

Noime M. Andaya

Ph 4 Pkg1 Blk15 2202 Sitio Matarik
Caloocan City
Mobile #:09122658910



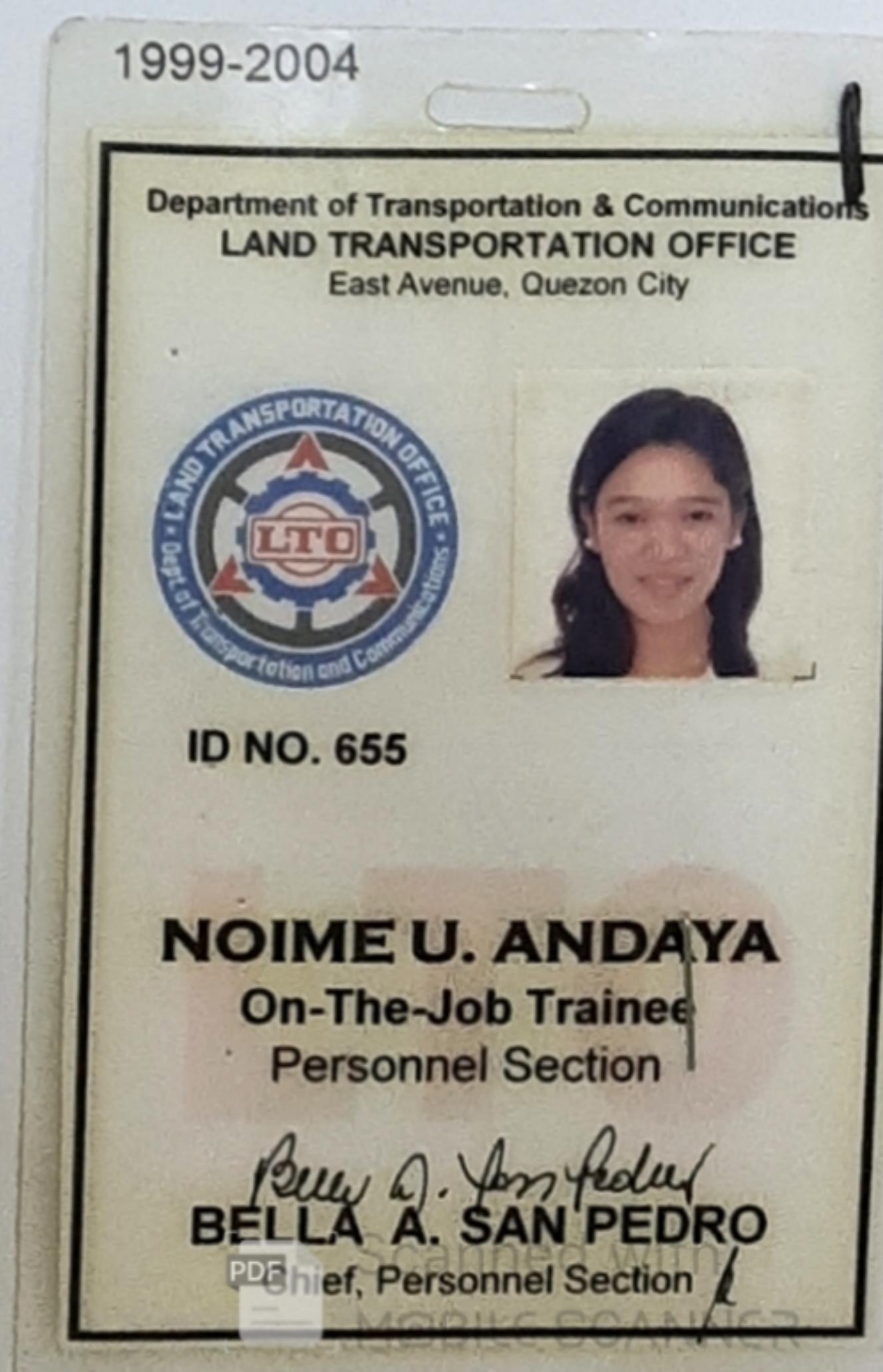
Objectives: To practice and share my knowledge

EDUCATIONAL BACKGROUND

College	University of Caloocan City	2008- 2012
	Bachelor of Science Major in	
	Industrial Psychology	
Secondary	Camarin High School	2004-2008
	Cadena De Amor Street	
	Caloocan City	
Elementary	Camarin Elementary School	1999-2004
	Caloocan City	

SKILLS

- Computer Literate
- Leadership Training Skills
- Initiative and fair
- Perform Multi tasking



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

9/13/10
DATE

On-the-Job Training Contract

I, Noine M. Andaya, a student presently enrolled at University of Caloocan City, 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 13 day of Sept at Caloocan.


