

JOSHUA C. LUFRANCO

Home Address : No. 361 Cadena De Amor St. Barangay
 Central, Quezon, City Cellphone Number : 09750968051
 E-mail Address : joshualufranco@gmail.com
 Date of Birth : May 11, 2002
 Gender : Male
 Field of Training : Humanities and Social Sciences

EDUCATION	YEAR GRADUATED
JOSE VELASQUEZ. PALMA SENIOR HIGH SCHOOL <i>Senior High School</i>	in progress (2023)
NEW GUINSAUGON NATIONAL HIGH SCHOOL <i>Junior High School</i>	2017
NUEVA ESPERANZA ELEMENTARY SCHOOL <i>Elementary School</i>	2013

Field of Study	HUMANITIES AND SOCIAL SCIENCES
Relevant Work Experience	N/A
Skills / Qualifications	Computer Skills: <i>Well verse in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint</i> NCII Certificate: <i>N/A</i>
Special Awards / Honors / Certificates	<ul style="list-style-type: none"> With Honors Awardee Top 2 SY. 2012-2013
Activities & Interests	<ul style="list-style-type: none"> Restaurant Skills (<i>setting tables and chairs; inventory check-up; wine serving</i>) Kitchen Skills (<i>proper hygiene and food handling</i>)

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

173-10

DATE

On-the-Job Training Contract

I, Joshua C. Lufanco, a student presently enrolled at Jose Velasquez Palma Senior High School, 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 _____.

Conform5e:

Student-Trainee
With my Parental Consent

Teacher-Supervisor

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:

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



REPUBLIC OF THE PHILIPPINES
BARANGAY CENTRAL
DISTRICT 4, QUEZON CITY

#2 Marunong Street corner Matatag Street, Barangay Central, District IV,
Quezon City
Tel. No. 829-55-642
Email: barangaycentral@gmail.com



HON. ROSA D. MAGPAYO
Punong Barangay

KAGAWADS

HON. MONICA BOLINA
HOLDER'S SIGNATURE

HON. THOMAS JACOB LAGMAN

HON. SHARON BON

HON. DENNIS AN

HON. MARISSA O TENIO

HON. CRISTITA UMALI

HON. JESUS CASICA

JOANNE PATARAY
SK CHAIRMAN

NOELA IMPRESO
Barangay Secretary

GREGORIA PINCA
Barangay Treasurer

BARANGAY CLEARANCE

This is to CERTIFY that JOSHUA C. LUFRANCO is a bonafide resident of 361 CADENA DE AMOR STREET, Barangay Central, District IV, Quezon City, and has no derogatory record/case filed against her/him, a law abiding citizen in this barangay.

This CLEARANCE is being issued upon the request of the above mentioned name for the purpose of WORK IMMERSION REQUIREMENT

Issued this 20TH day of FEBRUARY 2023, at Quezon City.

Signature



HON. ROSA D. MAGPAYO
Punong Barangay

2023

Not Valid without official dry seal

VALID UNTIL: 02/20/2024



20230220-0522

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

to

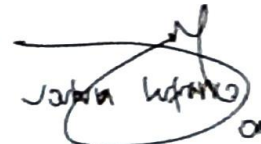
JOSHUA C. LUFRANCO

Jose V. Palma Senior High School

for having satisfactorily completed Eighty (80) hours
On-the-Job Training at the Human Resource Development Section,
for the period of March 1, 2023 to March 14, 2023

Given this 28th day of March 2023 at the Land Transportation Office
East Avenue, Quezon City.


LADIE LYN G. FUDERANAN
OIC, Human Resource Development Section


03/28/23

Certificate Information

NAME: Joshua C. Luyfranco

SCHOOL: JOSE V. PALMA JHS

TOTAL HOURS: 60 HOURS

DEPARTMENT ASSIGN: HUMAN RESOURCES
DEVELOPMENT SECTION

DATE START: MARCH 01, 2020

DATE END: MARCH 19, 2020

esses by observing, identifying and describing the

ces;

ood (8) - Good (7) - Fair (6) - Poor Performance

titution Supervisor and Work Immersion Teacher, to be

indicated in the Performance Task 1

Competency	Activity No.	Task/Output/Artefact	Performance Rating					Rate	
			10	9	8	7	6	Supervisor 60%	Teacher 40%
Nature of the business	14	Written narrative on company profile		✓					
Description of the products / services	14	Pictures of products / services or written narrative on activities performed		✓					
Target clientele	14	Business profile		✓					
Organizational structure	15	Organizational chart		✓					
Company rules & regulations	16	Company handbook or list of rules & regulations		✓					
Perfect Score: 50		Total Raw Score	45						
Descriptor		Average = Total Raw Score / no. of activities	Ex-10/ Excellent						

