

DIPLOMO, MARIJOY A.

Contact 0977 796 0396

Email Address joydiplomo.042019@gmail.com



CAREER OBJECTIVE

To emphasize people's personal and social strength to encourage wellbeing and healthier mindset. Furthermore, to educate and enlighten others about the importance of Psychology in human daily life situations.

ADDRESS:

Upper Patiis,
Malanday, San Mateo
Rizal

DATE OF BIRTH:

January 22, 1999

MARITAL STATUS:

Single

CITIZENSHIP:

Filipino

LANGUAGE SPOKEN:

Filipino, English

EDUCATION

Bachelor of Science in Psychology
San Mateo Municipal College
Gen. Luna Street, Guitnang Bayan 1, San Mateo Rizal
Present

Humanities and Social Sciences
San Mateo Senior High School
Sta. Cecilia Subdivision Guitnang bayan 1, San Mateo
2017-2019

Junior High School
Guinayang National High School
Jurado Comound Street, Guinayang, San Mateo, Rizal

REFERENCES

JOSEPHINE MAE TITO

Shawarma Corp. Accounting
Assistant
Blk 7 Lot 5A Emerald St.
Goldriver Subdivision, Burgos,
Rodriguez, Rizal
0910 605 1236

Grade School
Patiis Elementary School
Upper Patiis, Malanday, San Mateo, Rizal

SEMINARS ATTENDED

Enhancing Accuracy and Student's Learning in Mathematics
Guinayang National High School
March 6, 2017

Developing Student Leadership through Cooperation, Teamwork and Communication
Guinayang National High School
March 4, 2017

Optimizing Students Understanding in Mathematics
Guinayang National High School
January 27, 2017

CARLYN ANNE ALO

VXI – Account Associate
Blk 27 Lot 7 Phase 1 Southville
10 Sitio Daong, Brgy. Plaza
Aldea, Tanay, Rizal
0910 579 8125

JHEKE ROXAS

Privilege Security Guard
71-A Gen. Luna St.,
Guitnang Bayan 1,
San Mateo, Rizal
0976 254 1706



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Institutional Scout Investiture: Leadership for Life
Guinayang National High School
December 10, 2016

1SanMateo Youth Summit: Stand Up 1SanMateo
Jose F. Diaz Stadium
December 6, 2016

Leadership Development Program for the Red Cross Youth
Guinayang National High School
October 9, 2016

Orientation for Juniors, Seniors, Cadets and Troop Leaders
RGSC Headquarters Pasig City
July 6, 2016

One Big Move! Care for the Environment
Riverbanks Monterock Compound Sitio Ibayo, Brgy. Sta. Ana,
San Mateo, Rizal
January 25, 2016

Fire Safety Orientation for Kiddie/Junior Fire Marshals
Sto. Niño Covered Court, San Mateo, Rizal
October 23, 2015

Institutional Scout Investiture: Y.E.S to Scout
Guinayang National High School
August 20, 2015

Student Today, Leader Tomorrow, Let's Change Our Future
Guinayang National High School
February 28, 2015

Symposium on Contagious Disaster
Guinayang National High School
December 12, 2014

Challenge of Preparedness: Home Nurse, Life Saver and Outdoor Safety
Guinayang National High School
December 4, 2014

Wikang Filipino Mabisang Sandata sa Katiwalian
Guinayang National High School
September 10, 2013

Pampurok Komperensya sa Pamamahayag sa Filipino
Justice Vicente Santiago Elementary School
September 6, 2012

The Challenge of Economic Self Sufficient
Guinayang National High School
July 24, 2014

Leadership Development Program: Red Cross Youth
Guinayang National High School
February 23, 2014

AFFILIATIONS

San Mateo Senior High School- Supreme Student of Government
Grade representative
2018

Guinayang National High School - Math tutor
Member
2017

Guinayang National High School - Supreme Student of Government
Grade representative
2016

