



**NATIONAL POLYTECHNIC INSTITUTE**  
 JB Crystal Bldg., Quirino Highway, Lagro, Quezon City  
 89 Alfina Bldg., Quirino Highway, Gulod, Novaliches,  
 Quezon City



## PERSONAL DATA SHEET

Position Applied ON THE JOB TRAINING

Name ALIVEN CARLO ANGELO GERBIN  
 (Surname) (Given) (Middle Name)

City Address B-5 LG 2-C GARING PALAY, CITY OF SAN JOSE DEL MONTE, BUL.  
 Provincial Address BLK-5 LG 2-C GARING PALAY, BULACAN

Date of Birth MARCH 25, 1986 Age 20 Height 5'4  
 Place of Birth GARING PALAY, BULACAN Religion CATHOLIC Weight 50 KILOS

If Married, Name of Spouse \_\_\_\_\_  
 Address \_\_\_\_\_ No. of Dependent \_\_\_\_\_

Special Skills MONITOR TROUBLESHOOTING Tel. No. 0927-7677028

## EDUCATIONAL RECORD:

Name of School	Degree of Title Attained	Dates Attended
Elementary: <u>ST. PASCAL COLLEGE</u>		<u>1991 - 2000</u>
High School: <u>ST. PASCAL COLLEGE</u>		<u>2000 - 2004</u>
College: <u>NATIONAL POLYTECHNIC INSTITUTE</u>		<u>2005 - PRESENT</u>
Graduate Studies: _____		
Others: _____		

## EMPLOYMENT RECORD (FROM PRESENT TO BACKWARD)

Name and Address of Company	Position	Year	Reason for Leaving
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

## SEMINAR &amp; IN-SERVICE TRAINING ATTENDED

1. _____	_____
2. _____	_____
3. _____	_____

## CHARACTER REFERENCES

Name	Position	Address
1. <u>MRS. MARIZEN PASCUAL</u>	<u>INSTRUCTOR</u>	<u>NATIONAL POLYTECHNIC INSTITUTE</u>
2. <u>MR. RIC BERNARDO</u>	<u>INSTRUCTOR</u>	<u>NATIONAL POLYTECHNIC INSTITUTE</u>
3. <u>MRS. CHRISTINE MANANAL</u>	<u>INSTRUCTOR</u>	<u>NATIONAL POLYTECHNIC INSTITUTE</u>

I hereby certify that the above information is true and correct to the best of my knowledge.

Signature  
 SIGNATURE

SSS NO. \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 RES. CERT. NO. \_\_\_\_\_  
 ISSUED ON: \_\_\_\_\_

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


Jan. 09, 2007  
DATE

**On-the-Job Training Contract**

I, CARLO ANGELO ALAYON a student presently enrolled at NATIONAL POLYTECHNIC INSTITUTE, 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 \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

  
CARLO ANGELO ALAYON  
Student-Trainee

With my Parental Consent

*Pratayon*  
DIGIAN S. ALAYON *Bar. & Lto Area C City of San Jose del Monte, Bul.*  
Parent/Guardian's Name and Address

Conforme:

  
Teacher-Supervisor

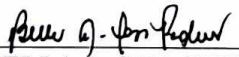
Action by the Office

To: \_\_\_\_\_

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

Recommending Approval:

Approval Recommended:

  
BELLA A. SAN PEDRO  
Chief, Personnel Section

Approved:

  
Atty. JIMMY G. PESIGAN  
Acting Executive Director

jwll/chasy...lto



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS  
**LAND TRANSPORTATION OFFICE**  
East Avenue, Quezon City  
E-mail Address: ltoombbox@lto.gov.ph • Website: www.lto.gov.ph

06 February 2007

**C E R T I F I C A T I O N**

THIS IS TO CERTIFY that per records of the Personnel Section, Administrative Division, **Mr. CARLO ANGELO S. ALAYON** of National Polytechnic Institute, Lagro, Quezon City, had rendered and completed three hundred (300) hours On-the-Job training at the Personnel Section.

This certification is issued upon the request of Mr. Alayon as supporting document to his school requirement.

  
**DEANMAR S. DACUMOS**  
Human Resource Management Officer I  
Personnel Section

Personnel : deanmar





# NATIONAL POLYTECHNIC INSTITUTE

118 Crystal Bldg., Quirino Highway, Legaspi,  
Quezon City

Name of Trainee: CARLO ANGELO S. ALAYAN

Course & Section: CT - 22B1

Training Agency: LAND TRANSPORTATION OFFICE

Total number of hours acquired in the training: 300 HOURS

Number of hours not attended: \_\_\_\_\_

Area of Training/Job assigned: CLERICAL

Write the grades in figures which in your opinion would describe the student  
in your program in your firm.

Excellent	- Skilled	can work without supervision
Very Satisfactory	- Moderately skilled	can perform job with limited supervision
Satisfactory	- Limited Skill	requires instruction and close supervision
Poor	- No Exposure	no experience or ability in the area

	Excellent 91-95	Very Satisfactory 86-90	Satisfactory 76-85	Poor Below 75
1. Knowledge of the job/work	95			
2. Accuracy of Work	95			
3. Interest Initiated on the job	94			
4. Punctuality & Attendance	93			
5. Courtesy & Good Manners	95			
6. Personal Relation with co-workers	93			

## REMARKS:

MR. CARLO ANGELO S. ALAYAN DOES HIS WORK DILIGENTLY  
AND ON TIME. KEEP UP THE GOOD WORK - GOOD LUCK.

