

## **LAND TRANSPORTATION OFFICE CALAMBA DISTRICT OFFICE**

A Narrative Report Presented to the Faculty of the College of Computer Studies  
Laguna State Polytechnic University  
Los Baños Campus  
Los Baños, Laguna

In Partial Fulfillment of the Requirements for the Degree  
Bachelor of Science in Information Technology  
*Major in Service Management Program*

Mikko A. Manzanero

Kenneth B. Bia

June 2024

## **DEDICATION**

This narrative report is dedicated to the people and organizations whose valuable help and cooperation made this research possible.

To the leadership and staff of the Land Transportation Office (LTO), your openness and willingness to share insights into your operations provided the foundation for this report. Your dedication to enhancing safety for all and transportation systems is admirable and inspirational.

To our academic advisors and mentors, your guidance and constructive feedback have been instrumental in shaping this narrative

To our families and friends, your support and encouragement have been our pillars of strength. Your belief in the importance of this work has sustained us during the most challenging moments.

Lastly, to all the unnamed yet significant individuals who contributed their time and expertise to this study, your contributions have enriched this report in countless ways.

## **ACKNOWLEDGMENT**

The completion of this narrative report on the Land Transportation Office (LTO) would not have been possible without the support, guidance, and contributions of many individuals and organizations.

First and foremost, the students would like to sincerely thank our families and friends for their constant encouragement and support. Our strength has come from your understanding and patience with us during this journey.

Second, the students extend their deepest gratitude to the leadership and staff of the LTO Calamba. Your cooperation and transparency in providing access to vital information and resources were crucial to the success of this narrative report. Your dedication to enhancing the efficiency and safety of our transportation systems is highly appreciated.

Finally, the students would like to thank you to our Dearest On-The-Job Adviser, Loyd S. Echalar, for your support and encouragement.

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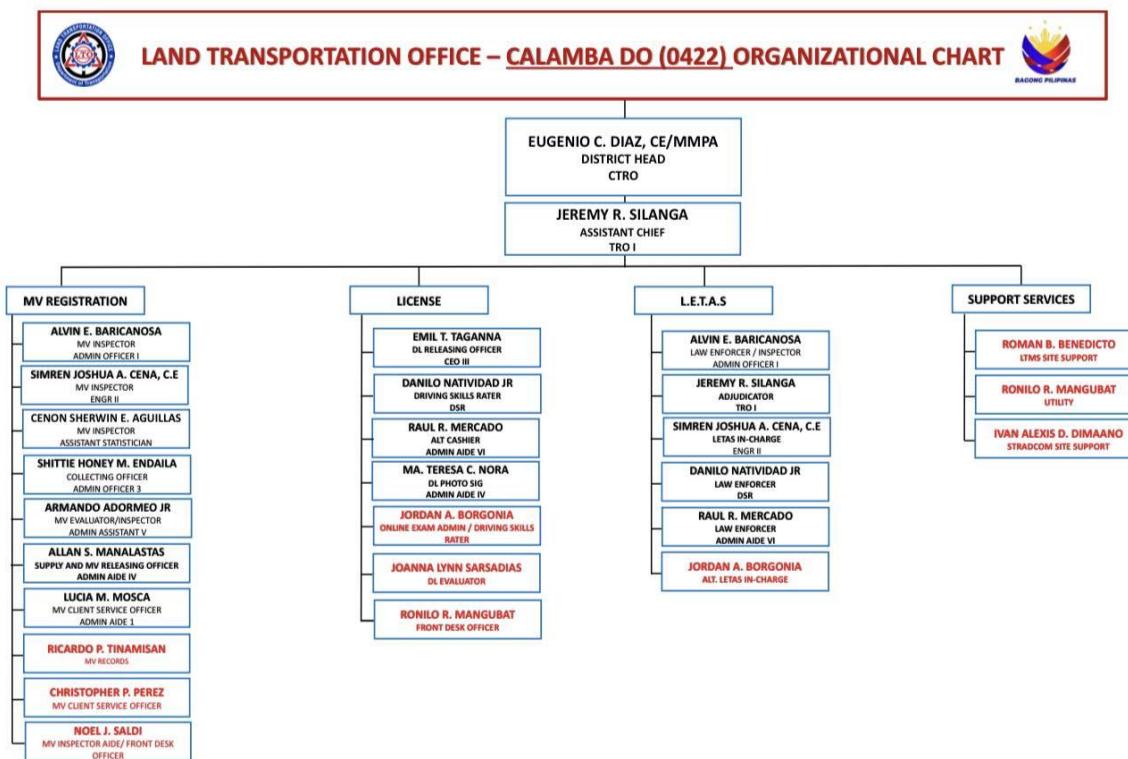
# CHAPTER I

## COMPANY DATA

### Company Profile

LTO Calamba refers to the LTO district office stationed in the city of Calamba. There's a lone District Office (DO) which was especially designed to carry out the agency's mandate and extend all LTO-related services to the residents of the city. These services includes keeping the road safe by ensuring that only skilled and knowledgeable drivers get a license to drive and only the real roadworthy vehicles are legally allowed on the city roads.

### Organizational Chart



## **Vision**

LTO shall be one of the leading national agencies in promoting eco-friendly, safe and efficient land transport system. We optimize technology driven processes and systems in ensuring dynamic, transparent and client-focused services.

## **Mission**

Rationalize the land transportation services and facilities and to effectively implement the various transportation laws, rules and regulations. It is the responsibility of those involved in the public service to be more vigilant in their part in the over-all development scheme of the national leadership. Hence, promotion of safety and comfort in the land travel is continuing commitment of the LTO.

## **Goals and Objectives**

In LTO, we are dedicated to provide quality service to the transacting public, and to our employees and partners in service delivery.

In order to achieve the above, we are committed to:

Leadership in government service:

We shall be a model frontline government agency, continually striving to improve our performance to remain as such.

Total customer satisfaction:

We shall satisfy both our external and internal customers, and our partners in service delivery.

**Organizational excellence:**

We shall involve all our employees in formulating and improving our service delivery system and processes, and be objective in agency decision-making.

### **Inclusive Dates of Training**

From February 22, 2024 to June 7, 2024.

### **Training Area**

There is no permanent designated department or section in LTO Calamba for the OJT's because every day the student switch duties for us to learn every duties and functions of the training as well as the system. On the other hand let us discuss the different departments also known as windows in LTO Calamba.

In Window 1, They handle the reports as well as the LTO Portal accounts of the clients.

In Window 2, They handle the renewals of a driver's license.

In Window 3 and 4, They handle the Photosync.

In Window 5, They handle the encodings of the vehicles.

In Window 6, Cahiers for driver's license.

In Window 8, They handle the printing of driver's license card

In the 2<sup>nd</sup> floor, They handle the examinations for driver's license.

In Window A, They handle the printing of the register.

In Window B, They handle the student permit as well as the evaluation of driver's license that can take the exams.

In Window C, They handle the transfer of vehicles as well as other documents

In Window D, They handle the inspection reports.

In Window E, They handle the alarms and apprehensions of the clients.

In Window F, They handle the insertion of the plate of a vehicle as well as others importants documents.

In Window G, Cashiers for vehicle register

In Window H, They handle the supplies and other importants services.

In Window I, This is where the records room.

### **Person In-charge and Designation**

Mr. Allan S. Manalastas and Sir Engr. Simren Joshua A. Cena

## CHAPTER II

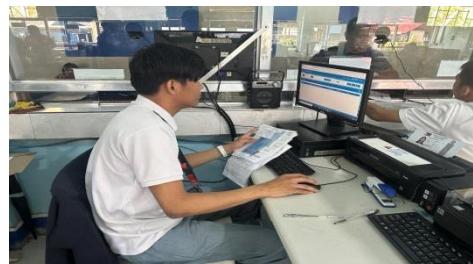
### WEEKLY ROUTINES

#### **Weekly Accomplishment Reports**

**Manzanero, Mikko A.**

#### **Week 1 (Feb 22 to Feb 29 2024)**

In week 1, I've been assigned in Window 4 to handle the services of student license as well as printing out their student permit, I also count and sort their papers.



