

Ella mae D. Ranis

Sitio Igiban Barangay Sta. Cruz Antipolo City

Contact No. : 0945-847-7215

Email: raniselamae@gmail.com



Objective

To obtain a position in your company which will enhance my professional efficiency, trained and equipped with necessary knowledge and aptitude.

Educational Background

Senior High School:	Antipolo City Senior High School	2020-2023
Junior High School:	Antipolo National High School	2017-2020
Primary:	Sta. Cruz Elementary School	2016-2017

Skills

Adaptability and ability to work under pressure

Hardworking and initiative

Verbal and personal communication skills, reliability and multitasking

Proficient with MS Word and Excel.

Personal Background

Birth date: July 4, 2005



Birthplace: Antipolo, Rizal
Age: 17 years old
Civil Status: Single
Gender: Female
Nationality: Filipino
Religion: Roman Catholic

Character reference
Ricky Ranis
Painter
0950413870216

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs .

Ella mae D. Ranis



1-15-9

Republic of the Philippines
Department of Transportation and Communications
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City

DATE

On-the-Job Training Contract

I, Ella Mae D. Ranis, a student presently enrolled at Antipolo City Senior High School, pursuant to the Memorandum Circular dated 10 January 1975 of the Labor, hereby abide by the following terms and conditions in connection with the practicum course or on-the-job training with the Land Transportation Office:

1. That I shall observe all existing reasonable office rules and regulations of the LTO while on training;
2. That I shall not claim nor be paid any compensation whatsoever while on training;
3. That the LTO shall have no liability for any injury and/or incapacity that may befall me while inside the LTO compound and its premises due to my fault or negligence or fortuitous event while undergoing training;
4. That I shall undergo office training in the LTO in compliance with the requirements of my course;
5. That I shall submit all the necessary requirements required by the Office before undergoing training.

In witness hereof, I have hereunto set my signature on this ____ day of ____
at _____.

Conform5e:

Student-Trainee
With my Parental Consent

Teacher-Supervisor

Parent/Guardian's Name and Address

Action by the Office

To: _____

Having complied with the required documents and condition for On-the-Job Training, your request for office training at the _____, this Office is hereby granted subject to the final approval by the Assistant Secretary.

Recommending Approval:

LADIE LYN G. FUDERANAN
Administrative Officer IV
OIC, Human Resource Development Section



REPUBLIC OF THE PHILIPPINES
PROVINCE OF RIZAL
CITY OF ANTIPOLO

BARANGAY STA. CRUZ
OFFICE OF THE PUNONG BARANGAY
SITIO UPPER STO. NINO BARANGAY STA. CRUZ

**HON. CIRILO "BEBOT"
TENORIO**
Punong Barangay
Over-All Committee Chairman

HON. ELISHA JEM G. JUNIO
Barangay Kagawad
SPORTS AND CULTURAL AFFAIRS
LOCAL EMPLOYMENT

HON. JOSE RICKY T. MASULA
Barangay Kagawad
APPROPRIATIONS
URBAN POOR
PEACE AND ORDER

HON. EDNA P. TUNGALA
Barangay Kagawad
SENIOR CITIZEN
WASTE MANAGEMENT

HON. MARIA HERA M. DOMINGO
Barangay Kagawad
EDUCATION HEALTH AND SANITATION

HON. GERALDINE M. CHUA
Barangay Kagawad
SOCIAL WELFARE SERVICE AND WOMAN
JUSTICE AND HUMAN RIGHTS
FAMILY SERVICES

HON. NELDA B. IRIS
Barangay Kagawad
BRG. RISK REDUCTION MANAGEMENT
INFRASTRUCTURE

HON. BENJAMIN R. RAZON JR.
Barangay Kagawad
TOURISM AND LIVELIHOOD

MS. MARIANE KATE CABILLES
Barangay SK Chairwoman

MS. MERLINDA B. ARMAS
Barangay Secretary

MS. ROSALIA H. BARBADO
Barangay Treasurer

CERTIFICATE OF RESIDENCY

TO WHOM IT MAY CONCERN:

This is to certify that, **ELLA MAE D. RANIS**, Filipino, single, 17 years old is a resident of **Sitio Igiban, Barangay Sta. Cruz, Antipolo City** and has been residing in this barangay for more than **seventeen (17) years**.

This certification is being issued upon the request of the above-mentioned name for **OJT** Purposes only.

Given this **16th** day of **March, 2023** at **Barangay Sta. Cruz, Antipolo City, Province of Rizal**.

Certified by:


HON. CIRILO "BEBOT" A. TENORIO
PUNONG BARANGAY
BARANGAY STA. CRUZ

Dma

Note: This clearance is valid for 6 months from date of issue.

MASAYA PAG SAMA-SAMA AT MAY PAGKAKAISA



Republic of the Philippines
Department of Education
REGION IV - CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO
ANTIPOLO CITY SENIOR HIGH SCHOOL
STA. CRUZ, ANTIPOLO CITY

CERTIFICATE OF MORAL CHARACTER

This is to certify that the moral character of ELLA MAE D. RANIS
under _____ strand for the
School Year 2022-2023 is marked with check below:

☒ highly recommended
☐ recommended
☐ somewhat/nearly recommended

Issued upon the request of the above mentioned name for whatever legal purpose it
may serve him/her best.

Given this 12th day of MARCH 2023 in Antipolo City Senior
High School, Brgy. Sta. Cruz, Antipolo City.

Signed:

VIVIAN M. PRADO
Class Adviser

ELEANOR ANN R. SIERRA, RGC
Guidance Counselor II

LIZA L. BANAYO
Principal II



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Email Address: acs@deped.gov.ph
ACSHS: *Cultivating Adaptability and Flexibility towards Excellence and Innovation*