



Christian S.I. Santillan

#12 Delos Angeles Compound, Dulong Bayan II, San Mateo, Rizal

Contact: (0945)- 516-9371

Gmail: chrstnsntlln02@gmail.com

CAREER OBJECTIVES

To be a part of a company and develop my skills, abilities, gain more knowledge, and have new experience to help me grow as a person.

PERSONAL INFORMATION	SKILLS AND ABILITIES
----------------------	----------------------

Age : 21 yrs. old
Date of Birth : May 02, 2001
Place of Birth : Marikina City
Civil Status : Single
Citizenship : Filipino
Height. : 5'4'
Weight : 46 kg

- Communication Skills
- Dedication To learn
- Great To Adapt New Things
- Responsible
- Respectful
- Honest and Trustworthy

EDUCATIONAL BACKGROUND	WORK EXPERIENCE
------------------------	-----------------

Dulong Bayan Elementary School
(2007-2013)

- Work Immersion
San Mateo Senior High School (2018)

San Mateo National High School
(2013-2017)

- Soda, Assembler and Dining Crew
Jollibee Foods Corporation

San Mateo Senior High School
Humanities and Social Sciences (HUMSS)
(2017- 2019)

SM CITY SAN MATEO (2022-Present)

San Mateo Municipal College
Bachelor of Science In Psychology (BSP)
(2022 - Present)

Seminars Attended

Stop The Stigma

San Mateo Municipal College Online Webinar
December 11, 2021

Promoting a Drug Free Campus Webinar

Local Government of San Mateo, Rizal
December 25, 2021

Career Objectives

Customer-focused Food Service Worker with 3+ years of experience in fast food and customer service fields. Instrumental in resolving guests' concerns and increasing their satisfaction levels with a stellar record of friendly and upbeat guest service.

Leadership Experience

- Crew Trainer of Jollibee in SM City San Mateo. food preparation and production during COVID-19, ensuring 100% food safety procedures were followed


Christian S.I. Santillan
Applicant's Signature

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

173-14

DATE

On-the-Job Training Contract

I, CHRISTIAN S. SANTILLAN, 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 _____.


Christian S. Santillan
Student-Trainee

With my Parental Consent


Imelda S. Santillan
Parent/Guardian's Name and Address

Conforme:

JOHN RAY C. HERNANDEZ, RCC, RPM
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
MUNICIPALITY OF SAN MATEO
PROVINCE OF RIZAL
BARANGAY DULONGBAYAN II
OFFICE OF THE BARANGAY CAPTAIN



BARANGAY CLEARANCE

To Whom It May Concern:

This is to certify that **CHRISTIAN SAN ISIDRO SANTILLAN**, 21 years of age, is a resident of #12 JONES DELOS ANGELES COMPD., Barangay Dulongbayan II, San Mateo, Rizal since 2001.

This certification is being issued upon the request of Mr./Ms. **Christian San Isidro Santillan** to support his/her **On Job Training(OJT)** requirements purpose only.

Issued this 1st of December, year 2022 at the Hall of Barangay Dulongbayan II, San Mateo, Rizal.


CHRISTIAN SAN ISIDRO SANTILLAN

Signature over printed name

APPROVED BY:


HON. JUANITO A. CHIOMBON
Barangay Captain

Note: Not valid without dry seal.

#DisiplinaParaSaPagbabago
#2 Jones St.. Dulongbayan II, San Mateo, Rizal

Telephone No.: 429-5697



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 that Mr. CHRISTIAN S. SANTILLAN was enrolled in this college as a **Fourth Year** student of the **Bachelor of Science in Psychology**, **1st Semester of Academic Year 2022-2023.**

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. Santillan for his on-the-job training requirement.

Given this 5th of December 2022 at San Mateo Municipal College, San Mateo, Rizal.


NORINA C. BAUTISTA, MAED, RGC
Guidance Counselor

OR No.: 18545795
Issued on 12/5/2022
Issued at: San Mateo, Rizal



(Not Valid Without School Seal)



San Mateo Municipal College

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

COLLEGE OF ARTS & SCIENCES Bachelor of Science in Psychology

December 06, 2022

Ms. Ladie Lyn G. Fuderanan
OIC, Human Resource Development Section
Land Transportation Office
LTO, C.O. East Avenue,
Quezon City, Philippines

Dear Ms. Ladie Lyn G. Fuderanan:

Warmest greetings from San Mateo Municipal College!

As our training partner, we shall share with you the responsibility of coaching, directing and supervising works of similar activities related to their course during their training period. With your valuable assistance, our students can apply their classroom theories to the activities found in a real office environment.

