

JOHN ROVER L. MILAR

Home Address : 61 Red Rose Barangay Central, Quezon,
City Cellphone Number : 09700826904
E-mail Address : milar.13033009052@depedqc.ph
Date of Birth : February 21,2004
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 (2022)
NOTRE DAME OF PIKIT <i>Junior High School</i>	2020
PIKIT CENTRAL ELEMENTARY SCHOOL <i>Elementary School</i>	2016

Field of Study	HUMANITIES AND SOCIAL SCIENCES
Relevant Work Experience	N/A
Skills / Qualifications	NCII Certificate: N/A
Special Awards / Honors / Certificates	
Activities & Interests	<ul style="list-style-type: none">• Restaurant Skills (<i>setting tables and chairs; inventory check-up; wine serving</i>)

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

173-12

DATE

On-the-Job Training Contract

HO

I, John Rover L. Milar, a student presently enrolled at José 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:

HON

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**



2023

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. MARISSAO 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 JOHN ROVER L. MILAR is a bona fide resident of 61 RED ROSE 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

PILIPINAS



Rosa Magpayo
HON. ROSA D. MAGPAYO
Punong Barangay



2023

Not Valid without official dry seal

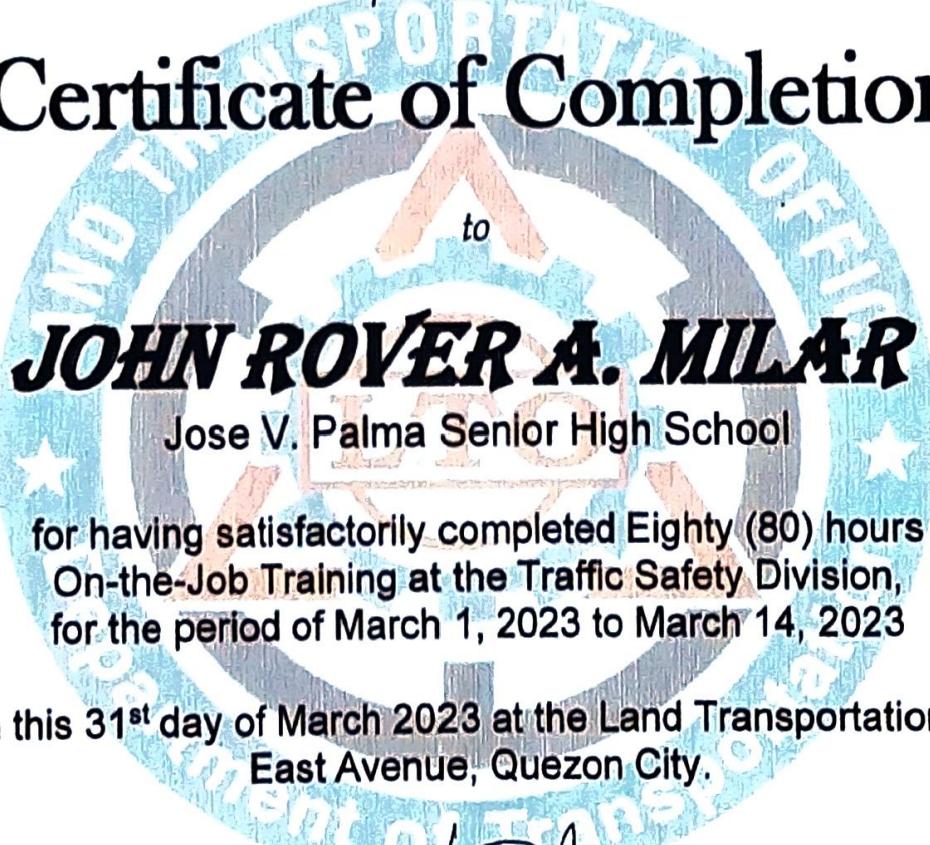
VALID UNTIL: 02/20/2024

20230220-Q21

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion



Given this 31st day of March 2023 at the Land Transportation Office
East Avenue, Quezon City.


