

ONTOC, CARMENA

Contact: 09169179160

Email Address: carmenaontoc.32@gmail.com



CAREER OBJECTIVE

To be able to work in a career oriented and challenging environment that promotes personal growth, and uplifts professional developments.

ADDRESS:

Blk 12 Lt. 28 Villa San
Mateo VI, Dulong
Bayan II, San Mateo,
Rizal

DATE OF BIRTH:

December 04, 1987

MARITAL STATUS:

Single

CITIZENSHIP:

Filipino

LANGUAGE SPOKEN:

Filipino, English

REFERENCES

ANNALIZA C. PASTOR

Teacher III
San Rafael Elementary School
09338687079

ALONDRA A. MENA

College Secretary/Psychology
Instructor
SMMC
09488939410

CLAUDINE L. BARTOLOME

DepEd Teacher 1
Pintong Bukawe National High
School
09978568203

EDUCATION

Bachelor of Science in Psychology

San Mateo Municipal College
Gen. Luna Street, Guitnang Bayan 1, San Mateo Rizal
2019- Present

Ramon Magsaysay Cubao High School

Ermin Garcia St., Barangay Pinakaisahan, Corner
EDSA, Cubao Quezon City, Philippines
S.Y 2005 – 2009

Bitoon Elementary School

Bitoon Sindangan, Zamboanga, Del Norte
S.Y 1998 - 2003

SEMINARS ATTENDED

"#STOPTHESTIGMA"

San Mateo Municipal College Online Webinar
December 11, 2021

"HR in 2022 and Beyond: New Trends and Effective Techniques"

PUP Online Webinar
February 02, 2022

"Psychological Report: Professional Practices and Principles in Writing"

PUP Online Webinar

AFFILIATIONS

Psychology Society

Member
2019 – Present

2019 Fire Prevention Month

Resource Speaker
2019

ACHIEVEMENTS

RMCHS 4TH YEAR, Top 4 | March 2009
RMCHS 3rd YEAR, Top 10 | March 2008
RMCHS 1st YEAR, Top 2 | March 2006
BES GRADE 6, Top 1 | March 2003
BES GRADE 5, Top 1 | March 2002
BES GRADE 4, Top 1 | March 2001
BES GRADE 3, Top 5 | March 2000
BES GRADE 2, Top 3 | March 1999
BES GRADE 1, Top 2 | March 1998

PERSONAL BACKGROUND

Date of Birth	:	December 04, 1987
Place of Birth	:	Zamboanga Del Norte
Age	:	34 years old
Father's Name	:	Carlos Ontoc
Mother's Name	:	Norma Manongnong
Guardian	:	Rowena Pitalgo
No. of Siblings	:	Six (5)
Marital Status	:	Single

Carmen M. Ontoc
CARMENA M. ONTOC
Applicant

172-18

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

DATE

On-the-Job Training Contract

I, CARMENA M. ONTOC, 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 _____.

Carmen

CARMENA M. ONTOC

Student-Trainee

With my Parental Consent

Hilda Rowena Vitalgo
Hilda Rowena Vitalgo San Mateo Riz. 201
Parent/Guardian's Name and Address

Conforme:

John Ray Hernandez
JOHN RAY HERNANDEZ
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
MUNICIPALITY OF SAN MATEO
PROVINCE OF RIZAL
BARANGAY DULONGBAYAN II
OFFICE OF THE BARANGAY CAPTAIN**



BARANGAY CLEARANCE

To Whom It May Concern:

This is to certify that **CARMENA M. ONTOC**, 35 years of age, is a resident of **BLK12 LOT28 VILLA SAN MATEO 6, Barangay Dulongbayan II, San Mateo, Rizal** since **2013**.

This certification is being issued upon the request of Mr./Ms. **Carmena M. Ontoc** to support his/her **On Job Training(OJT)** requirements purpose only.

Issued this **5th of December**, year **2022** at the Hall of Barangay Dulongbayan II, San Mateo, Rizal.


CARMENA M. ONTOC
Signature over printed name

APPROVED BY:


HON. JUANITO A. CHIOMBON
Barangay Captain

Note: Not valid without dry seal.



San Mateo Municipal College

Gen. Luna St., Guitnangbayan 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. CARMENA M. ONTOC 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. Ontoc 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.: 18545800
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. Guitang 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. LADIE LYNN G. FUDERANAN
OIC, Human Resource Development Section
Land Transportation Office
LTO C.O. East Avenue, Quezon City, Philippines

Dear Ms. LADIE LYNN G. FUDERANAN:

I would like to express my sincere desire to apply for an On-The-Job Training Program in your institution. I am **CARMENA M. ONTOC**, 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,

CMO
CARMENA M. ONTOC
09169179160

Noted:

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



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COLLEGE OF ARTS & SCIENCES Bachelor of Science in Psychology

December 06, 2022

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

Dear Ms. Ladie Lyn G. Fuderanan:

Warmest greetings from San Mateo Municipal College!

As our training partner, we shall share with you the responsibility of coaching, directing and supervising works of similar activities related to their course during their training period. With your valuable assistance, our students can apply their classroom theories to the activities found in a real office environment.

For your information, **CARMENA M. ONTOC** taking **Bachelor of Science in Psychology** is required to undertake an On-the-Job Training for the 1st Semester, Academic Year 2022-2023, for a total period of 200 hours practicum. The trainee will be reporting to your office from **Monday to Friday: 08:00 a.m. to 05:00 p.m.**

We shall monitor the status of our On-the-Job trainees regularly. Unannounced visits will be done to avoid distraction of routine office work schedule and further strengthen the effect of the simulated training program. An evaluation shall be accomplished in trainee performance at the end of their training.

