

Kristel Castillo Maliwat

Kristel_zhapire03@yahoo.com /09058586887 (MOBILE)
City Address: Lot 608 Ph.II C-3 Sagana Homes Brgy. Culiat, Quezon City
Provincial Address: Brgy. Alfonso Concepcion, Tarlac



OBJECTIVE

To obtain a position appropriate with my qualification where my education will play an integral role in reaching the company's goals and also to develop professional and personal growth.

QUALIFICATIONS

- Knowledgeable in:
 - Financial Management Skills
 - Human Relation and Interpersonal Skills
 - Customer Service
 - Internet and MS Office applications
- Holds good written and oral communication skills
- Proficient in English and Filipino

EDUCATIONAL BACKGROUND

TERTIARY	:	NEW ERA UNIVERSITY No. 9 Central Avenue, New Era, Quezon City <i>BSBA Banking and Finance</i>	2009-2012
SECONDARY	:	BENIGNO S. AQUINO NATIONAL HIGH SCHOOL San Nicolas, Concepcion, Tarlac	2005-2009
PRIMARY	:	ALFONSO ELEMENTARY SCHOOL Alfonso, Concepcion, Tarlac	2005

AFFILIATION

- Junior Finance Executives Association
Member, 2009-Present
- National Science Training Program ROTC
Sponsor, A.Y. 2009-Present

Assigned Department: _____

SEMINARS

"Risk Management Seminar"
University Hall, New Era University
No.9 Central Avenue, New Era, Quezon City
February 09, 2009

"Software Freedom Day"
University Hall, New Era University
No.9 Central Avenue, New Era University
September 17, 2011

"Seminar You and Your Career "
New Era University
No.9 Central Avenue, New Era University
October 08, 2011

"PIRA Campus Tour 2012 "
New Era University
No.9 Central Avenue, New Era University

PERSONAL BACKGROUND

DATE OF BIRTH	:	03 July 1993	LANGUAGE	:	English, Filipino
AGE	:	18	WEIGHT	:	120lbs
CIVIL STATUS	:	Single	HEIGHT	:	5' 3"
CITIZENSHIP	:	Filipino	RELIGION	:	Iglesia Ni Cristo

CHARACTER REFERENCES

Prof. Mercedes R. Esmade
Instructor
New Era University
Contact No.: 09228741957

Prof. Ariel Lladones
Instructor
New Era University
Contact No.: 09062366447

Engr. Gem V. Arcega, ECE
Junior Network and Security Engineer
Micro-D International
Contact No.: 09055301549

I hereby certify that the above information are true and correct to the best of my knowledge and belief and I withhold nothing that will affect my employment with this company.


Kristel C. Maliwat
Applicant

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

11-15-2012
DATE

On-the-Job Training Contract

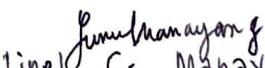
I, Kristel C. Maliwat, a student presently enrolled at NEW ERA UNIVERSITY, pursuant to the Memorandum Circular dated 10 January 1975 of the Labor, hereby abide by the following terms and conditions in connection with the practicum course or on-the-job training with the Land Transportation Office:

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 16th day of November at LTO Office.


Kristel C. Maliwat
Student-Traine

With my Parental


Liney C. Mahayang
Parent/Guardian's Name and

Conferme:

Consent


JEROME L. TRATNA

Teacher-Supervisor

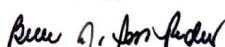
Address

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 personnel section, 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:



New Era University
College of Business Administration
09 Central Avenue, Brgy. New Era, Quezon City 1107
Tel Nos. 981-42-27; 981-42-21 Local 3816; Fax No. 981-42-40

November 15, 2012

MS. BELLA A. SAN PEDRO

Chief, Personnel Section
Land Transportation Office
LTO Main Compound
East Avenue, Diliman, Quezon City

Dear Ms San Pedro,

As part of the **BSBA major in Banking and Finance** curriculum, our students are required to undergo On-The-Job Training. Its aim is for our students to apply their acquired knowledge, skills, and competencies, to their chosen industry.

In this connection, may we request your prestigious establishment to accommodate our student-trainee, **KRISTEL C. MALIWAT**, to work with your company for a period of 200-hours to commence at your discretion. We believe that your office could help us a lot in bridging the gap between the theories we offer in the classroom and the actual experience in the industry.

