Jacob Proficiency Testing Provider Services-Sole Proprietorship LLC

PERSONNEL RECORDS

HIRE DATE		**EMPLOYEE NO.**	
EMPLOYEE NAME	Jerwin C. Deroca		
JOB TITLE	Business Development Officer		

C O N T E N T S

- EMPLOYEE CURRENT STATUS DETAILS
- ORIENTATION RECORDS (Quality/ Safety / Housekeeping/etc.)
- CONFIDENTIALITY / IMPARTIALITY / UNDUE PRESSURE STATEMENT
- EDUCATIONAL ATTAINMENT
- CURRICULUM VITAE (CV)
- TRAINING RECORDS
- ASSESSMENT REPORTS
- OTHER RELATED DOCUMENTS



Specimen Signatory:

Initial	JCD
Full Signature	

JACOB
PROFICIENCY

Personnel Record Checklist

Employee Name: Jerwin C. Deroca
Employee No.
Department / Position: Business Development Officer
File No.
Box File No.

SR NO.	DESCRIPTION	YES	NO	Remarks
1	Employee's Record	☑		
2	2 x 2 picture	☑		
3	Visa Copy	☑		
4	Passport Copy	☑		
5	Offer Letter	☑		
6	Emirates ID	☑		
7	Joining Date Form	☑		
8	Qualification Certificates / Diploma	☑		
9	Training/Employment Certificate	☑		
10	CV	☑		
11	Confidentiality, Impartiality and Undue Pressure Statement	☑		
12	Job Description	☑		
13	Quality Induction	☑		
14	Safety Induction	☑		

Comments:

Employee Signature:
Date: 24.01.2025

Checked By:
Date:

JACOB PROFICIENCY

EMPLOYEE'S RECORD

1. PERSONAL DATA		
NAME	:	Jerwin C. Deroca
DESIGNATION	:	Business Development Officer
DATE HIRED	:	24.01.2025
DATE & PLACE OF BIRTH	:	July 17, 1996 / San Mariano, Isabela – Philippines 3332
NATIONALITY	:	Filipino
MARITAL STATUS	:	Single
PASSPORT NO.	:	P8096187A
PERMANENT ADDRESS	:	Balagan, San Mariano, Isabela – Philippines 3332
UAE ADDRESS	:	Abu Dhabi City, UAE
CONTACT NO.	:	+971 504 961508
2. EDUCATIONAL ATTAINMENT		
Bachelor of Agricultural Technology		
Bachelor of Secondary Education		
3. OTHER COURSES COMPLETED/ANY OTHER ACHIEVEMENTS		
Licensed Agriculturist (Philippines)		
Licensed Professional Teacher (Philippines)		
4. PREVIOUS EXPERIENCE		
School Registrar/Teacher (Philippines) – Saint Thomas Montessori School (2023-2024)		
Cooperative Specialist (Philippines) – Local Government Unit (San Mariano) (2020-2023)		
DATE: 21.01.2025	**SIGNATURE:** 	

DUTY JOINING FORM

Name of Employee	Jerwin C. Deroca	Designation	Business Development Officer
Nationality	Filipino	Passport No	P8096187A
Date of Leave starts		Date of Leave Complete	
Agreed Days of Leave		Actual Days of Leave	
Excess in Leave Days		Date of Joining	24.01.2025
Type of Leave		Passport Retention with Company	
Reason Excess in Leave			



Signatory of the Employee

HR Officer Response:

Signature

General Manager Response:

Signature

Confidentiality and Impartiality Agreement

1.0 Confidentiality Agreement

As an employee of **Jacob Proficiency,** I hereby abide by the confidentiality rules of the company as listed below:

1.1 Confidential matters related to participants' result/assign value for the particular proficiency testing scheme as well as name of other participants, etc., will be made strictly confidential.

1.2 I will not disclose any matters related to company activities to the outsider.

1.3 I will ensure that this will be strictly followed and will not be disclosed even after leaving the job from the company.

1.4 I will follow the rules and regulations of the Organization on day-to-day basis.

1.5 I will not carry any PT results of the participant for the particular proficiency testing scheme to home for any work.

1.6 I will not show any interest in knowing the name of participants as well as their results related to proficiency testing scheme.

1.7 I will not carry any documents to home for my personal work / purpose.

1.8 I will not participate in any activities, which reduce my competence such as:

- Excessive overwork
- Breaking law like use of alcohol or any such things
- Working against documented procedures and policies

1.9 I will maintain all records, as per the category classified and will not take any interest in review of confidential, secret and top secrete records / documents of the company.