#### **Week 2 (March 4 to March 8 2024)**

In week 2, I joined the LTO Deputation Seminar with Sir. Jordan Borgonia and went to the municipality of calamba, He discussed the different types of traffic violations, alarms, apprehensions and other violations about LTO



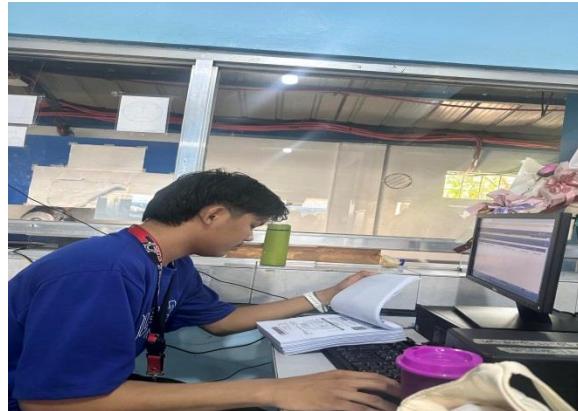
### **Week 3 (March 11 to March 15 2024)**

In week 3, I've been assigned in the support services in Window 1 to handle the concerns of the clients LTO portal accounts and their email and also to reset their passwords.



### **Week 4 (March 18 to March 22 2024)**

In week 4, I've been assign to Window 3 to do photosync and making sure that the renewals of the clients drivers license are new and I also help tally the clients MIS.



### **Week 5 (March 25 to March 29 2024)**

In week 5, I've been assigned to Window 5 for the encodings of the clients vehicle as well as their register and do the approving in order to complete their vehicle's register.



### **Week 6 (April 1 to April 5 2024)**

In week 6, I've been assigned to Window A to print the clients vehicle register using the LTO System as well as printing their cost in order for the clients to pay at the cashier.



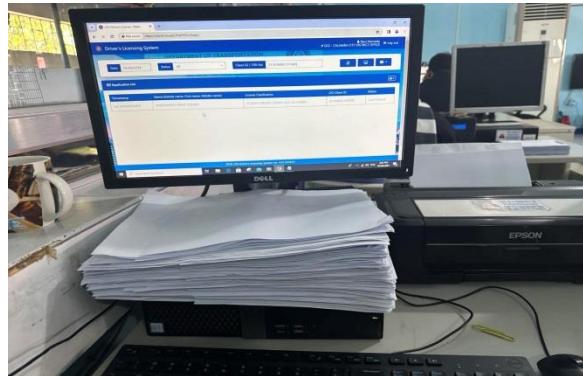
### **Week 7 (April 8 to April 12 2024)**

In week 7, I've been assigned to Window 2 to evaluate the renewals of the clients and I also print the clients vehicle register.



### **Week 8 (April 15 to April 19 2024)**

In week 8, I've been assigned to Window B to evaluate the student permit as well as printing their price in order for them to pay at the cahier and have their student license.



### **Week 9 (April 22 to April 26 2024)**

In week 9, I've been assigned again to Support Services Window 1 to handle the concerns of the clients LTO portal accounts and their email and also to reset their passwords and I also report to the central office using LTO ticketing portal for the assistance.



### **Week 10 (April 29 to May 3 2024)**

In week 10, I handle the bypass of the clients MVIRS to release and also the approving of documents in order for the clients to have a transaction.



### **Week 11 (May 6 to May 10 2024)**

In week 11, I've been assigned in Window 4 to handle the services of student license as well as printing out their student permit, I also count and sort their papers.



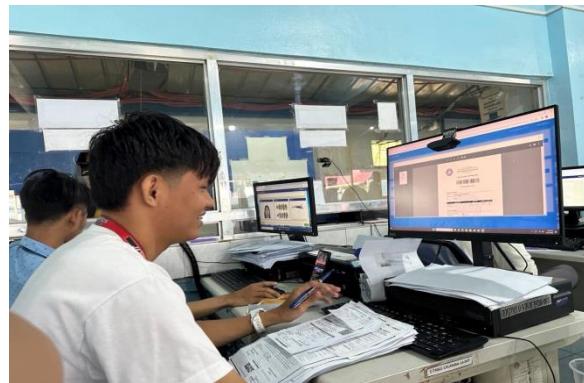
### **Week 12 (May 13 to May 17 2024)**

In week 9, I've been assigned again to Support Services Window 1 to handle the concerns of the clients LTO portal accounts and their email and also to reset their passwords and I also report to the central office using LTO ticketing portal for the assistance.



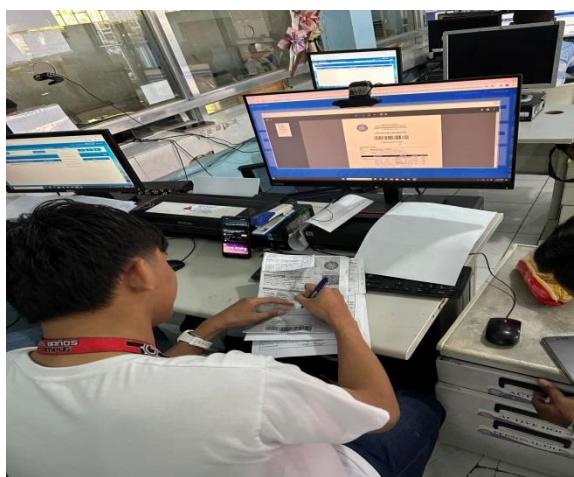
### **Week 13 (May 20 to May 24 2024)**

In week 13, I evaluate the student permit and I handle the services of student license, renewal and giving out student id print. We also print a drivers license and bypass their MVIRS to release and approving of documents



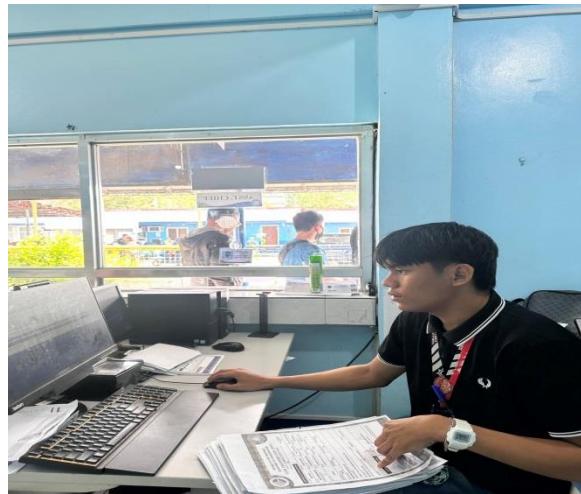
### **Week 14 (May 27 to May 31 2024)**

In week 14, I handle the services of student license, renewal and giving out student id print. I also print a drivers license and bypass their MVIRS to release and approving of documents i also sorts the papers of student permit and renewals as well as printing the clients vehicle registration.



## **Week 15 (June 3 to June 7 2024)**

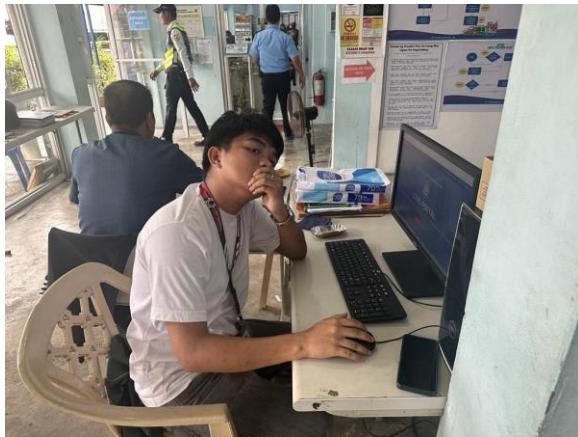
In week 15, I handle the concerns of their LTO accounts and their Email and Password and reporting in its ticketing portal. I also print a renewal and handle the services of student license and In Window F I do bypass their MVIRS to release and approving of the clients documents in order for them to have a transactions.



**Bia, Kenneth B.**

**Week 1 (Feb 22 to Feb 29 2024)**

On my first week at the LTO, they put me in a position where I was to assist people renewing their license. In my place they have to answer 25 questions about the rules and regulations of the road. The passing score is that they must get 80% in order for them to be able to renew.