MANMAN S. DACHROS  
Training Officer

[Signature] 3/20/17  
Signature of Training Officer

HERMO I  
Designation



Republic of the Philippines  
Province of Bulacan  
City of San Jose del Monte  
**BARANGAY SAN MARTIN III**  
**OFFICE OF THE BARANGAY CAPTAIN**

**BARANGAY CLEARANCE**

No 0277

To Whom It May Concern:

This is to certify that Mr. Carlo Angelo S. Alayon of legal age single is a bonafide resident of Blk. 5 Lot 6 Purok 9, Barangay San Martin III, City of San Jose del Monte, Bulacan has **no Derogatory Record** file in this Barangay.

This certification is issued upon the request of Subject person concern for all legal intent and purposes particularly for On job training

Issued this 8th day of January year 2007 at the office of the Barangay Chairman, Barangay San Martin III, City of San Jose del Monte, Province of Bulacan.

Conforme:

CARLO ANGELO S. ALAYON  
Applicant

Per: **RENATO S. SERRANO**  
Barangay Captain

Kag. Hilarion S. Kesel Jr.  
Officer of the day

CTC No.: 05245800

Issued On: 1 07

Issued at: csjdm, bul.



## NATIONAL POLYTECHNIC INSTITUTE

· 9B Crystal Building, Quirino Highway, Laguna, Laguna City  
☎ 415-6756 / 415-7050 / 415-6765  
· 592 Alfina Bldg., Galud, Naga, 2.C. · Tel.: 936-0622

January 8, 2007

### CERTIFICATION OF GOOD MORAL CHARACTER

TO WHOM IT MAY CONCERN:

This is to certify that **CARLO ANGELO S. ALAYON** is presently enrolled in this institution taking up 2-Year Computer Technology.

This further certifies that the above-mentioned student is of good moral character.

This certificate is issued upon his request for On-the-Job Training purposes only.

*Mrs. Rosita D. Deluta*  
MRS. ROSITA D. DELUTA  
Guidance Counselor

NOT VALID

WITHOUT SCHOOL SEAL

# ON-THE-JOB TRAINING PROGRAM

## WAIVER


This waiver is in connection with the ON-THE-JOB Training Program that the National Polytechnic Institute, has requested and which you have accepted and confirm. The student trainee acknowledges that the permission granted by

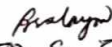
\_\_\_\_\_  
NAME OF COMPANY/SHOP

is made subject to condition, which he/she hereby accepts and agrees to, that the company will not assume responsibilities whatsoever for any injury or accident which may happen to him/her within or without the premises nor will the company pay him/her any salary during the 300 hours period of the said program. It is understood that there is no employer-employee relationship between the company and the student.

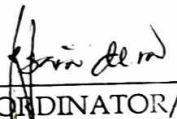
This waiver will be in effect for the duration of the On-the-Job-Training Program scheduled from \_\_\_\_\_.

Done this \_\_\_\_\_ at Novaliches, Quezon City.

  
\_\_\_\_\_  
CARLO ANGELO ALAYON  
Student Trainee

  
\_\_\_\_\_  
BIBETH S. ALAYON  
Parent/Guardian

WITNESS:

  
\_\_\_\_\_  
OJT COORDINATOR/DIRECTOR

\_\_\_\_\_  
COMPANY REPRESENTATIVE





# NATIONAL POLYTECHNIC INSTITUTE

· 98 Crystal Building, Zubirna Highway, Lagra, Quezon City  
· 418-6756 / 418-7080 / 418-6768  
· 892 Alfina Bldg., Gulod, Nova., Z.C. · Tel.: 936-0622

January 9, 2007

**MS. BELLA A. SAN PEDRO**  
Chief Personnel  
**LAND TRANSPORTATION OFFICE (LTO)**  
East Avenue, Quezon City

Madam:

National Polytechnic Institute is a school committed in training the youth of Novaliches and its surrounding areas in various trades of occupation to fill in the technical positions available in your establishment. A part of this training is to expose them to different company procedure by way of On-the-Job Training for a minimum requirement of 300 hrs.

It is for this reason that we write you this letter to request you to allow our graduating students in 2-YEAR COMPUTER TECHNOLOGY to undergo On-the-Job training in your company.

1. ALAYON, Carlo Angelo S.
2. MANAOIS, Marvin G.

They will be required to adhere to your company policies, present medical clearance and parent's waiver. On your part, you will allow them to work and assist your personnel especially in repair & maintenance, computer troubleshooting, networking and other works and services related to their course. They will be required to accomplish a minimum of 300 hours.

At the end of their training, please give them the corresponding grades or rating (OJT III Form) equivalent to their performance. Also, you can report to us at the above telephone number any misdemeanor they will do.

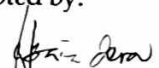
Lastly, we will appreciate it very much if you can give us an official communication re-your acceptance so that we may be able to post this in our bulletin board.

Again thank you and more power.

Very truly yours,

  
MS. MARIZEN S. PASCUAL  
OJT Adviser

Noted by:

  
MS. ROWENA R. BAÑADERA  
School Registrar