



## JAYDEE REAINE Q. CAMBAY

Home Address : No. 24 St. Barangay Pinyahan, Quezon  
Cellphone Number : 09636283571  
E-mail Address : cambayreaine@gmail.com  
Date of Birth : May 23, 2005  
Gender : Male  
Field of Training : Humanities and Social Sciences

EDUCATION	YEAR GRADUATED
<b>JOSE VELASQUEZ. PALMA SENIOR HIGH SCHOOL</b> <i>Senior High School</i>	in progress (2023)
<b>FLORA AMORANTO YLAGAN HIGH SCHOOL</b> <i>Junior High School</i>	2020
<b>PINYAHAN ELEMENTARY HIGH SCHOOL</b> <i>Elementary School</i>	2016

Field of Study	HUMANITIES AND SOCIAL SCIENCES
Relevant Work Experience	N/A
Skills / Qualifications	<b>Computer Skills:</b> N/A  <b>NCII Certificate:</b> N/A
Special Awards / Honors / Certificates	<ul style="list-style-type: none"><li>• Perfect Attendance Awardee SY. 2018-2019</li><li>• Loyalty Awardee SY. 2020-2021</li></ul>
Activities & Interests	<ul style="list-style-type: none"><li>• Restaurant Skills (<i>setting tables and chairs</i>)</li><li>• Kitchen Skills (<i>proper hygiene and food handling</i>)</li></ul>

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

173-14

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DATE

**On-the-Job Training Contract**

I, Jaydee Reaine O. Cambay, 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:

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Student-Trainee  
With my Parental Consent

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Teacher-Supervisor

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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:

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



Information

Republic of the Philippines  
LUNGSOD QUEZON  
TANGGAPAN NG PUNONG BARANGAY  
(Office of the Barangay Captain)



BARANGAY

# PINYAHAN

JESUS "CARL" LIPNICA  
Punong Barangay

## KAGAWADS:

RICARDO A. VILLAFLOR

MARITES M. PALMA

MARITES T. FAJ ARDO

SUSAN DUMAPAT LAYA

ANNA MARIE U. ASPE

EDWIN C. BERNAL

ANTHONY T. PRODIGALIDAD

ALFREDO L. CARIAGA JR.

SK Chairman

CAROL T. CAGURANGAN  
Barangay Secretary

LIEZEL S. LITERATO  
Barangay Treasurer

Tel. No.02-8921-6243  
09954594612  
02-7752-6042

## CERTIFICATION OF RESIDENCY

This is to certify that JAYDEE REAINE Q. CAMBAY a resident with postal address at No. 24 Maunlad Street, Barangay Pinyahan, Quezon City.

This certification is being issued upon the request of the name mentioned above for IMMERSION/OJT purposes only.

Issued this 23<sup>rd</sup> day of February 2023.

  
JESUS "CARL" LIPNICA

Punong Barangay

\*Not valid without Official Dry Seal\*

Land Transportation Office  
East Avenue, Quezon City

presents this

# Certificate of Completion

**JAYDEE REAINE Q. CAMBAY**

Jose V. Palma Senior High School

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

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

*Jaydee Reaine Q. Cambay*  
3/28/23

*Ladie Lynn G. Fuderanan*  
LADIE LYNN G. FUDERANAN &  
OIC, Human Resource Development Section



Certificate Information

NAME: Jaydee Reaine Q. Cambay

SCHOOL: Jose V. Palma Senior High School

TOTAL HOURS: 90 HOURS

DEPARTMENT ASSIGN: SUPPLY UNIT

DATE START: MARCH 1, 2023

DATE END: MARCH 14, 2023

OF EDUCATION  
ools – Quezon City  
nior High School  
(n Elementary School)  
ahan, Quezon City



# WORK IMMERSION PORTFOLIO

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

This belongs to:

Jaydee Reaine Q. Cambay

HUMANITIES AND SOCIAL SCIENCES

LAND TRANSPORTATION OFFICE

2023

## 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/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	✓						
<b>Perfect Score: 50</b>		<b>Total Raw Score</b>	48						
<b>Descriptor</b>		<b>Average = Total Raw Score / no. of activities</b>	Ex. 10/ Excellent						

What went well? Mr. Cambay was eager to learn new task given time to time.

