



Bernaldez, Romel P.

120 Don Vicente S.t Brg. Holy spirit Q.C

Romelbernaldez@yahoo.com

09212314936

CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

PERSONAL Skill

- Honesty
- Team Spirit
- Accepting Challenges

EDUCATIONAL ATTAINMENT

TERTIARY

Computer System Design Program 2 Yrs
AMA Computer Learning Center

2009-Present

HIGH SCHOOL

Ramon Magsaysay(Cubao) High School
(Ermin Garcia St., Cor. Edsa Cubao, Q.C.)

2004-2008

PRIMARY

Holy Spirit Elementary School
(Holy Spirit Drive, Luzon Ave. Q.C.)

1998-2004

PERSONAL PROFILE

➤ Age	19
➤ Father's Name	Rogelio Bernaldez
➤ Mother's Name	Ramilyn Bernaldez
➤ Date of Birth	12/08/1990
➤ Sex	Male
➤ Marital Status	Unmarried
➤ Languages Known	Tagalog , English
➤ Nationality	Filipino



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

07/12/2010
DATE

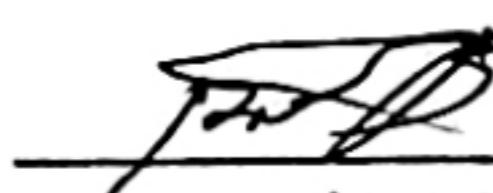
On-the-Job Training Contract

I, Ramyllyn Bernaddez, a student presently enrolled at AMA Computer Learning Center, 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 _____

Conforme:
Mrs. Angelina P. Bernaddez
Teacher-Supervisor


Student-Trainee
With my Parental Consent
Ramyllyn P. Bernaddez
#120 Don Vicente St., Brogy, Holy Spirit Q.C.
Parent/Guardian's Name and Address

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

Recommending Approval:

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

Approval Recommended:

Approved:

RODRIGO R. ARFENDO
Executive Director

CHARACTER REFERENCES

Mark Roldan Cheeca
Head Bagger, Five Star Bus
09061275016

Donard Azura
Graphic Artist, Awesome Graphix
09096631710

Ema Espino
Kagawad, Barangay Holy Spirit
09085600136

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place: Quezon City

(ROMEL BERNALDEZ)



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July 12, 2010

CERTIFICATE OF GOOD MORAL CHARACTER

TO WHOM IT MAY CONCERN:

This is to certify that **Mr. Romel Bernaldez** is a student of good moral character. He has not been subjected to any disciplinary action.

This certification is being issued upon request of **Mr. Bernaldez** for whatever legal purpose/s it may serve him best.

Very truly yours,

Mr. S. Jin
BERNARDO JEFFREY MORANTE
School Director

"Strength in Spirit
~ Dedication to Service!"



Republic of the Philippines
Quezon City



BARANGAY HOLY SPIRIT
Office of the Barangay Council

No. 003048

ESTRELLA C. VALMOCINA
Barangay Chairwoman

KAGAWAD

JOEMAR M. LAGARTO

AIDA E. LORENZO

LOWELL B. CUSTODIO

ANDRES C. MARGALLO

ANDY D. ADAP

CARLOS A. GREGORY

ALLAN A. AMPO

MIRACLE A. VALMOCINA
SK Chairwoman

ARIEL D. DOCTOR
Barangay Treasurer

ROMEO V. RAMOS
Barangay Secretary

ATTY. EDUARDO S. VILLENA
Barangay Legal Counsel

NOT VALID WITHOUT SEAL

CERTIFICATION

TO WHOM IT MAY CONCERN:



This is to certify that Bernaldez, Romel Porras of legal age, married/single, Filipino, is a bonafide resident of 120 Don Vicente St. Don Antonio Heights, Barangay Holy Spirit, Quezon City and that he/she has no pending case filed in this Barangay

This Certification is issued upon his/her request for:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Local Employment | <input type="checkbox"/> TRU Registration |
| <input type="checkbox"/> Foreign Employment | <input type="checkbox"/> Wiring Permit |
| <input type="checkbox"/> Loan | <input type="checkbox"/> |

Issued this 8th day of April, 2010

Signature

ESTRELLA C. VALMOCINA
Barangay Chairwoman

Res. Cert. No. _____
Issued at _____
Issued on _____

"Quezon City Cleanest and Greenest Barangay for 1997"

Barangay Government Complex, Faustino St., Isadora Hills
Tel. Nos. 430-8723/430-1122/431-1663/428-0567

1999-2001 DILG REGIONAL AWARDEE FOR BEST LUPON TAGAPAMAYAPA

2000 DILG NATIONAL WINNER FOR BEST LUPON TAGAPAMAYAPA



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Noriel Bernaldez Jr.

EVALUATION SHEET

Student Name: Ronel Bernaldez Jr.

