



Personal

ALARCON, CHERRY MAE MONTUYA

#4519 Taurus St. Ma. Luisa Subd., Camarin, Caloocan City

Contact No. 0921-765-6567

whayne_whesley29@yahoo.com



CHERRY MAE M. ALARCON

PERSONAL DATA

Age: 17
Birth Date: November 29, 1991
Status: Single
Height: 5'2
Religion: Roman Catholic
Citizenship: Pilipino
Father's name: Venancio D. Alarcon Jr.
Mother's name: Imelda M. Alarcon

EDUCATIONAL BACKGROUND

Tertiary: Polytechnic University of the Philippines (PUP)
BS Business Administration Major in Human Resource
Year: 2008-2012

Secondary: CHS-Cielito High School Annex 1
Year: 2004-2008



Primary: Cielito Zamora Mem., School

Year: 1998-2004

CHARACTER REFERENCES:

Name: Prof. Agnes T. Goneyechea

Position: Professor

Company: Polytechnic University of the Philippines, Sta. Mesa ,Manila

Name: Lanvic F. Avacena

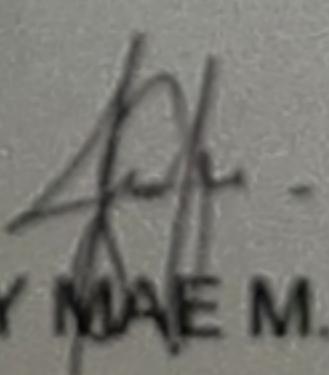
Address: Ma. Luisa Subd., Camarin, Caloocan City

Contact No.: 09299560509

Name: Anthony Gabriel

Address: San Jose Del Monte Bulacan

Contact No.: 09218035561



CHERRY MAE M. ALARCON

Applicant's Signature



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

DATE

On-the-Job Training Contract

I, Cherry Mae Alarcon, a student presently enrolled at Polytechnic University of the Philippines (Sta. Mesa, Manila), 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 19th day of Nov.
at _____.

Cherry Mae M. Alarcon
Student-Trainee

Conforme:

Atty. Jimmy G. Pesigan
Teacher-Supervisor

With my Parental Consent

Imelda M. Alarcon
Parent/Guardian's Name and Address
Ma. Luisa Subd. Canares, Cal. City

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 Personnel Section, 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:

Atty. Jimmy G. Pesigan
Executive Director

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

to

CHEERY MAE M. ALARCON
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

for having satisfactorily completed One Hundred and Twenty (120) hours
On-the-Job Training at the Personnel Section,
for the period November 19, 2009 to January 21, 2010.

Given this 1st day of February 2010 at the Land Transportation Office
East Avenue, Quezon City.

Bella A. San Pedro
BELLA A. SAN PEDRO
Chief, Personnel Section

Cheery
Feb. 1, 2010



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Republika ng Pilipinas
BARANGAY 177, SONA 15, PUROK IV
Cielito Homes Subd., Camarin,
Lungsod ng Caloocan, M.M.



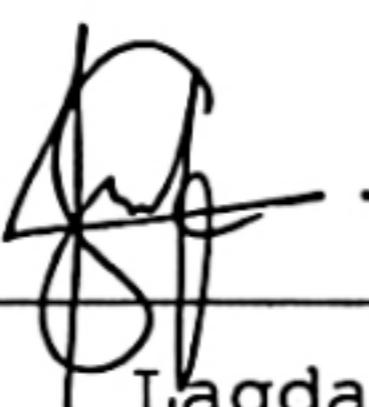
PAGPAPATUNAY

SA KINAUUKULAN:

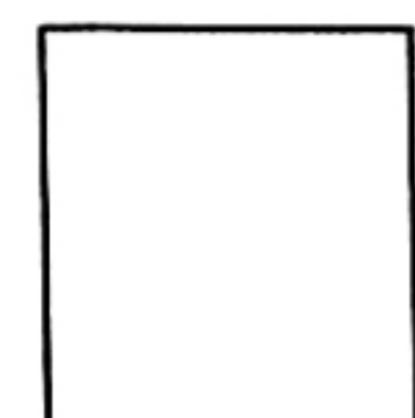
Sa pamamagitan nito ay aking pinatutunayan na si
Cherry Mae M. Alarcon / Single ay kasalukuyang
naninirahan sa #4519 Taurus St., Ma. Luisa Subd.
na nasasakupan ng
Barangay 177, Sona 15, Purok IV Camarin, Lungsod ng Caloocan.

Ang pagpapatunay na ito ay ipinagkaloob sa kahilingan ni
Cherry Mae M. Alaecom / B-Day @ 10/2991 upang
magamit sa Personal Identification.

