

**447 Cname Street, Caloocan City**

**Email: kien\_co21@yahoo.com**

**Mobile #: 09092928139**

## **CHRISTIAN B. SANGLAY**



**OBJECTIVE :** To improve career path and have a secure challenging position that would offer a rewarding career with advance opportunities, and to contribute to the growth, development & probability of the company.

### **❖ EDUCATIONAL BACKGROUND :**

<b>Tertiary</b>		<b>University of Caloocan City Bachelor in Public Administration (Present) 4<sup>th</sup> year</b>
<b>Secondary</b>		<b>San Bartolome High School Batch 2007-2008</b>
<b>Primary</b>		<b>Goodwill Elementary School Batch 2000-2001</b>

### **❖ PERSONAL INFORMATION :**

<b>Provincial Address</b>	<b>:</b>	<b>Bicol Tobaco Albay</b>
<b>Birth Date</b>	<b>:</b>	<b>June 21, 1989</b>
<b>Age</b>	<b>:</b>	<b>22</b>
<b>Birth Place</b>	<b>:</b>	<b>Manila</b>
<b>Gender</b>	<b>:</b>	<b>Male</b>
<b>Civil Status</b>	<b>:</b>	<b>Single</b>
<b>Citizenship</b>	<b>:</b>	<b>Filipino</b>
<b>Height</b>	<b>:</b>	<b>5'3</b>
<b>Weight</b>	<b>:</b>	<b>50 kls.</b>
<b>Religion</b>	<b>:</b>	<b>Catholic</b>
<b>Guardian's Name</b>	<b>:</b>	<b>Jocelyn Ledda</b>
<b>Guardian's Name</b>	<b>:</b>	<b>Aurelio Ledda</b>
<b>Language/ Dialects</b>	<b>:</b>	<b>Tagalog and English</b>

◆ JOB TRAINING :

(On the Job Training)

April - May 2012

Position : Employee Relation

 **SPI Global**  
ePLDT ventus  
España Boulevard Manila.  
Mayon Quezon City 4329 Phil.

◆ CHARACTER REFFERENCE :

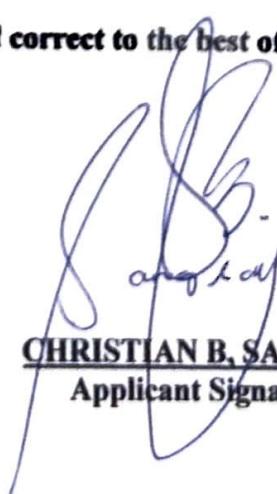
**Garry Mc Ronald Ramos**  
Spi Global ePLDT ventus inc.

Position : HR Employee Relation  
Contact no: 09393777918

**Helen O. Villegas**  
Bachelor in Public Administration  
University of Caloocan City

Position : University Dean  
Contact no: 09184603167

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

  
**CHRISTIAN B. SANGLAY**  
Applicant Signature

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

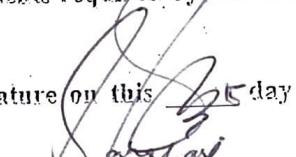
NOV, 15 2012  
DATE

On-the-Job Training Contract

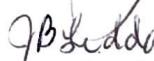
I, Christian B. Sanglay, student presently enrolled at University of Caloocan City, pursuant to the Memorandum Circular dated 10 January 1975 of the Labor, hereby abide by the following terms and conditions in connection with the practicum course or on-the-job training with the Land Transportation Office:

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 15 day of NOV at 2012

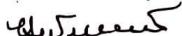
  
CHRISTIAN B. SANGLAY  
Student Trainee

With my Parental

  
J.B. Ledda  
Parent/Guardian's Name and

Conferme:

Consent



Teacher-Supervisor

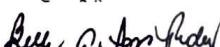
Address

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 Traffic Safety Division, 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:



REPUBLIKA NG PILIPINAS

## LUNGSOD NG CALOOCAN

★ ★ ★ ★

### BARANGAY 25 ZONE 3 DISTRICT II

### TANGGAPAN NG PUNONG BARANGAY

#### BARANGAY CLEARANCE

NENITA ADVIENTO SANGCAP

Punong Barangay

This is certify that Christian B. Sanglay  
Presently residing at 447 C. Name Street Caloocan City  
Since \_\_\_\_\_ birth \_\_\_\_\_, is of legal age, a bona fide resident of  
aforementioned Barangay he/she has no derogatory record as of this  
date.

