

RAMOS, MARIA CRISTINA

Contact: 0963 330 9014

Email Address: ramos.mariacristina411@gmail.com



ADDRESS:

12-1 Yumol Comp.
Sta. Ana San Mateo,
Rizal

DATE OF BIRTH:

April 1, 2001

MARITAL STATUS:

Single

CITIZENSHIP:

Filipino

LANGUAGE SPOKEN:

Filipino, English

PERSONAL BACKGROUND

Date of Birth : April 1, 2001
Place of Birth : San Mateo, Rizal
Age : 21 years old
Father's Name : Michael Ramos
Mother's Name : Rhodora Ramos
No. of Siblings : five (5)
Marital Status : Single

REFERENCES

LALAIN ROY MERANO
MAPEH Teacher and librarian
San Mateo Elementary School
0920 428 2740

**FREDERICK EDWARD T.
FABELLA**
Psychology Society
Coordinator
San Mateo Municipal College
0907 032 3110

CAREER OBJECTIVE

To be part of the industrial HR management that will help me grow, while making a significant contribution to the success of the company and to bring out the best of my potential with the glory of God.

EDUCATION

BACHELOR OF SCIENCE IN PSYCHOLOGY

San Mateo Municipal College
Gen. Luna, Guitnangbayan1, San Mateo, Rizal
2019-Present

SAN MATEO SENIOR HIGH SCHOOL

(HUMANITIES AND SOCIAL SCIENCES)
Sta. Cecilia Subdivision Guitnangbayan1,
San Mateo, Rizal
2017-2019

AMPID NATIONAL HIGH SCHOOL

P. Salamat ext. Ampid 2 San Mateo, Rizal
2013-2017

SAN MATEO ELEMENTARY SCHOOL

B. Mariano St. Sta. Ana San Mateo Rizal
2007-2013

SEMINARS ATTENDED

GENDER EQUALITY OF TEACHERS AND STUDENTS

San Mateo Municipal College
December 06, 2020

STOP THE STIGMA; STUDENT'S AWARENESS OF MENTAL HEALTH

San Mateo Municipal College
December 11, 2021

AFFILIATIONS

Assessing the kids in cotolenggo

Volunteer

2017

Kids for Christ organization & Youth for Christ Organization

Facilitator/ leader
2016- Present

TRAININGS ATTENDED

Work immersion, Library Coding Book and Indexing

San Mateo Elementary School
(2018)

Guidance Office On the job training

Christian Care Academy
(2022)

Ramona S

MARIA CRISTINA N. RAMOS

Applicant

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

(73-19)

DATE

On-the-Job Training Contract

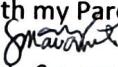
I, MARIA CRISTINA N. RAMOS, a student presently enrolled at SAN MATEO MUNICIPAL COLLEGE, pursuant to the Memorandum Circular dated 10 January 1975 of the Labor, hereby abide by the following terms and conditions in connection with the practicum course or on-the-job training with the Land Transportation 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 _____.


MARIA CRISTINA N. RAMOS
Student-Trainee

With my Parental Consent


RHODORA N. RAMOS 12-1 Yumol Lompi, B. Makati, M.R.
Parent/Guardian's Name and Address STA ANA S.M.R.

Conforme:


JOHN RAY G. HERNANDEZ, RCC, RPM
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:

LADIE LYN G. FUDERANAN
Administrative Officer IV
OIC, Human Resource Management Section



Republic of the Philippines
PROVINCE OF RIZAL
MUNICIPALITY OF SAN MATEO

BARANGAY STA. ANA

Office of the Barangay Captain

"Lideratong May KUSA. May SIPAG. May TIYAGA"



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

Name: MARIA CRISTINA NAVARRETE RAMOS
First Name Middle Name Surname

Address: No.12-1 Yumol Compd., Sta. Ana, San Mateo, Rizal

To whom it may concern;

THIS IS TO CERTIFY that the above-named person whose signature appears below is a bona - fide resident of this Barangay and is known to me as of **good moral character** and **reputation** in the community. This further certifies that HE / SHE has "**NO DEROGATORY RECORD ON FILE**" with our office as of this date.

This certification is hereby issued upon HIS / HER request in connection with HIS / HER application for: ON THE JOB TRAINING

Ram S
Signature of Applicant

Date of Issuance : December 1, 2022
Res. Certificate : _____
Issued at : _____
Issued on : _____
Barangay OR# : 17782899

HENRY C. CRUZ

HON. HENRY C. CRUZ
Barangay Chairman

Note: Not valid without Barangay Seal.



San Mateo Municipal College

Gen. Luna St., Guimangbayan I, San Mateo, Rizal
Tel. No. 997-90-70
www.smmc.edu.ph

GUIDANCE AND COUNSELING OFFICE

CERTIFICATE OF GOOD MORAL CHARACTER

This is to certify that Ms. MARIA CRISTINA N. RAMOS was enrolled in this college as a **Fourth Year** student of the **Bachelor of Science in Psychology**, 1st Semester of Academic Year 2022-2023.

