"A Christ-Centered Institution"

COLLEGE OF BUSINESS ADMINISTRATION AND ACCOUNTANCY

No. 5, Manuel L. Quezon St., Hagonoy, Taguig City

(02) 839-1903/ (02) 264-0223 • tfvcdbaa@gmail.com • www.tfvcdbaa.weebly.com



SUBMITTED BY: STEPHANIE CIRIACO

GRADE & STRAND: GAS-12

SUBJECT: OJT

SUBMITTED TO: PROF. MARLON B. RAQUEL
CBBA CHAIRPERSON

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STUDENT REGISTRATION FORM

> ₹	e car	20-4-50				2019-2020	2	64.02
ED O					hool Year			
MI NO		STU	DENT	REGI	STRATION	FORM		
Sade N	umber: K18505 CIRIACO,	STEPHANIE N	LR	N Num	ber: 13657	70070034		
Strand: Grade Lev	GAS rel: 12			nder; atus;	Fema Old St			
Strand No.	Description	-	Day	Time		Instructor		Room
51207	Disaster Readiness & R	lisk Reduction	w	12:00	PM - 6:00 PM	TBA.		ТВА
51203	Management Physical Education & He	ealth	TU		PM - 3:00 PM			TBA
51204	Personality Developmen		TH	9:00 4	M - 12:00 PM	TBA,		TBA
51209	Understanding Culture,		TU	7:00 A	AM - 10:00 AM	TBA,		TBA
51202	Club/Reap Sharing		W		AM - 9:00 AM	TBA,		TBA
51201	Theology		TU		AM - 1:00 PM	PADA, E VILLANUEVA, M		TBA
1205	OJT		TU		PM - 7:00 PM	RAQUEL, M	Jux 14/19	MAIN
1206	Research Work		TH	12:00	PM - 6:00 PM	CAPATOY, R	ap	TBA
1210	Trends, Networks & Critic 21st Century Culture	cal Thinking in the	W	9:00 A	AM - 12:00 PM	CAPATOY, R		TBA
edule of Fees:		Mode of Payment	· Monthly	,				
			-			On or Before Januar		
		Upon En			500.00	On or Before Februar	, = = = = = = = = = = = = = = = = = = =	
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Miscella		On or Before	CONTRACTOR OF THE PARTY OF THE		200.00	Tota	. 2000.00	
IVIISCEIIE	3000.00	On or Before On or Before Seg			200.00	Initial Payment:	500.00	
	Total: 25000.00	On or Before (200.00	ORNum:	256104	
1	/oucher: 22500.00	On or Before No			200.00	Date: Balance:	11/11/2019	
	Total: 2500.00	On or Before De			200.00	Date Printed	11/11/2019	
	udent: Present the stude							
only for or	hereby agree to faithful ne semester. I am offic	ly abide and follow cially enrolled if I ha	the Colle	ge Policitted the	ies, rules and revalidated copy	egulations. I am fully aw of this form to the regis	are that this registrat trar's office before at	on is goo
classes.		10	MIND	MUR	AR	1k —		
	N DEFI INDO. /	ee MDDe			厂屋一体《	S	ignature of Student/	Date
	A student who transfers of the school feet in ful	or withdrawe in writing	no within	TO PA	ofer the bec	inning of classes, and wh	no has already paid th	e pertine
The state of the s	other school fees in ful	I or for any length	longer th	an one	month may be	charged 10% of the total	al amount due for the	term if
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LATEST EVALUATION SHEET/EVALUATION OF GRADES