DAISY CRUZ

This clearance is issued upon the request of \_\_\_\_\_ of Mr. Sanglay  
for the purpose of On job training  
and is valid for (6) months only.

BENJAMIN TAN

Done in the City of Caloocan, Metro Manila, this  
day of November 2012.

ROY VALENCIA

ALBERTO TOPANG

RODELIO BARRERA

ROSALINDA BOSCAV

CAROLINA MAGRIMBAO

Secretary

Certified Correct:

  
Carolina S. Magrimbao

Barangay Secretary

ROWENA BARRERA

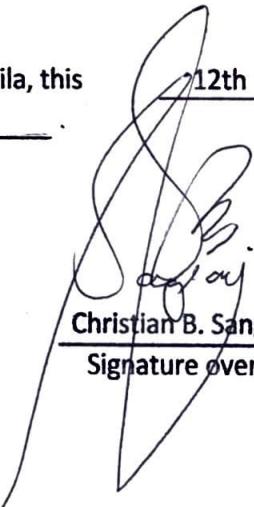
Treasurer

JOHN PATRICK TAN

SK Chairman

Attested by:

  
Nenita Adviento Sangcap  
Barangay Chairwoman

  
Christian B. Sanglay  
Signature over Printed Name



**UNIVERSITY OF CALOOCAN CITY**  
**Gen. San Miguel, Sangandaan Caloocan City**

November 19, 2012

Ms. Bella A. San Pedro  
Chief, Personnel Section  
LTO C.O East Avenue  
Quezon City

Dear Madam,

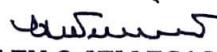
In line with the institutional desire to produce highly competent professionals in the future, the University of Caloocan City , BPA Department, hereby request that the here-in BPA 4<sup>th</sup> year students,

- Cristina Z. Canceran
- Diana V. Enriquez
- Erica Ness G. Marquez
- Jacqueline C. Abig
- Niko C. Peñaranda
- Christian B. Sanglay

be accommodated in your company for the On-the-Job Training as the requirements of the course. Should they be accepted, the said students should complete the 200 hours requirement unless otherwise pulled out by the undersigned. They will be taking photos and requesting for the company profile as part of their requirements.

Thank you for your support in our goal of providing quality yet affordable tertiary education to our youths.

Very truly yours,

  
**HELEN O. VILLEGRAS, DPA**  
Department Head



**UNIVERSITY OF CALOOCAN CITY**  
**Bachelor of Public Administration**  
**Student Intern Evaluation Form**



**NAME OF STUDENT INTERN**  
**COOPERATING PUBLIC OFFICE**  
**ADDRESS OF COMPANY**  
**PERIOD OF INTERNSHIP**

: CHRISTIAN B. SONGLAY  
: LAND TRANSPORTATION OFFICE  
: LTO C.O EAST AVENUE QUEZON CITY  
: NOVEMBER 2012- JANUARY 2013

### **EVALUATION RATING**

Dear Sir,

Please put a check mark (✓) on the appropriate rating which corresponds to the performance evaluation of the student intern on specific dimension. Thank you very much.

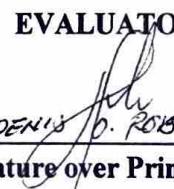
Very truly yours,  
*[Signature]*

**Dr. HELEN O. VILLEGRAS**  
Dept. Head, BPA

Critical Dimension	Rating		Check Mark (✓)	Comments (If Any)
	Numerical	Descriptive		
1. INDUSTRY (The ability to work energetically and devotedly; hardworking at any task assigned.)	100 – 95  94 – 90  89 – 85  84 and below	Outstanding  Very Satisfactory  Satisfactory  Poor	✓	
2. INITIATIVE (Readiness and ability in initiating action.)	100 – 95  94 – 90  89 – 85  84 and below	Outstanding  Very Satisfactory  Satisfactory  Poor	✓	
3. ATTITUDE (Manner or disposition towards work, co-worker, and superiors.)	100 – 95  94 – 90  89 – 85  84 and below	Outstanding  Very Satisfactory  Satisfactory  Poor	✓	

