



THE FISHER VALLEY COLLEGE
"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



ON THE JOB TRAINING(OJT) REQUIREMENTS

***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

THE FISHER VALLEY COLLEGE, INC.
 # 5 ML Quezon St., Hagonoy Taguig City 839.1903
 C5 Rd. P2, Pinagsama Village, Western Bicutan Taguig City 264.0223

2nd Semester - School Year 2019-2020

STUDENT REGISTRATION FORM

Student Number: K18505 LRN Number: 136570070034
 Name: CIRIACO, STEPHANIE N
 Strand: GAS Gender: Female
 Grade Level: 12 Status: Old Student

Strand No.	Description	Day	Time	Instructor	Room
C51207	Disaster Readiness & Risk Reduction Management	W	12:00 PM - 6:00 PM	TBA,	TBA
C51203	Physical Education & Health	TU	1:00 PM - 3:00 PM	TBA,	TBA
C51204	Personality Development	TH	9:00 AM - 12:00 PM	TBA,	TBA
C51209	Understanding Culture, Society & Politics	TU	7:00 AM - 10:00 AM	TBA,	TBA
C51202	Club/Reap Sharing	W	8:00 AM - 9:00 AM	PADA, E	TBA
C51201	Theology	TU	10:00 AM - 1:00 PM	VILLANUEVA, M	TBA
C51205	OJT	TU	4:00 PM - 7:00 PM	RAQUEL, M	MAIN
C51206	Research Work	TH	12:00 PM - 6:00 PM	CAPATTOY, R	TBA
C51210	Trends, Networks & Critical Thinking in the 21st Century Culture	W	9:00 AM - 12:00 PM	CAPATTOY, R	TBA

Schedule of Fees:

Mode of Payment:	Monthly	On or Before January:	200.00
Upon Enrollment:	500.00	On or Before February:	200.00
On or Before June:	200.00	On or Before March:	200.00
Tuition: 20000.00	On or Before July:	Total:	2500.00
Miscellaneous: 5000.00	On or Before August:	Initial Payment:	500.00
Total: 25000.00	On or Before September:	ORNum:	256104
Voucher: 22500.00	On or Before October:	Date:	11/11/2019
Total: 2500.00	On or Before November:	Balance:	2000.00
	On or Before December:	Date Printed	11/11/2019

To the Student: Present the student copy of this registration form to your instructor for signature on the first day of classes.

I hereby agree to faithfully abide and follow the College Policies, rules and regulations. I am fully aware that this registration is good only for one semester. I am officially enrolled if I have submitted the validated copy of this form to the registrar's office before attending the classes.

ENROLLED

POLICY ON REFUNDS: (section 66, MRPS)
 A student who transfers or withdraws in writing within two weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged 10% of the total amount due for the term if he withdraws within the first week of classes, or 20% if within the second week of classes, regardless of whether or not he has actually attended classes. The student will be charged all the school fees in full if he withdraws anytime after the fourth week of classes.
 Downpayment for installment option is non-refundable.

Signature of Student/Date: _____

Registrar: _____

Accounting: _____
 Library: _____

EXAM PERMIT _____
 CLEARANCE _____
 LD. LACE 1 2 3 4 _____
 ADDING/DROPPING FORM _____

YELLOW - STUDENT COPY
 PINK - REGISTRAR'S COPY



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LATEST EVALUATION SHEET/EVALUATION OF GRADES

REPORT ON LEARNING PROGRESS AND ACHIEVEMENT

1 ST SEMESTER			
SUBJECTS	1 ST QUARTER	2 ND QUARTER	SEMESTER FINAL GRADE
CORE SUBJECTS			
Philippine Politics & Governance	91	93	92
Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino	88	90	89.5
Oral Communication in Context	86	88	87
General Mathematics	79	81	80
Earth & Life Science	88	89	88.5
P.E. and Health	100	100	100
APPLIED & SPECIALIZED SUBJECTS			
Applied Economics	87	89	88
Intro. To World Religion & Beliefs	85	88	86.5
Elective : Music	81	82	82
Theology	91	91	91
Homeroom	94	96	95
GENERAL AVERAGE FOR THE SEMESTER			88.9

