

Jeffrey E. Calastre

Ph4 Pkg5 Blk16 Lot3 Bagong Silang, Caloocan City

Mobile #:09197180090

bbf_jepoy28@ymail.com



Objectives: *To enhance and practice my skills and knowledge .*

EDUCATIONAL BACKGROUND:

Tertiary	University of Caloocan City	2008 - present
	Bachelor of Science Major in	
	Industrial Psychology	
Secondary	Bagong Silang High School	2004 - 2008
	Ph3, Bagong Silang Caloocan City	

SKILLS:

- Computer Literate (Microsoft Words and Power Point)
- Leadership Training Skills
- Teaching Skills

WORKING EXPERIENCE:

Restaurant Team Member

KFC, SM Fairview

Quezon City

2010

PERSONAL DATA:

Age	:	18
Birthday	:	February 28, 1992
Sex	:	Male
Civil Status	:	Single
Height	:	5'6"
Weight	:	52 lbs.
Nationality	:	Filipino
Religion	:	Roman Catholic
Language	:	English and Filipino

REFERENCES:

Dr. Bernadette Enriquez
Dean of Psychology Department
University of Caloocan City
09228096187

Mr. Rodrigo Dantay
Professor, Psychology Department
University of Caloocan City
09197829354

Meshyll Napay
Professor, Psychology Department
University of Caloocan City
09239973662

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

9/13/10
DATE

On-the-Job Training Contract

I, Jeffrey E. Calastre, a student presently enrolled at University of Caloocan City, 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 13 day of Sept at Cal. City.

CALASTRE, JEFFREY E.
Student-Trainee

With my Parental

Christine Devaronil
Parent/Guardian's Name and

Conformity:
Consent

for: DR. BERNADETTE B. ENRIQUEZ
Teacher-Supervisor

M. NAPAM

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 _____, 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:



UNIVERSITY OF CALOOCHAN CITY

(Formerly Caloocan City Polytechnic College)
Gen. San Miguel St., Sangandaan, Caloocan City

September 13, 2010

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

TO WHOM IT MAY CONCERN:

This is to certify that JEFFREY E. CALASTRE is a
student of BACHELOR OF SCIENCE IN PSYCHOLOGY in this
University.

This further certifies that he/she has shown GOOD MORAL
CHARACTER and has never been disciplined for any violation of the school
rules and regulations during his/her stay in this University.

This certification is being issued upon request of
Mr. Calastre for whatever legal purpose/s it may serve
him/her.

MARIA CECILIA M. SAENZ
Guidance Counselor

Noted:

PROF. MARILYN T. DE JESUS

Registrar

*Not valid without
the university seal.*



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REPUBLIC OF THE PHILIPPINES OFFICE OF THE PUNONG BARANGAY BARANGAY CLEARANCE

DATE OF ISSUE: 09 / 11 / 10

TO WHOM IT MAY CONCERN:

This is to certify that the person whose name, picture and right thumb print appear hereon has requested a RECORD and BARANGAY CLEARANCE from this Office and the result(s) is/are listed below:

NAME : JEFFREY E. CALASTRE

ADDRESS : PHASE 4 PACKAGE 5 BLOCK 16 LOT 3 BAGONG SILANG CALOOCAN CITY

ISSUED AT: CALOOCAN CITY

DATE OF BIRTH: 2 / 28 / 92

PURPOSE : OJT REQUIREMENT

REMARKS

NO PENDING CASE OR DEROGATORY RECORDS IN THIS BARANGAY

Right Thumbprint

Hon. CESAR R. PADILLA

Barangay

Secretary

For and by the authority of the

Punong Barangay

Jose Lito R. Depanes

Committed

to

Respond

to the

needs of the

People

Hon. CESAR R. PADILLA

V. Ali

BBABAGO LA

LAKAS NG

PAGBABAGO

LA

KAS NG

PAGBABAGO

LA



UNIVERSITY OF CALOOCAN CITY

(formerly Caloocan City Polytechnic College)

Gen. San Miguel St., Sangandaan, Caloocan City

Tel. Nos. 324-6855 (Main) 324-6843 (Tandang Sora) 962-9799 (Camarin)

oo

COLLEGE OF ARTS AND SCIENCES

PSYCHOLOGY DEPARTMENT

September 9, 2010

MS BELLA A. SAN PEDRO

Chief, Personnel Section

LTO C.O, East Ave.

Quezon City.

Sir/ Madam.

As part of the institution's desire to produce highly competent professionals of the future, the undersigned hereby requests that the following BS Psychology 3rd year student/s be accommodated and allowed to observe for 40 hours in the human resources department of your institution.

It is expected that our student/s will observe the:

1. conduct of interviews and counseling of clients/employees;
2. preparation anecdotal records/case studies if necessary;
3. administration psychological tests as deemed essential;
4. designing of programs/seminars for client/employee improvement; and
5. performance of any other tasks as per request of immediate supervisor which will not hinder the student's personal improvement and will not be detrimental to his health and security.

Student/s will also be taking pictures and a copy of your institutional profile for documentation purposes which will be submitted to the undersigned upon completion of the required number of hours.

Thank you for being one with us in providing quality training and education to the youths of today.

Respectfully,


DR. BERNADETTE BOBIS-ENRIQUEZ
Head, Psychology Dept.

