

Merryson S. Burgos

Tel: 09455476059 | Email: 20merryson02@gmail.com

Lot 2 Block 4 Severino Ramirez Faustina barangay San Bartolome Novaliches
Quezon City

Nationality: Filipino | Marital Status: Single | Religion: Catholic | Birthday:
October 01, 2002



Objective

To obtain job this 2023 where I able to gain skill and to contribute to your company in exchange I can do on the job training where in I can use that I learned from our school in addition for my necessity requirement for my school.

Work Experience

Hago
Head admin

12/2018 - Nowadays

Education

Bachelor of Science in Office Administration
Bestlink College of the Philippines

06/2020 - Nowadays

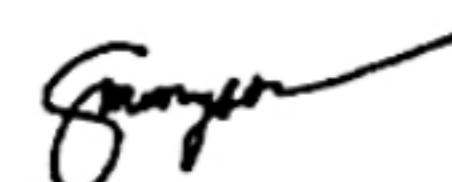
Skill

- Three years excellent communication in my past job experience
- Zealous when it comes to communication
- Experience as being good leadership



Interest

- Business idea
- Reading books
- House Design
- Architecture works



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

149 20

DATE

On-the-Job Training Contract

I, Merryson S. Burgos, a student presently enrolled at bestlink College of the Philippines, 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



BESTLINK COLLEGE OF THE PHILIPPINES
1071 Brgy. Kaligayahan, Quirino Hi-Way, Novaliches,
Quezon City



February 27, 2023

Ms. Ladie Lyn G. Fuderanan
OIC, Human Resources Development Section
LTO C.O East Avenue Quezon City

Dear Ma'am,

Warmest Greetings from Bestlink College of the Philippines

This has reference to the requirement of the course **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION** for students to apply for an internship program for a minimum of 300 hours in any activities related to office work.

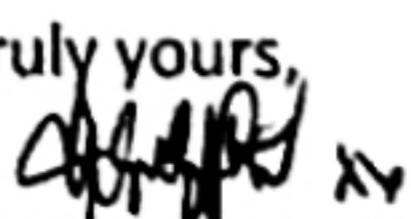
It is our desire to humbly request that Ms. MERRYSON S. BLURGOS be accommodated in your company to allow the opportunity of actual practice.

Attached is the self-declaration form for COVID free participants, which we request to be received and returned to this office upon acceptance of our student in your company. The training will start on _____ upon acceptance of the hearer under the terms and conditions as stipulated in a duly accomplished memorandum of agreement for your confirmation.

Further, a student evaluation is provided where a student-trainee is assessed on his or her performance, attitude and behavior to be periodically supervised. The OJT Coordinator from our school will visit your company to find out how the student trainee performs in the work area.

We highly appreciate whatever you could extend to them that would eventually be advantageous to both the students and your office.