**Week 2 (March 4 to March 8 2024)**

In my second week at LTO, this week they put me where people go to get their licenses or what is called apprehension. I will assist people who are reckless on the road so that they can redeem their licenses.



### **Week 3 (March 11 to March 15 2024)**

This week they put me where I will take photos of those who apply for licenses, get student permits, and renew the license.



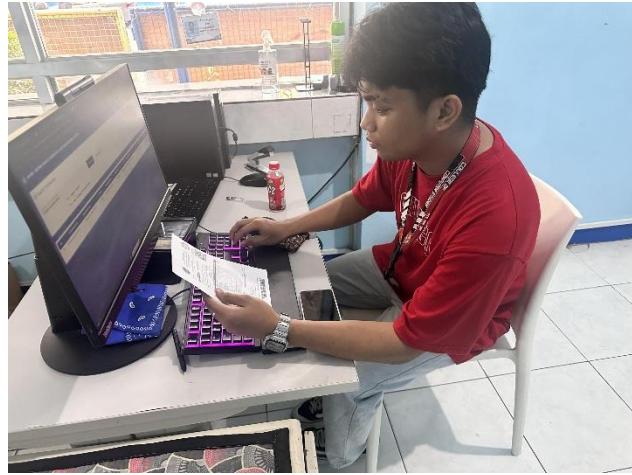
### **Week 4 (March 18 to March 22 2024)**

For this week, I am in a position where I will put the information of those who need to register, it is necessary for their information to be correct and not messed up.



### **Week 5 (March 25 to March 29 2024)**

This week they put me in the 2<sup>nd</sup> stage of confirming the information of all the applicants for the renewal. So just like before, there must be no mistakes and all their information must be correct.



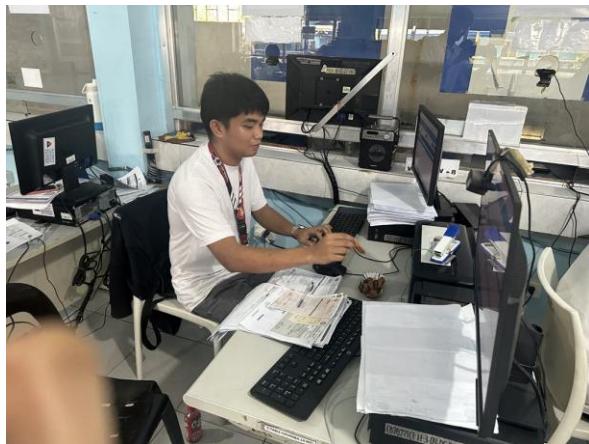
### **Week 6 (April 1 to April 5 2024)**

Just like in the 4<sup>th</sup> week, this week I input their data to their Information to complete their identity and process their needs correctly.



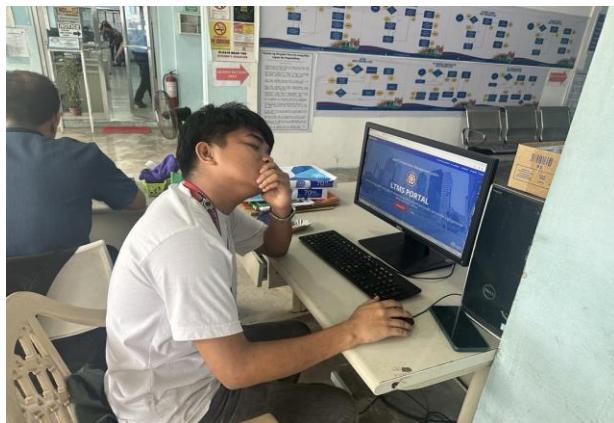
## **Week 7 (April 8 to April 12 2024)**

This week they put me in the photo booth again. Besides the picture here, they have to use the biometrics here to verify that the license they hold is their own and when their finger prints do not match, the transaction will not proceed.



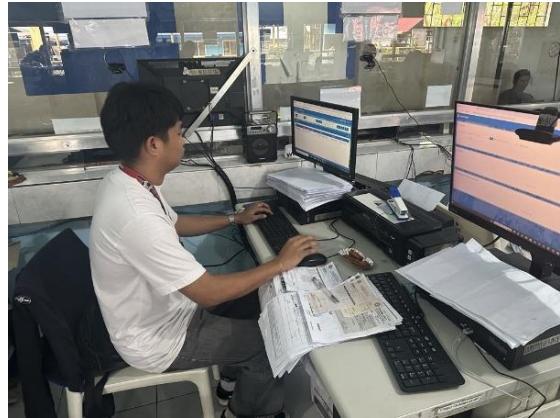
## **Week 8 (April 15 to April 19 2024)**

This week they sent me back outside again because no one will be there. In addition to the fact that they have to answer the exam here and pass, Some people here still need to complete their information in their portal accounts.



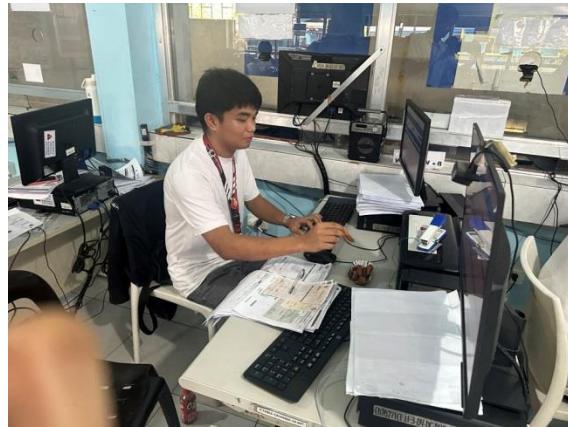
### **Week 9 (April 22 to April 26 2024)**

So this week they put me in what we call window 3, every window has its own procedures that must be done. And window 3 is also one who takes photos like student licenses we will take their finger prints and their signature. So that the transaction can continue without a problems.



### **Week 10 (April 29 to May 3 2024)**

This week, they sent me back to window 4, just like before when I was taking photos of people renewing their license, registering, and getting a student permit. After they finish in my window, they will go to window 6 to get their license.



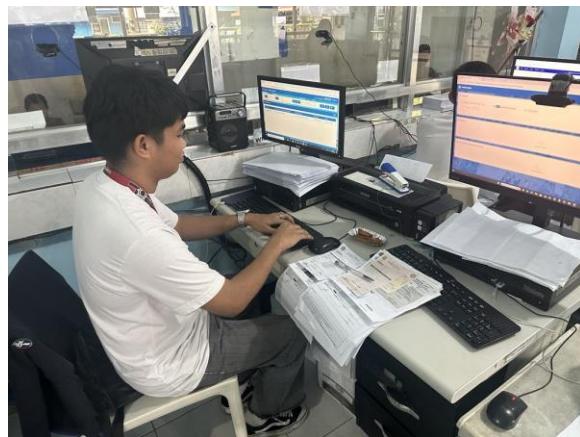
## **Week 11 (May 6 to May 10 2024)**

This week, I was returned to window E where those caught on the road are apprehended here before they get paid, my supervisor does something first, he encodes the apprehension after that they're going to pay in window G.



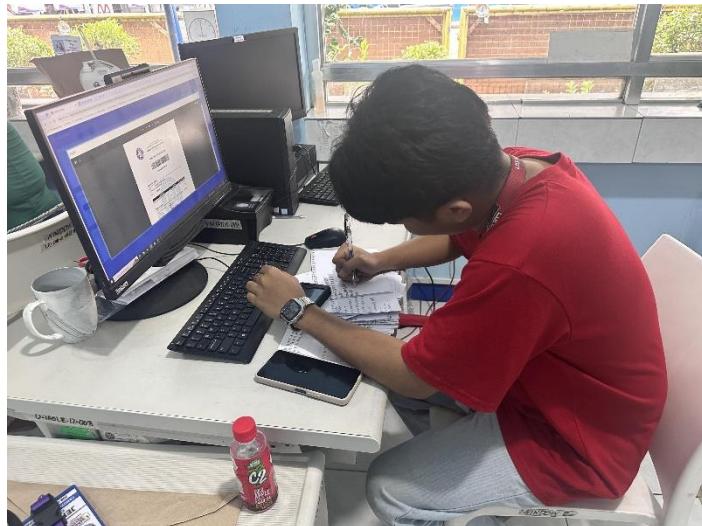
## **Week 12 (May 13 to May 17 2024)**

For this week they sent me back to window 4 again because there was no one there again, like before I took pictures of them and then I sent the license holders to window 8, Those who will get a student permit are in window 4.