Philippine Politics & Governance		QUARTER	SEMESTER FINAL GRADE
Philippine Politics & Governance	91	93	
			92
Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	85	90	87.5
Oral Communication in Context	86	88	87
General Mathematics	79	81	80
Earth & Life Science	88	89	86.2
P.E. and Health	100	100	100
APPLIED & SPECIALIZED SUBJECTS			
Applied Economics	87	8-9	88
Intro. To World Religion & Beliefs	86	88	86.5
Elective : Music	81	82	82
Theology	91	91	91
Homeroom	au	96	95
GENERAL AVER			
2 ND SEMESTER SUBJECTS	GUARTER	QUARTER	SEMESTER FINAL GRADE
2 ND SEMESTER SUBJECTS CORE SUBJECTS	3 RD QUARTER	q TH QUARTER	SEMESTER FINAL GRADE
SUBJECTS CORE SUBJECTS Reading & Writing Skills	3RD	4 TH	SEMESTER
SUBJECTS CORE SUBJECTS Reading & Writing Skills Pagbasa at Pagsuri ng Iba't- bang Teksto Tungo sa	3 RD QUARTER	q TH QUARTER	SEMESTER FINAL GRADE
SEMESTER SUBJECTS CORE SUBJECTS Reading & Writing Skills Dany Teksto Tungo ba Pananaliksik	guarter 61	QUARTER 89	SEMESTER FINAL GRADE
CORE SUBJECTS CORE SUBJECTS Reading & Writing Skills Pagbass at Pagsuri ng Iba't- bang Teketo Tungo sa Physical Science	QUARTER SI 90	GUARTER 89 87 89 89	SEMESTER FINAL GRADE
2ND SEMESTER SUBJECTS CORE SUBJECTS Reading & Writing Skills Pagbase at Pagsuri ng Iba't- Pananaliksik Physical Science Statistics & Probability	QUARTER EI GO 80	QUARTER 89 87	SEMESTER FINAL GRADE
CORE SUBJECTS CORE SUBJECTS Reading & Writing Skills Pagbass at Pagsuri ng Iba't- bang Teksto Tungo sa Pananaliksik Physical Science Science Science	QUARTER ©1 90 \$69 \$44 72	99 87 87 89 80 92	SEMESTER FINAL GRADE
2ND SEMESTER SUBJECTS CORE SUBJECTS Reading & Writing Skills Pagbase at Pagsuri ng Iba't- Pananaliksik Physical Science Statistics & Probability	QUARTER ©1 90 \$69 \$44 72	QUARTER 89 87 \$9 90 91	SEMESTER FINAL GRADE 85 88.5 89 82 82
CORE SUBJECTS CORE SUBJECTS Reading & Writing Skills Pagbasa at Pagsuri ng Iba't- bang Teksto Tungo sa Pagnaralikska Statistics & Probability P.E. and Health APPLIED & SPECIALIZED SUBJE	QUARTER E1 G0 F9 F4 72	99 87 87 89 80 92	SEMESTER FINAL GRADE
CORE SUBJECTS Geading & Writing Skills Reading & Writing Skills Reading & Writing Skills Pananaliksik Physical Science Statistics & Probability E. and Health APPLIED & SPECIALIZED SUBJE Research Work Community Engagement,	QUARTER ©1 QO \$0 \$0 \$1 72 CTS	QUARTER 89 87 89 80 92	SEMESTER FINAL GRADE 85 88.5 89 82 82
CORE SUBJECTS CORE SUBJECTS Reading & Writing Skills Pagbasa at Pagsuri ng Iba't- Pagbasa at P	QUARTER El GW \$69 \$44 72 CTS SW SP	97 89 87 89 89 80 92 87	SEMESTER FINAL GRADE 25 28 29 32 32 32 34 35 55 32.5
CORE SUBJECTS Geading & Writing Skills Reading & Writing Skills Reading & Writing Skills Pananaliksik Physical Science Statistics & Probability E. and Health APPLIED & SPECIALIZED SUBJE Research Work Community Engagement,	QUARTER ©1 QO \$0 \$0 \$1 72 CTS	QUARTER 89 87 89 80 92 87 82 85 92	SEMESTER FINAL GRADE SE S
CORE SUBJECTS CORE SUBJECTS Reading & Writing Skills Pagbass at Pagsuri ng Iba't- bang Teksto Tungo sa pagbass Sissence Statustics & Probability E. and Health APPLIED & SPECIALIZED SUBJE Creative Writing Creative Torons See arch to Keep Subject of the Common Status Subject of the Common Subject of	QUARTER El GW \$69 \$44 72 CTS SW SP	97 89 87 89 89 80 92 87	SEMESTER FINAL GRADE 25 28 29 32 32 32 34 35 55 32.5

