Hawak Kamay and Within Reach Deployment Form

Semester: __1st__ SY: __2024-2025__

Name: __Berndt Dennis F. Canaya__ Course & Year: __BSIT 2__ Student ID Number: __05-2324-005987__

Contact Number: __09606317196__ Email Address: __befa.canaya.swu@phinmaed.com__

Accepting Office/Department: __HR Reserve Pathology__

Reason for Deployment: _____ Permanent Assignment

_____✓_____ Temporary/Job Rotation

__Berndt Dennis F. Canaya__   __Nordic Balaga__
__Berndt Dennis F. Canaya__   __Erickson D. Cañaveral__
Signature over Printed Name of Scholar   Signature over Printed Name of Immediate Head

Approved by: _for jeyni_

ERICKSON D. CAÑAVERAL
Internal Scholarship Coordinator

05082024

SWU | STUDENT LIFE
DAILY TIME RECORD

Name: Berndt Dennis F. Canaya   Year & Program: 2nd - BSIT

Immediate Head: Norgie Balaga   Department: Pathology

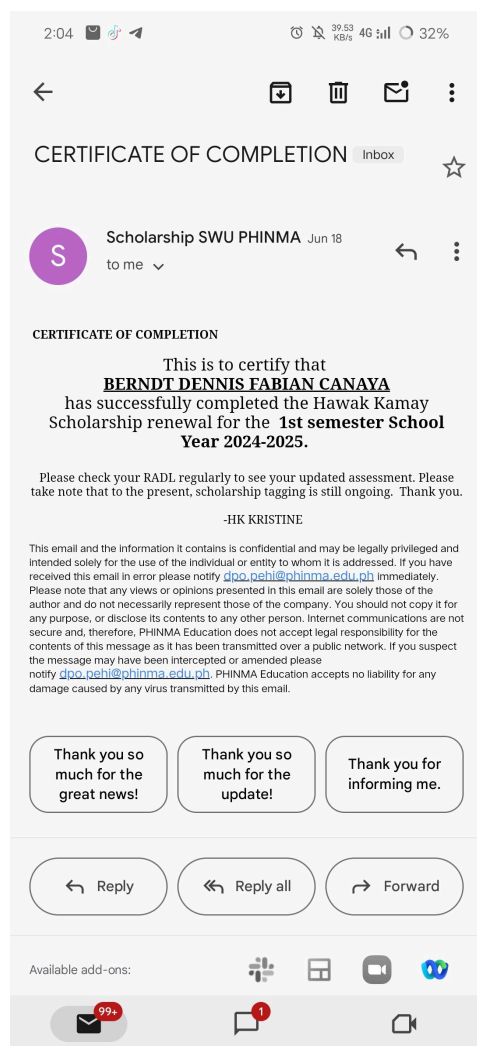| DATE	A.M. IN	A.M. OUT	P.M. IN	P.M. OUT	NO. OF HOURS	Immediate Head SIGNATURE
Ex. 01/01/2001	8:00	12:00	1:00	4:00	7 hours	--------------------
06/24/2024	5:30		5:30	9:00	3.5	
06/25/2024	7:00	10:00			3	
07/02/2024			5:30	7:30	2	
07/03/2024			5:00	8:00	3	
07/04/2024	10:00	1:00			3	
07/05/2024	7:00	10:00			3	
07/10/2024			5:30	7:00	1.5	
7/11/24	10:30	1:N			2.5	
7/12/24	7:00	10:00			3	
7/16/24			6:00	7:00	1	
7/17/24			5:30	7:30	2	
7/19/24	7:00	10:00			3	
7/23/24		10:00	1:00		2	
7/23/24			5:30	7:30	2	
7/24/24			5:30	8:00	2.5	
7/26/24	7:00	10:00			3	
8/07/24			5:30	7:00	1.5	
8/9/24	7:N	10:N			3	
8/14/2024			4:00	7:00	3 hrs	
8/16/2024	7:00	10:00			3	
8/21/2024			1:00	8:00	7 hrs	
8/20/2024			3:00	7:00	4 hrs	
8/27/2024	10:00		10	5:00	7 hrs	
			5:30	8:00	2.5 hrs	
8/28/2024			3:00	9:00	6 hrs	
8/30/2024	6:30			3:00	8.5	

Total Rendered Hours: _____ 90

Note: This DTR will be collected by the Student Life Department after the end of every semester basis for scholarship renewal.

