



PHILIPPINE HEALTH INSURANCE CORPORATION

REGIONAL OFFICE VIII

LOCAL HEALTH INSURANCE OFFICE

Real St., Fatima Village, Tacloban City, Leyte



Manuscript accepted 10 February 2004

Certificate of Completion

THIS IS TO CERTIFY that **MR. VICENTE E. RUPA JR.** has completed his On-the-Job Training at **Philippine Health Insurance Corporation – Local Health Insurance Office for One Hundred Fifty (150) Hours** from March 30, 2017 to May 04, 2017 as Backroom Services Assistant. He was able to surpass our expectations and appreciates his commitment and dedication in doing the tasks assigned to him.

This certification is issued for the purposes it may serve.

Issued this 4th day of May, 2017 at [REDACTED] Local Health Insurance Office.
Real St., Fatima Village, Tacloban City, Leyte

RIC WESLEY A. CARRILLO

Head - Tacloban LHO



SPSPS STUDENT INTERNSHIP PROGRAM (SSIP) EVALUATION REPORT

Our Host Community Service Partner:

Thank you for supervising our students for their internship. Please let us know how your interns performed during their time with you. It is beneficial to provide feedback to the internship students based on this form, and your observations of their work in your organization. We will use this completed form to provide general feedback to the students on their internship.

Please rate the intern using **numeric grade** within the range of five given behavioral anchors. These will guide your selection of the intern's level of performance. If the area is not applicable to your Intern's assignment, please write "N/A."

Once you have completed the evaluation, please submit this form to the program coordinator through one of the following methods: Email cls_chator@yahoo.com or personally to the Office of the President, SPSPS, Palo, Leyte.

The SSIP Program Coordinator

FOR OFFICE USE ONLY

Name of Intern: RUPA VICENTE JR. E.
Last First M.I.

CSP: PHILHEALTH TACLOBAN LHIO

Address: FATIMA VILLAGE, TACLOBAN CITY

Date Submitted: 05-08-2017

Date Approved: 05-08-2017

Semester: 1st 2nd / Sum 2

Grade: 1.0

	Excellent (1.0-1.5)	Very Good (1.6-2.0)	Good (2.1-2.5)	Fair (2.6-3.0)	Fail (3.1-4.0)
A. JOB KNOWLEDGE					
1. Possesses minimum required background.	1				
2. Knows requirements and responsibilities of work.	1				
B. QUALITY OF WORK					
3. Tries his/her best to perform work of high quality.	1				
4. Is accurate and thorough.	1				
C. QUANTITY OF WORK					
5. Output or work is reasonable.	1				
6. Can be depended upon to finish tasks assigned.	1				
D. WORK ATTITUDE					
7. Assures responsibility willingly.	1				
8. Accepts corrections positively.	1				
E. COOPERATIVE/INTER-PERSONAL RELATIONS					
9. Works harmoniously with superiors/co-workers.	1				
10. Is a team worker.	1				
F. LEADERSHIP					
11. Works with minimum supervision.	1				
12. Shows initiative and creativity.	1				
G. PUBLIC RELATIONS					
13. Deals with the public courteously.	1				
14. Is helpful to clients.	1				
H. COMMUNICATION					
15. Is articulate.	1				
16. Listens and understands instructions.	1				
I. ATTENDANCE					
17. Is regular in attendance, and is punctual.	1				
18. Calls in when not able to report for work.	1				
J. PERSONAL APPEARANCE					
19. Is neat and exudes a corporate image.	1				
20. Is dignified and professional in manners.	1				

Comments: KEEP IT UP! YOU'LL BE A VALUABLE WORKER.

Name of Officer: MARIA BTA E. AGUILA

Position: PAMO

Date: 5/8/2017
efg/cred/