### **Week 13 (May 20 to May 24 2024)**

So this week I went to window 4, they are similar to window 3, the only difference is that the student permit will be released here and the other transaction will go to window 8.



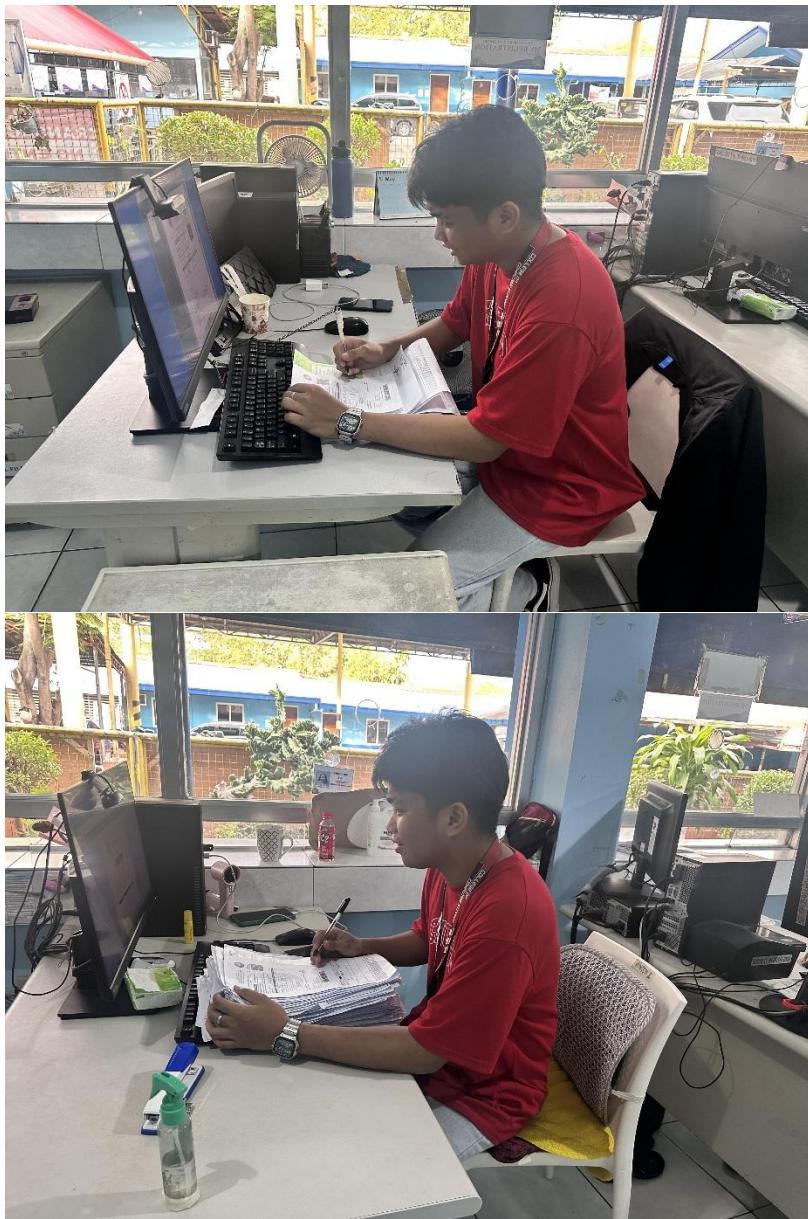
### **Week 14 (May 27 to May 31 2024)**

This week they put me in window E where those caught on the road will need to pay, my supervisor told me to help him in assisting those who will pay, To process the papers faster.



## **Week 15 (June 3 to June 7 2024)**

Just like last week, in my last week I was still seated in window E where they would pay their apprehension on the road. Sometimes many people complain here but because of the help of our assistant chief who helps us to talk to the complaining people. Because of the assistant's explanation people understand their transaction better.



## **CHAPTER III**

### **SELF EVALUATION**

#### **Achievements**

Our OJT experience at LTO Calamba improved my knowledge of internal procedures and compliance with laws and regulations. It also helped us gain practical experience handling administrative tasks like document processing and data entry. Furthermore, by helping clients with their inquiries and guiding them through various processes, I was able to improve my customer service skills.

#### **Failures**

During my time at LTO Calamba, I had various difficulties, like failing to go to work in time because we are late and initially finding it difficult to navigate the numerous paperwork, occasionally making mistakes in data input because I was not familiar with the system, and finding it hard to effectively handle large amounts of client requests.

#### **Personal Relation**

As an OJT at LTO Calamba, I developed strong bonds with my coworkers by learning from their extensive amount of knowledge, asking for help when I needed it, and working well with them to complete a variety of responsibilities. This helped to create a collaborative and encouraging work atmosphere.

## **Attendance and Punctuality**

We made sure to be there and on time at all times although we are late sometimes because of certain situations, We made sure that we always workhard to successfully contribute to the team's efforts throughout our internship at LTO Calamba. We also kept a great attendance record.

## **Interest and Commitments**

As an intern, We are highly motivated and participated in all tasks during the internship at LTO Calamba. We took initiative in our work, continuously tried to learn new skills, and committed ourselves to making a positive impact on the office's operations. We also made sure that in every duties and function of our work we always help everyone including our coworkers, especially the request of a clients.

## **CHAPTER IV**

### **RECOMMENDATIONS**

#### **The potential of the Company as a Training Ground**

LTO Calamba has the potential to significantly improve trainees' abilities and knowledge. by providing them with practical, hands-on experience in administrative and regulatory processes, exposure to real-world customer service scenarios, and opportunities to understand and apply transportation laws and procedures.

#### **Proposed Revisions for the Improvement of the Program**

We recommend implementing more structured line for clients, because sometimes clients lost in line and also upgrading IT systems for faster use and better efficiency.

#### **Advice to the Future On-the-Job Trainee Student**

For future interns at LTO Calamba, We advise being proactive in seeking learning opportunities, staying organized to handle administrative tasks efficiently, maintaining a positive attitude when dealing with customers, and being open to feedback from supervisors to continuously improve and make the most of your internship experience.

## **APPENDICES**

- Appendix A. Memorandum of Agreement / Memorandum of Understanding
- Appendix B. Endorsement / Recommendation Letter
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## Appendix A. Memorandum of Agreement / Memorandum of Understanding

## MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT made and entered into, by and between:

The LAGUNA STATE POLYTECHNIC UNIVERSITY, a state university vested with powers, special functions or jurisdiction, endowed expressly by Republic Act No. 8292 and Republic Act No. 9402 through its LOS BAÑOS CAMPUS with official address at Barangay Malinta, Los Baños, Laguna, represented in this act by its University President, Hon. Mario R. Briones, Ed. D., hereinafter referred to as the "LSPU";

-and-

The LAND TRANSPORTATION OFFICE – CALAMBA DISTRICT OFFICE, an agency entity in the Province of Laguna, with principal office address at Barangay Uno Crossing Calamba City, Laguna, represented herein by its Acting Supply Officer, Mr. Allan Manalastas, hereinafter referred to as "PARTNER ESTABLISHMENT".

### WITNESSETH:

WHEREAS, the LSPU has instituted the On-the-Job Training / Internship as part of the curriculum requirements of the academic programs under the College of Computer Studies ("the College" for brevity) in order to provide its qualified students with adequate experience in actual industry work operations and to augment their formal education.

WHEREAS, the mentioned On-the-Job Training / Internship Program which contains the outlined goals and objectives, knowledge, skills, and competencies that the student-trainees should acquire in each training area, assignment, and schedule of activities, among others shall be further specified in the relative approved On-the-Job Training / Internship Plan pursuant with all the necessary academic policies which includes the CHED Memorandum Order no. 104, series of 2017.

s

WHEREAS, the LSPU is in need of a partner entity, public or private, who will be a Host Training Establishment (HTE) that can support the mentioned On-the-Job Training / Internship Program as specified in the relative proposed On-the-Job Training / Internship Plan. With this, such partner HTE shall accommodate the said qualified students of the College.