		A Christ - Cente	rea school			
			noy, Taguig City, Philippines			
SENIOR HIGH	SCHOOL		RY PROGRESS RE	PORT	SEX	
NAME:						
GRADE:	12	SECTION:	GAS (ANNEX	()	AGE	: 17
LEARNER'S REFERENCE NUM	IBER (LRN):	AND	1365-7007-0034	5	5.Y.:	2019 - 2020
		FIRST SEM	ESTER			
LEARNING AL	DEAC		1ST	2ND	FINAL	REMARKS
LEARINING A	KEAS		QUARTER		GRADE	REMARKS
CORE SUBJEC	TS					
Media Information & Literacy			90	90	90	PASSED
Intro. To philosophy of the Human	Person		94	93	94	PASSED
21st Century Literature from the P	hilippines &	the	95	95	95	PASSED
Contemporary Phils. Arts from Reg	gion		86	90	88	PASSED
Pagsulat sa Pilipino sa Piling Laran	gan		82	77	80	PASSED
P.E. and Health			90	95	93	PASSED
APPLIED AND ESPECIALIZA	ED SUBEJCTS		1			- A
Research Work			85	89	87	PASS
Organization & Management	1	AGING	96	97	97	PASSED
Theology	W. T.		89	93	91	PASSED
Homeroom			86	90	88	PASS
0			#REF!	#REF!	#REF!	#REA T
GENERAL AVERAGE FOR	THE SEME	STER	90		ELITO ME	LLAMINA, SHS Coordinator

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GENERAL GUIDELINES FOR STUDENT INTERNSHIP PROGRAM

STATEMENT OF CO-RESPONSIBILITY

The College of Business Administration and Accountancy of The Fisher Valley College in Taguig City commits to provide its marketing management and accountancy students a good balance of business theory and practice. This is consistent with the school's primary objective to give its graduates a well-rounded education. To realize this objective, the College of Business Administration and Accountancy is implementing a Student Internship Program (SIP) for its graduating students. The internship program provides an opportunity for the students to be better prepared for their first job.

The College through the Department Head who serves a Practicum Coordinator under SIP shall be observing "due diligence of a good father of a family" in supervising our student- trainees. The College, however, shall not be deliberate act on the part of the student or third party.

The College of Business Administration and Accountancy is certain that you are with us in our desire to provide your children with a bright future. In conformity to this shared responsibility, we the student, parent/guardian, Department Head and College Director, shall now commit, sign our names, and accept our coresponsibility.

We agree to free The Fisher Valley College from any responsibility should an untoward incident befall our daughter , **STEPHANIE CIRIACO** while engaged in her practicum program.

STEPHANIE CIRIACO STUDENT'S NAME

Signature over Printed Name

YOLANDA CIRIACO PARENT'S/GUARDIAN'S NAME

Signature over Printed Name

MARLON B. RAQUEL, MBA, LPT

Department Head, College of Business Administration and Accountancy

MA. MENI KATHLEEN L. OSORIO

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Acting College Director/College Registrar

CURRICULUM VITAE/RESUME

STEPHANIE NUESCA CIRIACO

EMAIL@yahoo.com

Number

214-7thSt. GHQ village, Brgy. Katuparan, Taguig City

OBJECTIVES

To be part of your company and to enhance my skills and knowledge's.

SKILLS

- Willing to be trained and to gain more knowledge
- Willing to take new challenges that will improve my flexibility

PERSONAL PROFILE

Date of Birth: March 9, 2002

Sex: Female Age:17

Place of Birth: Armed Forces of the Philippines Medical Center

Civil Status: Single

Mother's Name: Yollanda S. Nuesca Father's Name: Frederick S. Ciriaco

Religion: Roman Catholic

Height: 5'2"

EDUCATIONAL ATTAINMENT

SECONDARY LEVEL

Senior High School: The Fisher Valley College

General Academic Strand

5 ML Quezon St., Hagonoy, Taguig City

2017 to present

Junior High School:

Pres Diosdado Macapagal High School



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Sy.

PRIMARY LEVEL

Elementary: Fort Aguinaldo Elementary School

Sy.

