



KASSANDRA LORRAINE T. PALMA

Home Address : No. 19-B Maunawain St. Barangay
Pinyahan, Quezon, City

Cellphone Number : 09815768901

E-mail Address : kassandraltpalma@gmail.com

Date of Birth : July 08, 2005

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	Cashier at Phil's General Merchandise (Summer of 2017)
Skills / Qualifications	Computer Skills: <i>Well verse in Microsoft Word</i> NCII Certificate: <i>N/A</i>
Special Awards / Honors / Certificates	<ul style="list-style-type: none">● Grade 6 (Top 5)● Grade 8-9 (Top 3)● Grade 10-11 (With High Honors)● Grade 12 (With Honors)
Activities & Interests	<ul style="list-style-type: none">● Badminton● Dancing● Writing Stories● <u>Video Editing</u>

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

173-17

DATE

On-the-Job Training Contract

I, Kassandra Terraine T. Palma, 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
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. FAJARDO

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

Revised Short Letterhead
December 1, 2009

CERTIFICATION OF RESIDENCY

This is to certify that **KASSANDRA LORRAINE T. PALMA** a resident with postal address at **No. 19 B Maunawain Street, Barangay Pinyahan, Quezon City.**

This certification is being issued upon the request of the name mentioned above for **IMMERSION/OJT purposes only.**

Issued this **23rd** 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

to


KASSANDRA LORRAINE T. PALMA

Jose V. Palma Senior High School

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

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


LADIE LYN G. FUDERANAN
OIC, Human Resource Development Section


Kassandra T. Palma
04-03-23

Certificate Information

NAME: Kassandra Lorraine T. Palma

SCHOOL: Jose V. Palma Senior High School

TOTAL HOURS: 80 hours

DEPARTMENT ASSIGN: Equipment Unit

DATE START: March 01, 2023

DATE END: March 19, 2023

DEPARTMENT OF EDUCATION
Office of City Schools – Quezon City
Jose V. Palma Senior High School
(in Pinyahan Elementary School)
Pinyahan St., Pinyahan, Quezon City



WORK IMMERSION PORTFOLIO

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

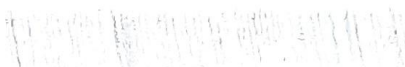
This belongs to:

KASSANDRA LORRAINE T. PALMA

HUMANITIES AND SOCIAL SCIENCES

LAND TRANSPORTATION OFFICE

2023



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:							
Descriptor		Average = Total Raw Score/ no. of activities							

What went well? _____

What needs to be improved? _____

Feedback of Supervisor: Be optimistic.

Martha
Maria A. Mariano
 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							
Descriptor		Average = Total Raw Score / no. of activities							

What went well? always punctual at work. Performs immediately the task given

What needs to be improved? Be jolly.

Feedback of Supervisor: Study well and vision your goals.

clath
William H. Wm
 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: lto@mailbox@lto.gov.ph • Website: www.lto.gov.ph


Department Assign : EQUIPMENT UNIT

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

Total hours: _____


Karandira Lorraine T. Palma
On-the-job Trainee


MICHAEL H. MARQUEZ
Authorized Supervisor
OIC, Equipment Unit