Kiddie/ Junior Fire Marshal – Municipality of San Mateo Rizal
Member
2015

Youth for Environment in School Organization – Guinayang Chapter
Member
2014

Philippine Red Cross – CALABARZON 4A
Member
2014

Girl Scouts of the Philippines – CALABARZON 4A
Member
2013

ACHIEVEMENTS

Senior High School Honor Student | 2017-2019
San Mateo Senior High School Best Work Emersion of the Year | 2019
San Mateo Senior High School Conduct Awardee | 2019
District Champion for Action Research | 2018
Guinayang National School Honor Student | 2013- 2017
5TH Place in Division DRMM Quiz Bee | 2017
Champion School Based Interpretative Dance | 2016
3rd Place in English Message Freedom wall | 2016
1st Place in Speech Choir Competition | 2015
1st Place in Cooking Competition | 2015
1st Place in ASEAN Quiz Bee | 2015
1st Place in Flaglets Display | 2014

Best in Filipino | 2013-2017
Best in Edukasyon sa Pagpapakatao | 2013-2017
Best in Araling Panlipunan | 2013-2017
Girl Scout of the Year | 2016
Most Competitive Patrol | 2016
Class Salutatorian | 2013
Batang Leader ng Taon | 2013
Grade 5 - 2nd Honor Student | 2012
2nd Place Essay Writing Contest | 2011

TRAININGS ATTENDED

Humanities and Social Sciences Work Emersion

Wise Steward Christian School

July-December 2018

School Based Leadership Training Program

Guinayang National High School

February 28, 2015

PERSONAL BACKGROUND

Date of Birth	:	January 22, 1999
Place of Birth	:	San Mateo, Rizal
Age	:	23 years old
Father's Name	:	Maximo B. Romeo Jr.
Mother's Name	:	Noemi A. Diplomo
Guardian	:	Noemi A. Diplomo
No. of Siblings	:	Five (5)
Marital Status	:	Single


MARIJOY A. DIPLOMO
Applicant

L.T.-20

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

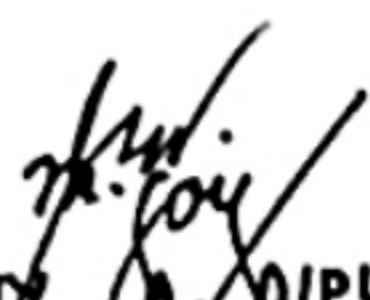
DATE _____

On-the-Job Training Contract

I, MARIJOY A. DIPLOMO, 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:

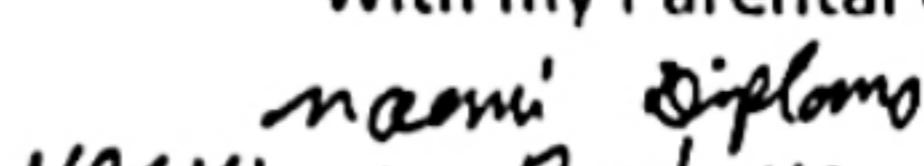
1. That I shall observe all existing reasonable office rules and regulations of the LTO while on training;
2. That I shall not claim nor be paid any compensation whatsoever while on training;
3. That the LTO shall have no liability for any injury and/or incapacity that may befall me while inside the 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 _____.

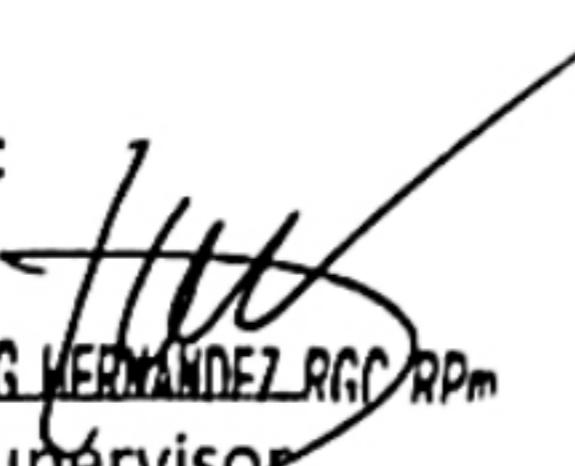

MARIJOY A. DIPLOMO

Student-Trainee

With my Parental Consent


NOEMI naomi Diplomo
AUGUST 10, 1975 UPPER PATH, MALANDAY
SAN MATEO, RIZAL
Parent/Guardian's Name and Address