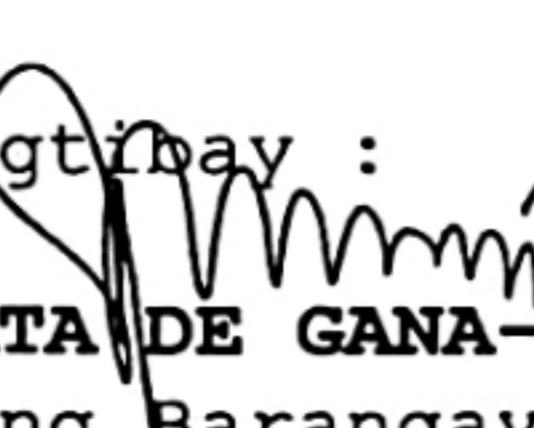
Nilagdaan at ipinagkaloob ngayong ika- 18 ng
Nobyembre, taong 2009, sa tanggapan ng Barangay,
Camarin Lungsod ng Caloocan.

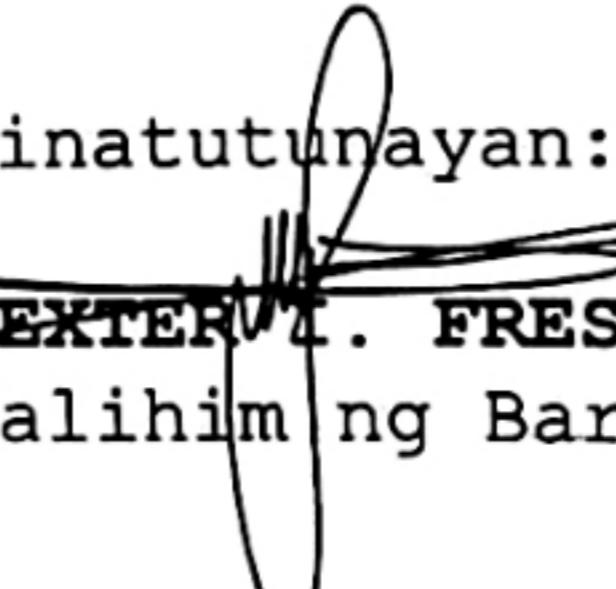


Lagda



Left Thumbmark Right Thumbmark

Pinagtibay :

DONATA DE GANA-JARITO
Punong Barangay

Pinatutunayan:

Dexter I. FRESNOSA
Kalihim ng Barangay

O.R. No.: 3440471
Amount : P20,00
Date : 11-18-09

SANGGUNIANG BARANGAY:

DONATA DE GANA -JARITO
Punong Barangay

KAGAWAD:
Gina T. Ortiz
Magno DL. Del Rosario
Norma A. Allada
Estelita V. Calilung
Adelaida D. Beliganio
Benjamin A. Reyes
Dexter A. Ramirez

S.K. CHAIRWOMAN:
Tiffany H. Aguilar

INGAT-YAMAN:
Teresita L. Ramirez

KALIHIM NG BARANGAY:
Dexter I. Fresnosa





Republic Of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Sta. Mesa, Manila Tel. 716-78-32 to 45



November 12, 2009

Ms. Bella A. San Pedro
Chief, Personnel Section
LTO C.O., East Ave., Quezon City

Dear Sir/ Madam:

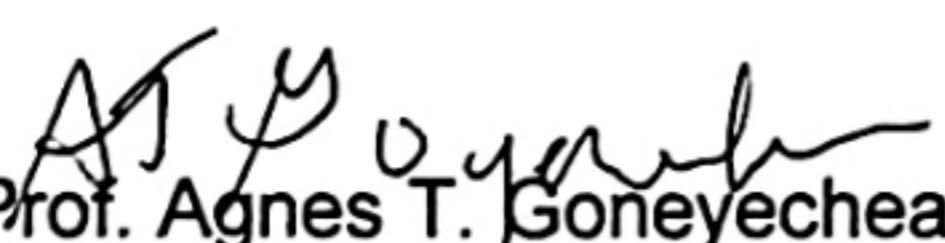
We are pleased to introduce **Ms. Cherry Mae M. Alarcon**, who is a bonafide student of the Polytechnic University of the Philippines and presently enrolled in MANA 4083 Business Practice under the Management Program of the College of Business.

As an integral part of the management curriculum and a basic requirement for obtaining a bachelor's degree in management, we require our student to undergo a total of 120 hours of management practicum with either a public or private agency in the specialized area in management and related fields. It is our view that such exposure will provide our student a finer appreciation of business operations as discussed theoretically inside the classroom.

We shall highly appreciate if you will accommodate her in your office soon as possible for her to complete the required 120 hours within the current term. We will furnish you the necessary evaluation form so that we can have a feedback of our student's performance on her management practicum.

Thank you in advance for your kind consideration and favorable action concerning this matter.