1.10 I will maintain confidentiality of proficiency test items as well as relevant records by providing the unique identification no. right from receipt till its distribution to the participants.

I have read the above confidentiality rules of the Company and will follow the same in day-to-day activities.

Signature		Designation	Business Development Officer
Name of employee	Jerwin C. Deroca	Date	24.01.2025

Confidentiality and Impartiality Agreement

2.0 Impartiality agreement

2.1 I will ensure that, in all my dealings with corporate customer or participants or other personnel will remain impartial.

2.2 I will not pass on the PT results to corporate customer or participants or other personnel without formal approval by authorized person.

2.3 I will not have (and will not form) any relationships with the personnel of PT item producer as well as personnel engaged in homogeneity assessment, who offer services that can be construed as having an impact on the proficiency testing activities performed by me.

2.4 I will declare any proposed relationship between the employees as well as with any other and will undergo a risk assessment for Impartiality prior to that relationship being formalized.

2.5 I have already declared my current and past relationships with all external providers as well as contractors and subcontractors, if any. I declare that whatever has been instructed is true and correct. Organization may take legal actions on me, if any of information provided is found wrong later on.

2.6 I hereby declare that I have not been associated with any of the customer or other of organization, where there are chances of potential conflict of interest.

2.7 I hereby declare that if any of the conflict of interest is found in my work then Technical Manager and PT Coordinator can take strict action on me to maintain impartiality in the proficiency testing activities.

2.8 I will not offer any commission, ('finders fees' or other inducements) to any individual or organization in respect of referrals of any types of services required in proficiency testing activities unless:

1. The terms and conditions of any such referral are clearly established and can be demonstrated and it can also be demonstrated that the fee is for a referral and the fact that a commission has been paid will in no way effect the outcome of proficiency testing activities.
2. A risk assessment (to establish the potential for an unacceptable threat to impartiality) has been carried–out on the process through which any such payment is made to an individual or organisation (normally a consultant) requesting the commission for referrals.
3. All such payments are documented, recorded, and traceable and accompanied by a purchase order and invoice.

2.9 I will adhere to all policies of organization.

2.10 I will not carry–out any other conflicting services other than core business of proficiency testing activities, such as testing.

2.11 I will not carry–out any financial transactions with contractors and subcontractors.

2.12 I will not accept any gifts from any of the external providers as well as contractors and subcontractors to maintain impartiality.

Signature		Designation	Business Development Officer
Name of employee	Jerwin C. Deroca	Date	24.01.2025

Confidentiality and Impartiality Agreement

3.0 Secrecy rules

3.1 I will not allow any outsiders to enter in testing area. If any representative from customer or other comes to Proficiency testing activities for handing over the PT item or equipment or collection of PT report / equipment / PT item, then he is instructed to seat in reception area.

3.2 I will allow outsider to visit our proficiency testing activities only after permission from the Technical Manager and PT Coordinator and then he will be escorted during his visit.

3.3 I will not collect any documents (such as PT reports, Calibration Certificate, Raw data sheet etc.) to home for any types of work.

3.4 I will not show any interest in changing the password or identifying the password of other. I will use the computer or laptop allotted to me only and will not use computer or laptop of other. Also, I will never disclose my password to anyone.

I have read all the above requirements related to confidentiality, impartiality and secrecy related requirements and I will follow the same during my day-to-day work.

Signature		Designation	Business Development Officer
Name of employee	Jerwin C. Deroca	Date	24.01.2025

JACOB PROFICIENCY

JOB DESCRIPTION FORM

Position Title	**: Business Development Officer**
Department	**: Business Development Department**
Position Reports to	**: Business Development Department**
Position Supervised	**: Business Development Officer**
Title of Replacement if Absent	**: Business Development Officer**
Employment Status	**: Full-Time**
Regular Working Hours	**: 48 Hours/Week**
Location	**: United Arab Emirates**

General Summary

Direct and control the all business operations. Responsible for giving strategic guidance and direction to the board to ensure that the Company achieves its financial vision, mission and long-term goals.

