

# CARMELA FLOR JOANNA C. BERONIBLA

168 Sapang Kangkong Old Balara, Quezon City

Mobile no: .09107932474



**OBJECTIVE:** To be part of the success of the company in the near future and to expand my knowledge and skills as well.

Department of Transportation & Communication  
LAND TRANSPORTATION OFFICE  
East Avenue, Quezon City



ID NO. 605

CARMELA FLOR JOANNA

C. BERONIBLA

C.-The-Job Trainee

Data Control Unit

*Bella A. San Pedro*

BELLA A. SAN PEDRO

Chief, Personnel Section

## EDUCATION:

Information Technology  
Computer System Design and Programming

re: Microsoft Word, PowerPoint, Excel and Access.  
C++ and Visual Basic 6.0.  
Windows 98, NT and DOS.  
Communications with TCP/IP.

## EXPERIENCE:

Lleno

of Information Technology

## PERSONAL DATA:

Birth date	:	August 2, 1992
Gender	:	Female
Civil Status	:	Single
Citizenship	:	Filipino
Weight	:	40 Kls.
Height	:	5'4"



Scanned with  
MOBILE SCANNER

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

June 12, 2010  
DATE

On-the-Job Training Contract

I, Carmela Flor Joanna Beronibla 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 \_\_\_\_\_.

Conforme:

MARIVIC C. LOYA  
Teacher-Supervisor

Carmela Flor Joanna Beronibla  
Student-Trainee  
With my Parental Consent

MARIVIC C. BERONIBLA 168  
Parent/Guardian's Name and Address

SAPANG ICANGKONG OLD BALARA QUEZON CITY

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 Data Control, 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:

MARIE RICARDO E. ALFORNO  
Executive Director



REPUBLIC OF THE PHILIPPINES  
METROPOLITAN MANILA  
QUEZON CITY



**BARANGAY MATANDANG BALARA**

BEDA T. TORRECAMPO  
*Barangay Captain*

*Barangay Council:*

BENJAMIN E. REYES  
*Chairman:*  
*Committee on Appropriation:*  
*Ways and Means*  
*Committee on Education, Socio-Cultural and Religious Affairs*

ELMA P. ABUDA  
*Chairman:*  
*Committee on Livelihood, Trade & Commerce*  
*Committee on Public Works & Infrastructure*

SALVACION C. DE JESUS  
*Chairman:*  
*Committee on Urban Poor Affairs and People's Participation*  
*Committee on Women's and Families*

SABINO C. PAMPLONA JR.  
*Chairman:*  
*Committee on Senior Citizen's Affairs*

NIDA V. SISTONA  
*Chairman:*  
*Committee on Health, Sanitation and Environment*

RENATO A. GRANADA  
*Chairman:*  
*Committee on Public Order and Safety*  
*Committee on Ethics / Blue Ribbon*

ALLAN P. FRANZA  
*Chairman:*  
*Committee on Transportation and Communication*

KEVIN C. AQUINO  
*SK Chairman*  
*Chairman:*  
*Committee on Youth and Sports Development*

FE S. TOLENTINO  
*Treasurer*

THERESA T. SISTONA  
*Secretary*

FERMIN D. AGOJO  
*BSDO Ex-O*

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

**TO WHOM IT MAY CONCERN:**

This is to certify that Mr./Ms. Carmela Flor Joanna C. Beronibla

whose signature appears below is a bona fide resident of our Barangay specifically at #168 Sapang Kangkong, Old Balara Q.C

Brgy. Matandang Balara, Quezon City.

This certifies further that he/she is a good person of character, law abiding citizen and has no derogatory record in our Barangay to date.

This certification is being issued upon the request of the above-named person for O.J.T Requirement and expires on December 31, 2010.

Given this 12th day of July 2010 at  
Barangay Matandang Balara, Quezon City, Metro Manila.