It would be much appreciated if she will be given works related to her field of specialization as this will certainly pave the way for her success as a future Financial Professional. An evaluation instrument to be used in assessing her performance as a trainee will be forwarded to you in due time.

We are grateful for your kind assistance and support in exposing our student to the actual work environment.

Thank you very much and more power to you.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jerome L. Tiratira".
PROF. JEROME L. TIRATIRA
Adviser

A handwritten signature in black ink, appearing to read "Isagani T. Sabado".
PROF. ISAGANI T. SABADO
Dean, College of Business Administration

Conforme:

Contact Person: _____

Contact Number: _____

Start of Training: _____

Official Time of Training: _____

Assigned Department: _____



New Era University
Guidance and Counseling Center
New Era, Quezon City
981-42-21 loc. 3837/3812

CERTIFICATION

November 14, 2012

To Whom It May Concern:

This is to certify that Ms. KRISTEL C. MALIWAT,
a 4th year BSBA- BANKING AND FINANCE student of
New Era University, School Year 2012-2013 is of Good Moral
Character.

This further attests that the above mentioned student has not
violated any rules and regulations imposed by the school
throughout his /her stay in the University.

This certificate is hereby issued on the request of the student concerned
for whatever legal purpose and intent it may serve.


ISAIAS B. REYES II
Guidance Director

Not valid without school seal



Republic of the Philippines
BARANGAY CULIAT
Area XII, District II, Quezon City, Metro Manila
Telefax: 456-34-83 / 453-73-70



JAIME P. GARCIA
Barangay Captain

DIANA P. ESTEBAN
Kagawad

ELISEO S. CUADRA, JR.
Kagawad

ROLANDO G. BONDAD
Kagawad

CORAZON V. ZIPAGAN
Kagawad

JOSE A. PAEL
Kagawad

JERRYLIN "BENG" BALONZO
Kagawad

MA. EDELFA C. DIAZ
Kagawad

ROYCE ALLEN L. GOMEZ
SK Chairwoman

MARICHU B. MONTEHERMOSO
Barangay Secretary

JOSELITO G. GONZALO
Barangay Treasurer

CONCHITA S. SANTOS
Administrator

Date Issued : 11/15/2012

TO WHOM IT MAY CONCERN:

This is to certify that the person whose name, right thumb mark and picture appear hereon has requested a Record and Barangay Clearance from this office and result/s is/are listed below:



Brgy ID No.: sh-7748

Name : **MALIWAT, KRISTEL, C**
Address : Lot 680-C3 Ph2, Sagana Homes

Date of Birth : July 3, 1993
Place of Birth : Concepcion, Tarlac

Purpose : OJT REQUIREMENTS
Remarks :

CTC No. : 06599002
Issued at : Q.C.
Issued on : 28 Mar 12

Kristel C. Maliwat
Signature over printed Name

Right Thumb Mark

BY THE AUTHORITY OF THE BARANGAY CHAIRMAN
(Under Resolution No. 017 Series of 1997)

MARCH 28, 2012

W. Zipagan
CORAZON V. ZIPAGAN

Barangay Official on Duty

*This certification is valid only for six (6) months from date of issue.
Not valid without official dry seal.*

f12

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

KRISTEL C. MALLAWAT

New Era University

for having satisfactorily completed Two Hundred (200) hours
On-the-Job Training at the Personnel Section,
for the period of November 16, 2012 to December 28, 2012

Given this 14th day of January 2013 at the Land Transportation Office
East Avenue, Quezon City.

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

Kristel Mallawat
Kristel Mallawat
01/15/13

SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

ROYAL CROWN No. 185

Dec 2012
Saturdays

(Office)

(Month)

Morning IN	Noon OUT	Noon IN	Night OUT	Extra IN	Extra OUT
6			7:00		11
7			7:00		11
8	7:00		7:00		11
9	7:00		7:00		11
10	8:00		6:00		9
11	8:00		6:00		9
12	9:00		6:00		9
13					
14					
15					
16	8:00		6:00		9
17	7:00		4:00		8
18					
19	7:00		4:00		8
20	7:00		7:00		11
21	7:00		5:00		9
22					
23	6:50		7:00		11
24					
25					
26	8:00		4:00		7
27	7:00		7:00		11
28	7:00		5:00		9
29					
30					
31					