Responsibilities

- To assist the Business Development Manager in identifying and approaching potential participants for proficiency testing schemes.
- To carry out routine marketing and promotional activities as per the approved plan and ensure they align with the organization's impartiality and confidentiality policies.
- To maintain updated records of participant communications, inquiries, and registrations.
- To support in preparing quotations, proposals, and participation agreements under the guidance of the Business Development Manager.
- To provide timely information to participants regarding scheme details, schedules, and participation requirements.
- To collect customer feedback on PT schemes and report it to the Business Development Manager and Quality Manager for review.
- To assist in maintaining the accuracy of all business-related documents, brochures, and promotional materials.
- To follow up with participants regarding registration, fee payment, and documentation.
- To promptly communicate any client complaints or disputes related to business matters to the Business Development Manager and Quality Manager.
- To support the development of new PT schemes by gathering market intelligence and participant requirements.
- To contribute to the organization's continual improvement initiatives by reporting potential risks, opportunities, and observations.
- To ensure all business development activities are carried out without compromising impartiality, confidentiality, or compliance with ISO 17043:2023.

Authorities

- To communicate directly with participants regarding routine business and registration matters.
- To recommend improvements in communication methods, promotional activities, and participant engagement strategies.
- To stop or withhold business-related activities if they risk breaching impartiality or confidentiality.
- To escalate unresolved participant issues or complaints to the Business Development Manager.
- To provide input to management reviews regarding participant trends, customer satisfaction, and business opportunities.

Education and Related Work Experience

- Current Qualification: Bachelor of Agricultural Technology
- Bachelor's degree (Science/Engineering/Management)
- 3 years (business support/ marketing role)
- Marketing and Promotions
- Client Communications
- Proposal Preparation
- Feedback Collection

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JOB DESCRIPTION FORM

Conditions

This Job Description and Qualifications are Subject to periodic review and may be changed by the appropriate authorized person at any time. The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are not intended only to describe the general nature of the job.

Acknowledgement

I have read, understand and agree on the above requirements in this job description.

Employee Name	Date	Signature
Jerwin C. Deroca	**24.01.2025**	

Joining Date: 24.01.2025

QUALITY INDUCTION TRAINING

In order to maintain required standard of quality at the working place, you are expected to abide by our basic instruction at all times within our testing premises. Find below basic quality induction checklist;

1. All workers must aware of the following
    - Quality Policy, Job Description, General Introduction on ISO/IEC 17043: 2023.

Operation System ***(****including verification of sample on receipt up to disposal)*

2. Forms and Procedures
3. Information's required for testing received before prior to start and filled properly.
4. Time schedule for testing and reporting.
5. Traceability of sample is maintained through the system.
6. Testing as per the appropriate international standard.
7. Sample Storage, retention of sample for certain period and disposal of the sample.

PT Staff

8. Make sure PT staff is authorized to perform the task.
9. Appropriate training is arranged before the task and records is available.

Others

10. Good House Keeping and safety at the PT testing location.
11. Reporting procedure



Signed by Quality Manager

24-01-2025

Date



Signed by Employee

24-01-2025

Date

FIRST DAY SAFETY INSTRUCTION

In order to maintain required standard of safety at the site, you are expected to abide by our basic safety rules at all times within our site. Find below basic safety rules must be remembered and completed:

1. All workers must use safety helmet, safety vest, safety shoes at all times working at site. Other protective equipment must be worn correctly as and when necessary.

2. All workers must follow instruction of their respected Manager.

3. All workers must refrain from smoking whilst working. Smoking is allowed at designated area only.

4. All workers must participate in the daily housekeeping so as to maintain PT laboratory cleanliness at all time.

5. All workers must strictly abide to and comply with all existing safety rules and requirement of the company and local authority.

6. All workers will report any hazardous conditions or unsafe acts to the supervisor.

7. All workers must report any accident or dangerous occurrence without delay to his supervisor for necessary action.

8. All workers must understand the need to conserve the environment and to follow instructions necessary to ensure the same.

9. All workers must be responsible for taking reasonable care for health and safety of oneself and of others who may be affected by what he does or fails to do at work.



Signed by Quality Manager

24-01-2025

Date



Signed by Employee

24-01-2025

Date

JERWIN C. DEROCA

MW5, Mussafah, Near NMDC
PO Box: 145843, Abu Dhabi
United Arab Emirates

Mobile Number – +97150-369-6672
E-mail Address • **concha0017jerwin@gmail.com**



PERSONAL & WORK EXPERIENCE

Qualification

Bachelor of Agricultural Technology (2018)
Isabela State University – San Mariano Campus, Philippines

Bachelor of Secondary Education (2019)
Isabela Colleges – San Mariano Campus, Philippines

Job Title: ***Business Development Officer*** ***January 2025 – Present***
Jacob Proficiency Testing Provider Services – Sole Proprietorship LLC