LADIE LYN G. FUDERANANG
OIC, Human Resource Development Section

04.03.23

JOHN ROVER A. MILAR

Certificate Information

NAME: JOHN ROVER L. MILAR

SCHOOL: JOSE V. PALMAA SHS

TOTAL HOURS: 80 hrs

DEPARTMENT ASSIGN: TSD

DATE START: MARCH 1

DATE END: MARCH 14

MENT C.F. EDUCATION
ty Schools – Quezon City
ma Senior High School
yahan Elementary School)
Pinyahan, Quezon City



WORK IMMERSION PORTFOLIO

(based on DepEd Order No. 30 s. 2017)

This belongs to:

John Rover L. Milar

HUMANITIES AND SOCIAL SCIENCES

LAND TRANSPORTATION OFFICE

2023

ACTIVITY 22 | Daily Task Record / Daily Journal

A daily task record is a work log that summarizes how an employee spent his time on the job. Through a daily work log, an employee can create a mental picture of what comprises his day and how he uses his time. It is also helpful in understanding how productive an employee is during a particular period of the workday.

Accomplish your daily task record.

Department: TSD

Area: LTD

Date of Tracking Started: MARCH 1 2023

Date of Tracking Ended: MARCH 14 - 2023

DAILY TASK	START	END	COMMENTS
READING, MANUAL, SORTING AND CHANGING THE WORDS FILIPINO DRIVER'S MANUAL	8:00am	5:00pm	
DECORATION IN OFFICE FOR THE MONTH	8:00am	6:00pm	
RECEIVED OUTGOING DOCUMENTS FROM OTHER OFFICES	8:00am	5:00pm	
PHOTOCOPIED DOCUMENTS FROM TSD	8:30am	8:45am	
SORTING AND CHANGING THE WORDS FILIPINO DRIVERS MANUAL	8:00am	5:00pm	
Assisted in the Deputation Training Seminar			
Assisted in the preparation of the training kits for the Deputation Training Drivers			
SORTING AND CHANGING THE WORDS FILIPINO DRIVERS MANUAL	8:00am	5:00pm	
Assisted in driving orientation worse	7:00am	5:00pm	
REGISTRATION COMMITTEE AND ASSISTING IN LTD CONSULTATIVE MEETING WITH DRIVING SCHOOLS REPRESENTATIVES AND OTHER STAKEHOLDERS	7:00am	5:00pm	

Signed:

JOHN ROVER L. MALAR
Name and Signature of Student-Trainee

Noted:

BEVERLY C. CABEZA
Name and Signature of Supervisor

ACTIVITY 21 | Civil Service Form No. 46

DAILY TIME RECORD

Attached signed DTR

ATTENDANCE SHEET

For the Month of:

Date	Time In	Time Out	No. of Hours	Remarks
1	7:30	5:02	8 hrs	
2	7:41	6:04	9 hrs	P/M
3	7:43	5:00	8 hrs	
4	SATURDAY			
5	SUNDAY			
6	7:31	5:00	8 hrs	
7	7:00	5:00	8 hrs	
8	7:55	5:00	8 hrs	
9	7:00	5:12	8 hrs	P/M
10	7:48	5:20	9 hrs	
11	SATURDAY			
12	SUNDAY			
13	7:50	5:10	8 hrs	
14	7:37	5:10	8 hrs	P/M
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For the Month of:

Date	Time In	Time Out	No. of Hours	Remarks
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Certified True and Correct:

John Rover L. Milap
Signature Over Printed Name of
Student-Trainee

Work Immersion Teacher

Beverly C. Sabela
Partner Institution's Supervisor

ACTIVITY 18 | Work Immersion Task/s Activities

Attach signed Annex C.