What needs to be improved? Mr. Cambay needs to learn more about the nature of LTD.

Feedback of Supervisor:

*Arnel P. Velarde*  
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:			29				
Descriptor		Average = Total Raw Score / no. of activities							

What went well? very accomodating to visitors/clients in this office

What needs to be improved? Must be vary about his proper attire

Feedback of Supervisor: \_\_\_\_\_

*Arnel P. Velarde*  
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/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			58				
Descriptor		Average = Total Raw Score / no. of activities							

What went well? Easy to catch up to the given tasks

What needs to be improved? Attentiveness

Feedback of Supervisor: \_\_\_\_\_

*Arnel P. Velarde*  
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: [ltomailbox@lto.gov.ph](mailto:ltomailbox@lto.gov.ph) • Website: [www.lto.gov.ph](http://www.lto.gov.ph)

Department Assign : SUPPLY UNIT

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	12:00	1:00	5:00		16					
2	7:44	12:00	1:00	5:00		17					
3	7:55	12:00	1:00	5:00		18					
4						19					
5						20					
6	7:49	12:00	1:00	5:00		21					
7	7:50	12:00	1:00	5:00		22					
8	7:48	12:00	1:00	5:00		23					
9	7:59	12:00	1:00	5:00		24					
10	7:35	12:00	1:00	5:00		25					
11						26					
12						27					
13	7:56	12:00	1:00	5:00		28					
14	7:40	12:00	1:00	5:00		29					
15						30					
Total hours:						31					

Total hours: \_\_\_\_\_

*Jaydec Reding Q. Cambay*  
Jaydec Reding  
On-the-job Trainee

*Arnel P. Velarde*  
Arnel P. Velarde  
Authorized Supervisor



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OF QUEZON CITY  
JOSE V. PALMA SENIOR HIGH SCHOOL

**REQUEST FOR WORK IMMERSION**

February 27, 2023

**MS. LADIE LYN G. FUDERANAN**  
OIC, Human Resource Development Section  
Land Transportation Office Central Office  
East Avenue, Quezon City

Madame:

This is to request permission from your good office to please allow the following Senior High School - Grade 12 students whose name appears below, to undergo a **80 hours of WORK IMMERSION** in your company/agency to acquire industrial **ORIENTATION**.

- |                             |                                |
|-----------------------------|--------------------------------|
| 1. JOEPPERSON A. ANGOLLUAN  | 8. CRISDEN C. MALDONADO        |
| 2. JAYDEE REAINE Q. CAMBA   | 9. KYLINE MARY I. PAJAROJA     |
| 3. MARK JOSEPH Z. DALUZ     | 10. KASANDRA LORRAINE T. PALMA |
| 4. RICHARD L GARING         | 11. STEPHANIE FAITH N. RAMIREZ |
| 5. JOSHUA LUFRANCO          | 12. JOSHUA KEN DIAMA           |
| 6. JOHN ROVER MILAR         | 13. REGIE F. BAGUIO            |
| 7. MICHAELA JOYCE V. GARCIA | 14. JOANA MAE A. ESTALILLA     |

The training period will start immediately upon your acceptance of the bearer under the terms and conditions as stipulated in the duly accomplished memorandum of agreement.

Moreover, a student evaluation is provided where a student is to be assessed on his/her performance, attitude and behaviour to be attested by the supervisor. The Immersion Teacher and Trainer handling each field of specialization from our school will visit your establishment from time to time to find out how the student perform in the working area.

Thank you very much for your usual cooperation and assistance extended to the school.

Very Truly Yours,

**RUFINO U. VIERNES**  
Work Immersion Teacher

Noted:

**ROMELITA C. TUMANENG**  
School Head



**Address:** Maunlad St., Pinyahan, Quezon City  
**Tel. No.:** (02) 7905-7501