Furthermore, may we request that the said student be allowed to attend their monthly consultation meeting every 3rd Friday of the month at this school.

Thank you.

Respectfully yours,


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

Noted by:


DR. MA. VERONICA C. IRINGAN
Dean, College of Arts and Science



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

Department Assign : LAND TRANSPORTATION OFFICE - ROAD SAFETY ACTION PLAN
(TRAFFIC SAFETY DIVISION)

Daily Time Record for the Month of JANUARY 2023

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total
	In	Out	In	Out			In	Out	In	Out	
1						16	7:53 AM	12:05	12:50	1:20 PM	
2						17					
3						18	7:51 AM	12:05	12:50	1:15 PM	
4	7:45 AM	11:05	12:48	05:03 PM		19	8:08 AM	12:05	12:40	5:15 PM	
5	7:58 AM	11:05	12:43	05:14 PM		20	7:51 AM	12:05	12:43	5:15 PM	
6	6:05 AM	12:05	12:45	05:10 PM		21					
7						22					
8						23	8:20 AM	12:05	12:50	5:20 PM	
9	07:49 AM	12:10	12:56	05:07 PM		24	11:40 AM			5:35 PM	
10						25	9:20 AM	12:15	12:50	5:32 PM	
11	07:59 AM	12:13	12:53	05:25 PM		26	8:15 AM	12:10	12:50	6:30 PM	
12	07:47 AM	12:05	12:45	05:40 PM		27	8:05 AM	12:05	12:46	5:35 PM	
13	07:33 AM	12:05	12:51	05:38 PM		28					
14						29					
15						30	7:00 AM			6:00 PM	
Total hours:						31	8:20 AM	12:05	12:50	5:35 PM	Total hours:

COP
ONTOG CARWENA MANONG GOOG
On-the-job Trainee

Bonally C. SABDA
Officer-in-Charge, Traffic Safety Division
Authorized Supervisor



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City
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Department Assign : LAND TRANSPORTATION OFFICE - ROAD SAFETY ACTION PLAN
(TRAFFIC SAFETY DIVISION)

Daily Time Record for the Month of FEBRUARY 2023

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total
	In	Out	In	Out			In	Out	In	Out	
1	8:20	12:05	12:50	4:40		16					
2	8:20	12:05	12:45	7:00		17					
3	8:00	12:05	12:50	7:00		18					
4	6:30	12:00	1:00	7:00		19					
5						20					
6	8:18	12:10	12:55	5:30		21					
7	8:45	12:05	12:50	6:30		22					
8	8:21	12:05	12:15	5:20		23					
9	8:15	12:15	1:19	5:30		24					
10	8:15	12:05	12:20	5:00		25					
11						26					
12						27					
13						28					
14						29					
15						30					
Total hours:						31					
											Total hours: _____

CARMELEA MARONGGON
DNTOC, On-the-job Trainee

BENETRY C. SAMBALA
Office Incharge, Traffic Safety Division
Authorized Supervisor

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

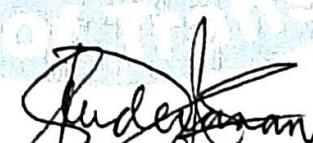


CARMENA M. ONTOC

San Mateo Municipal College

for having satisfactorily completed Two Hundred (200) hours
On-the-Job Training at the Traffic Safety 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. FUDEMARAN,
OIC, Human Resource Development Section


CARMENA M. ONTOC 03/06/2023

Certificate Information

NAME: CARMENIA M. ONTOC

SCHOOL: SAN MATEO MUNICIPAL COLLEGE (SMM)

TOTAL HOURS: 200 HRS

DEPARTMENT ASSIGN: TRAFFIC SAFETY DIVISION

DATE START: JANUARY 04 - FEBRUARY 10, 2023

DATE END: FEBRUARY 10, 2023



Municipal College

(Bayan ng San Mateo)

Bayan 1, San Mateo, Rizal

97-9070

sm.edu.ph

COLLEGE OF ARTS & SCIENCES
Bachelor of Science in Psychology

February 09, 2023

MS. BEVERLY C. SABELA

Supervising Transportation Regulation Officers,
Traffic and Safety Division
Land Transportation Office Central

Ms. Beverly C. Sabela:

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



San Mateo Municipal College

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

Tel. No. 8997-9070

www.smmc.edu.ph

OJT EVALUATION SHEET

Company Name : Land Transportation Office Central
Immediate Supervisor : Ms. Beverly C. Sabela
Trainees Name : Carmena M. Ontoc
Program : Bachelor of Science in Psychology
OJT Period : January 4, 2023 – February 15, 2023

Suggestions/Comment for the Trainee:

May the experiences, knowledge and skills, as well as the attitudes and behaviors that the trainee has acquired from the Traffic Safety Division, Land Transportation Office (LTO) become their guide in their future endeavor. Continue to be a good, punctual and hardworking person despite the absence of initial experiences, knowledge and skills in an organization. Be an inspiration to others and may you reach your heart desire and goals. Thank you for all your assistance and for valuing your thoughts. Good luck and courage in your future endeavors and respect for God. God Bless on your journey.

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

Stay safe,
Always

POINT'S	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 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.						✓	

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							6.625

Overall Rating:

Work Habits Co-22

Work Skills 5.75

Social Skills 6.6143

Average 6.0919

Evaluated by: M

Bonney L. Sambra
Signature over Printed Name
Officer In Charge
Traffic Safety Division

Date 03 March 2009