2 ND SEMESTER			
SUBJECTS	3 RD QUARTER	4 TH QUARTER	SEMESTER FINAL GRADE
CORE SUBJECTS			
Reading & Writing Skills	81	89	85
Pagbasa at Pagsuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik	90	87	88.5
Physical Science	89	89	89
Statistics & Probability	84	80	82
P.E. and Health	72	92	82
APPLIED & SPECIALIZED SUBJECTS			
Creative Writing	80	87	84
Research Work	85	88	86.5
Community Engagement, Solidarity & Citizenship	80	85	82.5
Elective : Music	90	90	90
Theology	90	95	93
Homeroom	91	87	89
GENERAL AVERAGE FOR THE SEMESTER			86.23

REDMI NOTE 8 AI QUAD CAMERA

THE FISHER VALLEY COLLEGE, INC.
"A Christ - Centered School"

No. 05 M.L. Quezon Street, Hagonoy, Taguig City, Philippines

SENIOR HIGH SCHOOL TEMPORARY PROGRESS REPORT CARD

NAME:	CIRIACO, Stephanie N.			SEX:	F
GRADE:	12	SECTION:	GAS (ANNEX)	AGE:	17
LEARNER'S REFERENCE NUMBER (LRN):	1365-7007-0034			S.Y.:	2019 - 2020

FIRST SEMESTER

LEARNING AREAS	1 ST QUARTER	2 ND QUARTER	FINAL GRADE	REMARKS
	CORE SUBJECTS			
Media Information & Literacy	90	90	90	PASSED
Intro. To philosophy of the Human Person	94	93	94	PASSED
21st Century Literature from the Philippines & the World	95	95	95	PASSED
Contemporary Phils. Arts from Region	86	90	88	PASSED
Pagsulat sa Pilipino sa Piling Larangan	82	77	80	PASSED
P.E. and Health	90	95	93	PASSED
APPLIED AND ESPECIALIZED SUBJECTS				
Research Work	85	89	87	PASSED
Organization & Management	96	97	97	PASSED
Theology	89	93	91	PASSED
Homeroom	86	90	88	PASSED
0	#REF!	#REF!	#REF!	#REF!
GENERAL AVERAGE FOR THE SEMESTER	90	 ANGELITO MELLAMINA, <i>Grade 12 - Adviser/ SHS Coordinator</i>		

REDMI NOTE 8 AI QUAD CAMERA



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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 co-responsibility.

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

214-7th St. 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

Contact#: 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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HEALTH CERTIFICATE ISSUED BY DOH/CLINIC OR HOSPITAL

MEGASON DIAGNOSTIC CLINICS
X-RAY • ULTRASOUND • LABORATORY • ECG • 2-D ECHO • MOBILE CLINIC
PRE-EMPLOYMENT/ANNUAL MEDICAL EXAM • HEALTH/MEDICAL CERTIFICATE • EXECUTIVE CHECK-UP

MAKATI: Unit 101, The Banyan Place, 386 J.P. Rizal St., Brgy. Tagapo, Makati City • Tel. Nos. 897-4150 • 552-3051
MAKATI II: 035 J.P. Rizal Ext. Cor. Kamagong St., Comento, Makati City • Tel. Nos. 881-5034 • 239-7537
MANDALUYONG: Units 101 & 102 Ground Floor, The Bani Tower, 652 Bani Avenue, Mandaluyong City • Tel. Nos. 708-4996 • 576-3877
STA. ROSA: Unit #8 Levant Business Center, 7656 Market Drive near corner Rizal Blvd Brgy. Tagapo, Sta. Rosa City, Laguna • Tel. Nos. (049) 837-3889 • (02) 330-9886
TAYTAY: #1 Mahinhin cor. Kadalaagan Street, Brgy. Dolores, Taytay, Rizal • Tel. No. 475-5269
ALABANG: 2nd Floor Eritrea Bldg., 257 Montiano St., Alabang Muntinlupa • Tel. No. 809-9044 • 906-4724
ANTIPOLO: 174-B Marcos Highway, Marikina, Brgy. Mayamot, Antipolo City • Tel. Nos. 646-6779 • 871-5668
MARIKINA: Unit 23, Ground Floor, The Alcazar Tower, Marikina Residences Building, Toyotsu Avenue, Brgy. Sto. Nino, Marikina City • Tel. No. 239-0665 • 404-9211
Customer Service Hotline: 0915-425757 (Office Hours Only) • For Complaints: 0919-902442
Email add: megasonclinics@gmail.com

DIAGNOSTIC X-RAY REPORT No 049000

REQUESTED BY: CIRIACO, STEPHANIE	AGE: 17	SEX: FEMALE	CIVIL STATUS	BRANCH: COMEMBO
DATE: NOVEMBER 29, 2019	CASE NUMBER: 145311	O.R. NUMBER: 485915		

CHEST PA:

The lung fields are clear. Hila and pulmonary vessels are within normal limits.
The heart is normal in size and configuration. Mediastinum, diaphragm and bony thorax are unremarkable.
The soft tissues are not unusual.

