

**JOVELYN E. BASCO**

**09161045865**

**jovelyn.basco@yahoo.com**

**363 Muzon Ville, Muzon, City of San Jose Del Monte, Bulacan**



## **OBJECTIVE**

**To obtain a position for internship that can provide prospect to apply my knowledge and develop it by acquiring more learning related to business.**

## **SUMMARY**

**Human Resource oriented with broad foundation in all areas of Human Resource, including compensation administration, policy development and orientation, performance management, HR administration, recruitment and selection, with good computer skills and organized way of working.**

## **Highlights**

Human Resource Management Training and Development

Recruitment and Selection

Compensation

Planning/ Organizing

Directing/ Controlling

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Youth Leader                  Computer Literate

Good oral/ Written English/ Tagalog Communication Skills

Proficient in Microsoft Word, Excel, PowerPoint

## **Personal Information**

Age: 20

Birth date: October 14, 1992

Nationality: Filipino

Gender: Female

Civil Status: Single

Height: 5'3

Weight: 48 kg

## **Experience**

On-the-job Training

Budget and Finance Department

Himarc's Construction Corporation

1835 E. Rodriguez Sr. Avenue, Quezon City

## **Education**

Polytechnic University of the Philippines, Mabini Campus

Bachelor of Science in Business Administration

Major in Human Resource Development Management

**Muzon High School**  
**2009**  
Sarmiento Homes Subd., Muzon, CSJDM, Bulacan

**Benito Neito Elementary School**  
**2004**  
Muzon, CSJDM, Bulacan

### Affiliations

**Parish Commission on Youth**  
*Secretary* **Present**

**CYSDO Scholar** **2009-Present**

### SEMINARS ATTENDED

**BLACKOUT: Putting Light to Society**  
**“Marketing with a Conscience”**  
(February 27, 2012 SM City Sta. Mesa Cinema 6)

**“Construction in Full Swing”**  
**THEME: Integrating Human Resource as Building Block to an Effective and Efficient Organization**  
(February 24, 2012 PUP Bulwagang Balagtas, NALLRC Bldg, Mabini Campus, Sta. Mesa, Manila)

**“HR on Duty: Corporate Consultants”**  
(February 10, 2012 Communication Foundation of Asia, Sta. Mesa, Manila)

**”HR Mission: Building Confidence Towards Magnifying a Career”**  
(February 6, 2012 PUP Bulwagang Balagtas, NALLRC Bldg, Mabini Campus, Sta. Mesa, Manila)

**“HR Students Convention 2011: Defining Real Empowerment; Valuing the Significance of Human Capital”**  
(March 1, 2011 PUP Bulwagang Balagtas, NALLRC Bldg, Mabini Campus, Sta. Mesa, Manila)

### REFERENCES

Roda Shiela E. Eligio  
09228158803  
Staff Nurse  
City of San Jose Del Monte Hospital

Ronel Ambrocio  
09269020343  
Account Administrator  
ANR Unlimited

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

NOVEMBER 15, 2012  
DATE

On-the-Job Training Contract

I, JOVELYN E. BASCO, a student presently enrolled at POLYTECHNIC UNIVERSITY OF THE PHILIPPINES, 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 NOVEMBER at PUP - STA. MESA, MANILA.

JOVELYN E. BASCO  
Student-Trainee  
With my Parental

Conferme:  
Consent

MARILOU B. MONDANA, Ph.D.  
Teacher-Supervisor

Address  
343 MUZON VILLAGE, MUZON, CAVITE, BULACAN

JOSEPH E. BASCO  
Parent/Guardian's Name and

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:

Approval Recommended:

BELLA A. SAN PEDRO  
Chief, Personnel Section

Approved:



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
College of Business  
*Department of Management and Entrepreneurship*



November 12, 2012

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

Dear Ms. San Pedro:

This is to certify that **MS. JOVELYN E. BASCO** is a bonafide student of this university taking up Bachelor of Science in Business Administration major in Human Resource Development Management. As per requirement, they have to undergo an on-the-job training of a total of **200 hours** in their **Practicum 2** subject.

We believe that given this opportunity, our students will gain more knowledge and skills and will enable them to apply the theories learned in school to a real work setting. In this regard, we are endorsing our student to your establishment.

It is understood that the school, and/or its representatives will not be liable for any damage she may cause and/or for any untoward incident that may happen during the duration of her practicum.

Thank you.

