

CRISDEN C. MALDONADO

Home Address : Barangay Pinyahan, Quezon City
Cellphone number: : 09926489265
E-mail Address : dden84487@gmail.com
Date of Birth : November 18, 2004
Gender : Female
Field of Training : Humanities and Social Sciences



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

Field of Study	HUMANITIES AND SOCIAL SCIENCES
Relevant Work Experience	NONE
Skills / Qualifications	Computer Skills: <ul style="list-style-type: none">• Well versed in Microsoft Office• Good communication skills• Excellent leader
Special Awards / Honors / Certificates	<ul style="list-style-type: none">• With Honors Awardee SY. 2021-2022• With Honors Awardee SY. 2022-2023
Activities & Interests	<ul style="list-style-type: none">• Writing• Singing• Scrapbooking

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

173-5

DATE

On-the-Job Training Contract

I, Crisden C. Maldonado, a student presently enrolled at Jose Vargas 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:

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



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 CRISDEN C. MALDONADO a resident with postal address at No. 19B Maunawain Street, Barangay Pinyahan, Quezon City.

This certification is being issued upon the request of the name mentioned above for Emerson/OJT Purposes Only.

Issued this 20th day of February 2023.

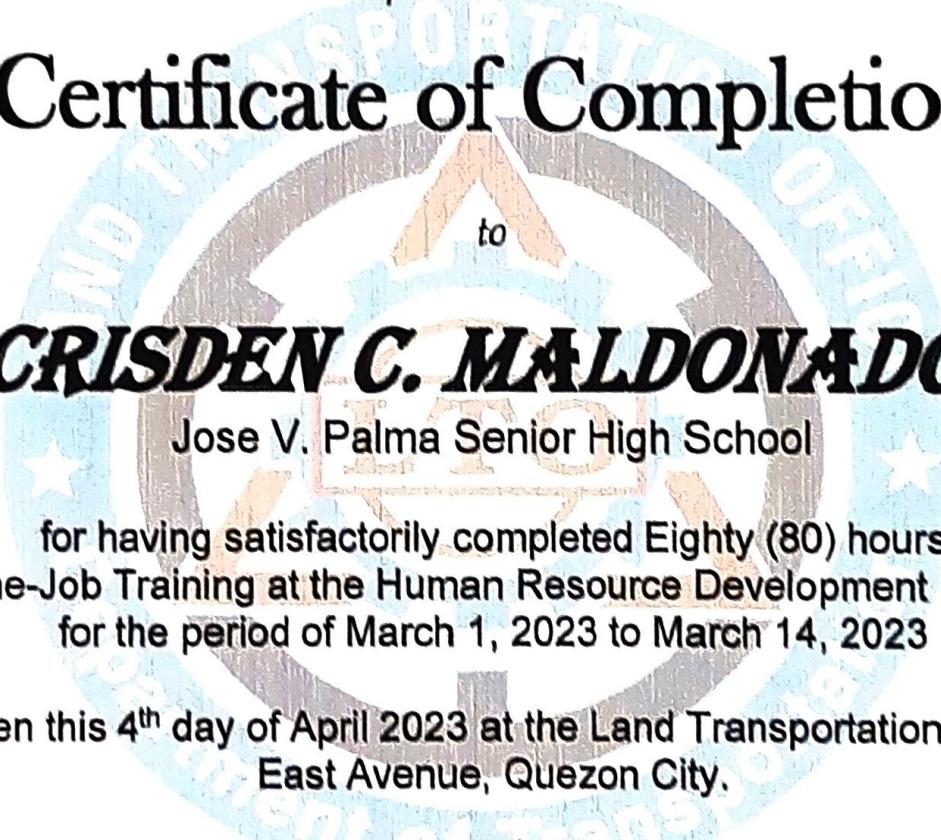

JESUS "CARL" LIPNICA
Punong Barangay

*Not valid without Official Dry Seal

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

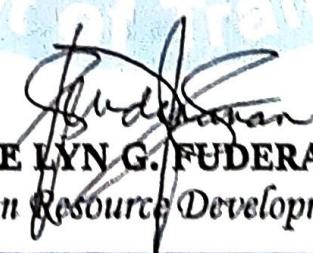


CRISDEN C. MALDONADO

Jose V. Palma Senior High School

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

Given this 4th day of April 2023 at the Land Transportation Office
East Avenue, Quezon City.


LADIE LYN G. FUDERANAN
OIC, Human Resource Development Section



Crissen C. Maldonado
Mar 2023

Certificate Information

NAME:

CRISDEN C. MALDONADO

SCHOOL:

Jore V. Polma Senior Highschool

TOTAL HOURS:

80 hours

DEPARTMENT ASSIGN: HKDS

DATE START: March 1

DATE END: March 14

MENT OF EDUCATION
City Schools - Quezon City
Alma Senior High School
(Pinyahan Elementary School)
t., Pinyahan, Quezon City



WORK IMMERSION PORTFOLIO

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

This belongs to:

CRISDEN C. MALDONADO

HUMANITIES AND SOCIAL SCIENCES

LAND TRANSPORTATION OFFICE

2023

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/Artefact	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	11.67%							
Descriptor		Average = Total Raw Score / no. of activities								

What went well? The filling up of DTL is accurate and true.

What needs to be improved? None

Feedback of Supervisor: she has pleasing appearance and personality, honest and reliable.

JAN MICHAEL S. IBID
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/Artefact	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:						90%.	
Descriptor		Average = Total Raw Score / no. of activities							

What went well? the photos are great and true.

What needs to be improved? none

Feedback of Supervisor: Just be yourself always

JAN MICHAEL S. IBO
Name and Signature of Supervisor

Feedback of Work Immersion Teacher: _____

Name and Signature of Immersion Teacher

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		✓					
Perfect Score: 50		Total Raw Score							
Descriptor		Average = Total Raw Score/ no. of activities	Ex. 10/ Excellent			88%			

What went well? she is good in communication skills and easy to work with.

What needs to be improved? she just need to focus more.

Feedback of Supervisor: keep up the good work

JAN MICHAEL S. IBU
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 • Website: www.lto.gov.ph

Department Assign: HUMAN RESOURCES DEVELOPMENT KARAGUAS

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 AM	12:00	1:00	4:45 PM		16					
2	1:40 AM	12:00	1:00	5:35 PM		17					
3	1:00 AM	12:00	12:40	5:00 PM		18					
4	SAT					19					
5	SUN					20					
6	7:00 AM	12:00	1:00	5:00 PM		21					
7	7:30 AM	12:00	1:00	5:00 AM		22					
8	7:40 AM	12:00	1:00	5:02 PM		23					
9	7:30 AM	12:00	1:00	4:50 PM		24					
10	7:40 AM	12:00	1:00	4:40 PM		25					
11	SAT					26					
12	SUN					27					
13	1:40 AM	12:00	1:00	5:00 AM		28					
14	7:30 AM	12:00	1:00	5:00 AM		29					
15						30					
	Total hours:				31						

Total hours: _____


ERICKSON C. TALDONALIO
On-the-Job Trainee


MARY MAM M. JALOB
Authorized Supervisor