Conforme:


JOHN RAY G. HERNANDEZ RAC 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



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 **Marijoy A. Diplomo**, 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,

[Signature]
MARIJOY A. DIPLOMO

09197228517

Noted:

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



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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:

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.

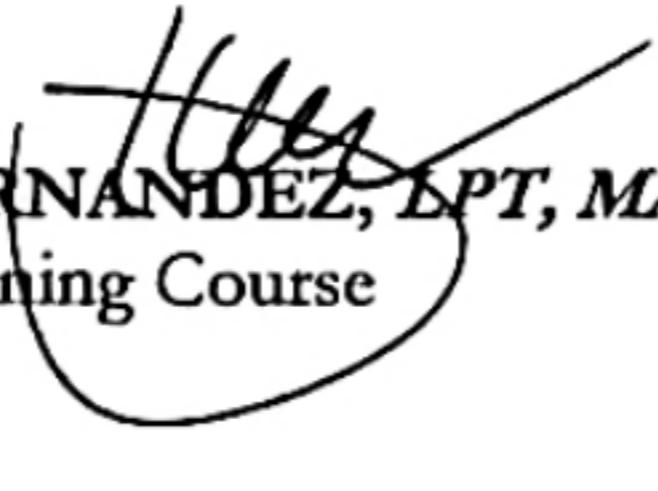
For your information, **MARIJOY A. DIPLOMO** taking Bachelor of Science in Psychology is required to undertake an On-the-Job Training for the 1st Semester, Academic Year 2022-2023, for a total period of **200 hours** practicum. The trainee will be reporting to your office from **Monday to Friday: 08:00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

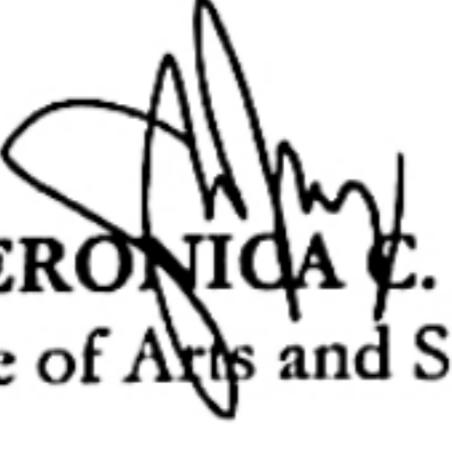
Furthermore, may we request that the said student be allowed to attend their monthly consultation meeting every 3rd Friday of the month at this school.

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



Republic of the Philippines
MUNICIPALITY OF SAN MATEO
Province of Rizal
BARANGAY MALANDAY
**** OFFICE OF PUNONG BARANGAY ****



BARANGAY COUNCIL

ROMINA Q. ALFONSO-DIAZ
Punong Barangay

EFREN C. REYES
Barangay Kagawad
Committee on Peace and
Order

ORLANDO S. CRUZ
Barangay Kagawad
Committee on Finance

BORRIS RALD D. MANUEL
Barangay Kagawad
Committee on Public Works

MAY ANN SJ. CRUZ
Barangay Kagawad
Committee on Education

MELITA S. LADRAZO
Barangay Kagawad
Committee on Health and
Sanitation

AMOR A. SAN JOSE
Barangay Kagawad
Committee on Ways &
Means

YOLANDA S. OSO
Barangay Kagawad
Committee on Livelihood

PATRICIA V. SADI
SK Chairman

ELLEN LOURDES H. MANUEL
Barangay Secretary

LEAH C. VILLANUEVA
Barangay Treasurer

BARANGAY CLEARANCE

This is to certify that this Barangay Clearance is hereby granted to DIPLOMO, MARIJOY ABAÑO, born on JAN. 22, 1999 at SAN MATEO, RIZAL and presently residing at UPPER PATIIS, Barangay Malanday, San Mateo, Rizal for his/her application for OJT and for whatever legal purpose it may serve.