WHEREAS, the PARTNER ESTABLISHMENT, supports the mentioned On-the-Job Training / Internship Program and is willing to be an HTE who shall accept and accommodate said qualified student-trainees of the College in providing actual industry work operations;

WHEREAS, the qualified students of the College who shall be undergoing the said On-the-Job Training / Internship Program shall be herein referred to as the STUDENT-TRAINEES. Moreover, the herein LSPU or the PARTNER ESTABLISHMENT may be referred to as a "PARTY" and shall be hereinafter collectively referred to as the "PARTIES".

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES hereby bind themselves to undertake a Memorandum of Agreement under the following terms and conditions:

## **Article I. PERIOD OF EFFECTIVITY AND MODIFICATION**

This agreement shall take effect upon the signing of the authorized signatories of the PARTIES or upon the specified date of the On-the-Job Training / Internship Program indicated in the relative On-the-Job Training / Internship Plan and shall continue thereafter for a period of two (2) years. Such agreement may be subject for an extension or renewal upon mutual agreement of the PARTIES which shall thereafter be put in a written agreement.

This agreement may be modified upon the mutual written consent of the PARTIES. For this purpose, the PARTIES shall ensure that any modification shall have no adverse effect on the On-the-Job Training / Internship Program already undertaken prior to the modification of this agreement.

## **Article II. THE ROLES AND RESPONSIBILITIES OF THE PARTIES**

### **Section a. Roles and responsibilities of LSPU**

- i. Designate a On-the-Job Training / Internship Coordinator from the College, who shall supervise the implementation of the On-the-Job Training / Internship Program and shall make proper and necessary coordination of the activities indicated in the relative On-the-Job Training / Internship Plan.
- ii. Pre-select and recommend qualified students who shall undergo the On-the-Job Training / Internship Program pursuant to the requirements of the PARTNER ESTABLISHMENT in terms of qualification and number of student-trainees needed.
- iii. Provide the student-trainees with the basic orientation on work values, behavior, and discipline to ensure due cooperation with the PARTNER ESTABLISHMENT and shall issue an official endorsement vouching for the credentials of the student-trainees that shall be used by the PARTNER ESTABLISHMENT for the processing of the application of each student-trainee.
- iv. Closely monitor the student-trainees through their designated On-the-Job Training / Internship Coordinators in order to ensure that the conduct of the student-trainees are in line with the PARTNER ESTABLISHMENT's policies and to timely complete their assigned tasks pursuant to the On-the-Job Training / Internship Plan;
- v. Recommend students who are eligible to undergo its internship program subject to the final selection/acceptance by LSPU and provide for the corresponding insurance for the Student-trainee pursuant to existing policies.
- vi. Require the Student-trainee to execute an undertaking to be binding during the period of the training. The said undertaking shall at least contain the following:
  1. Be officially enrolled in the LSPU with corresponding enrolment to the Internship subject;
  2. Complete the agreed duration of 500 hours of the internship;
  3. Undergo the required orientation program conducted by the LSPU;
  4. Submit the necessary documents for the conduct of training;
  5. Follow and abide by the rules and regulations of the HTE in the conduct of internship training.

**Section b. Roles and responsibilities of the PARTNER ESTABLISHMENT**

- i. Undertake the selection process from among the LSPU's recommended qualified students in accordance with its policies and guidelines in the recruitment and selection of trainees for this purpose and orient the such students on the standard rules and regulations of their establishment before signing the contract;
- ii. Provide a supervised learning experience to the student-trainees that is consistent with its policies, rules, and regulations and in line with the relative Internship Plan. It shall treat the student-trainee in a professional manner, and shall ensure that the student-trainee, in the course of training, shall not be exposed to any form of harassment/unethical practice or tasks and work assignments that are unreasonably risky, dangerous, or unrelated to the purposes of the On-the-Job Training / Internship Plan;
- iii. Assign an internship supervisor (or similar designation of focal person) responsible for the implementation of all phases of the internship and who shall coordinate with the LSPU regarding the terms and aims of this Agreement;
- iv. Accomplish the respective evaluation forms required by the LSPU and issue a Certificate of Completion to the student-trainees within ten (10) working days after completion of the On-the-Job Training / Internship;

**Article III. PLACE OF ASSIGNMENT**

The PARTIES have agreed that the student-trainees shall be assigned to the different departments of the PARTNER ESTABLISHMENT related to their specific academic program. As may be applicable pursuant to the relative proposed On-the-Job Training / Internship Plan, the student-trainees are allowed to have their internship with the PARTNER ESTABLISHMENT in either or both face-to-face or Work-from-Home set-up.

**Article IV. CONFIDENTIALITY AND DATA PRIVACY**

The entirety of this agreement including its term and conditions herein stipulated shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative.

In case of a request for data or any other information to be obtained from either of the PARTIES in relation to this On-the-Job Training / Internship Program, the request shall be acted upon in accordance with the requirements and limitations provided under the Data Privacy Act or Freedom of Information, as the case may be.

**Article V. TERMINATION AND FORCE MAJEURE**

For reasonable grounds as may be applicable, this agreement may be pre-terminated by either PARTY upon giving a 30-day written notice to the other PARTY. Such termination shall not be considered as bar from seeking other remedies available against the other party for breach of the agreement.

In case of non-performance or delay in the performance of the term and conditions set forth in this agreement, a PARTY will not be responsible if such non-performance or delay in the performance is due to, either wholly or in part, circumstances beyond the PARTY's reasonable control, natural disasters or any act of sovereignty, wars, warlike conditions, such as civil disturbances or other such like events which prevent normal operations.

#### Article VI. LIABILITY AND INDEMNIFICATION

The LSPU and the PARTNER ESTABLISHMENT agree to indemnify and hold each other harmless from any claims, damages, or liabilities arising from the Internship program, except in cases of gross negligence or willful misconduct resulting to any damages, loss, death or injuries caused, sustained by any of its employees or Student-Trainees/Faculty deployed under this Agreement. This ensures that each party assumes their fair share of responsibility for any incidents that may occur.

#### Article VII. DISPUTES AND SEPARABILITY

For any conflict with respect to the interpretation or operation of the provisions of this Agreement, the parties shall exert their best efforts to amicably settle such disputes. In case of the parties fail to amicably settle such disputes, the rules under the Administrative Code of 1987 on dispute between government agencies shall apply.

In the event that one or more provisions contained herein shall be held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal and enforceable.

IN WITNESS WHEREOF, the PARTIES have hereunto signed this **Memorandum of Agreement** this \_\_\_\_\_ of \_\_\_\_\_ 2024 at \_\_\_\_\_.

For the LSPU:

(LAGUNA STATE POLYTECHNIC  
UNIVERSITY – LOS BAÑOS CAMPUS)

MARIO R. BRIONES, Ed. D.  
University President

For the PARTNER ESTABLISHMENT:

(LAND TRANSPORTATION OFFICE –  
CALAMBA DISTRICT OFFICE)

ALLAN MANALASTAS  
Acting Supply Officer

Signed in the presence of:

Atty. RUSHID JAY S. SANCON, PhD, LLM  
Campus Director

LOYD S. ECHALAR  
Associate Dean, CCS

Designation/Position

REPUBLIC OF THE PHILIPPINES )  
PROVINCE OF LAGUNA ) S. S.  
MUNICIPALITY OF SANTA CRUZ )

**ACKNOWLEDGMENT**

BEFORE ME, this FEB 20 2024, the herein parties have personally appeared with their respective proofs of identification, to wit:

**CALAMBA CITY**

Name	Valid ID Card with ID Number	Date/Place Issued
MARIO R. BRIONES, Ed. D.		
ALLAN MANALASTAS		

known to me and to me known the same persons who executed the foregoing instrument consisting of five (5) pages including this page on which the acknowledgment is written, has been signed on the right hand margin of each and every page with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day, year, and place above written.