Student Trainees

1. Andaya, Noime
2. Calastre, Jeffrey
3. Valencia, Reden
4. Velasco, Reign Anne
5. Villanobos, Aileen



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MOBILE SCANNER

SIXTEENTH TO THIRTY-FIRST

Prov. FORM No. 185

THIS SIDE BACK

No. _____

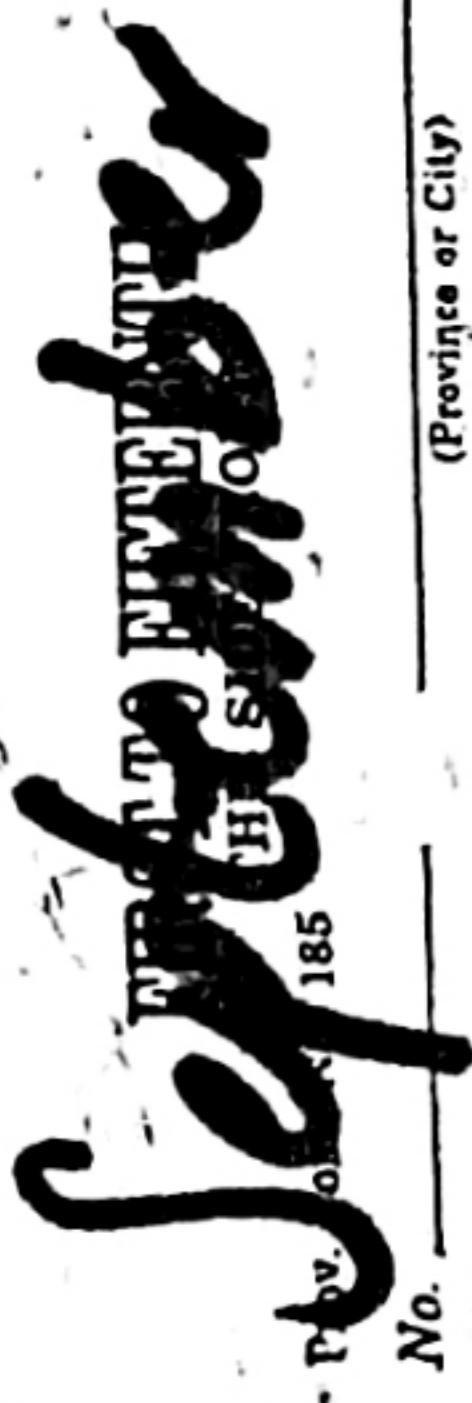
(Province or City)

Office hours { Regular days { _____
 { Saturday's { _____

(Office)

	MoMNG IN	NoON OUT	NIGHT IN	OUT	EXTRA IN	EXTRA OUT
16						
17						
18						
19						
20	4:55				6:00 ✓	
21	6:15				6:00 ✓	
22	8:35				6:00 ✓	
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31						

Verified and found correct as to the prescribed office hours.

Col. G. C. L. G.
In Charge

(Province or City)

Office hours { Regular days { _____
 { Saturday's { _____

(Office)

	MoMNG IN	NoON OUT	NIGHT IN	OUT	EXTRA IN	EXTRA OUT
1						
2						
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9						
10						
11						
12						
13						
14	10:10 AM				6:00 ✓	
15	7:30				6:00 ✓	

ABSENCES AND UNDERTIMES
I hereby swear 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)

CHARLES JEFFREY E.



Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

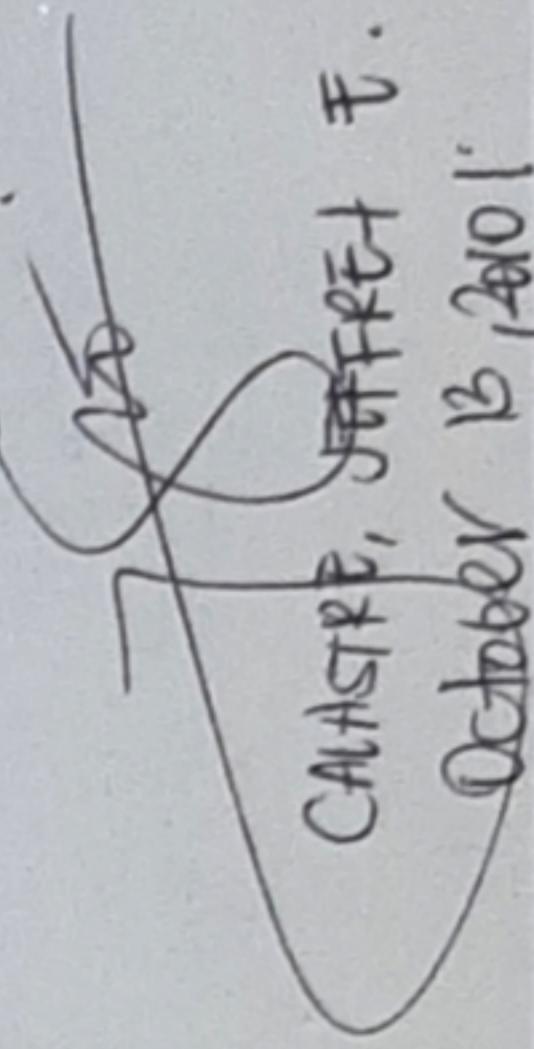
to

JEFFREY E. CALASTRE

University of Caloocan City

for having satisfactorily completed Forty (40) hours
On-the-Job Training at the Personnel Section,
for the period of September 14, 2010 to September 22, 2010.

Given this 15th day of October 2010 at the Land Transportation Office
East Avenue, Quezon City.


Bella A. San Pedro
BELLA A. SAN PEDRO
Chief, Personnel Section
October 15, 2010