Issued this 2ND day of DECEMBER, 2022 at the office of Barangay Malanday, San Mateo, Rizal.

Requested by:

MARIJOY ABAÑO DIPLOMO

Signature over printed name

Certified by:

HON/ROMINA Q. ALFONSO-DIAZ
Punong Barangay

Note: Valid for 60 days from the date of issuance
Not valid without Barangay seal
Corner Tubo Kanan, Patiis Road Malanday, San Mateo Rizal (02)8631-7662



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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 **Ms. MARIJOY A. DIPLOMO** 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, she is a person of good moral character.

This certification is issued upon request of Ms. Diplomo for her on-the-job training requirement.

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

Norina C. Bautista
NORINA C. BAUTISTA, MAED, RGC
Guidance Counselor

OR No.: 18545800
Issued on 12/5/2022
Issued at: San Mateo, Rizal



(Not Valid Without School Seal)



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San Mateo Municipal College

(Formerly Pamantayan 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

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF UNDERSTANDING made and entered into by and between:

SAN MATEO MUNICIPAL COLLEGE, a non-stock, non-profit educational institution, duly recognized by the Commission on Higher Education, represented by **MR. JOHN RAY G. HERNANDEZ**, On-the-Job-Training Adviser, **DR. MA. VERONICA C. IRINGAN**, Dean, College of Arts and Sciences with office address at General Luna St, Guitnang Bayan 1, San Mateo, Rizal.

-and

LAND TRANSPORTATION OFFICE- Human Resource Development Section, with Officer in Charge address at LTO, C.O. East Avenue, Quezon City, Philippines represented by Ms. Ladie Lyn G. Fuderanan hereinafter referred as **OFFICER IN CHARGE**.

WTINESSETH:

This Memorandum of Understanding provides both parties a venue to arrange (subject to certain terms and conditions set in a separate contract/agreement) mutual partnership provisions for the engagement of students under the on-the-job training/internship curriculum and for alumni employment programs of SMMC with Land Transportation Office- Human Resource Development Section

Terms and Conditions:

SMMC shall provide Land Transportation Office- Human Resource Development Section student-trainees who will undergo the training program solely for the purpose of allowing the student-trainees to complete the College's requirement for graduation.

As our Training Partner, we would like to inform you that they are subject to the following terms and condition:

1. The period of training shall not exceed the prescribed number of hours indicated in the recommendation letter presented which shall run for eight (8) hours a day. In case that the company needed the services of the students beyond the prescribed time, the excess hours shall be credited to the students.
2. Student trainee shall observe the existing rules and regulations of the company.
3. Your company will not be held liable for any untoward incident that may happen during the training period.



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Tel. No. 8997-9070

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COLLEGE OF ARTS & SCIENCES Bachelor of Science in Psychology

4. This agreement is made upon request as recommended, therefore, your company has no obligation, whatsoever, to consider student trainees as employee during and after the training period.

While it is understood that this agreement shall not create an employer-employee relationship between Land Transportation Office- Human Resource Development Section and the student trainees, Land Transportation Office- Human Resource Development Section shall provide law-mandated safety and security orientation and provisions to ensure the well-being of the student-trainees while in the premises and/or accomplishing office tasks.

The partnership shall be implemented by the parties in accordance with the guidelines and policies of the parties, and as set forth or agreed by the parties in separate agreements.