Andaya

Student-Trainee

With my Parental

Conforme:
Consent

fr: DR. BERNADITE B. ENRIQUEZ
Teacher-Supervisor
Address


M. NAPAY

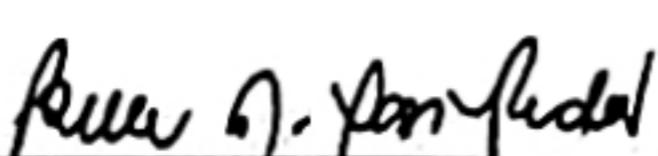

Quenson M. Andaya
Parent/Guardian's Name and

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 _____, this Office is hereby granted subject to the final approval by the Assistant Secretary.

Recommending Approval:


BELLA A. SAN PEDRO
Chief, Personnel Section

Approval Recommended:

Approved:



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WORKING EXPERIENCE

Restaurant Team Member

KFC, SM Fairview

Quezon City

2010

PERSONAL DATA

Age	:	18
Birthday	:	September 28, 1991
Sex	:	Female
Civil Status	:	Single
Height	:	5'1"
Weight	:	50 lbs.
Nationality	:	Filipino
Religion	:	Roman Catholic
Language	:	English and Filipino.

SEMINAR ATTENDED

Filipino Indigenous Psychology

In the face Of Crisis and Disaster

March 25, 2010

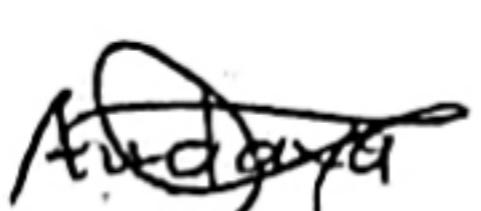


REFFERENCES

Dr. Bernadette Enriquez
Dean of Psychology Department
University of Caloocan City
09228096187

Mr. Rodrigo Dantay
Professor, Psychology Department
University of Caloocan City
09197829354

Meshyll Napay
Professor, Psychology Department
University of Caloocan City
09239973662


Noime L.M. Andaya



Republic of the Philippines
BARANGAY 175, ZONE 15, DISTRICT I
Area A, Camarin, City of Caloocan
Metro Manila



A vision for Progress thru Transparency

TANGGAPAN NG PUNONG BARANGAY

BARANGAY CLEARANCE CERTIFICATE NO: 15119

RUBEN "EBOY" Z. DELA CRUZ
Punong Barangay

Date: 09/07/10

TO WHOM IT MAY CONCERN:

This is to certify that the person, whose photo, signature and right thumb mark that appear, has no derogatory record on file with this office:

Full Name ANDAYA, NOIME M.

ID Picture

Address 2202 Siti• Matarik Camarin, Caloocan

City _____

DOB / POB 09/28/91 / Caloocan City



Sex / C.S F / Single

Nationality Fil Age 18 y/o

Purpose For On Job Training

Right thumbmark

CTC No: _____

RUBEN Z. DELA CRUZ
Punong Barangay

Issued on: _____

Issued at: OPC

BRGY. ID No. 912/2010

By the Authority of the
Punong Barangay

"A Vision for Progress thru Transparency"



Kagawad on Duty

MOBILE SCANNER

NOTE: This Barangay Clearance Certificate is valid for 6 months from the date issued.



UNIVERSITY OF CALOOCAN CITY

(Formerly Caloocan City Polytechnic College)
Gen. San Miguel St., Sangandanan, Caloocan City

"October 18, 2010

CERTIFICATION

TO WHOM IT MAY CONCERN:

Noime M. Andaya

This is to certify that _____ is a
student of **BACHELOR OF SCIENCE IN PSYCHOLOGY**
~~with Specialization in Guidance and Counselling~~ in this
University.