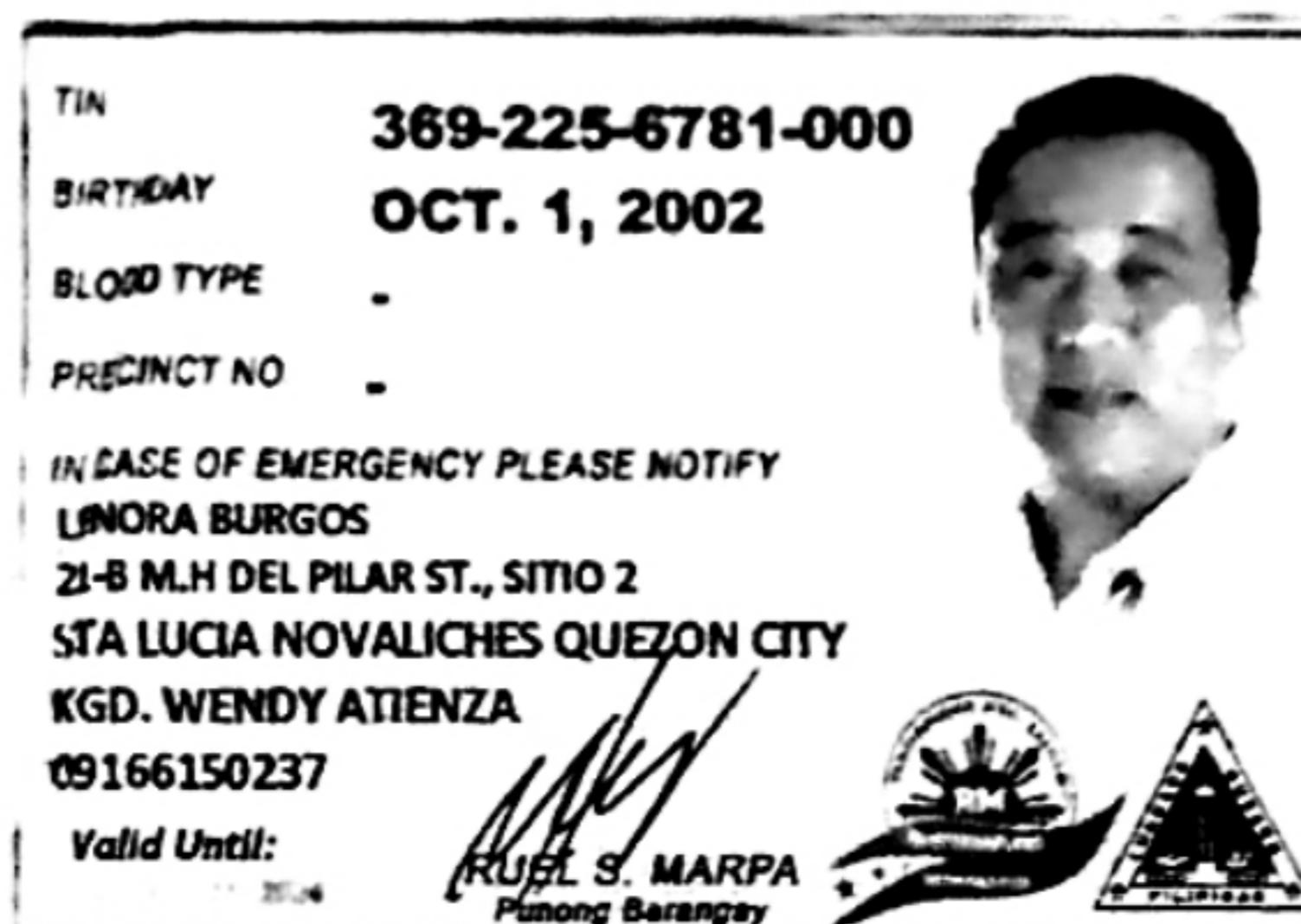
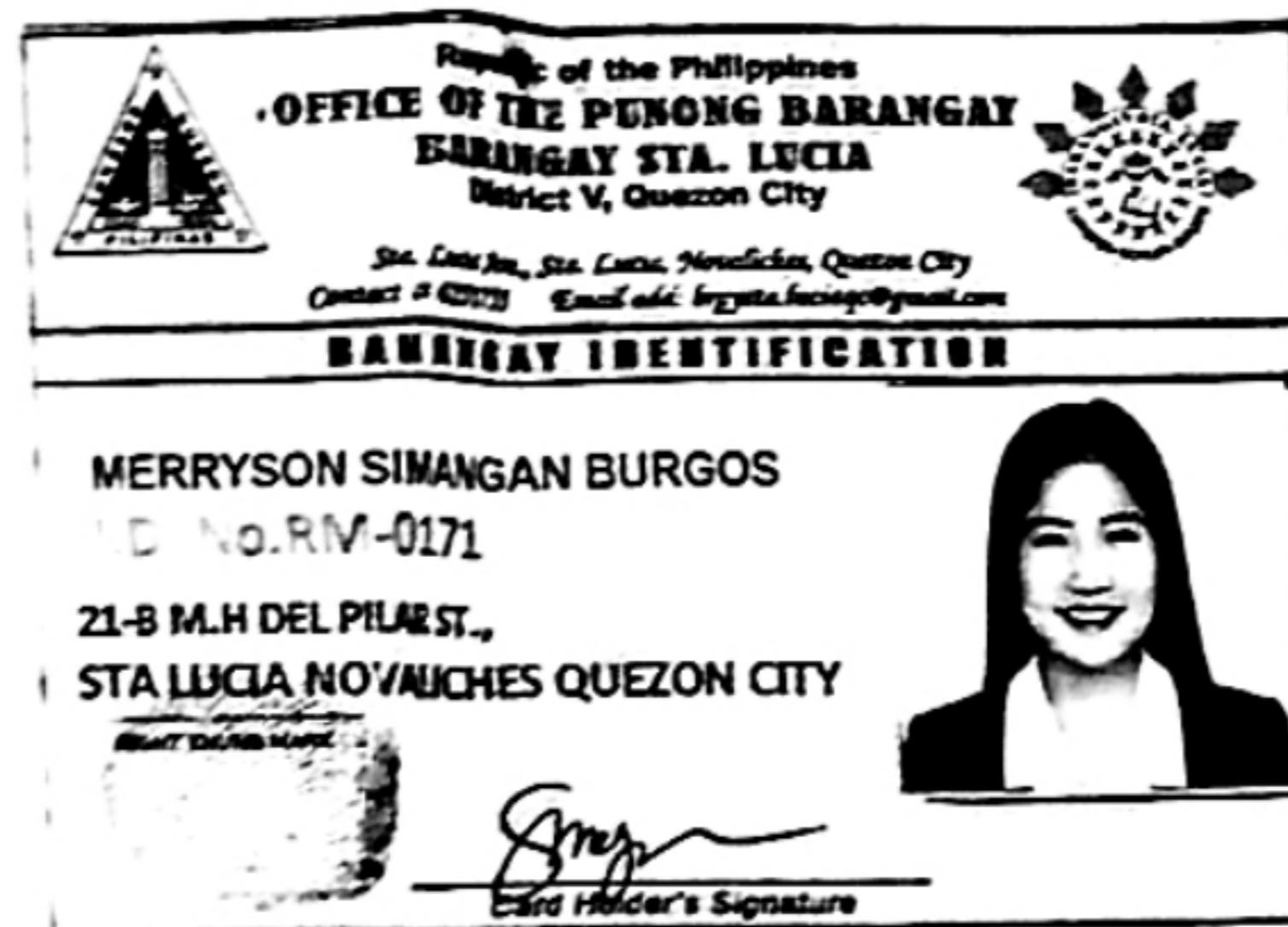
We fervently hope for your positive response to this request