IMPRESSION:
Normal Chest.

B.P. GALOPE, MD, DPBR, FUSP.
RADIOLOGIST/SONOLOGIST

Note: This report is based entirely on the radiologic findings and should be correlated with the clinical findings.

MEGASON DIAGNOSTIC CLINICS
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URINALYSIS 13205

NAME: CIRIACO, STEPHANIE	AGE: 17	SEX: FEMALE	CIVIL STATUS	BRANCH: COMEMBO
DATE: NOVEMBER 29, 2019	CASE NUMBER: 31	O.R. NUMBER: 485915		

COLOR: YELLOW	CHARACTER: HAZY	pH: 6.0
SPECIFIC GRAVITY: 1.015	ALBUMIN: NEGATIVE	SUGAR: NEGATIVE
BLOOD: NEGATIVE	KETONE: NEGATIVE	
CASTS: neg	PUS CELLS: 0-2	neg
	RBC: 0-2	
	E CELLS: MODERATE	
CRYSTALS: neg	A. URATES: RARE	
	M. THREADS: RARE	
	OTHERS: 	
PREGNANCY TEST: neg	REMARKS: NITRITE: NEGATIVE UROBILINOGEN: NEGATIVE	

METHOD USED: _____

IRENE A. CABILADAS RONTI, MTI, MTI, MTI, MTI
MEDICAL TECHNOLOGIST

MD. U. NOVERO, MD, DPNP, LIC, MD, DPM
PATHOLOGIST

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HEMATOLOGY 1777

NAME: CIRIACO, STEPHANIE	AGE: 17	SEX: FEMALE	CIVIL STATUS	BRANCH: COMEMBO
DATE: NOVEMBER 29, 2019	CASE NUMBER: 31	O.R. NUMBER: 485915		

EXAMINATION	RESULT	REFERENCE VALUE	DIFF. COUNT	RESULT	REF. VAL.
HEMOGLOBIN (HGB)	125.0	(M) 130-180 (F) 125-160 g/dl	NEUTROPHILS	0.53	0.51-0.67
HEMATOCRIT (HCT)	0.38	(M) 0.40-0.54 (F) 0.37-0.47	LYMPHOCYTES	0.39	0.21-0.35
WBC Count	7.2	5-10 X 10 ⁹ /L	MONOCYTES	0.06	0.02-0.08
RBC Count	4.76	(M) 4.5-6.0 (F) 4.0-5.5 X 10 ¹² /L	EOSINOPHILS	0.02	0.01-0.04
PLATELET Count		150-400 X 10 ⁹ /L	STAB CELLS		0.02-0.05
RETICULOCYTE Count		1-15 X 10 ⁹	BASOPHILS		0.0-0.01
ERYTHROCYTES SEDIMENTATION RATE (ESR)		(M) 0-15 (F) 0-20 mm/hr	ABO GRP.		
BLEEDING TIME (BT)	2.4 MINS.		OTHERS:		Rh type
CLOTTING TIME (CT)	2.4 MINS.				

REMARKS: **PLATELET ADIQUATE**

IRENE A. CABILADAS RONTI, MTI, MTI, MTI, MTI
MEDICAL TECHNOLOGIST

MD. U. NOVERO, MD, DPNP, LIC, MD, DPM
PATHOLOGIST



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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, 2020	I continued making a table for requirements for the College students and i finished it today. We checked the Test Papers of ABM 12 Students.		
FEBRUARY 21, 2020	We did nothing because sir Raquel was in C5(ANNEX) and other teachers are having a rest day so we did nothing. We just cleaned the Faculty Room		
FEBRUARY 24, 2020	I removed the bullets of the staplers from the papers because sir Raquel will reused the back of the papers for printing.		
FEBRUARY 28, 2020	This day I gave the invitation of CBAA 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.		
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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JANUARY				
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	THURSDAY	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
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



THE FISHER VALLEY COLLEGE
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COLLEGE OF BUSINESS ADMINISTRATION AND ACCOUNTANCY