DIALECTS

: English, Tagalog

CHARACTER REFERENCES

Yolanda N. Ciriaco

Conatact#: 09363225224 **John William N. Ciriaco** Contact#: 09652471533

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

STEPHANIE N. CIRIACO Applicant's Signature



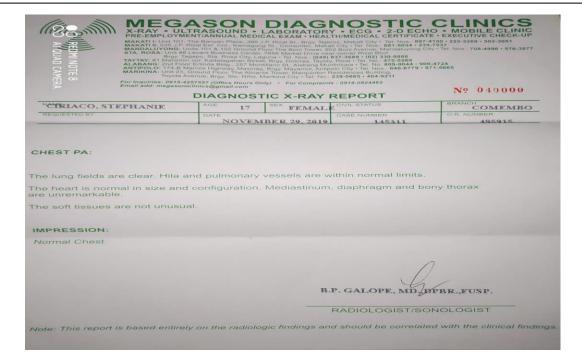
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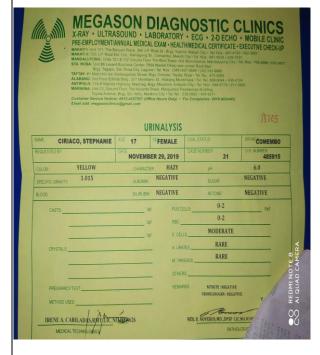
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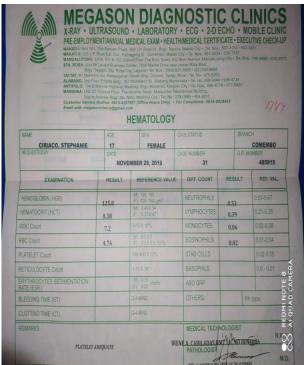
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HEALTH CERTIFICATE ISSUED BY DOH/CLINIC OR HOSPITAL







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PRACTICUM JOURNAL

DAY	TASK ACCOMPLISHED	SIGNATURE OF CBBA CHAIRPERSON: Prof. MARLON RAQUEL
JANUARY 17, 2020	I was waiting for sir Raquel to come to TFVC (Annex) because we are assigned to Annex and we did nothing on the First Day of our OJT.	
JANUARY 23, 2020	I transferred from TFVC Annex to Main Campus. We are ordered to search about the "CASE DIGEST LAW". I search about the Case Digest Law all day.	
JANUARY 24, 2020	We search about the "CASE DIGEST LAW" and copy paste it. We also arranged and corrected every word that are wrong.	
JANUARY 27, 2020	We search again about the "Case Digest Law" then copy and paste it. We are also ordered to come and watch the class of STEM 12 and give them their Activity.	
JANUARY 28, 2020	It is the 1st day of the Foundation Week, we are ordered to provide an attendance sheet and give it to the CBAA's students. We are also preparing for the "Talakayan sa CBAA". We are assigned to help so that the preparation will finish immediately.	
JANUARY 29, 2020	We cut all the printed numbers to give to the CBAA's students for their log in and log out. We are staying outside the AVR because it is the Day of the "Talakayan sa CBAA" so if sir Raquel has something	
	to say and something he want us to do we will follow it immediately. And the "Talakayan sa CBAA" is successful.	
JANUARY 30, 2020	We search about the "CASE DIGEST LAW" and copy paste it.	

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JANUARY 31, 2020	We search about the "CASE DIGEST LAW" and copy paste it. Sir Raquel ordered us to	
	give the certificates to ma'am valenton, sir mellamina, and ma'am cha because they will sign it.	
FEBRUARY 3, 2020	I sorted the papers that Sir Raquel gave to me. I also do our Research Paper to keep me busy while making time to seem to pass more quickly.	
FEBRUARY 4, 2020	We encode the Grades of the students of Ma'am Catolico in the computer (TFVC Grading System)	
FEBRUARY 5, 2020	I search the names of the CBAA's students to check if the grades of the students are qualified to have a certificate.	
FEBRUARY 7, 2020	I checked the requirements of the student if it is completed and I make an Endorsement Letter. We clean the faculty office.	
FEBRUARY 11, 2020	We checked the Test Papers of STEM 12. We removed the bullets of the staplers in the papers because sir Raquel will reuse the papers to print.	
FEBRUARY 12, 2020	I did not do so much at that day. I arrange and Organized the envelopes, documents, etc. And clean the tables, and clean at the Faculty.	
FEBRUARY 14, 2020	I made an Endorsement letter. And I started making an Practicum Journal for the Requirements for OJT	
FEBRUARY 17, 2020	I created a table for the OJT's Requirements. I only finished the table with their names for GAS 12 and ABM 12	
FEBRUARY 18, 2020	I helped and continued the task of kuya james in EXCEL, listing the names of the students who attended the "Talakayan sa CBAA".	

