



CERTIFICATE OF EMPLOYMENT

Vision

To become a Polytechnic
College by 2025

Mission

To provide opportunities to
young and adult learners
acquire the necessary skills,
knowledge and attitude for
local and overseas
employment with the passion
to help in the preservation of
the environment.

Program Offering

- Beauty Care NC II
- Barangay Health Services NC II
- Bartending NC II
- Basic English Language
- Bread and Pastry Production NC II
- Carpentry NC II
- Community Based Trainers
Methodology Course
- Computer Literacy
- Computer Systems Servicing NC II
- Contact Tracing Level II
- Cookery NC II
- Cooperative Development and
Management Level IV
- Dressmaking NC II
- Driving NC II
- Electrical Installation and
maintenance NC II
- Facilitating E-Learning Sessions
- FFS-Production of High-Inbred
Rice Farm Mechanization
- Food and Beverage Services NC II
- Food Processing NC II
- Front Office Services NC II
- Housekeeping NC II
- Housekeeping NC III
- Masonry NC II
- Massage Therapy NC II
- Organic Agriculture Production NC
II
- RAC Servicing (DomRAC) NC II
- Scaffolding Works NC II (Supported
Type Scaffolding) NC II
- Shielded Metal Arc-Welding NC I
- Shielded Metal Arc-Welding NC II
- Tile Setting NC II
- Trainers Methodology Level I
- Hilot (Wellness Massage) NC II

3-Year Diploma Program

- Hotel and Restaurant Technology
- Civil Technology
- RAC Technology
- Electrical Technology

To Whom It May Concern:

This is to **CERTIFY** that **Ms. KIMBERLY M. OSTIA** was an
Instructor I in this institution from **November 23, 2020** until **March 31, 2022**.

Given this **20th** day of **May 2024** upon the request of the interested
party for whatever legal purpose it may serve.

IMELDA D. GO, Ph.D.
Vocational School Superintendent

CERTIFIED TRUE
MACHINE COPY



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
BALICUATRO COLLEGE OF ARTS AND TRADES
Allen, Northern Samar



SERVICE RECORD

(To be accomplished by the employer)

NAME: OSTIA KIMBERLY M (If married woman, given also full maiden name)
(Surname) (Given Name) (M.I.)
BIRTH: April 13, 1995/San Antonio, Northern Samar (Certificate or some other reliable documents)

This is to certify that the employee herein above actually rendered service in this office as shown by the record below each line of which supported by appointments and other papers actually issued by this office and approved by the authorities concerned.

SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE/DIVISION		L/V Abs. W/O PAY	SEPARATION (4)	
		Designation	Status (1)	Salary (2)	Station/place of Assignment	Branch (3)		Date	Cause
11/23/2020	12/31/2020	Instructor I	Perm	293,940.00	BCAT-Allen	National	None		Orig. Appt.
01/01/2021	12/31/2021	Instructor I	Perm	312,624.00	BCAT-Allen	National	None		NBC#584
01/01/2022	03/31/2022	Instructor I	Perm	331,296.00	BCAT-Allen	National	None		NBC#588
04/01/2022	RESIGNATION EFFECTIVITY								

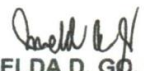
Issued in compliance with Executive Order No. 54, dated August 19, 1954 and in accordance with Circular No. 58, dated August 10, 1954 of the system.

Prepared:


FLOREENE M. AGUS
Instructor III/HR Designate

May 16, 2024
Date

Certified Correct:


IMELDA D. GO, PhD
(Chief or Head of Office)
Vocational School Superintendent I

CERTIFIED TRUE
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