

HUGAN JENNIE A.

Contact: 09196981812
Email Address: jenniehuagn@gmail.com



ADDRESS:

#77 Talisay St. Donna
Pepeng Subd. Burgos
Rodriguez Rizal

DATE OF BIRTH:

September 7, 1994

MARITAL STATUS:

Single

CITIZENSHIP:

Filipino

LANGUAGE SPOKEN:

Filipino, English,
Romblomanon

REFERENCES

ANALIZA C. PASTOR

Teacher III
San Rafael Elementary School
09338687079

MICHAEL B. ABBACAN

ALS COORDINATOR
Kasiglahan Village Elementary
School Rodriguez Rizal
09287294583

ALONDRA A. MENA

College Secretary/Psychology
Instructor SMMC
09488939410

CAREER OBJECTIVE

To be able to apply my learned skills as a graduating psychology student and set an example to others using logical methods and technique to achieve excellence in the future.

EDUCATION

Bachelor of Science in Psychology

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

Alternative Learning System Burgos

Brgy. Burgos Rodriguez Rizal
2017-2018

Calatrava National High School

Brgy. San Roque, Calatrava, Romblon
2008-2010

Balogo Elementary School

Brgy. Balogo, Calatrava, Romblon
2001-2007

SEMINARS ATTENDED

HR in 2022 and Beyond: New Trends and Effective Techniques

PUP Online Webinar
February 02, 2022

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

Psychological Report Professional Practices and Principles in Writing

PUP Online Webinar
September 20, 2021

AFFILIATIONS

Psychology Society
Member
2019 – Present

ACHIEVEMENTS

2nd Semester, Deans Lister | 2020-2021
1st Semester, Deans Lister | 2019-2020
Division ALS Festival of Talent Top 15 | September 2017
BES Grade 1, Top 6 | March 2001.
LKS, Top 3 | March 2000

PERSONAL BACKGROUND

Date of Birth	:	September 7, 1994
Place of Birth	:	Calatrava, Romblon
Age	:	28 years old
Father's Name	:	Dionisio A. Hugan
Mother's Name	:	Melly S. Agustín
Guardian	:	Helbert Harvey E. Guerrero
No. of Siblings	:	Nine (5)
Marital Status	:	Single



JENNIE A. HUGAN
Applicant

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

173-11

DATE

On-the-Job Training Contract

I, JENNIE A. HUGAN, 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:

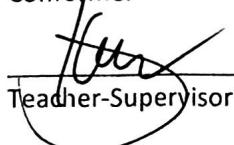
1. That I shall observe all existing reasonable office rules and regulations of the LTO while on training;
2. That I shall not claim nor be paid any compensation whatsoever while on training;
3. That the LTO shall have no liability for any injury and/or incapacity that may befall me while inside the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

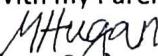
In witness hereof, I have hereunto set my signature on this _____ day of _____
at _____.


JENNIE A. HUGAN

Student-Trainee

Conforme:


HENRY
Teacher-Supervisor

With my Parental Consent

MELLY S. AGUSTIN #77 TAUSAY ST. DONJA
PEPENG SUBD. BURGOS,
RODRIGUEZ, RIZAL
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 _____, 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: JENNIE A. HUGAN
Address: BLOCK 10 LOT 17 DELA COSTA HOMES V PHASE 2
BARANGAY BURGOS, RODRIGUEZ, RIZAL
Birthdate: SEPTEMBER 07, 1994
Place of Birth: ROMBLON CITY
Remarks: REGISTERED VOTER/BARANGAY RESIDENCY
Purpose: OJT REQUIREMENTS

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

Issued this 1ST day of DECEMBER 2022 at the office of the Punong Barangay, Barangay Burgos.

CTR # _____
Issued at Barangay Burgos
Issued on 12/01/2022
OR No: 18680898A

THUMBMARK

LEFT

RIGHT



JENNIE A. HUGAN
Signature over printed name of applicant

Issued by:

Yvonne A. Palabrica
YVONNE A. PALABRICA
Barangay Secretary

Approved by:

ROSENDO C. CRUZ, JR.
Punong Barangay/ Burgos

This Clearance is Valid for Six (6) Months on the date issued and not valid without official seal.