Sample

List of Tasks/Activities to be done during Work Immersion (may change according to track, strand)

Name of Student	JOHN ROVER MILAR	Grade & Section	12 HUMSS
School Name	JOSÉ V. PALMA SHS	Immersion Site	LTD
Track	ACADEMIC	Strand/Specialization	HUMSS
Duration of Work Immersion	80 Hours		

School Partnerships Focal Person		Contact Number	
Work immersion Teacher	Mr. Rufino Vitois	Contact Number	

COMPETENCIES	TASKS/ACTIVITIES	TIME ALLOTMENT	ACTUAL SCHEDULE	REMARKS
OBSERVE PROPER WORK ETHICS	<p>The student:</p> <ul style="list-style-type: none"> Be at the workplace 10-15 minutes before the time; Follow instructions carefully from the direct supervisor; Observe and follow rules and regulations of the workplace / industry; Know and perform duties and responsibilities accordingly; Observe and practice confidentiality in the workplace/industry; and Observe and practice working with the team. 	80 hrs	March 1-12	NO ASSESS NO
SAFETY IN THE WORKPLACE	<ul style="list-style-type: none"> Do exactly as directed by the immediate supervisor; Be observant of the do's and don'ts of the workplace /industry; and Know and practice bounds/limits as per instruction by the immediate supervisor; 			
SENSITIVITY TO CULTURES AND PRACTICES	<ul style="list-style-type: none"> Be observant and respectful of the different cultures and practices of clients, supervisors and co-workers; ALWAYS respect people in authority, co-workers and clients; and Think before talking about culture and religion. 			
FILING AND ARRANGING OF DOCUMENTS	<ul style="list-style-type: none"> File and arrange documents as per instruction by the immediate supervisor; and Encode the data's gathered from survey as directed by the immediate supervisor. 			
EVALUATING THE WORK IMMERSION	<ul style="list-style-type: none"> Present portfolio with the week diary entries; Compare and contrast school and work application of skills, knowledge and attitudes; Write an updated resume reflecting Work Immersion experience; and Reflect and write about Work Immersion experience. 			

Students shall not be given other activities outside of those previously agreed upon, which are anchored on the stated competencies.

Certified True and Correct:

John Rover Milar
JOHN ROVER MILAR
 Student's Signature Over Printed Name

Helen Lataban
HELEN LATABAN
 Parent's Signature Over Printed Name

Work Immersion Teacher's Signature
 Over Printed Name

Beverly C. Apul
BEVERLY C. APUL
 Industry Supervisor's Signature
 Over Printed Name

II. IMMERSION PROPER

A. Objectives: Appreciating management processes by observing, identifying and describing the following:

1. Nature of the business;
2. Description of the products/services;
3. Target clientele;
4. Organizational structure;
5. Company rules and regulations

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 1

Competency	Activity No.	Task/Output/Artifact	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							
Descriptor		Average = Total Raw Score / no. of activities	Ex 10/ Excellent						

What went well? Trainees were fast to learn the LTO's organization, its mission, vision, goals and mandates. They understood the functions and processes that the organization is offering.

What needs to be improved? Given more training hours, they may be able to contribute more to the organization.

Feedback of Supervisor: Trainees are quick learners.

BEVERLY C. SABELA
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/Artifact	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:							
Descriptor:		Average = Total Raw Score / no. of activities							

What went well? Trainees contributed to the completion of the organization's daily task despite of lack of knowledge and experience.

What needs to be improved? They should be more exposed to the organization's events for them to learn more.

Feedback of Supervisor: We appreciate the help. Thank you!


BEVERLY C. SABELAC
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

Competencies	Activity No.	Task/Output/Artifact	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 (includes knowledge and quality of work)	/						
	23	Personal Traits 1 (based on pleasing appearance, courtesy, conduct, Industriousness, and reliability)	/						
	24	Personal Trait 2 (based on sociability, drive and leadership, mental maturity and stress tolerance)	/						
	25	Other related tasks							
Perfect Score: 60		Total Raw Score							
Descriptor:		Average = Total Raw Score / no. of activities							

What went well? The trainees were never tardy nor showed any signs of hesitation to do the assigned tasks. They were very eager to learn and experience new knowledge and skills.

What needs to be improved? Due to minimal number of training hours, it is with regret that trainees didn't have the opportunity to excel their knowledge in computer.

Feedback of Supervisor: Hoping that all the things that you have learned in this division will be beneficial to your future endeavors.

Bell
REVILY C. MAELAY
Name and Signature of Supervisor

Feedback of Work Immersion Teacher: _____

Name and Signature of Immersion Teacher