



Vinjie E. Tayo

Brgy 178 12502 Pili St. Area D, Camarin Caloocan City

Contact no. 09096572817

Email Address: Kashin777_@19@yahoo.com

Personal Data:

Date of Birth: February 17, 1991

Place of Birth: Bilison, Antique

Civil Status: Single

Gender: Male

Citizenship: Filipino Religion: Roman Catholic

Height: 5'4 Weight: 60kls

Educational Background:

Course : 2-year Diploma in Computer System Design And Programming

Bestlink Institute of Information Technology

Quirino Highway, Novaliches , Quezon City

SY 2008-Present

Special Skills:

Proficient in Microsoft Office (Word, Excel &PowerPoint

Knowledgeable in computer Trouble Shooting & maintenance

Knowledgeable in Corel Draw Turbo C, and Visual Basic

Character Reference:

Mr. Vincent Garados

I.T Teacher

Bestlink Institute of Information Technology

Quirino Highway, Novaliches , Quezon City

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

Applicant's Signature



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

July 23, 2010
DATE

On-the-Job Training Contract

I, Maryjean E. Tayo, a student presently enrolled at Berlink Institute of ST, 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 23 day of July at 2010.

Conforme:

MARTEL A. LOYA
Teacher-Supervisor

MARYJEAN E. TAYO

With my Parental Consent

maryjean E. Tayo / Dray 178 Pili St. barangay 1000 Quezon City
Parent/Guardian's Name and 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.

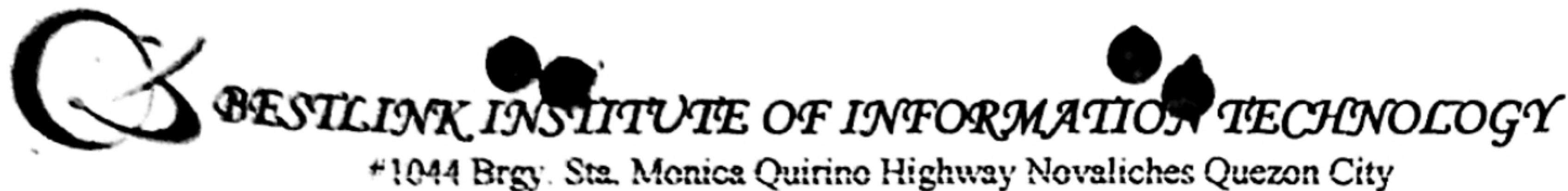
Recommending Approval:

BELLA A. SAN PEDRO
Chief, Personnel Section

Approval Recommended:

Approved:

Assistant Secretary
Land Transportation Office



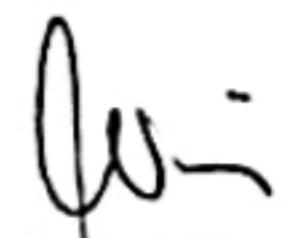
July 31, 2010

CERTIFICATION OF GOOD MORAL CHARACTER

This is to certify that per records on file in the office, **MR. TAYO, VINJIE E.** is a bonafide student of this INSTITUTION under **INFORMATION COMPUTER TECHNOLOGY - COMPUTER PROGRAMMING** this school year 2010 - 2011.

This is to certify further, that the above - named student has no derogatory record on file and has not violated any of our school rules and regulation.

This certification is issued upon the request of **Mr. Tayo**, for OJT requirements.



MS. EDITH D. VICENTE
Chief Registrar

Not valid
w/out school seal
OR# 097518

/dab



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Republic of the Philippines

City of Caloocan



BARANGAY 178, ZONE 15, DISTRICT I

**TANGGAPAN NG PUNONG BARANGAY
BARANGAY CLEARANCE**

07090054

TO WHOM THIS MAY CONCERNED:

This is to certify that VINJIE E. TAYO, 19,
years old single / married / widow, a native of Antique,
is presently residing at # 12502 Pili St., PHHC, Area D.,
Barangay 178, Camarin, Caloocan City.