Verified and found correct as to the prescribed
offices hours
In Charge
DEPARTMENT OF PUBLIC WORKS
Malinat, Kristel C.

verified and found correct as to the prescribed
offices hours
In Charge
DEPARTMENT OF PUBLIC WORKS

SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

ROYAL CROWN No. 185

Nov 2012
Saturdays

(Office)

(Month)

Morning IN	Noon OUT	Noon IN	Night OUT	Extra IN	Extra OUT
16	8:00		6:00		9
17	7:00		4:00		8
18					
19	7:00		4:00		8
20	7:00		7:00		11
21	7:00		5:00		9
22					
23	6:50		7:00		11
24					
25					
26	8:00		4:00		7
27	7:00		7:00		11
28	7:00		5:00		9
29					
30					
31					

New Era University
COLLEGE OF BUSINESS EDUCATION & ADMINISTRATION
 No. 9 Central Ave., New Era, 1107 Quezon City
 Tel. Nos. 981-4221 loc. 3816/ 981-4227 // Fax No. 981-4240

EVALUATION REPORT

Part I (To be filled up by the student)

Name: KRISTEL MALINAT

Age: 19

Home Address: Brgy. Alfonso Concepcion Tarlac

Sex: F

B S B A Major in Banking and Finance

Number of training hours required: 200 hours

Part II (To be filled up by the establishment where the student is having practicum)

Company/Entity: LAND TRANSPORTATION OFFICE (LTO)

Address: EAAT AVE. DIUMAN QC.

Tel. No. 921-38-32

Department/ Unit assigned: Personnel Section

Training given: Clerical works

Inclusive dates of Training: From: Nov. 16, 2012 To: December 20, 2012

Total Number of Hours Rendered by the Student - Trainee: 200 Hours

<u>Job Components</u>	<u>Percent</u>	<u>Rating</u>
1. Work Quality (Efficiency and Effectiveness).	<u>16%</u>	<u>15</u>
2. Work Quantity (Ability to finish Quality work on time).	<u>16%</u>	<u>16</u>
3. Ability to work with the least supervision, and to correctly execute instruction.	<u>16%</u>	<u>15</u>
4. Regular and Punctual in reporting for work as agreed upon	<u>16%</u>	<u>16</u>
5. Works in proper office attire, honest, courteous, has self-confidence, team - worker.	<u>16%</u>	<u>16</u>
6. Good manners and right conduct observe work ethics.	<u>20%</u>	<u>20</u>
TOTAL	<u>100%</u>	<u>98%</u>

Recommendation for trainee's further growth: SHE IS HARDWORKING, WITH HER ABILITY TO COPE UP WITH THE TASKS ASSIGNED TO HER, I CAN SAY THAT SHE WILL BE AN ASSET TO ANY ORGANIZATION. KEEP UP THE GOOD WORK! CONGRATULATIONS!

M. M. Dacumos
 Signature of Evaluator

JANUARY 8, 2013

Date

SEANMAR S. DACUMOS

Name of Evaluator

HUMAN RESOURCE MANAGEMENT OFFICER II

Designation/ Position

FIRST TO FIFTEENTH
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FIRST TO FIFTEENTH
THIS SIDE FRONT

NOV.

Office hours { Regular day { Saturday { (Province or City)
NOV. 2012

Dec. 2012
Office hours { Regular day { Saturday { (Month)
NOVEMBER

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

(Office)		Morning	Noon	Noon	Morn	Extra	Extra
		IN	OUT	IN	OUT	IN	OUT
1							
2							
3							
4	7:00		7:00		11		
5	7:20		4:30		8		
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(Office)		Morning	Noon	Noon	Morn	Extra	Extra
		IN	OUT	IN	OUT	IN	OUT
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15							

ABOVE GIVES AND ESTIMATE OF TIME
I RENDER SERVICE ON MY HONOR THAT THE ARRIVAL ON THIS
TIME RECORD WHICH ARE MADE ONLY AT THE TIME OF ARRIVAL AT
THE OFFICE, WHICH ARE MADE ONLY AT THE TIME OF ARRIVAL AT
DEPARTURE FROM OFFICE, ARE A TRUE AND CORRECT REPORT OF
THE HOURS OF WORK PERFORMED

KRISTEL MALIWAT
(Signature)

MALIWAT, KRISTEL C. (Signature)