Respectfully yours,

  
Marilou B. Mondana, Ph. D.  
Subject Professor



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES  
**OFFICE OF THE STUDENT SERVICES**

Rm 208, 2nd Floor Charlie Del Rosario Bldg., Mabini Campus, Sta. Mesa, Manila  
Telefax: 02 7167832 to 45 local 352 e-mail add: [studentservices@pup.edu.ph](mailto:studentservices@pup.edu.ph)

**CERTIFICATE OF GOOD MORAL CHARACTER**

This is to certify that JOVELYN ESPANUEVA BASCO  
from the College of Business  
Course BSBA - Human Resource Development Management  
Year and Section 4-1D is a student/graduate of this institution for  
the School Year 2012-2013

This further certifies that said student is of good moral character and has  
not been subjected to any disciplinary action during his/her stay in the University.

Issued this 14<sup>th</sup> day of November 20 12 upon request of  
Mr./Ms. Basco for the purpose of on-the-job training

A handwritten signature in black ink, appearing to read "DR. ARMANDO A. TORRES". Below the signature, the word "Director" is printed.  
DR. ARMANDO A. TORRES  
Director

Verified by: Robertito S. Roque  
Position: Administrative Aide IV  
O.R. Number: 11-14-2012 # 7349  
Amount: Php.50.00  
Date: November 14, 2012  
OSS Record No. 0001631-12

A circular embossed seal of the Polytechnic University of the Philippines, featuring a star and the university's name.  
Not valid without PUP seal



Republic of the Philippines  
Province of Bulacan  
City of San Jose del Monte  
BARANGAY MUZON

## BARANGAY CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that MS. JOVELYN E. BASCO, 20  
years old single whose thumb mark and signature appears below is a resident of  
363 MUZON VILLE SUBD. Barangay Muzon, City

of San Jose del Monte, Bulacan. He/She is a person of good moral character in the community and no pending case in this Barangay as of this date.

He/She is peaceful and law-abiding citizen and does not belong to any subversive organization against the government of the Republic of the Philippines.

This certification is being issued upon the request of the interested party for  
OJT PURPOSES

Given this 14th day of NOVEMBER year 2012 at the office of the Barangay Chairman, Barangay Muzon, City of San Jose del Monte, Bulacan.

GLORIA MEMPIN  
Barangay Kagawad

ATTESTED:

  
NELLY D. CONCEPCION  
Barangay Chairman

  
Signature

Amount Paid P 20.00  
Under O.R. No. 8107116  
Date 11-14-12  
Control No. 0018227

Comm. Tax No. \_\_\_\_\_  
Issued on \_\_\_\_\_  
Issued at \_\_\_\_\_

NOTE:  
Not valid without seal  
Valid until six (6) months upon date of issuance

  
RIGHT THUMB MARK

Land Transportation Office  
East Avenue, Quezon City

presents this

# Certificate of Completion

to

**JOVELYN E. BASCO**

Polytechnic University of the Philippines

for having satisfactorily completed Two Hundred (200) hours  
On-the-Job Training at the Personnel Section,  
for the period of November 16, 2012 to January 30, 2013

Given this 6<sup>th</sup> day of February 2013 at the Land Transportation Office  
East Avenue, Quezon City.

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

*Jovelyn E. Basco*  
Jovelyn E. Basco  
February 06, 2013



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
 Sta. Mesa, Manila Tel. Nos.: 716-78-32 to 45



**PERFORMANCE EVALUATION SHEET**

Name BASCO Surname JOVELYN Given Name  E MI - Yr. & Ser. BCBA-HROM 4-10

**I. PERSONALITY**

- |    |   |        |        |
|----|---|--------|--------|
| A. | Personal Grooming                           | Points | Rating |
| 1. | Neat overall appearance                     | 10     | 10     |
| 2. | Hair neatly combed                          |        |        |
| 3. | Nails properly trimmed and clean            |        |        |
| B. | Clothes                                     |        |        |
| 1. | Dress suited for business trinues           |        |        |
| a. | Color not loud                              |        |        |
| b. | Style becoming and appropriate for business |        |        |
| 2. | Shoes always clean                          |        |        |

**II. INDUSTRIOUSNESS/INITIATIVE/RESOURCEFULNESS**

- |    |   |    |    |
|----|---|----|----|
| A. | Industriousness / Initiative                                | 20 | 20 |
| 1. | Perform his task conscientiously                            |    |    |
| 2. | Shows interest in his business/work                         |    |    |
| 3. | Is willing to do other task when ask; and                   |    |    |
| 4. | Offers his help to other in need                            |    |    |
| B. | Resourcefulness   |    |    |
| 1. | Finds out details about his work/business                   |    |    |
| 2. | Is not ashamed to ask questions on matters he does not know |    |    |
| 3. | Is independent in his work                                  |    |    |