Duration:

This memorandum of understanding shall take effect upon signing by the authorized officials from SMMC and Land Transportation Office- Human Resource Development Section and will remain in effect until modified or terminated by any of the partners by mutual consent. This memorandum of understanding shall be valid for one (1) year.

IN WITNESS WHEREOF, the parties have hereunto signed this Memorandum of Understanding this _____ of December 2022, at _____, Philippines.

For San Mateo Municipal College

MR. JOHN RAY G. HERNANDEZ
OJT Adviser

For Land Transportation Office

MS. LADIA LYNG FUDERANANCY
LTO, Quezon City - Officer in Charge
Human Resource Development Section

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

Doc. No. _____
Page No. _____
Book No. _____

Land Transportation Office
East Avenue, Quezon City

presents this

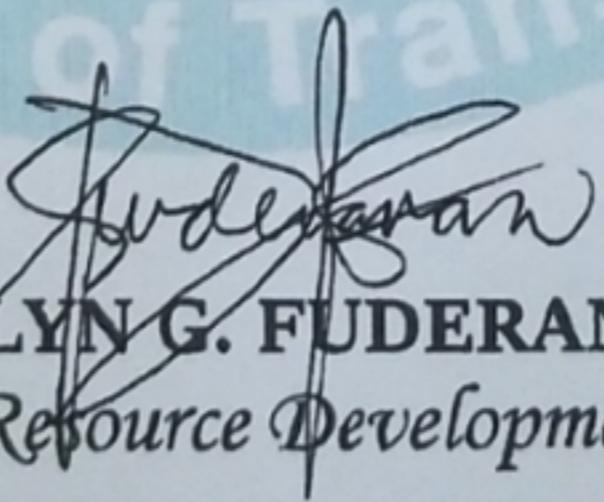
Certificate of Completion

MARIOY A. DIPLOMO

San Mateo Municipal College

for having satisfactorily completed Two Hundred (200) hours
On-the-Job Training at the Traffic Safety 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

PDF
Marijoy A. Diplomo
07/06/2023

Certificate Information

NAME: MARIA JOY ABANO DIPLOMO
SCHOOL: SAN MATEO MUNICIPAL COLLEGE

TOTAL HOURS: 200 HRS.

DEPARTMENT ASSIGN: TRAFFIC AND SAFETY DIVISION

DATE START: JAN. 04, 2023

DATE END: FEB. 10, 2023



GOVERNMENT OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
Avenue, Quezon City
box@lto.gov.ph • Website: www.lto.gov.ph

Department Assign: LAND TRANSPORTATION OFFICE - ROAD SAFETY ACTION PLAN
(TRAFFIC AND SAFETY DIVISION)

Daily Time Record for the Month of JANUARY 2023

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total
	In	Out	In	Out			In	Out	In	Out	
1						16	8:47 AM	12:05	12:50	5:30 PM	
2						17	8:03 AM	12:05	12:43	5:03 PM	
3						18	8:40 AM	12:05	12:50	5:15 PM	
4	7:54 AM	12:05	12:48	5:03 PM		19	8:01 AM	12:05	12:40	5:16 PM	
5	7:53 AM	12:05	12:43	5:14 PM		20	8:06 AM	12:05	12:43	5:15 PM	
6	7:20 AM	12:05	12:15	5:10 PM		21					
7						22					
8						23	8:08 AM	12:05	12:50	5:20 PM	
9	7:31 AM	12:10	12:50	5:03 PM		24	11:38 AM				
10						25	7:58 AM	12:15	12:50	5:12 PM	
11	7:46 AM	12:13	12:53	5:25 PM		26	7:59 AM	12:05	12:50	6:30 PM	
12	7:47 AM	12:05	12:45	5:40 PM		27	8:00 AM	12:05	12:50	5:35 PM	
13	7:54 AM	12:05	12:51	5:15 PM		28					
14						29					
15						30	7:00 AM			6:00 PM	
			Total hours:			31	8:13 AM	12:05	12:50	6:35 PM	