ATTY. MONICA CLARA M. SUMANGA  
Notary Public  
Not. Com. No. 2014-04-C Until December 31, 2025  
PTR No. C000143 Date: 02/02/2024 Calamba City  
ID No. 330429-1216/2023  
Bar of Attorneys No. 78154  
TIN \_\_\_\_\_

Doc. No. 27  
Page No. 7  
Book No. 10  
Series of 2024

## **Appendix B. Endorsement/Recommendation Letter**



Republic of the Philippines

Laguna State Polytechnic University

Province of Laguna



January 30, 2024

**MR. ALLAN MANALASTAS**

Acting Supply Officer  
LTO – Calamba District Office  
Brgy. Uno Crossing, Calamba City

Dear Mr. Manalastas:

In connection with the On-the-Job Training (OJT) requirements of the College Of Computer Studies, Laguna State Polytechnic University – Los Baños Campus, we have the honor to request your good and honorable office to accommodate **MIKKO A. MANZANERO** and **KENNETH B. BIA** a Fourth Year Bachelor of Science in Information Technology (BSIT) specialized in Service Management Program students for their **ON-THE-JOB TRAINING** in your respective office, for a total of 500 hours, starting on your approved specified date until the completion of the number of hours required.

Furthermore, we would like to request that the office of the State University be furnished with a copy of their OJT Evaluation, Daily Time Records, Accomplishment Reports, and Certificate of Completion at the end of their training period for record purposes.

Our trust in your ability in training our students to become skillful and competent ICT professional made us choose your agency as one of our partners.

Your favorable response to this request will be highly appreciated.

Thank you very much and God Bless!

Very respectfully yours,

**SHERWIN B. SAPIN, EdD**  
Adviser, BSIT Internship

Noted:

**LOYD S. ECHALAR**

Associate Dean, College of Computer Studies

## Appendix C. Parent's Waiver/Consent



Republic of the Philippines

Laguna State Polytechnic University

Province of Laguna



College: **COLLEGE OF COMPUTER STUDIES**

Campus: **LOS BAÑOS CAMPUS**

Name of Student: \_\_\_\_\_

#### **Part 1. Permission to Participate**

I have understood the information concerning the **ON-THE-JOB TRAINING / INTERNSHIP** (*off-campus activity*) and give my son/daughter, \_\_\_\_\_ (*name of student*), permission to participate in the said program. I understand the arrangement for the mobility to the destination. I also understand that my son/daughter must meet the application requirements to be accepted in the program.

---

Signature of Parent / Guardian over Printed Name

Date

#### **Part 2. Emergency Authorization**

In the event that I cannot be reached in an emergency, I give permission to the staff of LSPU or the staff of the off-campus activity office/unit/agency to secure proper treatment for my son/daughter.

---

Signature of Parent/Guardian over Printed Name

Date

#### **Part 3. Liability**

I hereby agree to waive and release any and all rights that I, my child, or our representatives may have to make claim against LSPU of their respective officers, employees, or representatives arising from injury or damages, including attorney's fees, that may result from my child's participation in the off-campus activity.

I further agree to indemnify and hold harmless the partner/cooperating office/unit/agency or their respective officers, employees, or representatives from any claims, including attorney's fees, which I or my child might make or which might be made on my or our behalf by others, or which might be made against me or my child by others, arising from my child's participation in the above-mentioned activity.

---

Signature of Parent/Guardian over Printed Name

Date

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024, exhibiting to me and  
was identified by me through his/her competent evidence of identity:  
\_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

---

Notary Public  
until \_\_\_\_\_  
IBP No. \_\_\_\_\_  
PTR No. \_\_\_\_\_

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20 \_\_\_\_\_

## **Appendix D. Certificate of Completion**

# CERTIFICATE OF COMPLETION

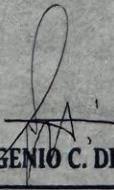


This certificate is awarded to:

Mikka A. Manzanera

for successfully completed a 500-hour On-the-job-Training in this Office  
where he/she demonstrated distinct performance showcasing passion and  
commitment to deliver positive result to whatever assigned task.

Given this 7th day of June 2024 at LTO Calamba District Office.

  
EUGENIO C. DIAZ, CE

CHIEF OF OFFICE

# CERTIFICATE OF COMPLETION

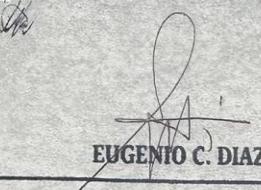


This certificate is awarded to:

Kenneth B. Bia

for successfully completed a 500-hour On-the-job-Training in this Office  
where he/she demonstrated distinct performance showcasing passion and  
commitment to deliver positive result to whatever assigned task.

Given this 7<sup>th</sup> day of June 2024 at LTO Calamba District Office.

  
EUGENIO C. DIAZ, CE

CHIEF OF OFFICE

## Appendix E. Daily Time Record



Republic of the Philippines

Laguna State Polytechnic University



## DAILY TIME RECORD

Student Name: Mikko A. Manzanero

FEBRUARY:

DATE	TIME IN	TIME OUT	NO. OF HOURS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22	8:00 AM	5:00 PM	8 Hours
23	8:00 AM	5:00 PM	8 Hours
24			
25			
26	8:00 AM	5:00 PM	8 Hours
27	8:00 AM	5:00 PM	8 Hours
28	8:00 AM	5:00 PM	8 Hours
29	8:00 AM	5:00 PM	8 Hours

Total Hours: 48 Hours

ALLAN S. MANALASTAS

OJT SUPERVISOR'S SIGNATURE OVER PRINTED NAME



Republic of the Philippines

Laguna State Polytechnic University



## DAILY TIME RECORD

Student Name: Mikko A. Manzanero

MARCH:

DATE	TIME IN	TIME OUT	NO. OF HOURS
1	8:00 AM	5:00 PM	8 Hours
2			
3			
4	8:00 AM	5:00 PM	8 Hours
5	8:00 AM	5:00 PM	8 Hours
6	8:00 AM	5:00 PM	8 Hours
7	8:00 AM	5:00 PM	8 Hours
8	8:00 AM	5:00 PM	8 Hours
9			
10			
11	8:00 AM	5:00 PM	8 Hours
12			
13	8:00 AM	5:00 PM	8 Hours
14	8:00 AM	5:00 PM	8 Hours
15	8:00 AM	1:00 PM	5 Hours
16			
17			
18	8:00 AM	5:00 PM	8 Hours
19	8:00 AM	5:00 PM	8 Hours
20	8:00 AM	5:00 PM	8 Hours
21			
22	8:00 AM	5:00 PM	8 Hours
23			
24			
25	8:00 AM	5:00 PM	8 Hours
26	8:00 AM	5:00 PM	8 Hours
27			
28			
29			
30			
31			

Total Hours: 125 Hours

ALLAN S. MANALASTAS

OJT SUPERVISOR'S SIGNATURE OVER PRINTED NAME



Republic of the Philippines

Laguna State Polytechnic University



## DAILY TIME RECORD

Student Name: Mikko A. Manzanero

APRIL:

DATE	TIME IN	TIME OUT	NO. OF HOURS
1	8:00 AM	5:00 PM	8 Hours
2	8:00 AM	5:00 PM	8 Hours
3	8:00 AM	5:00 PM	8 Hours
4	8:00 AM	5:00 PM	8 Hours
5	8:00 AM	5:00 PM	8 Hours
6			
7			
8			
9			
10			
11			
12	8:00 AM	5:00 PM	8 Hours
13			
14			
15	8:00 AM	5:00 PM	8 Hours
16	8:00 AM	5:00 PM	8 Hours
17	8:00 AM	5:00 PM	8 Hours
18	8:00 AM	5:00 PM	8 Hours
19	8:00 AM	5:00 PM	8 Hours
20			
21			
22			
23	8:00 AM	5:00 PM	8 Hours
24	8:00 AM	5:00 PM	8 Hours
25			
26	8:00 AM	5:00 PM	8 Hours
27			
28			
29	12:00 PM	5:00 PM	5 Hours
30	8:00 AM	5:00 PM	8 Hours

Total Hours: 125 Hours

ALLAN S. MANALASTAS

OJT SUPERVISOR'S SIGNATURE OVER PRINTED NAME



Republic of the Philippines

Laguna State Polytechnic University



## DAILY TIME RECORD

Student Name: Mikko A. Manzanero

MAY:

DATE	TIME IN	TIME OUT	NO. OF HOURS
1	8:00 AM	5:00 PM	8 Hours
2			
3	8:00 AM	5:00 PM	8 Hours
4			
5			
6	8:00 AM	5:00 PM	8 Hours
7	8:00 AM	5:00 PM	8 Hours
8	8:00 AM	5:00 PM	8 Hours
9	8:00 AM	5:00 PM	8 Hours
10	8:00 AM	5:00 PM	8 Hours
11			
12			
13	8:00 AM	5:00 PM	8 Hours
14	8:00 AM	5:00 PM	8 Hours
15	8:00 AM	5:00 PM	8 Hours
16	8:00 AM	5:00 PM	8 Hours
17	8:00 AM	5:00 PM	8 Hours
18			
19			
20	8:00 AM	5:00 PM	8 Hours
21	8:00 AM	5:00 PM	8 Hours
22	8:00 AM	5:00 PM	8 Hours
23			
24	8:00 AM	5:00 PM	8 Hours
25			
26			
27	8:00 AM	5:00 PM	8 Hours
28	8:00 AM	5:00 PM	8 Hours
29	8:00 AM	5:00 PM	8 Hours
30	8:00 AM	5:00 PM	8 Hours
31	8:00 AM	5:00 PM	8 Hours

Total Hours: 168 Hours

ALLAN S. MANALASTAS

OJT SUPERVISOR'S SIGNATURE OVER PRINTED NAME



Republic of the Philippines

Laguna State Polytechnic University



## DAILY TIME RECORD

Student Name: Mikko A. Manzanero

JUNE:

DATE	TIME IN	TIME OUT	NO. OF HOURS
1			
2			
3	8:00 AM	5:00 PM	8 Hours
4	8:00 AM	5:00 PM	8 Hours
5	8:00 AM	5:00 PM	8 Hours
6	8:00 AM	5:00 PM	8 Hours
7	8:00 AM	5:00 PM	8 Hours
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Total Hours: 40 Hours

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ALLAN S. MANALASTAS

OJT SUPERVISOR'S SIGNATURE OVER PRINTED NAME



Republic of the Philippines

Laguna State Polytechnic University



## DAILY TIME RECORD

Student Name: Kenneth B. Bia

FEBRUARY:

DATE	TIME IN	TIME OUT	NO. OF HOURS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22	8:00 AM	5:00 PM	8H
23	8:00 AM	5:00 PM	8H
24			
25			
26	8:00 AM	5:00 PM	8H
27	8:00 AM	5:00 PM	8H
28	8:00 AM	5:00 PM	8H
29			

Total Hours: 40 Hours

ALLAN S. MANALASTAS

OJT SUPERVISOR'S SIGNATURE OVER PRINTED NAME



Republic of the Philippines

Laguna State Polytechnic University



## DAILY TIME RECORD

Student Name: Kenneth B. Bia

MARCH:

DATE	TIME IN	TIME OUT	NO. OF HOURS
1			
2			
3	8:00 AM	5:00 PM	8H
4	8:00 AM	5:00 PM	8H
5	8:00 AM	5:00 PM	8H
6	8:00 AM	5:00 PM	8H
7	8:00 AM	5:00 PM	8H
8			
9			
10	8:00 AM	5:00 PM	8H
11	8:00 AM	5:00 PM	8H
12	8:00 AM	5:00 PM	8H
13	8:00 AM	5:00 PM	8H
14	8:00 AM	5:00 PM	8H
15			
16			
17			
18	8:00 AM	5:00 PM	8H
19	8:00 AM	5:00 PM	8H
20	8:00 AM	5:00 PM	8H
21			
22	8:00 AM	5:00 PM	8H
23			
24			
25	8:00 AM	5:00 PM	8H
26	8:00 AM	5:00 PM	8H
27			
28	8:00 AM	5:00 PM	8H
29	8:00 AM	5:00 PM	8H
30			
31			

Total Hours: 144 Hours

ALLAN S. MANALASTAS

OJT SUPERVISOR'S SIGNATURE OVER PRINTED NAME



Republic of the Philippines

Laguna State Polytechnic University



## DAILY TIME RECORD

Student Name: Kenneth B. Bia

APRIL:

DATE	TIME IN	TIME OUT	NO. OF HOURS
1	8:00 AM	5:00 PM	8H
2	8:00 AM	5:00 PM	8H
3	8:00 AM	5:00 PM	8H
4	8:00 AM	5:00 PM	8H
5			
6			
7			
8	8:00 AM	5:00 PM	8H
9	8:00 AM	5:00 PM	8H
10			
11			
12	8:00 AM	5:00 PM	8H
13			
14			
15			
16	8:00 AM	5:00 PM	8H
17	8:00 AM	5:00 PM	8H
18	8:00 AM	5:00 PM	8H
19	8:00 AM	5:00 PM	8H
20			
21			
22	8:00 AM	5:00 PM	8H
23	8:00 AM	5:00 PM	8H
24	8:00 AM	5:00 PM	8H
25			
26	8:00 AM	5:00 PM	8H
27			
28			
29	8:00 AM	5:00 PM	8H
30			

Total Hours: 128 Hours

ALLAN S. MANALASTAS

OJT SUPERVISOR'S SIGNATURE OVER PRINTED NAME



Republic of the Philippines

Laguna State Polytechnic University



## DAILY TIME RECORD

Student Name: Kenneth B. Bia

MAY:

DATE	TIME IN	TIME OUT	NO. OF HOURS
1			
2			
3	8:00 AM	5:00 PM	8H
4			
5			
6	8:00 AM	5:00 PM	8H
7			
8	8:00 AM	5:00 PM	8H
9	8:00 AM	5:00 PM	8H
10	8:00 AM	5:00 PM	8H
11			
12			
13	8:00 AM	5:00 PM	8H
14	8:00 AM	5:00 PM	8H
15	8:00 AM	5:00 PM	8H
16	8:00 AM	5:00 PM	8H
17	8:00 AM	5:00 PM	8H
18			
19			
20	8:00 AM	5:00 PM	8H
21	8:00 AM	5:00 PM	8H
22	8:00 AM	5:00 PM	8H
23	8:00 AM	5:00 PM	8H
24	8:00 AM	5:00 PM	8H
25			
26			
27	8:00 AM	5:00 PM	8H
28			
29	8:00 AM	5:00 PM	8H
30	8:00 AM	5:00 PM	8H
31	8:00 AM	5:00 PM	8H

Total Hours: 152 Hours

ALLAN S. MANALASTAS

OJT SUPERVISOR'S SIGNATURE OVER PRINTED NAME



Republic of the Philippines

Laguna State Polytechnic University



## DAILY TIME RECORD

Student Name: Kenneth B. Bia

JUNE:

DATE	TIME IN	TIME OUT	NO. OF HOURS
1			
2			
3	8:00 AM	5:00 PM	8H
4	8:00 AM	5:00 PM	8H
5	8:00 AM	5:00 PM	8H
6	8:00 AM	5:00 PM	8H
7	8:00 AM	5:00 PM	8H
8			
9			
10			
11			
12			
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17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Total Hours: 40 Hours

ALLAN S. MANALASTAS

OJT SUPERVISOR'S SIGNATURE OVER PRINTED NAME

## Appendix F. Performance Evaluation



Republic of the Philippines

Laguna State Polytechnic University

Province of Laguna



**COLLEGE OF COMPUTER STUDIES**  
**OJT / Intern- Performance Rating**

Name of Student:

(Last Name) (First Name) (M.I.)