What went well? _____

What needs to be improved? _____

Feedback of Supervisor: _____

JOVEN D. COMETA
Name and Signature of Supervisor

Feedback of Work Immersion Teacher: _____

Name and Signature of Immersion Teacher

IMMERSION PROPER

B. Objectives: Appreciating business processes by observing and participating in Safety / Production / Maintenance / Quality Control / Quality Assurance / Customer Satisfaction / Housekeeping / Hygiene and others

Skills Indicator: (10) - Excellent (9) - Very Good (8) - Good (7) - Fair (6) - Poor Performance

**To be rated by the Work Immersion Partner Institution Supervisor and Work Immersion Teacher, indicated in the Performance Task 2*

Competency	Activity No.	Performance Task/Output/Artefact	Performance Rating					Rate	
			10	9	8	7	6	Supervisor 60%	Teacher 40%
Safety / Production / Maintenance / Quality Control / Quality Assurance / Customer Satisfaction / Housekeeping / Hygiene and others	17	Written narrative on business processes of the company (may contain photos & charts)		✓					
	18	Written report on activities performed		✓					
	19	Business process flow chart		✓					
Perfect Score: 30		Total Raw Score: <u>27</u>							27
Descriptor		Average = Total Raw Score/ no. of activities							

What went well? _____

What needs to be improved? _____

Feedback of Supervisor: _____

Juan D. J. Cometa
Name and Signature of Supervisor

Feedback of Work Immersion Teacher: _____

Name and Signature of Immersion Teacher

IMMERSION PROPER

C. Objectives: Applying skills learned and proper values acquired in school.

Skills Indicator: (10) - Excellent (9) - Very Good (8) - Good (7) - Fair (6) - Poor Performance

To be rated by the Work Immersion Partner Institution Supervisor and Work Immersion Teacher, to be indicated in the Performance Task 3

Competency	Activity No.	Task/Output/Artefact	Performance Rating					Rate		
			10	9	8	7	6	Supervisor 60%	Teacher 40%	
Applying skills learned and proper values acquired in school	20	Daily Time Record	✓							
	21	Daily Task Record or Daily Diary/ Journal	✓							
	22	Photos, illustrations of performed hands-on skills Work Performance (<i>includes knowledge and quality of work</i>)	✓							
	23	Personal Traits 1 (<i>based on pleasing appearance, courtesy, conduct, industriousness, and reliability</i>)		✓						
	24	Personal Trait 2 (<i>based on sociability, drive and leadership, mental maturity and stress tolerance</i>)	✓							
	25	Other related tasks	✓							
Perfect Score: 60		Total Raw Score	59							
Descriptor		Average = Total Raw Score / no. of activities								

What went well? _____

What needs to be improved? _____

Feedback of Supervisor: _____

JOVEN E. COMETA
Name and Signature of Supervisor

Feedback of Work Immersion Teacher: _____

Name and Signature of Immersion Teacher



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

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

Department Assign : HUMAN RESOURCE DEVELOPMENT SECTION

Daily Time Record for the Month of March

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total
	In	Out	In	Out			In	Out	In	Out	
1	7:30			5:00		16					
2	7:30			5:00		17					
3	7:40			5:00		18					
4						19					
5						20					
6	7:00			5:00		21					
7	6:59			5:00		22					
8	7:40			5:00		23					
9	7:40			5:00		24					
10	7:55			5:00		25					
11						26					
12						27					
13	7:40			5:00		28					
14	7:50			5:00		29					
15						30					
Total hours: 80						31					

Total hours: _____

Justina Lufanillo
On-the-job Trainee

JOVEN D. CORDETA
Authorized Supervisor