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THE FISHER VALLEY COLLEGE
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EXAMINATION PERMIT
 2nd Semester SY 2019-2020

Student Number: K18505 **Strand:** GAS
Name: CIRIACO, STEPHANIE N

Strand No	Description	Day	Time	Instructor's Signature			
				1st	2nd	3rd	4th
C51209	Understanding Culture, Society & Politics	SA	12:00 PM-3:00 PM				
C51204	Personality Development	SA	3:00 PM-6:00 PM				
C51210	Trends, Networks & Critical Thinking in the 21st Century Culture	TH	12:00 PM-3:00 PM				
C51206	Research Work	W	1:00 PM-7:00 PM				
C51202	Club/Reap Sharing	W	9:00 AM-10:00 AM				
C51203	Physical Education & Health	TU	1:00 PM-3:00 PM				
C51201	Theology	TU	10:00 AM-11:00 AM				
C51205	OJT	TU	4:00 AM-7:00 AM				
C51207	Disaster Readiness & Risk Reduction Management	TUTH	3:00 PM-6:00 PM				

Validation: 1st 2nd 3rd 4th

To the students: Have this permit validated by the college cashier before presenting to your instructor for signature. Report to the office for any discrepancy.

REDMI NOTE 8
AI QUAD CAMERA

STUDENT CLEARANCE

OFFICIAL RECEIPT OF INSURANCE PAID AND TERM AND CONDITION OF

THE FISHER VALLEY COLLEGE
 Taguig City

CLEARANCE FOR GRADUATING STUDENTS			SUMMARY OF GRADES	
Librarian	Mrs. Mary Ann L. Basquiñas	<i>[Signature]</i>		
Property Custodian	Mr. Carlex Lumajang	<i>[Signature]</i>		
Cashier				
Guidance Counselor	Mrs. Liberty Bernardo			
Faculty Adviser				
College Registrar/ Acting College Director	Ms. Kate L. Osorio			
Remarks:	The above student has been cleared of both financial and property accountabilities from the College and hereby granted clearance for 2nd Semester of 2ND SEMESTER SY 2019-2020			

NOTE: This serves as your classcard for graduation. Kindly present this to your subject teachers after taking the final examination. This form must be submitted on or before **March 13, 2017**.
Failure to comply will mean non-inclusion of your name in the graduation program.

CIRIACO, STEPHANIE N.

REDMI NOTE 8
AI QUAD CAMERA



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INSURANCE

MOLHUILLIER Ang Tulay ng Pilipino

MAA GENERAL ASSURANCE PHILS., INC.

Confirmation of Insurance COI #: A - 0300297

ML BRANCH : <u>ML COMEMBO</u>	Group Policy Holder ML PINOY PROTECT - PLUS	Issue Date: <u>Nov. 29, 2019</u> Policy No. : <u>MM-03-13-CB 000823</u>
BOS ENTRY NO.	Benefits:	Sum insured
Name of Insured: <u>Stephanie Nuecca Ciriaco</u>	Accidental Death/Disablement	Php 30,000.00
Address: <u>214 7th St. GHG Village, Bigy. Katuparan Taguig City</u>	Unprovoked Murder or Assault	30,000.00
Date of Birth: <u>March 9, 2002</u>	Motorcycling	30,000.00
Beneficiary/Relationship: <u>Jolanda Nuecca</u>	Accidental Burial	10,000.00
Terms of Insurance: The insurance will take effect from date of application and expiring one (1) year thereafter. This COI also serves as evidence of receipt of premium payment.	Cash Assistance Benefit	10,000.00
This certifies that the person named in this certificate is covered, subject to the terms, conditions, including warranties and clauses attached to the Master Policy issued by MAA General Assurance Phils., Inc. This serves as evidence and receipt of your premium payment. Keep this in a safe place.	Educational Assistance	Accidental Sickness 5,000.00 2,500.00
NOTICE: The insurance Commission is the government office in charge with the duty of safeguarding the interests of policyholders will render assistance of any complaints regarding insurance matters.	Reminder: Regardless of the number of COI acquired, the following maximum limits will apply:	
	1.) Unprovoked Murder or Assault up to Php 60,000.00;	
	2.) Motorcycling up to Php 80,000.00;	
	3.) Accidental Burial up to Php 10,000.00;	
	4.) Cash Assistance Benefit up to Php 10,000.00;	
	5.) Educational Assistance Accident: Php 25,000.00 Sickness Php 12,500.00	
	6.) Number of COI per Person up to five (5).	
	Signature of Insured / Beneficiary (not valid without signature)	DANIEL C. GO MAA General Assurance Phils., Inc.

