editorial Writer (2006 Division Schools Press Conference)	

-----Work Experience-----

On-the-Job Training  
Loan Administration Department  
**GSIS Family Bank**  
2/F AIC Grande Tower Garnet Road Ortigas Center, Pasig City

-----Seminars Attended-----

**"Students Accountabilities, Fund Raising Activities, Preparation of Financial Statements and Revolutionizing Students Organizations Towards New PUP: People's University of the Philippines"**  
(August 1, 2012 PUP Bulwagang Balagtas, NALLRC Bldg, Mabini Campus, Sta. Mesa, Manila)

**BLACKOUT: Putting Light to Society**  
**"Marketing with a Conscience"**  
(February 27, 2012 SM City Sta. Mesa Cinema 6)

**"Construction in Full Swing"**  
**THEME: Integrating Human Resource as Building Block to an Effective and Efficient Organization**  
(February 24, 2012 PUP Bulwagang Balagtas, NALLRC Bldg, Mabini Campus, Sta. Mesa, Manila)

**"HR on Duty: Corporate Consultants"**  
(February 10, 2012 Communication Foundation of Asia, Sta. Mesa, Manila)

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

November 15, 2012  
DATE

On-the-Job Training Contract

I, Jomelyn A. Cruz, a student presently enrolled at Polytechnic University of the Philippines, 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 15th day of November at PUP Sta. Mesa.

Jomelyn A. Cruz  
Student-Trainee

With my Parental

Conforme:  
Consent

Mario B. Mendoza, PhD  
Teacher-Supervisor

Address

Phase 3 BNG lot II Norzagaray, Bulacan

Melchora A. Cruz  
Parent/Guardian's Name and

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 Personnel Section, this Office is hereby granted subject to the final approval by the Assistant Secretary.

Recommending Approval:

Bella A. San Pedro  
Bella A. SAN PEDRO  
Chief, Personnel Section

Approval Recommended:

Approved:

**"HR Mission: Building Confidence Towards Magnifying a Career"**  
(February 6, 2012 PUP Bulwagang Balagtas, NALLRC Bldg, Mabini Campus, Sta. Mesa, Manila)

**"HR Students Convention 2011: Defining Real Empowerment; Valuing the Significance of Human Capital"**  
(March 1, 2011 PUP Bulwagang Balagtas, NALLRC Bldg, Mabini Campus, Sta. Mesa, Manila)

----- **References** -----

**Jimmy Marquez**  
09232032597  
jimmy.marquez.18@facebook.com  
Teacher 1  
FVR National High School

**Ferdinand Manuel**  
09176308295  
Hedge Fund Services Reconciliation Specialist  
JP Morgan Chase & Co.  
Net plaza Bldg. 31st St. Crescent west park Bonifacio Global City Taguig

**Edgardo Jarabejo**  
09175286961/ 7215168-69  
Payroll Master/Safety Officer/Audit  
E.C. De Luna Const. Corp.  
Rm. 1802, 18th Flr. Atlanta Centre, Annapolis St. Greenhills,  
San Juan M.M.



Republic of the Philippines  
Province of Bulacan  
Municipality of Norzagaray  
**BARANGAY FRIENDSHIP VILLAGE RESOURCES**  
**OFFICE OF THE BARANGAY CHAIRMAN**

**HON. EDWIN A. ALVAREZ**  
Barangay Chairman

\*\*\* **Barangay Clearance** \*\*\*

**HON. PERLITO C. ABENIA**  
Comt. on Infrastructure &  
Rules & Ethics

**HON. DANILO A. BENDOY**  
Comt. on Peace & Order

**HON. FLORDELIZA N. MORDENO**  
Comt. on Cooperative Livelihood &  
Agriculture

**HON. CARLO B. TALBO**  
Comt. on Clean & Green

**HON. LUZVIMINDA P. ALFONSO**  
Comt. on Womens & Childrens &  
Education

**HON. VIRGINIA L. ABEJUELA**  
Comt. on Health

**HON. GLORIA E. PALAGANAS**  
Comt. on Appropriation

**HON. RIZA JANE J. NAVIAMOS**  
SK Chairwoman  
Comt. on Sports & Development

**RICHARD Z. FLAVIANO**  
Barangay Treasurer

**CARMENCITA G. SANCHEZ**  
Barangay Secretary

Name JOMELYN A. CRUZ  
First Name JOMELYN Middle Name A. Last Name CRUZ  
Address B1k. 03 Lot 11 Ph. 03 Brgy. FVR Norz. Bul.  
Date of Birth March 30, 1993 Age 19 yrs. old  
Place of Birth Pandacan Manila  
Status Single Gender Female  
Occupation Student

Findings: No derogatory record on file



Jomelyn A. Cruz  
Applicant's Signature

This is to certify that the above name-person whose signature appears above has undergone the identification process of this office and the result of which has listed above.

This certification is issued in connection with his/her application for QJT or for whatever legal purposes it may serve.

Issued this 14th day of November, 2012 at the office of the Barangay Chairman.

Certified by:

HON. EDWIN A. ALVAREZ  
Barangay Chairman

\*\*\* Not valid without official seal \*\*\*



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
College of Business  
*Department of Management and Entrepreneurship*



November 12, 2012

Bella A. San Pedro  
Chief, Personnel Section  
LTO C.O. East Avenue,  
Quezon City

Dear Ms. San Pedro:

This is to certify that **MS. JOMELYN A. CRUZ** is a bonafide student of this university taking up Bachelor of Science in Business Administration major in Human Resource Development Management. As per requirement, they have to undergo an on-the-job training of a total of **200 hours** in their **Practicum 2** subject.