COMPLETED

Berndt Dennis F. Canaya

SIGNATURE OVER PRINTED NAME OF THE SCHOLAR

CERTIFICATE OF COMPLETION Inbox

S Scholarship SWU PHINMA Jun 18
to me

CERTIFICATE OF COMPLETION

This is to certify that
BERNDT DENNIS FABIAN CANAYA
has successfully completed the Hawak Kamay
Scholarship renewal for the **1st semester School
Year 2024-2025.**

Please check your RADL regularly to see your updated assessment. Please
take note that to the present, scholarship tagging is still ongoing. Thank you.

-HK KRISTINE

Thank you so much for the great news!

Thank you so much for the update!

Thank you for informing me.

↩ Reply   ≪ Reply all   → Forward

Available add-ons:

SWU | STUDENT LIFE

EVALUATION FORM
1st Semester SY2425

Name: _Berndt Dennis F. Canaya_

Course & Year: _BSIT3 - 2nd year_

Contact Number: _09606317170_

Assigned Department: _Pathology_

Total NO. of Hours: _90_

	Rating
1. **Work Quality (30%)** **Works effectively and efficiently.** Able to accomplish multiple tasks with accuracy and thoroughness.	29
2. **Initiative & Resourcefulness (25%)** Performs with minimum supervision and contributes own ideas to improve work procedures.	23
3. **Conduct, Personality & Human Relations (20%)** Respect the policies of the office, courteous and displays maturity In handling difficult situations.	18
4. **Dependability (10%)** Consistent in performing assigned tasks, trustworthy.	9
5. **Attendance (15%)** Regularity and punctuality in reporting for work.	15

TOTAL: _94_

Passing Rate: 85%

Please check "Retain" if you prefer the scholar to be assigned to your office next semester and "Transfer" if otherwise. Please indicate the reasons for the scholars' transfer.

RETAIN: _✓_   **TRANSFER:** _____

Reasons/Concerns: _____

_____

Evaluated by:

NONAME BMAM

Signature over printed name
Of the Immediate Head

_____

Signature over printed name
of the Scholar

Scholarship SWU PHINMA 2 days ago

to me

Good day, Mr./Ms. BERNDT DENNIS FABIAN CANAYA!

This is to inform you that you have successfully completed the checking and evaluation (Step 1 and 2) for your **Hawak Kamay Scholarship** program for 1st Semester School Year 2024-2025.

YOU MAY NOW PROCEED TO STEP 3

RENEWAL STEPS:

1. Have your DTR evaluated. Submit it through this Google Form merging the online and onsite, if applicable, in one PDF file : https://forms.gle/fUfaWJn3KaAPv3HR9

2. Wait for email confirmation if it is:
• INCOMPLETE - apply the corrections and resubmit your DTR by replying to the email.
• COMPLETE - Screenshot the email and attach it to your renewal requirements.

3. Once complete, submit a compilation of your Renewal Requirements in this Google Form: https://forms.gle/c1JLGwYMYm5h9LmB6
• 1st sem Certificate of Completion Screenshot *(for continuing scholars only)*
• 1st sem Deployment Form
• Evaluation form
• Screenshot with this email (make sure your name is visible)
• DTR with complete stamp
EXAMPLE FORMAT: Renewal Requirements Format

4. Wait for an email that states you have completed your renewal evaluation. After that, proceed to Student Life Office depending on your deployment status:
• If RETAIN, you may proceed directly and be deployed to the same department
• If HKR or BLANK, wait for your schedule.

5. Certificate of Completion: You need to be enrolled in the 2nd semester first before doing this step. The requirements are 2nd sem ORF and 2nd sem deployment form.

Make sure to thoroughly process each step. Thank you!