As per our records, the abovementioned student has not committed any violations of the school rules and regulations and has not been subjected to any disciplinary action/s. Furthermore, she is a person of good moral character.

This certification is issued upon request of Ms. Ramos for her on-the-job training requirement.

Given this 5th of December 2022 at San Mateo Municipal College, San Mateo, Rizal.

Norina C. Bautista
NORINA C. BAUTISTA, MAED, RGC
Guidance Counselor

OR No.: 18545799
Issued on 12/5/2022
Issued at: San Mateo, Rizal



(Not Valid Without School Seal)



San Mateo Municipal College

(Formerly Pamantaan ng Bayan ng San Mateo)
General Luna St. Guitnang Bayan 1, San Mateo, Rizal
Tel. No. 8997-9070
www.smmc.edu.ph

COLLEGE OF ARTS & SCIENCES Bachelor of Science in Psychology

December 06, 2022

Ms. Ladia Lyn G. Fuderanan
OIC, Human Resource Development Section
Land Transportation Office
LTO C.O. East Avenue, Quezon City, Philippines

Dear Ms. Ladia Lyn G. Fuderanan:

I would like to express my sincere desire to apply for an On-The-Job Training Program in your institution. I am **Maria Cristina N. Ramos**, a senior student taking Bachelor of Science in Psychology at San Mateo Municipal College.

Our course curriculum requires us to have 200 hours supervised industrial training that aims to complement the concept and theories we have learned to the development of our full potential through exposure to the actual field work.

Please see enclosed resume for additional information.

Thank you for your time and consideration.

Respectfully yours,


MARIA CRISTINA N. RAMOS
09633309014

Noted:


MR. JOHN RAY G. HERNANDEZ, LPT, MA, RGC, RPm, CHRA
Adviser, On-the-Job Training Course

Certificate Information

NAME: MARIA CRISTINA N. RAMOS

SCHOOL: SAN MATEO MUNICIPAL COLLEGE

TOTAL HOURS: 200 HRS.

DEPARTMENT ASSIGN: PERFORMANCE MANAGEMENT
UNIT, HRDS

DATE START: JANUARY 4, 2023

DATE END: FEBRUARY 10, 2023



OF THE PHILIPPINES
OF TRANSPORTATION
PORTATION OFFICE
enue, Quezon City
lto.gov.ph • Website: www.lto.gov.ph

Department Assign : Development Section

Daily Time Record for the Month of JANUARY

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total
	In	Out	In	Out			In	Out	In	Out	
1						16	8:25	Out			5:03
2						17	8:00	Out			5:34
3						18	7:50	Out			7:00
4	7:45	Out				19	8:05	Out			5:14
5	7:56	Out				20	8:03	Out			5:07
6	8:16	Out				21					
7						22					
8						23	8:30	Out			3:00
9	7:50	Out				24	8:30	Out			5:47
10	PRESENT	-	-	-		25	8:10	Out			5:35
11	7:16	Out				26	8:13	Out			5:00
12	7:19	Out				27	10:23	Out			5:15
13	7:51	Out				28					
14						29					
15						30	7:00	Out			6:30
Total hours:				31	8:10	Out					5:16
Total hours:											

MARIA CRISTINA N. RAMOS
On-the-job Trainee

MARY MARY M. JAWIR
Authorized Supervisor



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City
E-mail Address: ltomailbox@lto.gov.ph • Website: www.lto.gov.ph

PERFORMANCE MANAGEMENT UNIT,

Department Assign : HUMAN RESOURCE DEVELOPMENT SECTION

Daily Time Record for the Month of FEBRUARY

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total
	In	Out	In	Out			In	Out	In	Out	
1	8:00	✓			7:50	✓					16
2	8:23	✓	12:07	✓							17
3	8:00	✓			7:00	✓					18
4	5:00	✓			6:00	✓					19
5											20
6	8:40	✓			5:00	✓					21
7	<u>→ ABSENT REASON</u>										22
8	8:40	✓			5:02	✓					23
9	8:00	✓			5:22	✓					24
10	9:00	✓			6:00	✓					25
11											26
12											27
13											28
14											29
15											30
Total hours:					31						

Total hours: _____

*Revol
Papors*
MARIA CRISTINA N. RAMOS

On-the-job Trainee

Mary M. JATO-B
MARY M. JATO-B
Unit Head, Performance Management

Authorized Supervisor

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

MARIA CRISTINA N. RAMOS

San Mateo Municipal College

for having satisfactorily completed Two Hundred (200) hours
On-the-Job Training at the Human Resource Development Section, Administrative Division,
for the period of January 4, 2023 to February 10, 2023

Given this 13th day of February 2023 at the Land Transportation Office
East Avenue, Quezon City.