Student Course: Computer Systems Design Program

JOB FACTOR

MAXIMUM RATING

WORK PERFORMANCE

RATING

1. Knowledge of work (able to grasp as instructed)	10%	<u>9%</u>
2. Quality of work (can cope with demand of additional unexpected workload in a limited time)	10%	<u>9%</u>
3. Quality of work (performs an assigned job efficiently as possible)	10%	<u>9%</u>
4. Attendance (follow assigned work schedule)	10%	<u>9%</u>
5. Punctuality (reports to work assignment of time)	10%	<u>9%</u>

A. PERSONALITY TRAITS

1. PHYSICAL APPEARANCE

(Personality well groomed and always wear appropriate dress)

5%

2. ATTITUDE TOWARDS WORK

(Always shows enthusiasm and interest)

5%

3. COURTESY

(Shows respect for authority at all times)

5%

4. CONDUCT

(Observes rules and regulation of establishment)

5%

5. PERSEVERANCE

(Shows interest in work over and above what is assigned)

5%

6. DRIVE AND LEADERSHIP

5%

7. MENTAL MATURITY

5%

8. SOCIABILITY

5%

9. RELIABILITY

5%

10. POSSESSION OF TRAITS NECESSARY FOR EMPLOYMENT IN THIS KIND OF WORK

5%

100%

95%

NORIEL BERNALDEZ JR.
Chief I.T.S. Data Control Section

Printed Name & Signature
(Immediate Superior)

1

FIRST TO FIFTEENTH
THIS SIDE FRONT

August
(Province or City)

No. 1000 Date Aug. 1 to Aug. 15

Office hours { Regular day
Saturday 2010 (Month)

(Office)		Morning	Noon	Night	Extra	Extra	
		IN	OUT	IN	OUT	IN	OUT
1							
2		1:00pm	5:00pm				
3		1:00pm	5:00pm				
4		1:00pm	5:00pm				
5		1:00pm	6:00pm				
6							
7							
8							
9		1:00pm	6:00pm				
10		1:00pm	6:00pm				
11		1:00pm	6:00pm				
12		1:30pm	6:00pm				
13		1:00pm	6:00pm				
14		1:00pm	6:00pm				
15		1:00pm	6:00pm				

ABSENCES AND UNDERTIME
I 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.

(Employed)

FIRST TO FIFTEENTH
THIS SIDE FRONT

July
(Province or City)

No. 1000 Date July 1 to July 15

Office hours { Regular day
Saturday 2010 (Month)

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

ABSENCES AND UNDERTIME
I 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.

(Employed)

FIRST TO FIFTEENTH
THIS SIDE FRONT

September
(Province or City)

No. 1000 Date Sept. 1 to Sept. 15

Office hours { Regular day
Saturday 2010 (Month)

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

ABSENCES AND UNDERTIME
I 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.

(Employed)

FIRST TO FIFTEENTH
THIS SIDE FRONT

October
(Province or City)

No. 1000 Date Oct. 1 to Oct. 15

Office hours { Regular days
Saturdays 2010 (Month)

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

ABSENCES AND UNDERTIME
I 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.

(Employed)

SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

Prov. Form No. 185

No. _____

(Province or City)

Office hours { Regular days {
Saturdays _____
(Month)

Office hours { Regular days {
Saturdays _____
(Month)

Office hours { Regular days {
Saturdays _____
(Month)

Office hours { Regular days {
Saturdays _____
(Month)

	Morning IN	Noon OUT	Night IN	Night OUT	Extra IN	Extra OUT
16	1:00pm	5:00pm				
17	1:00pm	5:00pm				
18						
19						
20	1:00pm	5:00pm				
21	1:00pm	5:00pm				
22	8:00am	6:00pm				
23	8:00am	6:00pm				
24	1:00pm	5:00pm				
25	1:00pm	5:00pm				
26						
27	1:00pm	5:00pm				
28	1:00pm	5:00pm				
29	1:00pm	5:00pm				
30	1:00pm	5:00pm				
31	1:00pm	5:00pm				

Verified and found correct as to the prescribed office hours after hours

In Charge

	Morning IN	Noon OUT	Night IN	Night OUT	Extra IN	Extra OUT
16	1:00pm	5:00pm				
17	1:00pm	5:00pm				
18						
19						
20	1:					
21	1:00pm	5:00pm				
22	1:00pm	5:00pm				
23	1:00pm	5:00pm				
24	1:00pm	5:00pm				
25						
26						
27	1:00pm	5:00pm				
28	1:00pm	5:00pm				
29	1:00pm	5:00pm				
30	1:00pm	5:00pm				
31	1:00pm	5:00pm				

Verified and found correct as to the prescribed office hours.

In Charge

	Morning IN	Noon OUT	Night IN	Night OUT	Extra IN	Extra OUT
16	1:00pm	5:00pm				
17	1:00pm	5:00pm				
18						
19						
20	1:00pm	5:00pm				
21	1:00pm	5:00pm				
22	1:00pm	5:00pm				
23	1:00pm	5:00pm				
24	1:00pm	5:00pm				
25						
26						
27	1:00pm	5:00pm				
28	1:00pm	5:00pm				
29	1:00pm	5:00pm				
30	1:00pm	5:00pm				
31	1:00pm	5:00pm				

Verified and found correct as to the prescribed office hours.

In Charge

	Morning IN	Noon OUT	Night IN	Night OUT	Extra IN	Extra OUT
16	1:00pm	5:00pm				
17	1:00pm	5:00pm				
18						
19						
20	1:00pm	5:00pm				
21	1:00pm	5:00pm				
22	1:00pm	5:00pm				
23	1:00pm	5:00pm				
24	1:00pm	5:00pm				
25						
26						
27	1:00pm	5:00pm				
28	1:00pm	5:00pm				
29	1:00pm	5:00pm				
30	1:00pm	5:00pm				
31	1:00pm	5:00pm				

SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

Prov. Form No. 185

No. _____

(Province or City)

Office hours { Regular days {
Saturdays _____
(Month)

Office hours { Regular days {
Saturdays _____
(Month)

Office hours { Regular days {
Saturdays _____
(Month)

Office hours { Regular days {
Saturdays _____
(Month)

SIXTEENTH TO THIRTY-FIRST

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Prov. Form No. 185

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Office hours { Regular days {
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(Month)

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(Month)

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Saturdays _____
(Month)

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