This further certifies that he/she has shown GOOD MORAL
CHARACTER and has never been disciplined for any violation of the school
rules and regulations during his/her stay in this University.

This certification is being issued upon request of
Ms. Andaya
_____ for whatever legal purpose/s it may serve
him/her.

M. Saenz
MARIA CECILIA M. SAENZ
Guidance Counselor

Noted:

*?
Marilyn De Jesus
PROF. MARILYN T. DE JESUS
Registrar*

Sp1910
Not valid without
the university seal.



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SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

Prov. Form No. 185

No. _____

(Province or City)

Office hours { Regular days { _____
Saturdays _____

(Office)

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Verified and found correct as to the prescribed office hours.

In Charge

SIXTEENTH TO THIRTY-FIRST.

THIS SIDE BACK

Prov. Form No. 185

No. _____

(Province or City)

Office hours { Regular days { _____
Saturdays _____

(Office)

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16	.					
17						
18						
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31						

Verified and found correct as to the prescribed office hours.

In Charge



September

FIRST TO FIFTEENTH
THIS SIDE FRONT
Prov. FORM No. 185

No. _____ (Province or City)

Office hours { Regular days _____
Saturdays _____

2010

(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	10:00 AM	5:00 PM				
15	08:26 AM	6:00 PM				

ABSENCES AND UNDERTIMES

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.

Name M. Andaya
(Employee)

FIRST TO FIFTEENTH THIS SIDE FRONT

Prov. FORM No. 185

No. _____ (Province or City)

Office hours { Regular days _____
Saturdays _____

(Office) (Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1						
2						
3						
4	8:00 AM					6:00 PM
5	7:00 AM					6:00 PM
6						
7						
8	8:00 AM					12:00 PM
9						
10						
11						
12						
13						
14						
15						

ABSENCES AND UNDERTIMES

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.

Name M. Andaya
(Employee)





UNIVERSITY OF CALOOCAN CITY

(formerly Caloocan City Polytechnic College)

Gen. San Miguel St., Sangandaan, Caloocan City

Tel. Nos. 324-6855 (Main) 324-6843 (Tandang Sora) 962-9799 (Camarin)

oo

COLLEGE OF ARTS AND SCIENCES

PSYCHOLOGY DEPARTMENT

September 9, 2010

MS BELLA A. SAN PEDRO
Chief, Personnel Section
LTO C.O, East Ave.
Quezon City.

Sir/ Madam:

As part of the institution's desire to produce highly competent professionals of the future, the undersigned hereby requests that the following BS Psychology 3rd year student/s be accommodated and allowed to observe for **40 hours** in the human resources department of your institution.

It is expected that our student/s will observe the:

1. conduct of interviews and counseling of clients/employees;
2. preparation anecdotal records/case studies if necessary;
3. administration psychological tests as deemed essential;
4. designing of programs/seminars for client/employee improvement; and
5. performance of any other tasks as per request of immediate supervisor which will not hinder the student's personal improvement and will not be detrimental to his health and security.

Student/s will also be taking pictures and a copy of your institutional profile for documentation purposes which will be submitted to the undersigned upon completion of the required number of hours.

Thank you for being one with us in providing quality training and education to the youths of today.

Respectfully,


DR. BERNADETTE BOBIS-ENRIQUEZ
Head, Psychology Dept.

Student Trainees

1. Andaya, Noime
2. Calastre, Jeffrey
3. Valencia, Reden
4. Velasco, Reign Anne
5. Villanobos, Aileen



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City
E-mail Address: ltoinbox@lto.gov.ph • Website: www.lto.gov.ph

(Practicum-Student Evaluation Form)

Name: Noelle M. Andaya
Course: BS Psychology
Inclusive Date: Sept 14 - Oct 8, 2010

Cooperating Office:

LAND TRANSPORTATION OFFICE
Department Personnel Section

AREA 1: COMPETENCE AND DEPENDABILITY

- Quality of Work (ability to meet Quality Standard) 5.0
- Quality of work output of satisfactory work 5.0
- Job knows-how (application of acquired knowledge and skill) 5.0
- Use of tool and equipment 5.0
- Care of materials and supplies 5.0
- Knowledge of the vocabulary related to job 5.0