Course Year and Major: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Department/Section/Assignment: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Number of the Company Representative: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

No. of Hours Completed:

Project Title Completed (*if project-based*): \_\_\_\_\_

**NOTE: PLEASE DO NOT LEAVE BLANK SPACES**

<i>Criteria for Evaluation</i>	<i>Maximum Points</i>	<i>Points Earned</i>
<b>JOB KNOWLEDGE</b>	<b>(15)</b>	
1. Use sound judgments in the performance of his/ her assigned tasks	5	
2. Constantly attempt to expand his/ her knowledge important in the execution of his/ her assigned tasks	5	
3. Has the very good potential to learn new knowledge and methods appropriate to further develop his/ her strengths by addressing areas of improvement.	5	
<b>DEPENDABILITY</b>	<b>(15)</b>	
1. Ability to execute and complete work as instructed and when needed.	5	
2. Equally proactive in working to improve his/ her own work behavior.	5	
3. Make extensive efforts to translate his/ her awareness into positive behavior by leveraging his/ her strengths.	5	
<b>COMMUNICATION SKILLS</b>	<b>(15)</b>	
1. Ability to effectively communicate orally and in writing.	5	
2. Ability to listen and understand information, and present information in a clear and concise fashion.	5	

3. Shows well-coordinated action and shares information with purpose and direction.	5	
<b>CONDUCT</b>	(15)	
1. Interacts effectively and maintains positive relationships with co-workers, and supervisors,	5	
2. Assists others to accomplish work group objectives.	5	
3. Develops confidence, use positive reinforcement, and treat people with respect.	5	
<b>INITIATIVE and CREATIVITY</b>	(15)	
1. Accepts additional challenges and willingly assists others.	5	
2. Makes innovative and/or productive contributions	5	
3. Resourceful to deviate from the routine and implement new methods, procedures, solutions, and concepts in creating an atmosphere of continuous learning.	5	
<b>COOPERATIVES and RELATIONSHIP</b>	(15)	
1. Takes direction and guidance from superiors openly and positively.	5	
2. Observes proper decorum in dealing with everyone in the workplace.	5	
3. Can work together with every worker and treats them with respect.	5	
<b>ATTENDANCE and PUNCTUALITY</b>	(10)	
1. Shows exemplary attendance and punctuality.	5	
2. Always come to work on time and show accuracy, thoroughness, and efficiency of work regardless of volume to meet the deadline.	5	
<b>TOTAL</b>	(100)	

***COMMENTS/SUGGESTIONS:***

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*Rated by:*

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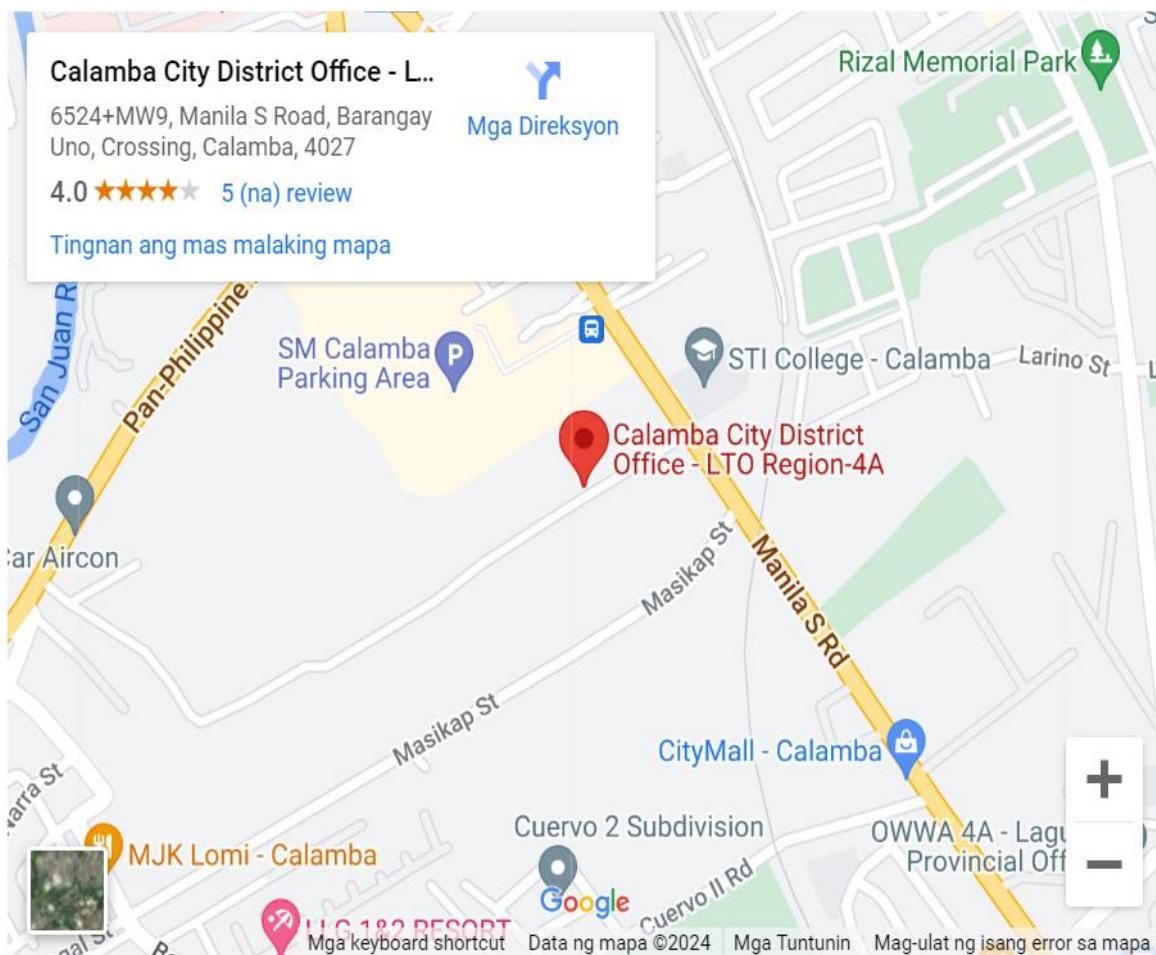
*Signature over Printed Name*

## **Company Representative**

Date:

## Appendix G. Company Location Map

# Calamba District Office



## Appendix H. Curriculum Vitae



## Mikko A. Manzanero

### Personal Summary

I am a hardworking person, and willing to discover and accept new ideas which can be put into practice effectively.  
I am also a good listener.

### Career Objectives

- To be able to work, where I can possibly contribute and put into a maximum use of my knowledge and develop my personality as a person while utilizing my skills as I grow in your company.

### Information

Address: 504 Lazaro Compound. Brgy.3  
Calamba City, Laguna  
Age: 22 years old  
Birth date: August 08, 2001  
Mobile: 09507244347  
E-mail: mikkomanzanero888@gmail.com

### Education

2020 – Present  
College  
BS Information Technology  
Major in Service Management Program  
Laguna State Polytechnic University

2018 – 2020  
Senior High School  
Information Communication Technology  
CTI Global College

### Certificates

- Integrated Southern Tagalog Association of Information Technology Education
- Introduction to Data Privacy
- Social Media Marketing

### Seminar Attended

- Introduction to Cybersecurity, Philippine Coding Camp, Secuna, and Digital Pilipinas October 23, 2021
- Listen and Learn: An Effective Management Seminar Studies, Held at CCS Office ISPU – Los Baños Campus

### Hobbies

- Watching Movies/Series
- Listening to Music
- Like to read Webtoons
- Photography
- LTO Driver's License
- Non – Pro  
DL Codes: A, A1

### Skills



### References

Rafael A. Manzanero
SK Chairman
09677837603
Allison E. Betis
Bachelor of Elementary Education
09515733760



# KENNETH B, BIA

## IT STUDENT

### Information

- 0951-343-4207
- kenbia101@gmail.com
- Lazaro Compound, Brgy tres, Calamba city.

### Education

#### BS Information Technology

Laguna State Polytechnic University

2020 - 2023

#### Information Technology

CITI Global College

2018 - 2020

### Skills

Adaptable  
Flexible  
Creative  
Teamwork

### About me

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

### Seminar attended

- Oct 26, 2021** Introduction to Cybersecurity, Philippine Coding Camp, Secuna, and Digital Pilipinas
- Jan 28, 2024** Basic bookkeeping course for SK treasurer
- Jan 04, 2024** Introduction to android application development
- Nov 06, 2023** Social media marketing

### References

**Albert Valencia**  
CEO of Bogart's Bentelog  
**Phone:** 0966-598-0239

**Suharto T. Mangudadato**  
Director general. TESDA  
**Phone:** (02) 8893-8297