

CASTILLO, JAKE

Contact: 09106781624

Email Address: castillojake858@gmail.com



ADDRESS:

Metro Royale
phase 2 Baltazar
Compound Burgos
Rodriguez Rizal

DATE OF BIRTH:

May 2, 2000

MARITAL STATUS:

Single

CITIZENSHIP:

Filipino

LANGUAGE SPOKEN:

Filipino, English

REFERENCES

Rave Bryan S. Salvosa
College Instructor ,FEU
Marikina
0917 904 9191
ravebryansalvosa@gmail.co
m

Charles Melbert S. Navas
College Instructor
San Mateo Municipal
College
09283582220

Agnes B. Zonio
Faculty
Burgos National High School
09685271822

CAREER OBJECTIVE

To be able to work in a career oriented and challenging environment that promotes personal growth, and uplifts professional developments.

EDUCATION

Bachelor of Science in Psychology

San Mateo Municipal College
Gen. Luna Street, Guitnang Bayan 1, San Mateo Rizal
2019-2022

ALTERNATIVE LEARNING SYSTEM (Graduate)

2018-2019

Burgos National High school

012 Daang Bakal St, Burgos Rodriguez Rizal
2014-2018

Burgos Elementary School Unit1

Talisay St, Burgos Rodriguez Rizal
2009-2013

SEMINARS ATTENDED

STOP THE STIGMA: Why Awareness and Education are important when talking about Mental Health
Online Forum on mental health awareness and empowerment

San Mateo Municipal College
December 11, 2021

Autodidacticism: Discovering Self-Taught Learning of Students

Via Zoom in PUP Graduate Studies Webinar
December 6, 2021

Parenting Webinar, UGNAYAN: Bridging Gap Between Parent and Child Season 1: understanding today children in the midst of pandemic

Via Zoom Virtually facilitated by Center for Counseling and Career Development

November 27, 2021

Gender and Development Webinar, BAHAGHARI: Talk on Gender Sensitivity and use of Gender-Fair Language
Via Zoom Virtually felicitated by Center for Counseling and Career Development
November 20, 2021

AFFILIATIONS

SMMC psychology society
Member
2022 – Present

ACHIEVEMENTS

Batch Class President for 7 Consecutive years - 2011-2018
GOLD AND SILVER MEDALIST: Provincial meet 2017- 2018
GOLD MEDALIST: Arnis in District Meet 2017-2018
RESERVE PLAYER: for STCAA MEET 2017-2018
GOLD MEDALIST: Arnis in District Meet 2016-2017
SILVER MEDALIST: Arnis in Provincial Meet 2016-2017
GOLD MEDALIST: Arnis in District meet 2015-2016
TOP 3 GRADE 8: 2016- 2017
TOP 6 GRADE 7: 2015-2016
TOP 10 GRADE 5: 2013-2014
TOP 6 GRADE 4: 2012-2013
FIRST PLACER: in the Elimination Round of Interpretative Dance Competition held at Burgos National High School
IKATLONG PUWESTO: sa Sabayang Pagbigkas para sa pagdiriwang ng Buwan ng Wikang pambansa na may temang "Filipino: Wika ng Karunungan".

TRAININGS ATTENDED

LEADERSHIP TRAINING : Burgos National High school
2017-2018

OJT EDUCATIONAL

Pres. Corazon Aquino Elementary School

PERSONAL BACKGROUND

Date of Birth	: May 2, 2000
Place of Birth	: Montalban Rizal
Age	: 22 year old
Father's Name	: Almar Doinog Castillo
Mother's Name	: Jahziel Baldonado Tesoro
Guardian	: Jahziel Baldonado Tesoro
No. of Siblings	: Five (5)
Marital Status	: Single



JAKE CASTILLO
Applicant

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

173-15

DATE

On-the-Job Training Contract

I, JAKE T. CASTILLO, a student presently enrolled at SAN MATEO MUNICIPAL COLLEGE, 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 _____.