For your information, **CHRISTIAN S. SANTILLAN** taking Bachelor of Science in Psychology is required to undertake an On-the-Job Training for the 1st Semester, Academic Year 2022-2023, for a total period of **200 hours** practicum. The trainee will be reporting to your office from **Monday to Friday: 08:00 a.m. to 05:00 p.m.**

We shall monitor the status of our On-the-Job trainees regularly. Unannounced visits will be done to avoid distraction of routine office work schedule and further strengthen the effect of the simulated training program. An evaluation shall be accomplished in trainee performance at the end of their training.

Furthermore, may we request that the said student be allowed to attend their monthly consultation meeting every 3rd Friday of the month at this school.

Thank you.

Respectfully yours,


MR. JOHN RAY G. HERNANDEZ, LPT, MA, RGC, RPm, CHRA
Adviser, On-the-Job Training Course

Noted by:


DR. MA. VERONICA C. IRINGAN
Dean, College of Arts and Science



San Mateo Municipal College

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

COLLEGE OF ARTS & SCIENCES Bachelor of Science in Psychology

December 06, 2022

Ms. Ladic Lyn G. Fuderanan
OIC, Human Resource Development Section
Land Transportation Office
LTO C.O. East Avenue, Quezon City, Philippines

Dear Ms. Ladic Lyn G. Fuderanan:

I would like to express my sincere desire to apply for an On-The-Job Training Program in your institution. I am **Christian S. Santillan**, a senior student taking Bachelor of Science in Psychology at San Mateo Municipal College.

Our course curriculum requires us to have 200 hours supervised industrial training that aims to complement the concept and theories we have learned to the development of our full potential through exposure to the actual field work.

Please see enclosed resume for additional information.

Thank you for your time and consideration.

Respectfully yours,

CHRISTIAN S. SANTILLAN
09455169371

Noted:

MR. JOHN RAY G. HERNANDEZ, LPT, MA, RGC, RPm, CHRA
Adviser, On-the-Job Training Course



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 January

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total
	In	Out	In	Out			In	Out	In	Out	
1						16	7:59				5:00
2						17	7:50				5:05
3						18	7:50				7:00
4	7:30			5:09		19	7:49				5:05
5	7:56			5:13		20	7:46				5:00
6	7:50			5:06		21					
7						22					
8						23	7:23				7:00
9	7:40			5:16		24	8:10				5:00
10						25	7:40				5:00
11						26	7:58				5:00
12	8:00			5:00		27	8:00				5:00
13	7:47			5:00		28					
14						29					
15						30	6:40				5:00
Total hours:				31	6:45						5:00
											Total hours:

Christian S. Santillan
On-the-job Trainee

Joven D. Cometa
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	7:35			7:00		16					
2	6:00			7:00		17					
3	6:30			7:00		18					
4	6:30			5:30		19					
5						20					
6	6:22			5:00		21					
7	7:50			5:00		22					
8	9:35			5:00		23					
9						24					
10						25					
11						26					
12						27					
13						28					
14						29					
15						30					
Total hours:					31	Total hours:					

Christian S. Santillan
On-the-job Trainee

Joven B. COMETA
Authorized Supervisor



San Mateo Municipal College

(Formerly Pamantasan ng Bayan ng San Mateo)

General Luna St. Guitnang 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".



San Mateo Municipal College

General Luna St. Guitnang Bayan 1, San Matco, 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 : Christian S. Santillan
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.

WORK HABITS							
	1	2	3	4	5	6	7
1. Punctuality							/
2. Attendance							/
3. Performs task without much supervision							/
4. Practice self-discipline in his/her work							/
5. Demonstrate dedication and commitment to the task assigned to him/her							/
	Sub-total						35

WORK SKILLS							
	1	2	3	4	5	6	7
1. Demonstrates the ability to operate machines needed on the job.							/
2. Handles the details of the work assigned to him/her.							/
3. Shows flexibility (whenever the need arises) in the process of going through his/her task.							/
4. Manifests thoroughness and precise attention to details.							/
5. Fully understands the linkage or connection between his/her task to previous, intervening and subsequent tasks.							/
6. Usually comes up with sound suggestions to problems.							/
7. Shows self-confidence to ask or communicate well matters that need further instruction or clarification.							/
8. Works systematically. Well organized and neat in doing his/her task.							/
	Sub-total						48

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	<u>56</u>	

Overall Rating:

Work Habits	<u>35</u>
Work Skills	<u>48</u>
Social Skills	<u>56</u>
Average	<u>46.33</u>

Evaluated by

Joven C. Cometa
Signature over Printed Name

Feb. 11, 2023
Date

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

CHRISTIAN S. SANTILLAN

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


Christian Santillan
03-03-23


Jake Castillo
02-01-23