Total hours: _____

MARIA JOY ABANO
Diploma, 1/14/2023
On-the-Job Trainee

ROBERTO C. GABRIEL
Officer In Charge, Traffic Safety Division
Authorized Signer: _____





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: LAND TRANSPORTATION OFFICE - ROAD SAFETY ACTION PLAN
(TRAFFIC AND SAFETY DIVISION)

Daily Time Record for the Month of FEBRUARY 2023

Date	Morning		Afternoon		Total	Date	Morning		Afternoon		Total	
	In	Out	In	Out			In	Out	In	Out		
1	8:09 AM	7:55 PM	12:50	3:40 PM		16						
2	8:20 AM	12:05 PM	12:45	3:00 PM		17						
3	8:00 AM	12:05 PM	12:50	3:00 PM		18						
4	8:41 AM	10:00	1:00	7:00		19						
5						20						
6	8:18 AM	11:10	12:55	5:30 PM		21						
7	8:17 AM	11:05	12:50	6:30 PM		22						
8	7:42 AM	12:05	12:55	5:20 PM		23						
9	7:24 AM	12:25	1:19	5:30 PM		24						
10	7:30 AM	12:05	12:55	5:00 PM		25						
11						26						
12						27						
13						28						
14						29						
15						30						
Total hours:						31	Total hours:					

DIPLOMA OF RENEWAL
DIPLOMA OF RENEWAL

On-the-job Trainee

PROVINCIAL OFFICE
Officer-in-Charge, Traffic Safety Division
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

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COLLEGE OF ARTS & SCIENCES Bachelor of Science in Psychology

February 09, 2023

MS. BEVERLY C. SABELA

Supervising Transportation Regulation Officers,
Traffic and Safety Division
Land Transportation Office Central

Ms. Beverly C. Sabela:

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.

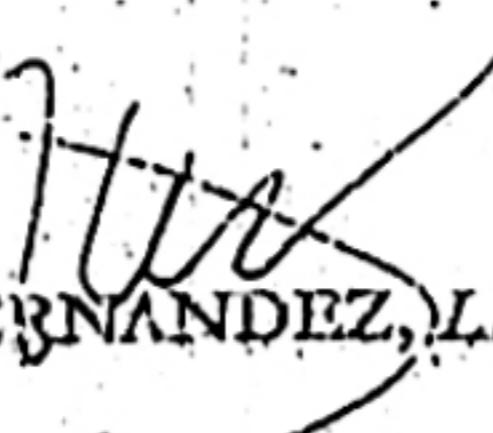
In view of this, may I request your good office to evaluate the student based on his/her actual performance during the course of duty. Your assessment will give me the idea on the key strengths as well as the areas for improvement of our student.

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



San Mateo Municipal College

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

Tel. No. 8997-9070

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OJT EVALUATION SHEET

Company Name : Land Transportation Office Central
Immediate Supervisor : Ms. Beverly C. Sabela
Trainee's Name : Marijoy A. Diploma
Program : Bachelor of Science in Psychology
OJT Period : January 4, 2023 – February 15, 2023

Suggestions/Comment for the Trainee:

Play the experiences, knowledge and skills, as well as the attitudes and behaviors that the trainee has acquired from the Traffic Safety Unit (TSU), Land Transportation Office (LTO) become their guide to their future endeavor. Continue to be a good, punctual and hardworking person despite the absence of initial experiences, knowledge and still in this organization.

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

God bless
on your
journey.
Stay safe.
✓ AMV

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		646 ✓						

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		6335 ✓						

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

62/100

Overall Rating:

Work Habits 60/60

Work Skills 60/30

Social Skills 60/75

Average 60.58

Evaluated by:

Personnel Gramda

Signature over Printed Name

Officer in Charge

Traffic Safety Division

Date 03 March 2023