Very truly yours,

REMEGIO II B. RANCE
OJT COORDINATOR

JOAN O. BAYANI, LPT, MBA
BSOA, Program Head



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Republic of the Philippines
OFFICE OF THE PUNONG BARANGAY
BARANGAY STA. LUCIA
District V, Quezon City



Sta. Lucia Ave., Sta. Lucia, Novaliches, Quezon City
Contact # 6251755 Email add: brgysta.luciaqc@gmail.com

BARANGAY CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify the person whose photo, signature and right thumbmark appear herein,
is a bonafide resident of this Barangay.

FULL NAME : MERRYSON SIMANGAN BURGOS
ADDRESS : 21-B MH DEL PILAR ST., SITIO 2
D.O.B. / P.O.B. : OCTOBER 1, 2002 / QUEZON CITY
SEX/CIVIL STATUS : FEMALE / SINGLE
NATIONALITY : FILIPINO
PURPOSE : FOR LOCAL EMPLOYMENT

DATE ISSUED : MARCH 7, 2023
CONTROL# : RM-1197
O.R.# :
AMOUNT PAID : NO FEE : INDIGENT



BURGOS, MERRYSON J
SIGNATURE

RUEL S. MARPA

Punong Barangay

Officer of the day
For an authority of the Punong Barangay
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NOTE: Not valid if there are erasures or without official dry seal. This Barangay Clearance is valid for 1 year from date of issue.



BESTLINK COLLEGE OF THE PHILIPPINES

"Be trained to be the best, be linked to success"

March 6, 2023

Vision

Bestlink College of the Philippines is committed to provide and promote quality education with a unique, modern and research-based curriculum with delivery system geared towards Excellence.

Mission

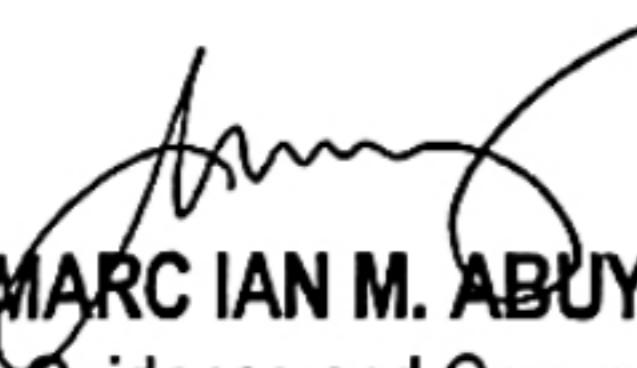
To produce self-motivated and self-directed individuals who aim for academic excellence, God-fearing, peaceful, healthy, productive and successful citizens.

CERTIFICATION

This is to certify that **MERRYSON S. BURGOS** is currently enrolled in this College.
She is taking up **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION**.

This further certifies that she is a student of good moral character and has not been subjected to any disciplinary measures and / or violation of any school rules and regulations.

This certification is issued upon the request of the above-named student for her On the Job Training (OJT).


MARC IAN M. ABUY
OIC-Guidance and Counseling



All/20230306
This is not valid without dry seal