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	FEBRUARY 19,	I continued making a table for requirements	
	2020	for the College students and i finished it	
-		today. We checked the Test Papers of ABM	\vdash
		12 Students.	
T	FEBRUARY 21,	We did nothing because sir Raquel was in	П
	2020	C5(ANNEX) and other teachers are having a	
		rest day so we did nothing. We just cleaned	
		the Faculty Room	
	FEBRUARY 24,	I removed the bullets of the staplers from the	П
	2020	papers because sir Raquel will reused the	
		back of the papers for printing.	
	FEBRUARY 28,	This day I gave the invitation of CBAA	
	2020	Seminar to professor's.	
		I made own Requirements for OJT.	
		(Practicum Journal, etc.)	
		I Check the requirements for the submission	
		in OJT of BSBA Students.	L
	MARCH 2, 2020	Sir Raquel commanded me to check if the	
		tarpaulin is done.	
		I go to room of ABM students to check their	
		attendance and report.	

DAILY ATTENDANCE RECORD

MONTH/D/2020	DAY	LOG IN	LOG OUT	STUDENT SIGNATURE

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<i>JANUARY</i>				
17	FRIDAY	10:00 AM	6:00 PM	
23	THURSDAY	9:00 AM	6:15 PM	
24	FRIDAY	9:00 AM	6:30 PM	
27	MONDAY	7:45 AM	6:30 PM	
28	TUESDAY	6:05 AM	7:00 PM	
29	WEDNESDAY	7:00 AM	10:00 PM	
30	THURDSAY	8:30 AM	6:00PM	
31	FRIDAY	10:30 AM	8:10 PM	
FEBRUARY				
3	MONDAY	7:05 AM	7:00 PM	
4	TUESDAY	12:30 PM	7:00 PM	
5	WEDNESDAY	7:30 AM	7:10 PM	
7	FRIDAY	7:00 AM	7:20 PM	
11	TUESDAY	12:00 PM	7:00 PM	
12	WEDNESDAY	8:10 AM	7:00 PM	
14	FRIDAY	7:50 AM	7:00 PM	
17	MONDAY	8:00 AM	7:00 PM	
18	TUESDAY	1:00 PM	7:00 PM	
19	WEDNESDAY	7:20 AM	7:00 PM	
21	FRIDAY	11:30 AM	7:05 PM	
24	MONDAY	10:00 AM	7:00 PM	

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	MONTH/D/2020	DAY	LOG IN	LOG OUT	STUDENT	
					SIGNATURE	
	I A D CH					-
	MARCH					
•	2	MONDAY	11:40 AM	7:00 PM		
	3	TUESDAY	12:50 PM	7:00 PM		
•	4	WEDNESDAY	12:00 PM	7:00 PM		
	5	FRIDAY		7:00 PM		

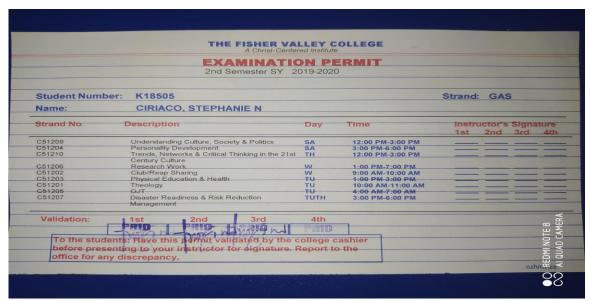
PHOTOCOPY OF FINAL EXAMINATION PERMIT

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STUDENT CLEARANCE

OFFICIAL RECEIPT OF INSURANCE PAID AND TERM AND CONDITION OF

	CE FOR GRADUATING		THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW	MMARY OF GRADES	
	Mrs. Mary Ann L. Basquiñas	paropine	SUBJECT DESCRIPTION	Pesas, cleaned as	
Property Custodian	Mr. Carlex Lumajang				
Cashler		V			
Suidance Counselor	Mrs. Liberty Bernardo				-
Faculty Adviser					
College Registrar/ Acting College Direct	or Ms. Kate L. Osorio				
temarks:					
	NOTE: This serves as you	classcard for graduation	on. Kindly present this to yo	our subject teachers after	
	taking the final e	xamination. This form in	ust be submitted on or befo	re March 13, 2017,	

