

## **JOCELYN MENESSES MORANO**

#180 Area 6 Luzon Ave. Quezon City

CONTACT NO: 09076870326

joy\_morano15@yahoo.com



### **OBJECTIVES:**

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To use my skills in the best possible way for achieving the company's goal and to enhance my professional skills in a dynamic and fast paced workplace.

### **EDUCATION:**

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TERTIARY: Polytechnic University of the Philippines, Quezon City  
Bachelor of Science major in Marketing Management (2011-present)

SECONDARY: New Era High School (2007-2011)

ELEMENTARY: New Era Elementary School (2001-2007)

### **KEY SKILLS:**

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- Proficient in MS Word
- Proficient in MS Excel
- Proficient in Ms Powerpoint

### **SEMINARS ATTENDED:**

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- LET THE GAME BEGIN "Opportunities in Digital Marketing and Advergaming"  
(February 21, 2012)
- PR: A Quantum Leap in Public Relations (September 17, 2011)
- 101 Public Relation Expertise "Speak with Power" (August 23, 2011)
- Forum on fourth and Patriotism-Balangayan: Celebrating Solidarity (October 1, 2011)

## STRENGTHS AND ATTITUDES:

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- Punctual
- Honest
- Responsible
- Willing to take challenges
- Independent
- Willing to take risk
- Approachable

## PERSONAL DATA:

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<b>Birth Date:</b>	15 April 1995	<b>Birth Place:</b>	Dr. Jose Fabella Mem. Hospital
<b>Age:</b>	17 years old	<b>Gender:</b>	Female
<b>Height:</b>	5"	<b>Weight:</b>	45 kgs.
<b>Religion:</b>	I.N.C.	<b>Nationality:</b>	Filipino
<b>Father's Name:</b>	Renato P. Morano	<b>Occupation:</b>	Tricycle Driver
<b>Mother's Name:</b>	Regina M. Morano	<b>Occupation:</b>	Utility Worker

## REFERENCES:

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- Edwin Servigon  
Professor, Polytechnic University of the Philippines  
[easerve@yahoo.com](mailto:easerve@yahoo.com)
- Gil Banzuela  
Teacher, New Era High School  
<http://facebook.com/maxtor25>
- Maria Andrea Manahan  
Teacher, New Era High School  
[maandrea.manahan@facebook.com](mailto:maandrea.manahan@facebook.com)

I hereby certify that the above information is true and correct.

  
\_\_\_\_\_  
Jocelyn M. Morano  
applicant

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

November 16, 2012  
DATE

On-the-Job Training Contract

I, Jocelyn M. Morano, a student presently enrolled at Polytechnic University of the Philippines QC. Campus, 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 16<sup>th</sup> day of November at 2012

  
Jocelyn M. Morano

Student-Trainee

  
With my Parental

  
Rendito P. Morano

Parent/Guardian's Name and

Conferme:

Consent

  
EDWIN A. SERVIGON

Teacher-Supervisor

Address

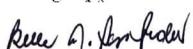
PUPQC, DON FABIAN ST., COMMONWEALTH AVE., Q.C.

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 License 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:



Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
**Guidance and Counseling Office**  
**QUEZON CITY CAMPUS**  
Don Fabian St. Brgy. Commonwealth, Quezon City  
Tel. No. 428-91-44/952-78-17

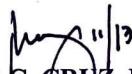
## CERTIFICATION

**To Whom It May Concern:**

This is to certify that **Ms. Jocelyn M. Morano**, is a student of PUP Quezon City Campus and presently enrolled in **Bachelor of Science in Business Administration major in Marketing Management**. On the basis of the record filed in this office, she has never been charged of any disciplinary action and she is of good moral character.

This certification is being issued upon the request of **Ms. Morano** for whatever legal purpose/s it may serve her.

Issued this 13<sup>th</sup> day of November 2012 at Commonwealth, Quezon City.

  
**ARTEMUS G. CRUZ, RGC**  
Guidance Counselor



Republic of the Philippines  
Metropolitan Manila  
Quezon City

## BARANGAY MATANDANG BALARA

Doña Filomena St., Villa Beatriz, Old Balara, Q.C. 1119  
442-8972 / 442-8963



### C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This is to certify that Mr./Ms. JOCELYN M. MORANOO

whose signature appears below is a bonafide resident of our Barangay specifically at #180 AREA 6 LUZON AVENUE  
Brgy. Matandang Balara, Quezon City.

This certifies further that he/she is a good person of character, law abiding citizen and has no derogatory record in our Barangay to date.

This certification is being issued upon the request of the above-named person for SCHOOL REQUIREMENT  
and expires on December 31, 2012.

Given this 12TH day of NOVEMBER 2012 at Barangay Matandang Balara, Quezon City, Metro Manila.

For and By Authority of:  
P/Brgy. BEDA T. TORRECAMPO

KGD. MARILYN H. DICHE  
Officer of the Day

not valid without the  
official dry seal

  
Signature of Applicant

*Sulong Balara sa Serbisyon Tapat*





**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Quezon City Campus  
Don Fabian St. Commonwealth Ave. Quezon City

16 November 2012

**MS. BELLA A. SAN PEDRO**

Chief, Personnel Section  
Land Transportation Office  
East Avenue, Quezon City

Dear Ms. San Pedro:

We are pleased to introduce **Ms. JOCELYN M. MORANO**, who is a second year student and is presently enrolled in MARK 4013 Marketing Practicum under the Bachelor of Science in Business Administration major in Marketing Management Program of the Polytechnic University of the Philippines, Quezon City Campus.