San Mateo Municipal College

Gen. Luna St., Guinangbayan 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. JENNIE A. HUGAN 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. Hugan 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)



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 **Jennie A. Hugan**, 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,


JENNIE A. HUGAN
09196981812

Noted:


MR. JOHN RAY G. HERNANDEZ, LRT, 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. LADIE LYNN G. FUDERANAN
OIC, Human Resource Development Section
Land Transportation Office
LTO, C.O. East Avenue,
Quezon City, Philippines

Dear Ms. LADIE LYNN 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, JENNIE A. HUGAN 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 Sciences

Land Transportation Office
East Avenue, Quezon City

presents this

Certificate of Completion

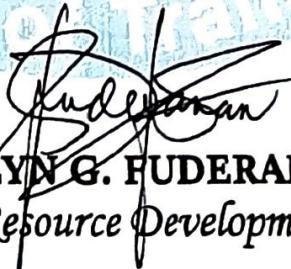


JENNIE A. HUGAN

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


ROSA MARIA PARMES
03/01/2023

Certificate Information

NAME: JENNIE A. HUGAN

SCHOOL: SAN MATEO MUNICIPAL COLLEGE

TOTAL HOURS: 200 HRS.

DEPARTMENT ASSIGN: REWARDS & RECOGNITION UNIT, HRDS

DATE START: JANUARY 4, 2023

DATE END: FEBRUARY 10, 2023



DEPARTMENT OF TRANSPORTATION
LTO
Avenue, Quezon City
Email: lto.gov.ph • Website: www.lto.gov.ph

Department Assign: Human Resource Development Section -
Rewards and Recognition Unit

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						
2					17						
3					18	8:40					
4	7:30	AM			19	7:40					
5	7:45	AM			20	8:03					
6	7:50	AM			21						
7					22						
8					23	07:47					
9	7:20	AM			24	11:30					
10	ABSENT				25	07:50					
11	7:57	AM			26	ABSENT					
12	7:30	AM			27	07:56					
13	7:35	AM			28						
14	7:20	AM			29						
15	7:50	AM			30	07:00					
Total hours:				31	8:40						
											Total hours:

JENNIE A. HUGAN

On-the-job Trainee

Rosanna Parica
Admin Officer II, Head, R&R Unit HRD section
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

HUMAN RESOURCE DEVELOPMENT SECTION

Department Assign: Rewards and Recognition

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	8:00			7:30		16						
2	8:30			6:00		17						
3	8:40			7:00		18						
4	5:00			6:00		19						
5						20						
6	7:35			5:00		21						
7	8:30			6:00		22						
8	—					23						
9	8:30			5:00		24						
10	8:30			5:00		25						
11						26						
12						27						
13						28						
14						29						
15						30						
Total hours:						31	Total hours:					

JENVIE A. HUGAN
On-the-job Trainee

Rosanna A. Parica
Admin Officer II, Head R & R Unit HRDS
Authorized Supervisor



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COLLEGE OF ARTS & SCIENCES Bachelor of Science in Psychology

February 09, 2023

MS. ROSANNA A. PARICA

Administrative Officer III

Unit Head- Rewards and Recognition Unit, HRDS

Land Transportation Office Central

Ms. Rosanna A. Parica:

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, LPN, 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. Guimang 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. Rosanna A. Parica
Trainees Name : Jennie A. Hugan
Program : Bachelor of Science in Psychology
OJT Period : January 4, 2023 – February 15, 2023

Suggestions/Comment for the Trainee:

She is a quick learner, diligent at 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 SKILLS					
	1	2	3	4	5	6
1. Flexibility	/					
2. Persistence	/					
3. Estimate each action's much significance	/					
4. Practice self-discipline in his/her work	/					
5. Develops one's flexibility and communication in the task assigned in him/her	/					
	Sub Total 56					

	WORK SKILLS					
	1	2	3	4	5	6
1. Demonstrates the ability to organize activities required in the job.	/					
2. Handles the details of the work assigned in him/her.	/					
3. Shows flexibility whenever the need arises in the process of going through his/her task.	/					
4. Maintains thoroughness and precise attention to details.	/					
5. Fully understands the linkage or connection between his/her task or previous, intervening and subsequent tasks.	/					
6. Usually comes up with useful suggestions to problems.	/					
7. Shows self-confidence in his/her communication and answers that need further interpretation clearly.	/					
8. Works systematically. Well organized and clear in doing his/her task.	/					
	Sub Total 47					

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							53

Overall Rating:

Work Habits 35
 Work Skills 47
 Social Skills 53

Average _____

Evaluated by:

Rosanna A. Patricia
 Signature over Printed Name
 HEAD, RECOGNITION UNIT
 HRD SECTION

MARCH 1, 2023
 Date