HON. FELIPE M. ALDAY
Punong Barangay

Barangay Kagawad:

Ver F. Castillo

Gene G. Montenegro

Lito B. Cervantes

Linda A. Frias

Yolly G. Francisco

Kathleen Rose B. Sagadal
SK Chairwoman

FABIO F. TULBO
Secretary

ALFREDO G. PALAYON
Treasurer

VINJIE E. TAYO

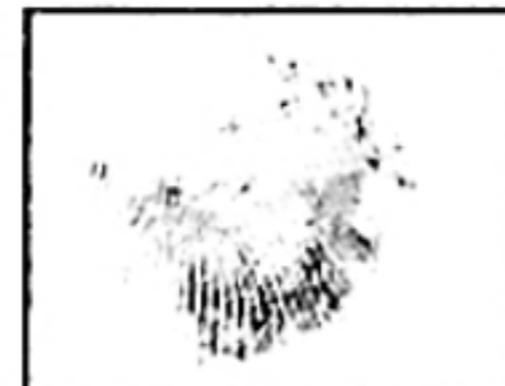
(Applicant's Signature)

CTC No. _____

Issued at: _____

Issued on: _____

THUMBMARK



Left



Right

Approved by:

FELIPE M. ALDAY
Barangay Chairman

FABIO F. TULBO
Barangay Secretary

Note: Not valid without official seal, erasure
and alteration/s. Valid for One (1) year from
the date of issue.



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BESTLINK INSTITUTE OF INFORMATION TECHNOLOGY

#1044 Brgy. Sta. Monica Quirino Highway Novaliches Quezon City

July 31, 2010

CERTIFICATION OF GOOD MORAL CHARACTER

This is to certify that per records on file in the office, **MR. TAYO, VINJIE E.** is a bonafide student of this INSTITUTION under **INFORMATION COMPUTER TECHNOLOGY - COMPUTER PROGRAMMING** this school year **2010 - 2011**.

This is to certify further, that the above - named student has no derogatory record on file and has not violated any of our school rules and regulation.

This certification is issued upon the request of **Mr. Tayo**, for **OJT** requirements.

MS. EDITH D. VICENTE
Chief Registrar

Not valid
w/out school seal
OR# 097518

/dsb



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BestLink Institute of Information Technology
#1044 BestLink bldg. Brgy. Sta. Monica Quirino Hi-way Novaliches, Q. C.
Tel. No. 417-4355

July 22, 2010

MS. BELLA SAN PEDRO
Chief Personnel Section
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City

Dear Madam:

Greetings!

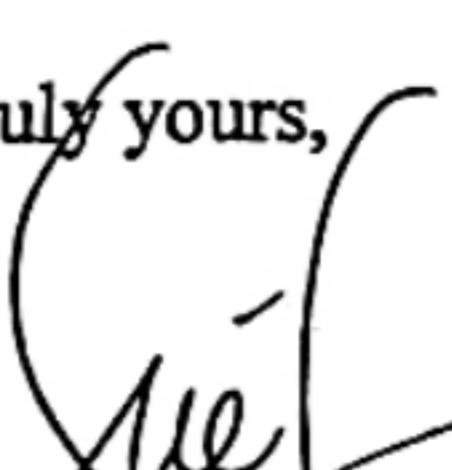
In line with our objective to provide our student with a holistic, quality and relevant computer based education in all discipline, we have always emphasized a dynamic curriculum; hence, instruction is pragmatic in approach. Students are given the best training after having finished the theoretical requirements 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. *Fernando D. Pagadora*
2. *Vinjie E. Tayo*
3. *Bon Brian B. Peds*
4. *Patrick John B. Petero*

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

July 13, 2010

Od 19, 2010

300 hrs

TJD

BESTLINK INSTITUTE OF INFORMATION TECHNOLOGY Performance Evaluation Form

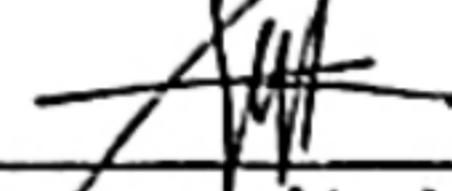
ON-THE-JOB TRAINING PERFORMANCE EVALUATION SHEET

PART I [to be filled out by trainee]

NAME: Tayo Vinjie E. AGE: 19
COURSE: Computer programming SEX: MALE
SCHOOL: Bestlink Institute of Information Technology
CITY ADDRESS: Cat�ocan City

PERMANENT ADDRESS: 1250 2 Pili St area D. Camarin
Cat�ocan 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:

FIELD TRAINING GIVEN:

INCLUSIVE OF TRAINING DATE: FROM: TO:

TOTAL NO. OF HRS. RENDERED BY TRAINEE:

JOB FACTORS	MAX. RATING TO BE GIVEN	RATING
1. Quality of Work (thoroughness, accuracy, neatness & effectiveness)	20%	17 70
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%	12
4. Attendance (Punctuality in office attendance and proper observation of break time periods)	15%	N
5. Cooperation (works well with everyone; good team player)	10%	10
6. Judgment (sound decisions)	10 %	8
7. Personality (personal grooming and pleasant disposition)	10 %	10

Total Rating: 92%

Recommendation for the trainee's further growth:

Evaluated by: Dawn J. De Leon
[Name & Signature]
Designation

Chrt. LT Traffic Engr. Division

FIRST TO FIFTEENTH
THIS SIDE FRONT
August

Office hours { Regular day
Saturdays

2010

Morning	Noon		Night		Extra	
	IN	OUT	IN	OUT	IN	OUT
1						
2	9:00	3:30				
3	9:19	5:00				
4	9:00	3:45				
5	9:00	5:00				
6						
7	Cat					
8	Sun					
9	9:30	3:30				
10	9:30	5:00				
11	9:00	3:00				
12	9:30	5:20				
13	9:30	3:25				
14	Cat					
15	Sun					

ABSENCES AND OVERTIME

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.

(Employed)

FIRST TO FIFTEENTH

THIS SIDE FRONT

JULY

Personal Name _____
No. _____

Address or City _____

Office hours { Regular day
Saturdays

2010

Morning	Noon		Night		Extra	
	IN	OUT	IN	OUT	IN	OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

ABSENCES AND OVERTIME

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.

(Employed)



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SIXTEENTH TO THIRTY-FIRST
THIS SIDE BACK

PROVINCIAL FORM NO. 185

No. _____ (Province or City)

Office hours { Regular days { _____
Saturdays _____

(Offices)

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16	9:35	3:30				
17						
18						
19						
20	10:30	5:30				
21	Sat					
22	Sun					
23						
24	10:00	3:30				
25	10:00	3:30				
26	9:00	5:00				
27	10:00	3:35				
28	Sat					
29	Sun					
30						
31	10:00	5:00				

Verified and found correct as to the prescribed office hours.

In Charge

SIXTEENTH TO THIRTY-FIRST
THIS SIDE BACK

PROVINCIAL FORM NO. 185

No. _____ (Province or City)

Office hours { Regular days { _____
Saturdays _____

(Offices) (Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16						
17						
18						
19						
20						
21						
22						
23	9:10 AM	3:30				
24						
25						
26	9:00 AM	5:00				
27	9:00	5:00				
28						
29	9:00	3:00				
30						
31						

Verified and found correct as to the prescribed office hours.

In Charge



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September

PROV FORM NO 185
THIS SIDE FRONT

No. _____

Office hours { Regular days _____
Saturdays _____

2010

	(Office)		(Month)			
	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1	10:00			3:30		
2						
3	10:20			3:30		
4						
5						
6	10:00			5:00		
7	9:30			5:00		
8	10:00			3:30		
9	10:00			6:00		
10						
11						
12						
13	10:00			5:30		
14	9:30			5:30		
15						

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) ---

FIRST TO FIFTEENTH
THIS SIDE FRONT

Prov Form No. _____

No. _____

Office hours { Regular days _____
Saturdays _____

2010

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1						
2						
3						
4	9:00	4:00				
5						
6	9:00	3:30				
7	9:00	3:30				
8	9:00	3:30				
9						
10						
11	9:00	3:30				
12						
13	9:00	3:30				
14	10:00	5:30				
15						

ABSENCES AND UNDERTIMES

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(Employee) ---



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SIXTEENTH TO THIRTY-FIRST

Form 1000-100 THIS SIDE PAGE

No. _____

(Prescribed Days)

Office hours { Regular days {
Saturday

	Morning		Noon		Night		Evening		Night	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
16	9:00	6:00								
17	10:00	5:10								
18										
19										
20	10:00	4:00								
21										
22	9:00	5:00								
23	10:00	5:30								
24	10:00	5:00								
25										
26										
27										
28										
29	9:00	8:30								
30	9:00	3:00								
31										

Verified and found correct as to the prescribed office hours.

In Charge

SIXTEENTH TO THIRTY-FIRST

Form 1000-100 THIS SIDE PAGE

No. _____

(Prescribed Days)

Office hours { Regular days {
Saturday

	Morning		Noon		Night		Evening		Night	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
16										
17										
18	9:00	6:00								
19	9:00	5:00								
20	9:30	2:30								
21	9:30	5:00								
22	9:00	3:30								
23										
24										
25										
26										
27	9:00	4:00								
28	9:00	5:00								
29										
30										
31										

Verified and found correct as to the prescribed office hours.

In Charge



Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

to

MWJIE E. TAYO

Bestlink Institute of Information Technology

for having satisfactorily completed Three Hundred (300) hours
On-the-Job Training at the Traffic Safety Division,
for the period of July 23, 2010 to October 28, 2010.

Given this 29th day of October 2010 at the Land Transportation Office
East Avenue, Quezon City.

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

Nov. 03, 2010
Tayo White E.