REDMINOTE 8
AI QUAD CAMERA

MOLHUILLIER PHILIPPINES
A Financial Services Company

COMEMBO MAKATI BRANCH
#48 J P RIZAL EXT., COMEMBO,
TEL (02) 882-3566
TIN 002-394-238-538 (NV)

Sold to : **STEPHANIE NUESCA CIRIACO**
Address : **214 7TH ST GHG VILL KATUPARAN, TAGUIG CITY**

Sales Invoice: 00007856
Date : 11/29/2019

Item Code	Item Description	Quantity	Unit Price	Discount	Amount
ML PPP	ML Pinoy Protect Plus	1	50.00	0.00	50.00

Tender Type : Cash

50.00 Total Amount Received: 50.00
Total Amount: 50.00
Change : 0.00

Received the above goods in good order and condition

By: STEPHANIE NUESCA CIRIACO Customer

Received Payment

By: RAQUEL T. QUINDIPAN Sales Staff

Page 1 of 1

REDMINOTE 8
AI QUAD CAMERA

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OF ATTENDANCE SUCH AS DAILY TIME RECORD (DTR)

No. 1 Pay Ending _____
 Name CIRIACO, STEPHANIE N. Position _____
 Dept. JANUARY 2020 Age 19

Reg.	Hours	Rate	Amount	DEDUCTIONS	ABSENCES	
					Fines	Without pay Tax
Over.					S.S.S.	
Total Earnings				DEDUCTIONS		
Less Deductions				TOTAL		
NET PAY						

Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17	10:00		6:00				
18							
19							
20							
21							
22							
23	9:00		6:15				
24	9:00		6:30				
25							
26							
27	7:45		6:30				
28	6:05		7:00				
29	7:00		10:00				
30	8:30		6:00				
31	10:30		8:10				

I hereby certify that the above records are true and correct.

No. 2 Pay Ending _____
 Name STEPHANIE CIRIACO Position DIT
 Dept. CHS FACULTY OFFICE Age 19

Reg.	Hours	Rate	Amount	DEDUCTIONS	ABSENCES	
					Fines	Without pay Tax
Over.					S.S.S.	
Total Earnings				DEDUCTIONS		
Less Deductions				TOTAL		
NET PAY						

Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27	7:05		7:00				
28	12:30		7:00				
29	7:30		7:10				
30							
31	7:00		7:20				

I hereby certify that the above records are true and correct.

No. 2 Pay Ending _____
 Name _____ Position _____
 Dept. _____ Age _____

Reg.	Hours	Rate	Amount	DEDUCTIONS	ABSENCES	
					Fines	Without pay Tax
Over.					S.S.S.	
Total Earnings				DEDUCTIONS		
Less Deductions				TOTAL		
NET PAY						

Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17	9:00			7:00			
18	1:00			7:00			
19	7:20			7:00			
20							
21	11:30			7:05			
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

I hereby certify that the above records are true and correct.



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SAMPLE OF WORK DONE/OUTPUT SUCH AS
MESSAGE SLIP, SALES CALL SCHEDULED,
INVENTOR SHEET, PROGRAM INVITATION,



ET

C.

IN

INTERNSHIP IN ACTION PHOTO ESSAY



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ACKNOWLEDGEMENT

First of all I would like to thank almighty God for giving me life. Strength and wisdom to face my fear, weakness and the trials that I've been experience during my entire life in college. Thank you so much God for the love and blessings.

To my parents Yolanda Ciriaco and Frederick Ciriaco for serving as my inspiration and for the trust that you'll given to me. For always guiding and making me better person with a good manner. Thank you so much.

To the THE FISHER VALLEY COLLEGE INC. for giving me an opportunity to work as in intern and especially to our College Chairperson Mr. Marlon B. Raquel, MBA, LPT for being my trainer and for giving me an extra knowledge and experience in having my OJT in your company.

I also extend my thanks to all people behind the TFVC, from the President, Directress, Acting directress, Faculty, Staff and all Professors of the TFVC specially to MR. Marlon Raquel for giving me extra knowledge, encouragement and inspiration.

And lastly I take this opportunity to express gratitude to acknowledge with thanks to my family and to my relatives for their support.



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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.