



OFFICE OF HUMAN RESOURCE MANAGEMENT  
KALIBO, AKLAN

RECEIVED

Republic of the Philippines  
Province of Aklan BY: \_\_\_\_\_

Municipality of Kalibo SIG./DATE: \_\_\_\_\_ 11 DEC 2024

## OFFICE OF THE MUNICIPAL MAYOR

Tel No: (036) 268-6171 | Telefax: (036) 262-3241 | Email Address: ommhgukalibo@gmail.com

### 1<sup>st</sup> INDORSEMENT

December 10, 2024

Respectfully forwarded to Mr. Leenard M. Cristobal, HRM Officer, and to Engr. Marlo B. Villanueva, MPD Coordinator, this municipality, the herein attached copy of an email from Leo Jean Unite, 2<sup>nd</sup> Year Data Science Student, University of Paris, received on even date, which is self-explanatory, re: *Application for a Three-Month Internship*, for your information and appropriate action.

JURIS B. SUCRO  
Municipal Mayor

OK with Miga direct to OMVDC  
12/11/24



# INTERNSHIP CERTIFICATE

to be issued to the intern upon the conclusion of the internship

## THE HOST ORGANISATION

Name or company name : Municipality of Kalibo

Address : Municipal Bldg., Arch. G. M. Reyes cor. Veterans Ave 5600 Poblacion Kalibo, Aklan PHILIPPINES

Tel : (036) 268-6089/4120

Hereby certifies that

## THE INTERN

Last name : Unite First name : Leo Gender : M Date of birth : 03/06/2003

Address : 4 RUE MARCEL MIQUEL 92130 ISSY-LES-MOULINEAUX FRANCE

Tel : +33750995280

E-mail : leounite5@gmail.com

A STUDENT OF (title of the training course or higher education curriculum being followed by the intern) : BUT - SD - Visualisation, conception d'outils décisionnels - 2ème année - FI

AT (name of the higher education institution or training organisation) : UNIVERSITE PARIS CITE

has completed an internship as part of their studies

## INTERNSHIP DURATION

Internship start and end dates : from April 28 to July 11

Representing a total duration of 11 Weeks (Number of months/Number of Weeks) (cross out as appropriate)

The total duration of the internship is assessed in consideration of the actual presence of the student within the organisation, while respecting authorised time off and leaves of absence granted under article L.124-13 of the education code (art. L.124-18 of the education code). Each period of at least 7 hours of presence, whether consecutive or otherwise, is considered equivalent to one day of internship work, and each period equal to at least 22 days of presence, consecutive or otherwise, is considered equivalent to one month.

## TOTAL AMOUNT OF STIPEND PAID TO THE INTERN

The intern has received an internship stipend totaling 0.00 €

The internship certificate is essential in order to have the internship taken into account for pension rights, subject to a fee. Pensions legislation (Law No. 2014-40 of January 20, 2014) grants students whose internship work is allocated a stipend the possibility of having up to two calendar quarters validated, subject to a fee. The student must submit their request within two years of the end of the internship and must present the internship certificate indicating the total duration of the internship and the total amount of the stipend received. Specific information regarding the fee to be paid and the procedure to follow may be requested from the French Social Security administration (Social Security Code, art. L.351-17 - Education Code, art. D.124-9).

Executed at Kalibo

Date July 14 2025

Name, position and signature of the representative of the host organisation.

Eng. Marlo P. Villanueva  
Mun. Planning & Dev't. Coordinator  
Municipality of Kalibo, Aklan





REPUBLIC OF THE PHILIPPINES  
PROVINCE OF AKLAN  
ATI-ATIHAN TOWN OF KALIBO

# CERTIFICATE


## Of Completion & Appreciation

is hereby given to

# Leo Jean Unite

a 2<sup>nd</sup> year student of Data Science (VCOD track – Visualization and Decision Tools Development) at Université Paris Cité – IUT Paris Rives de Seine campus, France for successfully completing the Four Hundred Eight (408) hours internship covering the period from April 28, 2025 – July 11, 2025 at the Office of the Municipal Planning and Development Coordinator (OMPDC) - Research & Statistics Division, LGU Kalibo.

Given this 11th day of July, 2025 at Kalibo, Aklan, Philippines.

  
**ENGR. MARLO B. VILLANUEVA**  
Mun. Planning and Dev't. Coordinator





Municipality of Kalibo  
Province of Aklan  
Ati-atihan Town of Kalibo

OFFICE FOR HUMAN RESOURCE MANAGEMENT

## CERTIFICATION

This certifies that the trainee, **MR. LEO JEAN P. UNITE**, has completed the internship program at the Municipal Government of Kalibo. Mr. Unite started with the internship on **April 28, 2025** until **July 11, 2025** with a total of **408 hours (50 days)**.

We are privileged to have him as one of our interns and would like to wish him the best.

Issued this 11<sup>th</sup> day of July 2025 at Kalibo, Aklan, Philippines.

**LEENARD M. CRISTOBAL**

MGDH I (HRMO)

Noted:

**JURIS B. SUCRO**

Municipal Mayor





Republic of the Philippines  
Province of Aklan  
Municipality of Kalibo

This

**CERTIFICATE**  
**— OF COMPLETION —**

is given to

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for having attended and satisfactorily completed the course requirement  
of the **Time Management and Productivity Skills Seminar**  
for Eight (8) creditable training hours.

Given this 24<sup>th</sup> day of July 2025  
at the 3<sup>rd</sup> Floor Function Hall, Old Municipal Building,  
Kalibo, Aklan, Philippines

**LEENARD M. CRISTOBAL**

Municipal Government Department Head I  
(Human Resource Management Officer)

**JURIS B. SUCRO**

Municipal Mayor