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INSURANCE



American St.					
	PHILI	UILLIER PPINES Services Company			
COMEMBO MAKATI E #48 J.P. RIZAL EXT., COMEMBO,	RANCH		Sales I Date	nvoice: 0000 : 11/29	
TEL (02) 882-3566 TIN 002-394-238-538	(NV)				
Sold to STEPH Address : 214 7T	ANIE NUESCA CIRIACO H ST GHQ VILL KATUPARAN, TAGUIO	э спү			
Item Code ML PPP	Item Description	Quantity	Unit Price	Discount	Amount
WEFF	ML Pinoy Protect Plus	1	50.00	0.00	50.00
Tender Type : Cash		50.00	Total Amount	Received:	50.00 50.00
			101	Change :	0.00
Received the above goo	ds in good order	Received Payr	ment		
STEPHANIE	NUESCA. CIRIACO	Ву:	RAQUEL T. QL	JINDIPAN	
·	Customer		Sales :	Staff	
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	Page	1 of 1			OO REDMI CO AI QUA

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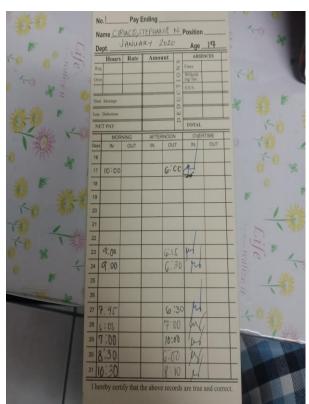
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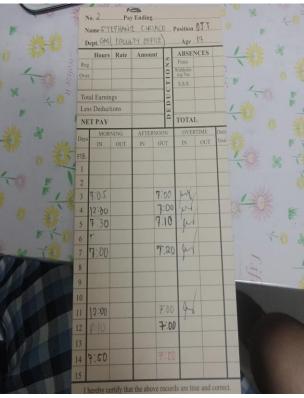
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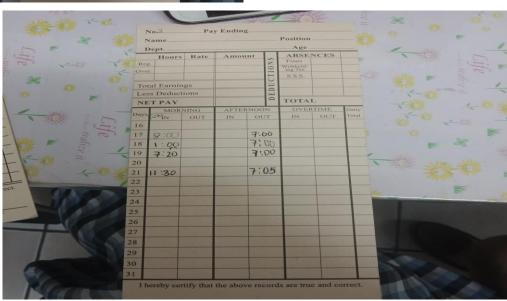
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OF ATTENDANCE SUCH AS DAILY TIME RECORD (DTR)







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SAMPLE OF WORK DONE/OUTPUT SUCH AS

MESSAGE SLIP, SALES CALL SCHEDULED,

INVENTOR SHEET, PROGRAM INVITATION,

ET

<u>C.</u>



<u>IN</u>

TERNSHIP IN ACTION PHOTO ESSAY

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ACKNOWLEDGEMENT

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I would like to apologize for some missing requirements in this document because some of my requirements that have signatures is in the school of TFVC.

Some requirements that missing in this document but i have in my envelope requirements in TFVC is:

- STATEMENT OF CO-RESPONSIBILITY (ENVELOPE/HAVE SIGNATURES OF SIR RAQUEL)
- ENDORSEMENT LETTER (ENVELOPE/HAVE SIGNATURES)
- CERTIFICATE OF COMPLETION OF WORK HOURS BY THE COMPANY (ENVELOPE/HAVE SIGNATURES)
- STUDENT INTERNSHIP SEMINAR ORIENTATION CERTIFICATE (ENVELOPE)
- •DAILY ATTENDANCE RECORD (ENVELOPE/HAVE SIGNATURES)
- •PRACTICUM JOURNAL (ENVELOPE)

I HOPE THAT YOU WOULD UNDERSTAND, THANKYOU.