**BEDA T. TORRECAMPO**  
*Barangay Captain*

not valid without the  
official dry seal

Signature of Applicant



**BESTLINK INSTITUTE OF INFORMATION TECHNOLOGY**  
#1044 Brgy. Sta. Monica Quirino Highway Novaliches Quezon City

... ~~CONFIDENTIAL~~ Technoloav

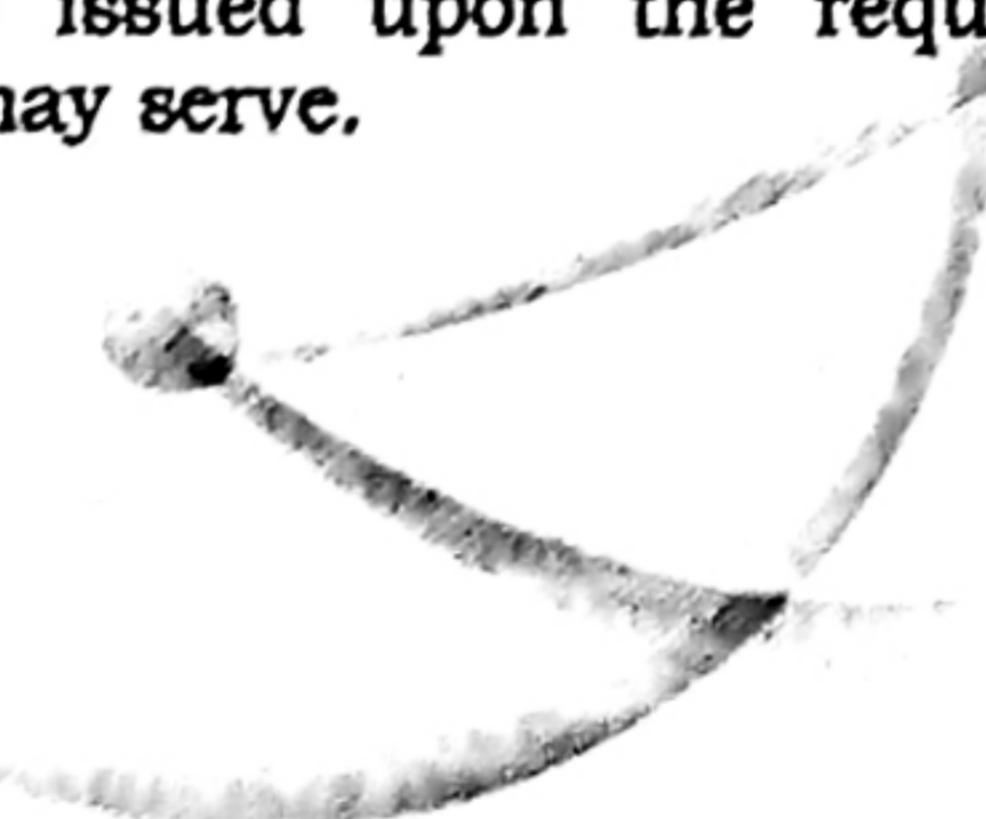
July 12, 2010

**CERTIFICATE OF GOOD MORAL CHARACTER**

This is to certify that per records on file in the office, **MS. BERONIBLA, CARMELA FLOR JOANNA** 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 **Ms. Beronibla** for whatever legal purpose it may serve.



**MRS. AMABLE B. BETIS**  
Guidance Counselor



**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*

**BESTLINK INSTITUTE OF INFORMATION TECHNOLOGY**  
**Performance Evaluation Form**

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

CARMELA FLOR JOANNA C. BERONIBLA

DATA CONTROL SECTION

JULY 12 - Oct. 15, 2010

**PART I [to be filled out by trainee]**

NAME: Carmela Flor Joanna Beroniba

AGE: 18

COURSE: Computer System Design & Programming

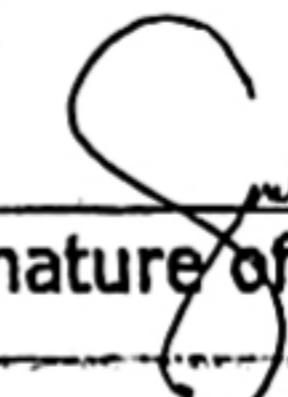
SEX: Female

SCHOOL: Bestlink Institute of Information Technology

CITY ADDRESS: Guzon city

PERMANENT ADDRESS: 168 Sapang Kangkong Old Balaan Guzon city

NO. OF TRAINING HRS REQUIRED: minimum of 300

  
Signature of trainee

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

DIVISION ASSIGNED: Data Control Section (LETAS)