Jake Castillo

Student-Trainee

With my Parental Consent

JANIEL TESORE Metro Rizal Ph. 2 Dept.
Parent/Guardian's Name and Address Rd. Rizal

Conforme:

Han
Teacher-Supervisor

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 Management Section



Republic of the Philippines

Province of Rizal

Municipality of Rodriguez

BARANGAY BURGOS

Tangapan ng Punong Barangay

HIGIT SA LAHAT, ANG TAO



OFFICIAL SEAL

BARANGAY CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that the person whose name, thumb mark appears hereon has requested to a record and Barangay Clearance from this Office and the result (s) is/are listed below;

Name: JAKE TESORO CASTILLO

Address: BALTAZAR COMPOUND, METRO ROYALE HOMES

BARANGAY BURGOS, RODRIGUEZ, RIZAL

Birthdate: MAY 2, 2000

Place of Birth: RODRIGUEZ (MONTALBAN), RIZAL

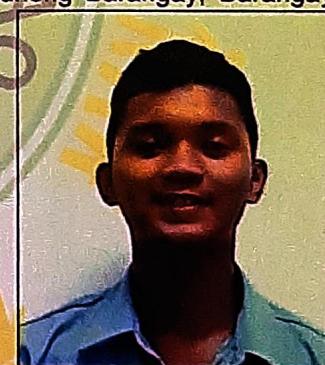
Remarks: REGISTERED VOTER/BARANGAY RESIDENCY

Purpose: OJT REQUIREMENTS

This Clearance is being issued pursuant to ORD No. 2019-35 FY 2019.

Issued this 12TH day of DECEMBER 2022 at the office of the Punong Barangay, Barangay Burgos.

CTR #
Issued at Barangay Burgos
Issued on 12/12/2022
OR No: 18681273A



THUMBMARK

LEFT



RIGHT



Signature over printed name of applicant

Issued by:

Yvonne A. Palabrica
YVONNE A. PALABRICA
Barangay Secretary

Approved by:

Rosendo C. Cruz, Jr.
ROSENDO C. CRUZ, JR.
Punong Barangay/ Burgos



San Mateo Municipal College

Gen. Luna St., Guitnangbayan I, San Mateo, Rizal
Tel. No. 997-90-70
www.smmc.edu.ph

GUIDANCE AND COUNSELING OFFICE

CERTIFICATE OF GOOD MORAL CHARACTER

This is to certify **Mr. JAKE T. CASTILLO** is currently enrolled this Academic Year 2022-2023 as a **Fourth Year** student of the **Bachelor of Science in Psychology**.

As per our records, the abovementioned student has not committed any violations of the school rules and regulations and has not been subjected to any disciplinary action/s. Furthermore, he is a person of good moral character.

This certification is issued upon request of Mr. Castillo as part of internship requirement.

Given this 12th December 2022 at San Mateo Municipal College, San Mateo, Rizal.


NORINA C. BAUTISTA, MAED,RGC
Guidance Counselor



(Not Valid Without School Seal)

Land Transportation Office
East Avenue, Quezon City

presents this

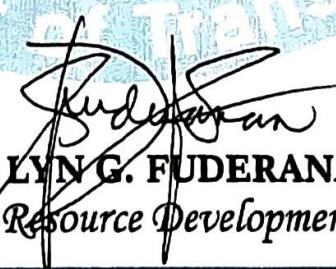
Certificate of Completion

JAKE T. CASTILLO

San Mateo Municipal College

for having satisfactorily completed Two Hundred (200) hours
On-the-Job Training at the Human Resource Development Section, Administrative Division,
for the period of January 4, 2023 to February 10, 2023

Given this 13th day of February 2023 at the Land Transportation Office
East Avenue, Quezon City.


LADIE LYN G. FUDERANAN
OIC, Human Resource Development Section

 03-01-23
Jake Castillo

Certificate Information

NAME: JAKE T. CASTILLO

SCHOOL: SAN MARTE MUNICIPAL COLLEGE

TOTAL HOURS: 200 HOURS

DEPARTMENT ASSIGN: HRDS

DATE START: JANUARY 01, 2023

DATE END: FEBRUARY 10, 2023



OF THE PHILIPPINES
OF TRANSPORTATION
PORTATION OFFICE
Quezon City
lto.gov.ph • Website: www.lto.gov.ph

Department Assign: Human Resource Department SectionDaily Time Record for the Month of January

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total
	In	Out	In	Out			In	Out	In	Out	
1					16	8:48				5:03	
2					17	8:37				5:00	
3					18	9:14				5:00	
4	7:19	SAT	5:09	SAT	19	8:38				5:11	
5					20	12:03				5:00	
6	7:58	SAT	5:11	SAT	21						
7					22						
8					23	8:30				7:00	
9	7:36	SAT	15:15	SAT	24	8:30				6:15	
10					25	9:03				5:05	
11	8:42		5:00		26	9:04				5:00	
12	9:21		5:18		27	8:54				7:20	
13	6:22		5:00		28						
14	6:48		5:03		29						
15					30	7:04				6:38	
					31	8:57				5:00	
											Total hours:

Jake Castillo
On-the-job Trainee

Joven B. Coneta
Authorized Supervisor



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City

E-mail Address: ltomailbox@lto.gov.ph • Website: www.lto.gov.ph

Department Assign: Human Resource Development Section

Daily Time Record for the Month of February

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

John A. Castillo
On-the-job Trainee

Joven D. COMETA
Authorized Supervisor



San Mateo Municipal College

(Formerly Pamantasan ng Bayan ng San Mateo)
General Luna St. Guitang Bayan 1, San Mateo, Rizal
Tel. No. 8997-9070
www.smmc.edu.ph

COLLEGE OF ARTS & SCIENCES Bachelor of Science in Psychology

February 09, 2023

MR. JOVEN D. CORDETA
OJT Coordinator
Learning and Development Intervention Unit, HRDS
Land Transportation Office Central

Mr. Joven D. Cordeta:

Greetings!

I would like to express my sincerest gratitude for letting our student interns in your respectable institution. The opportunity had given our students the knowledge and competencies needed as they embark to the world of work.

In view of this, may I request your good office to evaluate the student based on his/her actual performance during the course of duty. Your assessment will give me the idea on the key strengths as well as the areas for improvement of our student.

Herewith is the copy of the evaluation sheet. Upon evaluation, may I request to enclose it in a long white envelope with signed flap.

San Mateo Municipal College appreciates the time and effort you spent with the students and look forward to a continuing relationship with your institution.

Thank you and more power.

Respectfully,

JOHN RAY G. HERNANDEZ, LPT, MA, RGC, RPm, CHRA
OJT Adviser

A handwritten signature in black ink, appearing to read "JOHN RAY G. HERNANDEZ". The signature is fluid and cursive, with a large, stylized initial "J" and "R".



San Mateo Municipal College

General Luna St. Guitmang Bayan 1, San Mateo, Rizal

Tel. No. 8997-9070

www.smmc.edu.ph

OJT EVALUATION SHEET

Company Name : Land Transportation Office Central
Immediate Supervisor : Mr. Joven D. Cordeta
Trainees Name : Jake T. Castillo
Program : Bachelor of Science in Psychology
OJT Period : January 4, 2023 – February 15, 2023

Suggestions/Comment for the Trainee:

keep up the good work!

Please rate the trainee's overall practicum performance according to the rating scale below:

POINTS	EQUIVALENT	DESCRIPTION
1	2.50 (76 – 78)	Did not meet job requirement. Significant performance improvement urgently needed.
2	2.25 (79 – 81)	Met minimum job requirements. Work improvement plan was needed to bring performance to a satisfactory level.
3	2.00 (82 – 84)	Met normal job requirements with few exceptions. Improvements in performance needed in one or more elements.
4	1.75 (85 – 87)	Met job requirements. Performance was what's expected of a person in his/her position.
5	1.5 (88 – 91)	Fully met job requirements. Performance was what's expected of a person in his/her position.
6	1.25 (92- 94)	Fully met job requirements. Student performance exceeded what is normally expected in his/her position.
7	1.00 (95 – 100)	Exceeded job requirements. Student performance was impressive, exceeded what is normally expected in his/her position.

SOCIAL SKILLS							
	1	2	3	4	5	6	7
1. Shows tact in dealing with different people he/she comes in contact with.							✓
2. Shows respect and courtesy in dealing with peers and superiors							✓
3. Willingly helps others (whenever necessary) in the performance of their tasks.							✓
4. Is capable of learning from listening to co-workers.							✓
5. Shows appreciation and gratitude for any form of assistance granted to him/her by others.							✓
6. Shows poise, self-confidence and gratitude for any form of assistance granted to him/her by others.							✓
7. Shows emotional maturity							✓
8. Properly groomed for the office environment.							✓
Sub-total							56

Overall Rating:

Work Habits	<u>29 -</u>
Work Skills	<u>48</u>
Social Skills	<u>36</u>
Average	<u>44.33</u>

Evaluated by:

JOLYN D. CORTEZA
Signature over Printed Name

Feb. 15, 2023
Date