Respectfully yours,


Prof. Agnes T. Gonyechea
Business Practice Coordinator, College of Business



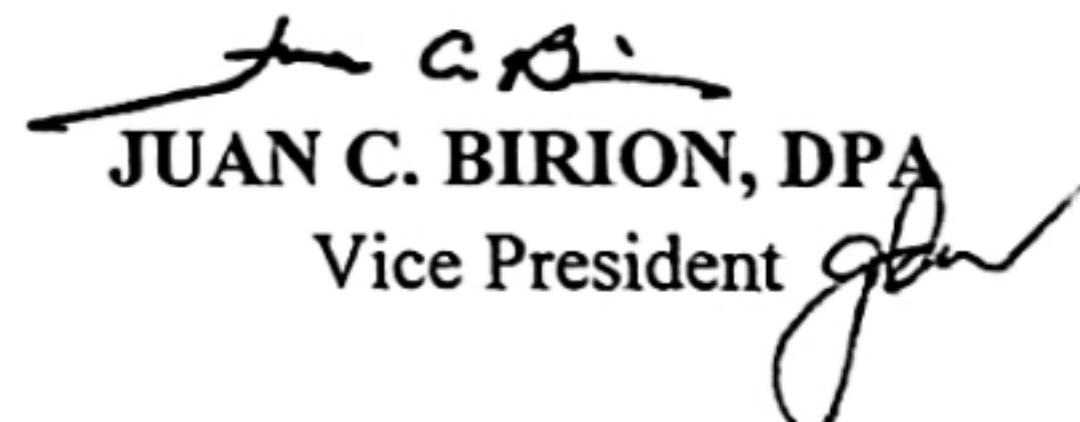
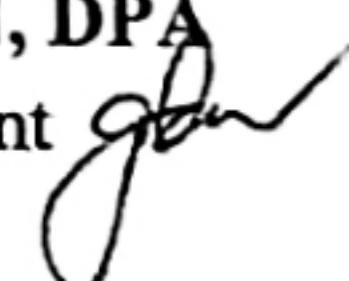
Polytechnic University of the Philippines
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES
2nd Floor, Executive Offices, South Wing, Mabini Campus, Sta. Mesa, Manila

CERTIFICATE OF GOOD MORAL CHARACTER

This is to certify that CHERRY MAE MONTUYA ALARCON
from the College of Business,
Course Bachelor in Business Administration,
year and section II-IID is a student/graduate of this institution for
the School Year 2009-2010.

This further certifies that said student is of good moral character and has not
been subjected to any disciplinary action during his/her stay in the University.

Issued this 17th day of November 20 09 upon request of
Mr./Ms. Alarcon for the purpose of On the job training


JUAN C. BIRION, DPA
Vice President 

Verified by: Tito S. Roque
Position: Administrative Aide IV
O.R. Number: 11-17-09 #1798
Amount: P50.00
Date: 17 November 2009
OSS Record No.: 1536-09

Not valid without PUP seal



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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Sta. Mesa, Manila * Tel. Nos.: 716-78-32 to 54



State U

EMPLOYERS EVALUATION

Semester _____ Sch. Yr. _____

Trainee: CHEERY MAE M. ALARCON

Office and Address: LAND TRANSPORTATION OFFICE, EAST AVENUE, QUEZON CITY

(Please rate the trainee by writing a number (1-Superior, 2 Good, 3-Fair, 4 - Unsatisfactory) of each trait listed below:

Personal Trait	Remarks	Points
Grooming	_____	1
Personal Hygiene	_____	1
Conduct of the trainee	_____	1
Speech	_____	2
Interest in Work	_____	1
Cooperation	_____	1
Initiating	_____	2
Adaptability	_____	1

Ability to

Follow direction	1
Take Criticism	1
Understand of Instruction	1
Attend to Details	1

Business Techniques

Use of Telephone	1
Use of Source Information	2
Meeting People	1
Use of Supplies	1

What points should be emphasized in training?

CHEERY MAE M. ALARCON SHOULD IMPROVE HER COMMUNICATION SKILLS.

Please list the good points about the trainee.

- 1. DILIGENT
- 2. DEDICATED TO HER WORK
- 3. ALWAYS COMES TO WORK EARLY
- 4. COOPERATIVE
- 5.

General rating of the Trainee
Times Absent _____ Times Tardy _____

In general

DEANMAR S. DACUMOS, HRM II
(Immediate Supervisor and Signature)



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Alarcon, Cherry Mae M.
FIRST TO FIFTEENTH
THIS SIDE FRONT

January
2010
(Month)

Office hours { Regular days
Saturdays
(Office)

	Morning IN	Noon OUT	Night IN	Night OUT	Extra IN	Extra OUT
1						
2						
3						
4	8:00					
5						
6						
7	8:00					
8						
9						
10						
11	8:00					
12						
13						
14						
15						
16						

ABSENCES AND UNDERTIME
I hereby swear 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.

(Employee)

Alarcon, Cherry Mae M.
FIRST TO FIFTEENTH
THIS SIDE FRONT

December
2009
(Month)

Office hours { Regular days
Saturdays
(Office)

	Morning IN	Noon OUT	Night IN	Night OUT	Extra IN	Extra OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

ABSENCES AND UNDERTIME
I hereby swear 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.

(Employee)

Alarcon, Cherry Mae M.
FIRST TO FIFTEENTH
THIS SIDE FRONT

November
(Province or City)

2009
(Month)

Office hours { Regular days
Saturdays
(Office)

	Regular days		Saturdays			
	IN	OUT	IN	OUT	IN	OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

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(Employee)