We believe that given this opportunity, our students will gain more knowledge and skills and will enable them to apply the theories learned in school to a real work setting. In this regard, we are endorsing our student to your establishment.

It is understood that the school, and/or its representatives will not be liable for any damage she may cause and/or for any untoward incident that may happen during the duration of her practicum.

Thank you.

Respectfully yours,

Marilou B. Mondana, Ph. D.  
Subject Professor



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
**OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES**  
**OFFICE OF THE STUDENT SERVICES**

Rm 208, 2nd Floor Charlie Del Rosario Bldg., Mabini Campus, Sta. Mesa, Manila  
Telefax: 02 7167832 to 45 local 352 e-mail add: [studentservices@pup.edu.ph](mailto:studentservices@pup.edu.ph)

**CERTIFICATE OF GOOD MORAL CHARACTER**

This is to certify that JOMELYN ACEBO CRUZ  
from the College of Business  
Course BSBA – Human Resource Development Management  
Year and Section 4-1D is a student/graduate of this institution for  
the School Year 2012-2013.  
This further certifies that said student is of good moral character and has  
not been subjected to any disciplinary action during his/her stay in the University.  
Issued this 14<sup>th</sup> day of November 20 12 upon request of  
Mr./Ms. Cruz for the purpose of on-the-job training

DR. ARMANDO A. TORRES  
Director

Verified by: Robertito S. Roque  
Position: Administrative Aide IV  
O.R. Number: 11-14-2012 # 7343  
Amount: Php.50.00  
Date: November 14, 2012  
OSS Record No. 0001630-12

*Not valid without PUP seal*



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Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Sta. Mesa, Manila Tel. Nos.: 716-78-32 to 45



**PERFORMANCE EVALUATION SHEET**

Name Cruz

Surname JOMELYN

Given Name

A  
MI

- Yr. & Ser.

HRDM 4-1D

**I. PERSONALITY**

- |    |  |        |        |
|----|--|--------|--------|
| A. | Personal Grooming                              | Points | Rating |
|    | 1. Neat overall appearance                     |        |        |
|    | 2. Hair neatly combed                          | 10     | 10     |
| B. | 3. Nails properly trimmed and clean            |        |        |
|    | Clothes  |        |        |
|    | 1. Dress suited for business/training          |        |        |
|    | a. Color not loud                              |        |        |
|    | b. Style becoming and appropriate for business |        |        |
|    | 2. Shoes always clean                          |        |        |

**II. INDUSTRIOUSNESS/INITIATIVE/RESOURCEFULNESS**

- |    |  |    |    |
|----|--|----|----|
| A. | Industriousness / Initiative                                   | 20 | 20 |
|    | 1. Perform his task conscientiously                            |    |    |
|    | 2. Shows interest in his business/work                         |    |    |
|    | 3. Is willing to do other task when ask; and                   |    |    |
|    | 4. Offers his help to other in need                            |    |    |
| B. | Resourcefulness  |    |    |
|    | 1. Finds out details about his work/business                   |    |    |
|    | 2. Is not ashamed to ask questions on matters he does not know |    |    |
|    | 3. Is independent in his work                                  |    |    |

**III. KNOWLEDGE AND APPLICATION OF BUSINESS**

- |    |  |    |    |
|----|--|----|----|
| A. | Understand and able to explain in form and structure of business               | 30 | 29 |
| B. | Understand the components and objectives of a business plan                    |    |    |
| C. | Able to identify the problem and formulate possible solutions                  |    |    |
| D. | Shows sign of efficiency and effectiveness as future managers and entrepreneur |    |    |
| E. | Communication skills both oral and written                                     |    |    |

**IV. BUSINESS PRODUCTION / ACCOMPLISHMENTS**

10

10

**V. PR/ DEPORTMENT**

20

20

- |   |  |
|---|--|
| 1. Is courteous to employees and clients and customers  |  |
| 2. Cooperates with his computer-workers in business   |  |
| 3. Shows interest in serving the client / customer of the company                                       |  |
| 4. Strives to create a good impression on the company's clients/ customers and people who go the office |  |
| 5. Helps anyone who goes to the office with a business purpose  |  |
| 6. Does not lose his temper even under trying conditions  |  |

**VI. PUNCTUALITY / ATTENDANCE**

10  
100

99

TOTAL POINTS

DEANNA S. DACUMOS HRM II  
(Evaluator's signature over printed name)

Firm LAND TRANSPORTATION OFFICE

Address EAST AVENUE, DILIMAN, QUEZON CITY

Jonelyn A. Cruz

March 1, 2013  
Sofia Cruz

Land Transportation Office  
East Avenue, Quezon City

presents this

# Certificate of Completion

to

**JOVELYN A. CRUZ**

Polytechnic University of the Philippines

for having satisfactorily completed Two Hundred (200) hours  
On-the-Job Training at the Personnel Section,  
for the period of November 16, 2012 to February 8, 2013

Given this 11<sup>th</sup> day of February 2013 at the Land Transportation Office  
East Avenue, Quezon City.

*Bruel J. Porfido*  
**BELLA A. SAN PEDRO**  
Chief, Personnel Section