Weight	Rating
5.0	5
5.0	5
5.0	5
5.0	5
5.0	5
5.0	5
Subtotal 30.0	30

AREA 2: EFFECTIVENESS/ ACCURACY AND WORK HABITS

- Industry-personal application to assign work 5.0
- Reliability 5.0
- Initiative 5.0
- Attendance and punctuality 5.0
- Ability to follow direction 5.0

Weight	Rating
5.0	5
5.0	5
5.0	4
5.0	5
5.0	5
Subtotal 25.0	24

AREA 3: INTEREST COOPERATION

- Ability to work together with other people 5.0
- Ability to control one's emotions (self-control) 5.0
- Demonstrate level of self-confidence appropriate for the job 5.0
- Willingness to follow directions or instructions 5.0
- Ability to adjust to new problems and changing situations 5.0

Weight	Rating
5.0	5
5.0	5
5.0	5
5.0	5
5.0	4
Subtotal 25.0	24

AREA 4: PERSONALITY / INTERPERSONAL RELATIONSHIP

- Ability to handle Issues constructive criticism 5.0
- Personality and character 5.0
- Human and Public relations 5.0
- Grooming Dress Code 5.0

Weight	Rating
5.0	4
5.0	5
5.0	5
5.0	5
Subtotal 20.0	19

Grade Equivalent:

97-100=1.0 88-90=1.75 79-81=2.5
94-96=1.25 85-87=2.0 76-78=2.75
91-93=1.5 82-84=2.25 72-below=5.0

Comments/ Suggestion

MS. ANDAYA DOES HER WORK DILIGENTLY AND ON TIME. SHE COMES TO WORK EARLY AND CAN EASILY ADJUST TO THE WORK ENVIRONMENT. CONGRATULATIONS AND GOOD LUCK!

Rated by:

Reinafe
DEANNE S. DACUMOS

Signature over printed name

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

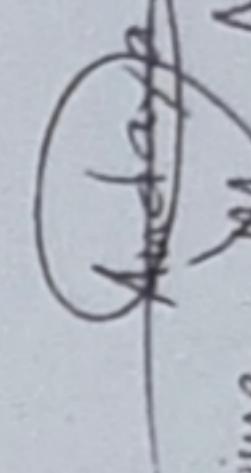
to

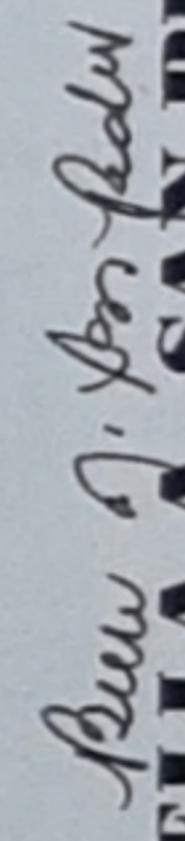
NORME M. ANDAYA

University of Caloocan City

for having satisfactorily completed Forty (40) hours
On-the-Job Training at the Personnel Section,
for the period of September 14, 2010 to October 8, 2010.

Given this 15th day of October 2010 at the Land Transportation Office
East Avenue, Quezon City.


Norme M. Andaya


BELLA A. SAN PEDRO
Chief, Personnel Section /

10 - 22 - 10

QTF



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City
E-mail Address: ltombox@lto.gov.ph • Website: www.lto.gov.ph

(Practicum-Student Evaluation Form)

Name: Reign Anne A. Velasco
Course: B.S Psychology
Inclusive Date: Sept 14 - Oct 8, 2016

Cooperating Office:

LAND TRANSPORTATION OFFICE
Department Personnel Section

AREA 1: COMPETENCE AND DEPENDABILITY

- > Quality of Work (ability to meet Quality Standard) 5.0
- > Quality of work output of satisfactory work 5.0
- > Job knows-how (application of acquired knowledge and skill) 5.0
- > Use of tool and equipment 5.0
- > Care of materials and supplies 5.0
- > Knowledge of the vocabulary related to job 5.0