As an integral part of the marketing curriculum and which is a basic requirement for obtaining a bachelor's degree in marketing, we require our students to undergo a total of 200 hours business practicum with either public or private agency in the specialized area of marketing and related fields. It is our view that such exposure will provide our students a finer appreciation of business operations as discussed theoretically inside the classroom. In this regard, we would like to request that she be accommodated in your office.

We look forward to a joint endeavor with your company in enhancing skills, honing knowledge and desirable attitudes that will make our students responsive to the changing needs of the industry and society. At the end of the training period, we will furnish you the necessary evaluation form for our student's job performance and personality.

Thank you very much.

Very truly yours,

  
**EDWIN A. SERVIGON**  
Practicum Coordinator

Noted:

  
**Prof. DORIS B. GATAN**  
Academic Head



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Quezon City Campus  
Don Fabian St. Commonwealth Ave. Quezon City  
Tel No. 428-91-44

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### PERFORMANCE EVALUATION SHEET FOR MARKETING PRACTICUM STUDENTS

NAME: Morano, Jocelyn M. DATE: 02-08-2013  
Period Covered: November 16, 2012 - January 31, 2013

	Number of points	Evaluator's Rating
I. PERSONALITY	10	9.
- Neat and well-groomed - Reports for work in proper business attire - Projects poise and self-confidence - Is emotionally mature - Able to carry conversation with prospects, supervisor and peers.		
II. SENSE OF PROFESSIONALISM	25	24
- Is courteous in dealing with clients, superiors and peers - Is patient and diligent in performing assigned tasks - Manifests interest and enthusiasm in performing assigned task - Is open to constructive criticism and suggestions - Shows genuine interest and concern for clients.		
III. PROFESSIONAL COMPETENCE	35	34
- Readily understands instructions - Has the initiative to do things without being told - Is able to apply theories of management learned in school - Is independent in his work - Has the courage and the self-confidence to speak out his/her mind, when needed.		
IV. PUNCTUALITY AND ATTENDANCE	15	X5
- Observed behavior of coming to the office on time or to be present at work to complete assigned tasks.		
V. OUTPUT (Job Accomplishment)	15	15
	TOTAL	97

Uzo D.S. VELASCO  
Signature over printed name of evaluator

Control No. 068

## FIRST TO FIFTEENTH

THIS SIDE FRONT

**Nov.**

PROVINCIAL FORM NO. 185

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

Office hours { Regular days  
Saturdays

(Province or City)

**eop**

(Office)

(Month)

	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 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

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

(Province or City)

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

(Office) \_\_\_\_\_ / (Month) \_\_\_\_\_

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16	7:30	5:00	5:00	7:15		
17	8:15	5:00	5:15	7:00		
18						
19						
20						
21	8:00	5:00	5:00	4:40	7:00	
22						
23	8:00	5:00	5:00	5:00		
24						
25						
26	7:20	5:00	5:20	5:00		
27						
28						
29	7:00		5:00			
30						
31						

Verified and found correct as to the prescribed office hours

In Charge

FIRST TO FIFTEENTH  
THIS SIDE FRONT

December

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

(Office)

(Province or City)

MORNING	NOON	NOON	NIGHT	EXTRA	EXTRA
IN	OUT	IN	OUT	IN	OUT
1 (2:15)					
2					
3 7:15	frd		5:25	frd	9:10
4					
5					
6 7:15		5:15		7:15	
7 7:30	frd		5:15	frd	2:30
8 7:20	frd		5:30	frd	1:15
9					
10					
11					
12					
13 7:15		5:20		9:20	
14 7:15		5:30		9:20	
15					24.00

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

No. \_\_\_\_\_ (Province or City)

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

(Office) (Month)

MORNING	NOON	NOON	NIGHT	EXTRA	EXTRA
IN	OUT	IN	OUT	IN	OUT
16					
17					
18 7:30	frd			5:10	frd
19 7:30	frd			5:11	frd
20 8:15	frd			5:11	frd
21 7:15	frd			5:11	frd
22					
23					
24					
25 8:15	frd			5:31	frd
26 9:15	frd			5:12	frd
27 8:15	frd			5:12	frd
28					
29					
30					
31					

Verified and found correct as to the prescribed office hours.

In Charge

FIRST TO FIFTEENTH  
TH THIS SIDE FRONT

No.

Office hours

{ Regular days  
Saturday

(Office)

(Province or City)

2013

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1						
2						
3						
4						
5						
6						
7	8:00g			4:00f		7:00
8						
9						
10						
11	9:00f			5:30f		9:00
12						10:00
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

No.

(Province or City)

Office hours { Regular days  
Saturday

(Office)

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16						
17	8:29	fW		5:00	f	7.21
18	8:00	f		5:00	f	8.00
19						
20						
21						
22						
23						
24	7:30	f		5:30	f	4.00
25						
26						
27						
28	8:00	fW		5:00	f	8.00
29						
30						
31	10:40	f		5:00	f	15

Verified and found correct as to the prescribed office hours,

Jocelyn Morano

In Charge

Land Transportation Office  
East Avenue, Quezon City

*presents this*

# Certificate of Completion

*to*

**JOCELYN M. MORANO**

Polytechnic University of the Philippines – Quezon City

for having satisfactorily completed Two Hundred (200) hours  
On-the-Job Training at the License Section,  
for the period of November 16, 2012 to January 31, 2013

Given this 11<sup>th</sup> day of February 2013 at the Land Transportation Office  
East Avenue, Quezon City.

*Jenn J. Perez*  
**BELLA A. SAN PEDRO**  
*Chief, Personnel Section*

*Joseph M. Morano*  
March 11, 2013