Critical Dimension	Rating		Check Mark (✓)	Comments (If Any)
	Numerical	Descriptive		
4. PUNCTUALITY AND ATTENDANCE (Actual presence in Work-place at designated time of work including observations of Supervisor on student's presence and attentiveness during work hours.)	100 – 95 94 – 90 89 – 85 84 and below	Outstanding Very Satisfactory Satisfactory Poor	✓	
5. POTENTIAL (Latent excellence or ability that may or may not develop.)	100 – 95 94 – 90 89 – 85 84 and below	Outstanding Very Satisfactory Satisfactory Poor	✓	

Position: ENCORE  
 Unit/Section/Division: ISO

EVALUATOR  
  
DENNIS J. P. ROJAS  
 (Signature over Printed Name)

FIRST TO FIFTEENTH  
THIS SIDE FRONT  
LAST SIDE FRONT

JAN  
1885

No. \_\_\_\_\_  
Office hours { Regular days  
Saturdays  
(Office) (Month)

2013  
(Province or City)

	Morning IN	Noon OUT	Noon IN	Night OUT	Extra IN	Extra OUT
1	7:25	4:30				
2	7:20	3:30				
3	7:20	3:30				
4	7:20	3:30				
5	7:20	3:30				
6						
7	7:40	4:20				
8	7:40	5:00				
9	7:40	5:00				
10	7:25	3:30				
11						
12						
13						
14	5:00	5:00				
15						

ABSENCES AND UNDERTIME  
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

(Employee)

No. \_\_\_\_\_  
Office hours { Regular days  
Saturdays  
(Office) (Month)

2012  
(Province or City)

	Morning IN	Noon OUT	Noon IN	Night OUT	Extra IN	Extra OUT
1						
2						
3	7:45	6:00				
4	7:30	5:00				
5	7:20	4:45				
6	7:45	3:45				
7						
8						
9						
10	7:20	5:45				
11	7:20	5:00				
12	7:10	5:00				
13	7:05	3:45				
14						
15						

ABSENCES AND UNDERTIME  
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

(Employee)

No. \_\_\_\_\_  
Office hours { Regular days  
Saturdays  
(Office) (Month)

2012  
(Province or City)

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

ABSENCES AND UNDERTIME  
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

(Employee)

# SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

PROVINCIAL FORM NO. 185

# SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

PROVINCIAL FORM NO. 185

# SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

PROVINCIAL FORM NO. 185

No. \_\_\_\_\_

(Province or City)

Office hours { Regular days { \_\_\_\_\_  
Saturdays \_\_\_\_\_

(Office)

(Month)

No. \_\_\_\_\_

(Province or City)

Office hours { Regular days { \_\_\_\_\_  
Saturdays \_\_\_\_\_

(Office)

(Month)

No. \_\_\_\_\_

(Province or City)

Office hours { Regular days { \_\_\_\_\_  
Saturdays \_\_\_\_\_

(Office)

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16						
17						
18						
19	7:20	4:30				
20	7:40	3:00				
21	7:00	4:25				
22						
23						
24						
25						
26	7:00	4:15				
27						
28						
29						
30						
31						

Verified and found correct as to the prescribed office hours

In Charge

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16						
17						
18	7:20	4:30				
19	7:50	5:00				
20	7:40	3:00				
21	7:00	4:25				
22	7:30	3:35				
23						
24						
25						
26	7:30	5:00				
27	7:30	5:00				
28	7:30	5:00				
29	7:30	3:30				
30						
31						

Verified and found correct as to the prescribed office hours

In Charge

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16						
17						
18						
19	8:30	5:00				
20	7:30	5:00				
21	7:45	5:00				
22	7:30	3:35				
23						
24						
25						
26	7:30	5:00				
27	7:30	5:00				
28	7:30	5:00				
29	7:30	3:30				
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*

## **CHRISTIAN B. SONGRAY**

University of Caloocan City

for having satisfactorily completed Two Hundred (200) hours  
On-the-Job Training at the Traffic Safety Division,  
for the period of November 19, 2012 to January 21, 2013

Given this 28<sup>th</sup> day of January 2013 at the Land Transportation Office  
East Avenue, Quezon City.

*christian b. songray*  
*jan 28, 2013*

*Brun A. San Pedro*  
**BELLA A. SAN PEDRO**  
*Chief, Personnel Section*