	Weight	Rating
	5	
	5	
	5	
	5	
	5	
	5	
Subtotal	30.0	30

AREA 2: EFFECTIVENESS/ ACCURACY AND WORK HABITS

- > Industry-personal application to assign work 5.0
- > Reliability 5.0
- > Initiative 5.0
- > Attendance and punctuality 5.0
- > Ability to follow direction 5.0

	Weight	Rating
	5	
	5	
	4	
	5	
	5	
Subtotal	25.0	27

AREA 3: INTEREST COOPERATION

- > Ability to work together with other people 5.0
- > Ability to control one's emotions (self-control) 5.0
- > Demonstrate level of self-confidence appropriate for the job 5.0
- > Willingness to follow directions or instructions 5.0
- > Ability to adjust to new problems and changing situations 5.0

	Weight	Rating
	5	
	5	
	5	
	5	
	4	
Subtotal	25.0	24

AREA 4: PERSONALITY / INTERPERSONAL RELATIONSHIP

- > Ability to handle Issues constructive criticism 5.0
- > Personality and character 5.0
- > Human and Public relations 5.0
- > Grooming Dress Code 5.0

	Weight	Rating
	4	
	5	
	5	
	5	
Subtotal	20.0	19

Grade Equivalent:

<u>97-100=1.0</u>	<u>88-90=1.75</u>	<u>79-81=2.5</u>
<u>94-96=1.25</u>	<u>85-87=2.0</u>	<u>76-78=2.75</u>
<u>91-93=1.5</u>	<u>82-84=2.25</u>	<u>72-below=5.0</u>

Comments/ Suggestion

MS. VELASCO IS A HARD WORKING ON-THE-JOB TRAINEE.

SHE'S PUNCTUAL AND CAN EASILY ADJUST TO THE WORK ENVIRONMENT.

CONGRATULATIONS AND GOOD LUCK!

Rated by:

DEANMAR S. DACUNDO
Signature over printed name

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City
E-mail Address: ltombox@lto.gov.ph • Website: www.lto.gov.ph

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(Practicum-Student Evaluation Form)

Name: Noime M. Andaya
Course: BS Psychology
Inclusive Date: Sept 4 - Oct 8, 2010

Cooperating Office:

LAND TRANSPORTATION OFFICE
Department Personnel Section

AREA 1: COMPETENCE AND DEPENDABILITY

- >- Quality of Work (ability to meet Quality Standard) 5.0
- >- Quality of work output of satisfactory work 5.0
- >- Job knows-how (application of acquired knowledge and skill) 5.0
- >- Use of tool and equipment 5.0
- >- Care of materials and supplies 5.0
- >- Knowledge of the vocabulary related to job 5.0

Weight	Rating
5.0	5
5.0	5
5.0	5
5.0	5
5.0	5
5.0	5
Subtotal 30.0	<u>30</u>

AREA 2: EFFECTIVENESS/ ACCURACY AND WORK HABITS

- >- Industry-personal application to assign work 5.0
- >- Reliability 5.0
- >- Initiative 5.0
- >- Attendance and punctuality 5.0
- >- Ability to follow direction 5.0

Weight	Rating
5.0	5
5.0	5
5.0	4
5.0	5
5.0	5
Subtotal 25.0	<u>24</u>

AREA 3: INTEREST COOPERATION

- >- Ability to work together with other people 5.0
- >- Ability to control one's emotions (self-control) 5.0
- >- Demonstrate level of self-confidence appropriate for the job 5.0
- >- Willingness to follow directions or instructions 5.0
- >- Ability to adjust to new problems and changing situations 5.0

Weight	Rating
5.0	5
5.0	5
5.0	5
5.0	5
5.0	4
Subtotal 25.0	<u>24</u>

AREA 4: PERSONALITY / INTERPERSONAL RELATIONSHIP

- >- Ability to handle issues constructive criticism 5.0
- >- Personality and character 5.0
- >- Human and Public relations 5.0
- >- Grooming Dress Code 5.0

Weight	Rating
5.0	4
5.0	5
5.0	5
5.0	5
Subtotal 20.0	<u>19</u>

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91-93=1.5 82-84=2.25 72-below=5.0

Comments/ Suggestion

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Rated by:

Jeffrey S. Dacumos
DEAN/STAFF S. DACUMOS

Signature over printed name