LADIE LYN G. FUDERANAN
OIC, Human Resource Development Section


Maria Cristina N. Ramos
03/06/2023



San Mateo Municipal College

(Formerly Pamantasan ng Bayan ng San Mateo)

General Luna St. Guitnang Bayan 1, San Mateo, Rizal

Tel. No. 8997-9070

www.smmc.edu.ph

COLLEGE OF ARTS & SCIENCES Bachelor of Science in Psychology

February 09, 2023

MS. MARY MAY M. JACOB

Administrative Officer II

Unit Head- Performance Management Unit, HRDS

Land Transportation Office Central

Ms. Mary May M. Jacob:

Greetings!

I would like to express my sincerest gratitude for letting our student interns in your respectable institution. The opportunity had given our students the knowledge and competencies needed as they embark to the world of work.

In view of this, may I request your good office to evaluate the student based on his/her actual performance during the course of duty. Your assessment will give me the idea on the key strengths as well as the areas for improvement of our student.

Herewith is the copy of the evaluation sheet. Upon evaluation, may I request to enclose it in a long white envelope with signed flap.

San Mateo Municipal College appreciates the time and effort you spent with the students and look forward to a continuing relationship with your institution.

Thank you and more power.

Respectfully,

JOHN RAY G. HERNANDEZ, LPT, MA, RGC, RPm, CHRA
OJT Adviser

A handwritten signature in black ink, appearing to read "John Ray G. Hernandez". The signature is written over a large, roughly circular, faint watermark-like shape.



San Mateo Municipal College

General Luna St. Guitnang Bayan 1, San Mateo, Rizal
Tel. No. 8997-9070
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OJT EVALUATION SHEET

Company Name : Land Transportation Office Central
Immediate Supervisor : Ms. Mary May M. Jacob
Trainees Name : Maria Cristina N. Ramos
Program : Bachelor of Science in Psychology
OJT Period : January 4, 2023 – February 15, 2023

Suggestions/Comment for the Trainee:

Please rate the trainee's overall practicum performance according to the rating scale below:

POINTS	EQUIVALENT	DESCRIPTION
1	2.50 (76 – 78)	Did not meet job requirement. Significant performance improvement urgently needed.
2	2.25 (79 – 81)	Met minimum job requirements. Work improvement plan was needed to bring performance to a satisfactory level.
3	2.00 (82 – 84)	Met normal job requirements with few exceptions. Improvements in performance needed in one or more elements.
4	1.75 (85 – 87)	Met job requirements. Performance was what's expected of a person in his/her position.
5	1.5 (88 – 91)	Fully met job requirements. Performance was what's expected of a person in his/her position.
6	1.25 (92– 94)	Fully met job requirements. Student performance exceeded what is normally expected in his/her position.
7	1.00 (95 – 100)	Exceeded job requirements. Student performance was impressive, exceeded what is normally expected in his/her position.

WORK HABITS

	1	2	3	4	5	6	7
1. Punctuality						✓	
2. Attendance						✓	
3. Performs task without much supervision							✓
4. Practice self-discipline in his/her work						✓	
5. Demonstrate dedication and commitment to the task assigned to him/her							✓
Sub-total							32

WORK SKILLS

	1	2	3	4	5	6	7
1. Demonstrates the ability to operate machines needed on the job.						✓	
2. Handles the details of the work assigned to him/her.						✓	
3. Shows flexibility (whenever the need arises) in the process of going through his/her task.						✓	
4. Manifests thoroughness and precise attention to details.							✓
5. Fully understands the linkage or connection between his/her task to previous, intervening and subsequent tasks.						✓	
6. Usually comes up with sound suggestions to problems.						✓	
7. Shows self-confidence to ask or communicate well matters that need further instruction or clarification.							✓
8. Works systematically. Well organized and neat in doing his/her task.							✓
Sub-total							51

SOCIAL SKILLS		1	2	3	4	5	6	7
1.	Shows tact in dealing with different people he/she comes in contact with.						/	
2.	Shows respect and courtesy in dealing with peers and superiors						/	
3.	Willingly helps others (whenever necessary) in the performance of their tasks.						/	
4.	Is capable of learning from listening to co-workers.						/	
5.	Shows appreciation and gratitude for any form of assistance granted to him/her by others.						/	
6.	Shows poise, self-confidence and gratitude for any form of assistance granted to him/her by others.						/	
7.	Shows emotional maturity						/	
8.	Properly groomed for the office environment.							/
							Sub-total	51

Overall Rating:

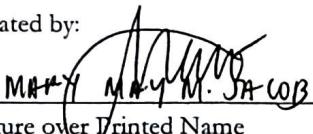
Work Habits 32

Work Skills 51

Social Skills 51

Average 44.67

Evaluated by:



MARY M. JACOB

Signature over Printed Name

02/15/2023

Date