**III. KNOWLEDGE AND APPLICATION OF BUSINESS**

- |    |  |    |    |
|----|--|----|----|
| A. | Understand and able to explain in form and structure of business               | 30 | 29 |
| B. | Understand the components and objectives of a business plan                    |    |    |
| C. | Able to identify the problem and formulate possible solutions                  |    |    |
| D. | Shows sign of efficiency and effectiveness as future managers and entrepreneur |    |    |
| E. | Communication skills both oral and written                                     |    |    |

**IV. BUSINESS PRODUCTION / ACCOMPLISHMENTS**

10 10

**V. PR/ DEPORTMENT**

20 20

- 1. Is courteous to employees and clients and customers
- 2. Cooperates with his computer-workers in business
- 3. Shows interest in serving the client / customer of the company
- 4. Strives to create a good impression on the company's clients/ customers and people who go the office
- 5. Helps anyone who goes to the office with a business purpose
- 6. Does not lose his temper even under trying conditions

**VI. PUNCTUALITY / ATTENDANCE**

10 10

TOTAL POINTS 100

99

DEANMAN S. DACUMOS, HRMO II  
 (Evaluator's signature over printed name)

Firm LAND TRANSPORTATION OFFICE

Address EAST AVENUE, DILIMAN, Q.C.

BELLA A. SAN PEDRO  
 Chief, Personnel Section

Approved:

FIRST TO FIFTEENTH

THIS SIDE FRONT

**Nov.**

PROVINCIAL FORM NO. 185

THIS SIDE BACK

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

(Province or City)

**2012**  
Office hours { Regular days  
Saturdays

(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							

Office hours { Regular days  
Saturdays

(Office)		(Month)					
MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT		
16	8:00 A.M.			6:00 P.M.			
17							
18							
19							
20	7:30 A.M.			7:00 P.M.			
21	8:00 A.M.			5:00 P.M.			
22							
23	7:30 A.M.			7:00 P.M.			
24							
25							
26							
27	8:00 A.M.			6:30 P.M.			
28	8:30 A.M.						
29							
30							
31							

Verified and found correct as to the prescribed  
office hours

ABSENCES AND UNDERTAKING  
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 true and correct report of  
the hours of work performed by **JOE E. BOSSO** (Employee)

DEPARTMENT OF DOCUMENTS  
In Charge

52

# FIRST TO FIFTEENTH THIS SIDE FRONT *December*

(Province or City)

Office hours { Regular days    Saturdays **2012**

(Month)

MORNING IN	NOON OUT	IN	OUT	NIGHT IN	OUT	EXTRA IN	OUT
1							
2							
3							
4							
5	8:30 A.M.						
6							
7	8:00 P.M.						
8							
9							
10							
11	2:00 A.M.						
12	8:00 P.M.						
13	8:15 A.M. 7:15 P.M.						
14	8:27 A.M. 3:30 P.M.						
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.

JOELIN E. BASCO  
(Employee)

SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

PROVINCIAL FORM No. 185

No.

(Province or City)

Office hours { Regular days    Saturdays

(Month)

MORNING IN	NOON OUT	IN	OUT	NIGHT IN	OUT	EXTRA IN	OUT
16							
17	9:00 A.M.						
18	9:35 A.M.						
19	8:50 A.M.						
20	9:30 A.M.						
21	8:30 A.M.						
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Verified and found correct as to the prescribed  
office hours

DEAN MARK DUCAMOS  
In Charge

# SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

PROVINCIAL FORM No 185

MAN. NO. 136  
JAN.

(Province or City)

Office hours { Regular days      Saturday

2013

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

Office hours { Regular days      Saturday

\_\_\_\_\_ (Month)

VERIFIED AND SUBMITTED  
I, man, woman, my honor that the entries on this  
sheet, which were made daily at the time of arrival at  
the office, are true and correct report of  
the hours of work performed  
JOSEPH E. BASCO  
Employee  
In Charge

ABSENCE AND OVERTIME  
I, man, woman, my honor that the entries on this  
sheet, which were made daily at the time of arrival at  
the office, are true and correct report of  
the hours of work performed  
JOSEPH E. BASCO  
Employee  
In Charge