



BAGUIO REGIE F.

Home Address : Roque 2 compound himlayan rd barangay
pasong tamo , Quezon, City Cellphone Number : 00318522474
E-mail Address : baguioregie964@gmail.com
Date of Birth : May 29,2001
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 (2019)
SAUYO HIGHSCHOOL <i>Junior High School</i>	2017
PASONG TAMO ELEMENTARY SCHOOL <i>Elementary School</i>	2013

Field of Study	HUMANITIES AND SOCIAL SCIENCES
Relevant Work Experience	Restoration/Installation Helper Skills:
Skills / Qualifications	NCII Certificate: N/A
Special Awards / Honors / Certificates	
Activities & Interests	<i>Restaurant Skills (setting tables and chairs; inventory check- up; wine serving)</i> <i>Kitchen Skills (proper hygiene and food handling)</i> <i>Front Office Skills (proper procedure for guests accepting reservation, check-in and check-out)</i>

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

173-8

DATE

On-the-Job Training Contract

I, Regie F. Boguio, 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:

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
Office of the Barangay Captain
Quezon City, Metro Manila

TO WHOM IT MAY CONCERN:

Control No: M- 2195 022323

This is to CERTIFY that the person whose name, picture, signature, and right thumb print appearing hereon has requested a BARANGAY CLEARANCE from this office and the result(s) is/are listed below:

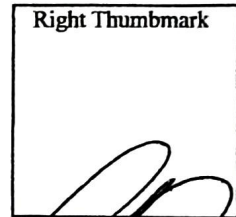
First name : REGIE
Middle name : FORTEZA
Last name : BAGUIO
Address : ROQUE 2 HIMLAYAN ROAD
BARANGAY PASONG TAMO, QUEZON CITY
Birthday : 29-May-01
Place of Birth : QUEZON CITY
Citizenship : FILIPINO
Status : SINGLE
Date Issued : Thursday, 23 February 2023



This is to CERTIFY further that he / she has no derogatory record filed and / or pending against him/her before his office. *Provided however*, that any complaint against his / her application and purpose found valid shall be sufficient cause for revocation of this clearance.

SIGNATURE

Right Thumbmark



THIS CERTIFICATE IS ISSUED FOR - IDENTIFICATION / SCHOOL REQUIREMENT

VALID UNTIL : 23-May-23

Not Valid Without
Official Seal

Note: Any alteration and deletion cancels this certification.

Kgd. Charmaine B. Deuna
MAE A. TAGLE
Barangay Captain

"MAAASAHANG TUNAY"

BARANGAY COUNCIL
PASONG TAMO

MAE A. TAGLE
Barangay Captain

Barangay Councilmen

EPHANIE TRICIA C. PILAR

CHARMAINE G. DEUNA

KATHERINE E. MARCOS

CONRADO S. IGNACIO

INGER ANNE M. DE JESUS

CAYETANO P. TAMAYO

JANE PAULINE R. DIAZ
SK Chairwoman

LOLITA F. ISMAEL
Barangay Treasurer

MARY JEAN A. TAGLE
Barangay Administrator

GARRY D. FAMORCA
Executive Officer-BPSO

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

to

REGIE F. BAGUIO

Jose V. Palma Senior High School

for having satisfactorily completed Eighty (80) hours
On-the-Job Training at the PH&X Unit, General Services Section,
for the period of March 2, 2023 to March 13, 2023

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


LANDY L. FUDERANAN
Off. Human Resource Development Section

04/3/23

Regie F. Baguio

Certificate Information

NAME: REGIE F. BAGUIO

SCHOOL: JOSE V. PALMA

TOTAL HOURS: 80 HOURS

DEPARTMENT ASSIGN: PABX UNIT

DATE START: MARCH-2

DATE END: MARCH-16



THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
TRANSPORTATION OFFICE

Quezon City

lto.gov.ph • Website: www.lto.gov.ph

Department Assign : PABX-UNIT

Daily Time Record for the Month of March 2 to 16

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total
	In	Out	In	Out			In	Out	In	Out	
1						16	7:10		7:20		8
2	7:30		5:00		8	17					
3	7:30		5:00		8	18					
4						19					
5					8	20					
6	7:40		4:40		8	21					
7	ABSENT					22					
8	7:53		5:00		8	23					
9	7:15		4:15		8	24					
10	7:40		4:40		8	25					
11						26					
12						27					
13	7:10		4:38		8	28					
14	7:25		4:25		8	29					
15	7:00		4:15		8	30					
Total hours:						31					

Total hours: _____

Baguio, Regie F.
On-the-job Trainee

ENGR. MARIE PAULINE N. R. MALANTIC
Authorized Supervisor
CHIEF, PABX UNIT



DEPARTMENT OF EDUCATION
Division of City Schools – Quezon City
Jose V. Palma Senior High School
(SHS Within Pinyahan Elementary School)
Maunlad St., Pinyahan, Quezon City



WORK IMMERSION PORTFOLIO

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

This belongs to

REGIE BAGUIO

HUMANITIES AND SOCIAL SCIENCES

LAND TRANSPORTATION OFFICE

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	45					90%	
Descriptor		Average = Total Raw Score/ no. of activities	Ex 10/ Excellent					9/Very Good	

What went well? Mr. Bayardo was responsible enough and attentive to the given tasks to him.

What needs to be improved? Focus is essential in achieving one's goal to perform work successfully.

Feedback of Supervisor: Mr. Bayardo was a well behaved student/office clerk while performing his on the job training in our unit. I was satisfied in his performance in helping our day to day activities at work.
ENGR. MARIE PAULINE NIKETAS R. MALANTIC
 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:	27					90%	
Descriptor		Average = Total Raw Score / no. of activities						9/10 VERY GOOD	

What went well? Mr. Bagilio - completed the clerical work given to him on time.

What needs to be improved? Minor corrections cannot be avoided but can be improve at a given time.
to Mr. Bagilio:

Feedback of Supervisor: Don't be afraid to start at the bottom, eventually you will be a successful person without you knowing it. I believe in you. Keep up the good work always.
Mr. MANUEL NICOLAS R. MALANTIC
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/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	54					90%	
Descriptor		Average = Total Raw Score / no. of activities						91/100	

What went well? Mr. Baguio reports to work on time.

What needs to be improved? keep up your habit on being on time at work.

Feedback of Supervisor: While Mr. Baguio was at work, he did his best to help with the clerical needs of the unit.

ENGR. MARIE PROLINE NICETAS R. MALANI
Name and Signature of Supervisor

Feedback of Work Immersion Teacher: _____

Name and Signature of Immersion Teacher