FIELD TRAINING GIVEN: Encoding, Paper Works, Printing

INCLUSIVE OF TRAINING DATE: FROM: TO:

TOTAL NO. OF HRS. RENDERED BY TRAINEE: 300 hrs.

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

Total Rating:

# SIXTEENTH TO THIRTY-FIRST

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Rev. Form No. 185

Rev. Form No. 185

# SIXTEENTH TO THIRTY-FIRST

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Rev. Form No. 185 THIS SIDE BACK

No. \_\_\_\_\_

(Division or City)

No. \_\_\_\_\_

(Division or City)

No. \_\_\_\_\_

(Division or City)

Office hours { Regular days {

Saturdays

Office hours { Regular days {

Saturdays

Office hours { Regular days {

Saturdays

(Morn) \_\_\_\_\_

(Morn) \_\_\_\_\_

(Morn) \_\_\_\_\_

PDF DATA

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Morning	Noon	Noon	Night	Extra	Extra
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Morning	Noon	Noon	Night	Extra	Extra
IN	OUT	IN	OUT	IN	OUT
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17 8:00	9:00				
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19					
20					

FIRST TO FIFTEENTH  
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Prov. Form No. 18

No. \_\_\_\_\_

Office hours { Regular day  
Saturdays  
(Office) 2010 (Month)

Morning	Noon	Noon	Night	Extra	Extra				
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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.

Carmela Flor Joana Bambibla  
(Employee)

FIRST TO FIFTEENTH  
THIS SIDE FRONT

Prov. Form No. 186

No. \_\_\_\_\_

Office hours { Regular day  
Saturday  
(Office) 2010 (Month)

Morning	Noon	Noon	Night	Extra	Extra				
IN	OUT	IN	OUT	IN	OUT				
1	8:00 AM	12:00							
2	6:00 AM	12:00							
3	6:00 AM	3:00							
4	8:00 AM	5:00							
5	8:00 AM	3:00							
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9	8:00 AM	3:00 PM							
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11	8:00 AM	3:00 PM							
12	8:00 AM	3:00 PM							
13	8:00 AM	12:00							
14	8:00 AM	3:00							
15	8:00 AM	3:00							

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Carmela Flor Joana Bambibla  
(Employee)

Prov. Form No. 18

No. \_\_\_\_\_

Office hours { Regular day  
Saturdays  
(Office) 2010 (Month)

Morning	Noon	Noon	Night	Extra	Extra				
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11	8:00 AM	5:00							
12	8:00 AM	5:00							
13	8:00 AM	3:00							
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(Employee)

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No. \_\_\_\_\_

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Saturday  
(Office) 2010 (Month)

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(Employee)

Prov. Form No. 18

No. \_\_\_\_\_

Office hours { Regular day  
Saturday  
(Office) 2010 (Month)

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Carmela Flor Joana Bambibla  
(Employee)

Prov. Form No. 186

No. \_\_\_\_\_

Office hours { Regular day  
Saturday  
(Office) 2010 (Month)

Morning	Noon

Land Transportation Office  
East Avenue, Quezon City

presents this

# Certificate of Completion

to

**CARMELA FLOR JOANNA C. BERONIBLA**

Bestlink Institute of Information and Technology

for having satisfactorily completed Three Hundred (300) hours

On-the-Job Training at the Data Control Section  
for the period of July 12, 2010 to October 15, 2010.

Given this 26<sup>th</sup> day of October 2010 at the Land Transportation Office  
East Avenue, Quezon City.

*Bella A. San Pedro*  
**BELLA A. SAN PEDRO**  
Chief, Personnel Section  
*Land Transportation Office  
Quezon City  
Nove. 2010*