Basic Function

- To assist the Business Development Manager in identifying and approaching potential participants for proficiency testing schemes.
- To carry out routine marketing and promotional activities as per the approved plan and ensure they align with the organization's impartiality and confidentsiality policies.
- To maintain updated records of participant communications, inquiries, and registrations.
- To support in preparing quotations, proposals, and participation agreements under the guidance of the Business Development Manager.
- To provide timely information to participants regarding scheme details, schedules, and participation requirements.
- To collect customer feedback on PT schemes and report it to the Business Development Manager and Quality Manager for review.
- To assist in maintaining the accuracy of all business-related documents, brochures, and promotional materials.
- To follow up with participants regarding registration, fee payment, and documentation.
- To promptly communicate any client complaints or disputes related to business matters to the Business Development Manager and Quality Manager.
- To support the development of new PT schemes by gathering market intelligence and participant requirements.
- To contribute to the organization's continual improvement initiatives by reporting potential risks, opportunities, and observations.
- To ensure all business development activities are carried out without compromising impartiality, confidentiality, or compliance with ISO 17043:2023.

Job Title: ***School Registrar/School Teacher*** ***April 2023 – June 2024***
Saint Thomas Montessori De San Mariano, Inc.

Basic Function

- Developing and issuing educational content including notes, tests, and assignments.
- Supervising classes to ensure all students are learning in a safe and productive environment.
- Organizing supplies and resources for lectures and presentations.
- Delivering personalized instruction to each student by encouraging interactive learning.
- Planning and implementing educational activities and events.
- Ensuring your classroom is clean and orderly.
- Preparing and distributing periodic progress reports and semester report cards.
- Attending parent-teacher meetings.
- Evaluating and documenting students' progress.
- Allocating and grading homework, assignments, and tests.

- Organizing and administering student records.
- Overseeing the student admissions and graduation process.
- Ensuring records are updated with new grades, attendance, finances, etc.
- Training staff at the registrar's office to use software related to records administration.
- Performing clerical tasks, such as printing academic transcripts for students.
- Keeping student information confidential and secure.
- Participating in student service committees and initiatives.

Job Title: ***Administrative Assistant/Agricultural Technologist*** ***June 2020 – March 2023***
Local Government Unit (LGU) – San Mariano, Philippines 3332

Basic Function

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Collect crop samples for analysis.
- Record data from experiments.
- Perform research.
- Care for animals within laboratory.
- Take soil samples and check for nutrients.
- Check pH of soil.
- Clean, maintain, and supervise the use of testing equipment.
- Prepare culture media.
- Prepare data summaries, reports, and analyses that include results, charts, and graphs in order to document research findings and results.
- Operate spectrometers, nitrogen determination apparatus, air samplers, centrifuges, and pH meters.
- Store samples so nothing gets contaminated.
- Care for livestock by providing food, water, and baths.
- Plant seeds.
- Count resulting plants to determine percentage of seeds germinated.

Job Title: ***Factory Worker*** ***October 2018 – March 2019***
Multi-Rich Food Company

Basic Function

- Following health and safety standards.
- Maintaining a clean workstation and production floor.
- Assembling products and parts.
- Following production guidelines and specifications.
- Finalizing and packaging products for shipment.
- Operating and maintaining machinery and production line equipment.
- Monitoring the assembly line and removing faulty products.
- Working on the production line and meeting production targets.
- Reporting any issues to the supervisor on duty.
- Performing other tasks as assigned.

TRAINING AND SEMINAR

Awareness of ISO/IEC 17043:2023
Awareness of PTP Sample Dispatch Checklist
Requirements of ISO 17043:2023 AND Selected Terms and Definitions

2017 Regional Student Agripreneurship Forum
University Amphitheatre Isabela State University – Echague
December 06, 2027

Implementation of ESC and TSS Programs
Saint Paul University – Tuguegarao City, Cagayan
August 15, 2024

SDRRM Coordinators Training and Seminar on the Formulation of School -Based DRRM Plan, First Aid Management, Basic Life Support and Cardio Pulmonary Resuscitatio.
Angel Sophia Resort, San Mariano, Isabela, Philippines 3332
May 18-19, 2023

Science Teachers Training on Teaching Biodiversity Conservation Among Elementary Pupils
Minanga Central Integrated School
April 19, 2023

Seminars on thesis/Dissertation Writing
De Venacia Hall, Isabela State University – Echague campus
May 13, 2023

UNITED ARAB EMIRATES
FEDERAL AUTHORITY FOR IDENTITY & CITIZENSHIP, CUSTOMS & PORT SECURITY

الإمارات العربية المتحدة
الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ

Resident Identity Card

بطاقة هوية مقيم



ID Number / رقم الهوية

784-1996-2321356-0

الاسم: جيروين كونشا ديروكا

Name: Jerwin Concha Deroca

Date of Birth : 17/07/1996 تاريخ الميلاد:

الجنسية: جمهورية الفلبين

Nationality: Philippines

Issuing Date / تاريخ الاصدار
02/05/2025

Expiry Date / تاريخ الانتهاء
01/05/2027



الجنس : ذكر

Sex : M

Signature / التوقيع


Card Number / رقم البطاقة
145332047
المهنة: مشغل ماكينات ومحطات المنتجات الكيميائية
Occupation : Chemical Products Machine Operator
صاحب العمل: جاكوب لخدمات مزودى اختبارات الجداره - شركه الشخص الواحد ذ م م
Employer: Jacob Proficiency Testing Provider Services - Sole Proprietorship L.l.c.
مكان الإصدار: ابو ظبي
Issuing Place : Abu Dhabi
If you find this card, please return it to the issuing
عند العثور على هذه البطاقة الرجاء إرجاعها الي جهة
إصدارها او الي اقرب مركز شرطة
ILARE1453320475784199623213560
9607170M2705011PHL<<<<<<<<<<<<6
DEROCA<<JERWIN<CONCHA<<<<<<<<<<



3

REPUBLIKA NG PILIPINAS | REPUBLIC OF THE PHILIPPINES

PASAPORTE/
PASSPORT

Uri/ Type
P

Kodigo ng bansa/ Country code
PHL

Pasaporte blg/Passport no
P8096187A



Apelyido/Surname
DEROCA

Pangalan/ Given names
JERWIN

Panggitnang apelyido/Middle name
CONCHA

Petsa ng kapanganakan/Date of birth
17 JUL 1996

Nasyonalidad/Nationality
FILIPINO

Kasarian/Sex
M

Lugar ng kapanganakan/Place of birth
SAN MARIANO ISA

Petsa ng pagkakaloob/Date of issue
26 JUL 2018

Petsa ng pagkawalang bisa/Valid until
25 JUL 2028

Maykapangyarihang nagkaloob/Issuing authority
DFA TUGUEGARAO

P<PHLDEROCA<<JERWIN<<<<<<<<<<<<<<<<<<<<<<<<

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دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES

إقامة
RESIDENCE



784199623213560 : رقم الهوية ID Number

101/2025/2/88698 : الملف File

P8096187A : رقم الجواز Passport No

جيروين كونشا ديروكا : الاسم Name

JERWIN CONCHA DEROCA

مشغل ماكينات ومحطات المنتجات الكيميائية : المهنة Profession

chemical products machine operator

جاكوب لخدمات مزودى اختبارات الجداره - شركه الشخص الواحد ذ م م : صاحب العمل Employer

JACOB PROFICIENCY TESTING PROVIDER SERVICES - SOLE PROPRIETORSHIP L.L.C.

أبوظبي : جهة الإصدار Place of Issue

02/05/2025 : تاريخ إصدار الإقامة Issue Date

عدد المرافقين : Accompanied by

تاريخ الانتهاء

01/05/2027

التوقيع : Sign.

تعتبر الإقامة لاغية اذا تجاوز حاملها الاقامة خارج دولة الامارات مدة ستة اشهر

Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.

JACOB PROFICIENCY

JACOB PROFICIENCY
TESTING PROVIDER SERVICES

PRIVATE AND CONFIDENTIAL

Ref No: JPTPS/HR/OL/24/015

Date: January 24, 2025

To,
Jerwin C. Deroca
Nationality: Filipino
Abu Dhabi, UAE

Subject: **Offer Letter**

Dear Jerwin,

Further to your application and subsequent interview, we are pleased to offer you a position of **Business Development Officer** in **Jacob Proficiency Testing Provider Services LLC**, based in Abu Dhabi, UAE.

Your Salary at the time of commencement of your services will be **2500 AED** (Dirham Two Thousand Five Hundred only per month). AED 2000 basic and AED 500 other allowance. In addition, you will be eligible for allowances / benefits as per UAE laws.

For reference and record, a Job Description may be developed by the company and provided to you along with the Appointment Letter. Such Job Description shall be subject to revision from time to time. The Appointment Letter will be given at the time of joining.

You are requested to sign the duplicate copy of the Offer Letter as a token of your acceptance and return it to undersigned.

We are looking forward to welcome you on board and your association with our Company.

Regards,



Mr Jacob Joy
Managing Director
Jacob Proficiency Testing Provider Service-Sole Proprietorship LLC