

ANI



## JOSHUA KEN DIAMA

Home Address : No.132 BFD COMP forestry east ave Barangay  
 Central, Quezon, City Cellphone Number : 09755865996  
 E-mail Address :diam.a.115542100005@depedqc.ph  
 Date of Birth : July 28, 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>JAGNAYAN NATIONAL HIGH SCHOL</b> <i>Junior High School</i>	2020
<b>SAN JOSE ELEMENTARY 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> <i>Well verse in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint</i> <b>NCII Certificate:</b> <i>N/A</i>
Special Awards / Honors / Certificates	
Activities & Interests	

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

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DATE

**On-the-Job Training Contract**

I, Jashua Ken Diamo, 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

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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

Land Transportation Office  
East Avenue, Quezon City

presents this

# Certificate of Completion

**JOSHUA KEN L. DIANA**

Jose V. Palma Senior High School

for having satisfactorily completed Eighty (80) hours  
On-the-Job Training at the PABX Unit, General Services Section,  
for the period of March 2, 2023 to March 16, 2023

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

  
**LADIE LYNN G. FUDERANAN &**  
OIC, Human Resource Development Section Joshua Ken L. Diana 03/16/23

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**Republic of the Philippines**  
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**East Avenue, Quezon City**

**Certificate Information**

**NAME:** JOSHUA KEN L. DIAMA

**SCHOOL:** JOSE V. PALMA

**TOTAL HOURS:** 80 HOURS

**DEPARTMENT ASSIGN:** PABX UNIT

**DATE START:** MARCH-2

**DATE END:** MARCH-16



THE PHILIPPINES  
TRANSPORTATION  
RINATION OFFICE  
Quezon City  
pv.ph • Website: [www.lto.gov.ph](http://www.lto.gov.ph)

Department Assign : PABX - UNIT

Daily Time Record for the Month of March 2 - 16

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total
	In	Out	In	Out			In	Out	In	Out	
1						16	6:45 AM				8
2	7:30 AM			4:30 PM	8	17					
3	7:30 AM			6:00 PM	8	18					
4						19					
5						20					
6	7:45 AM			4:45 PM	8	21					
7	7:45 AM			4:45 PM	8	22					
8	Absent					23					
9	7:10 AM			4:15 PM	8	24					
10	6:30 AM			4:45 PM	8	25					
11	7:10 AM					26					
12						27					
13	4:15 AM			4:30 PM	8	28					
14	6:45 AM			4:30 PM	8	29					
15	6:30 AM			4:30 PM	8	30					
	Total hours:				31						
							Total hours:				

Joshua Ken Dama

On-the-job Trainee

ENGR. MARIE PARTRIDGE JR. MALANTIC  
Authorized Supervisor  
L1187 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:

**JOSHUA KEN DIAMA**

**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/Artifact	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. RAMIA WAS RESPONSIVE 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. RAMIA WAS A WELL PREPARED STUDENT/ OFFICER WHILE PERFORMING HIS 'ON THE JOB TRAINING' IN OUR UNIT. I WAS SATISFIED IN HIS PERFORMANCE IN HELPING DAILY DAY TO DAY ACTIVITIES AT WORK.  
BENJAMIN M. PACHECO NICETAS 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/Very Good						

What went well? MR. DIAMA COMMITTED HIS CLERICAL WORK GIVEN TO HIM ON TIME.

What needs to be improved? MINOR CORRECTIONS CANNOT BE AVOIDED BUT CAN BE IMPROVED AT A GIVEN TIME.

TO MR. DIAMA:

DO NOT BE AFRAID TO START AT THE BOTTOM, EVENTUALLY YOU WILL BE A SUCCESSFUL PERSON WITHOUT YOU KNOWING IT AND HAVE ACHIEVE YOUR GOAL, I BELIEVE IN YOU, KEEP UP THE GOOD WORK ALWAYS.

ENGR. MARIA PAULINE NIETAS R.  
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	Very Good	

What went well? MRI DIAMA REPORTS TO WORK ON TIME.

What needs to be improved? KEEP UP YOUR HABIT ON BEING ON TIME AT WORK.

Feedback of Supervisor: WHILE MRI DIAMA WAS AT WORK, HE DID HIS BEST TO HELP WITH THE CHEMICAL NEEDS OF THE UNIT.

ENGIL, MARLIE DIAAMA  
NICETAS R. MALANTIC  
Name and Signature of Supervisor

Feedback of Work Immersion Teacher: \_\_\_\_\_

Name and Signature of Immersion Teacher