

# **JAY D. AURELIA**

**73 Area 4 4<sup>th</sup> st. Veterans Village, Pasong Tamo Quezon City**

**jay.aurelia@neu.edu.ph**

**09614504124**



## **OBJECTIVE:**

To learn valuable knowledge and skills to supplement those I learned from school in an actual job environment. I offer my service and determination to be an asset to your company throughout my training period.

## **Educational Background**

### **Tertiary: Bachelor of Science in information Technology New Era**

**University**

**New Era,Quezon City SY**

**2018-Present**

## **ACADEMIC EMPLOYMENT**

### **2022-New Era University: OJT 200 HRS**

- Attend Seminars with certifications
- Make an accomplishment report

## **SKILLS**

- Oriented in Microsoft Office Applications such as: Ms Word,Ms Excel and Ms PPT
- Basic Web development
- Time management

## **CHARACTER REFERENCES:**

**Mr. Mark Anthony Tamase**  
**tamasemark@yahoo.com/09217263314**  
**Java Developer**  
**Optiserve Technologies Inc.**  
**Quezon City**

**Mr. Nelson Gasper**  
**ncgaspar@neu.edu.ph**  
**Faculty**  
**New Era University**  
**Quezon City**

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

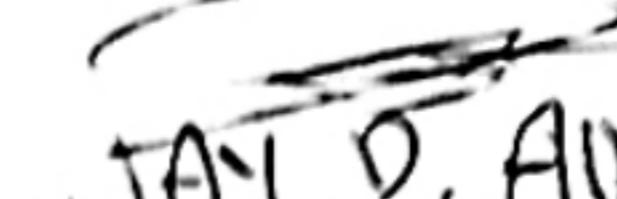
02-16-2013  
*DATE*

On the Job Training Contract

Jay V. Aurelia, a student presently enrolled at New Era University, 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:

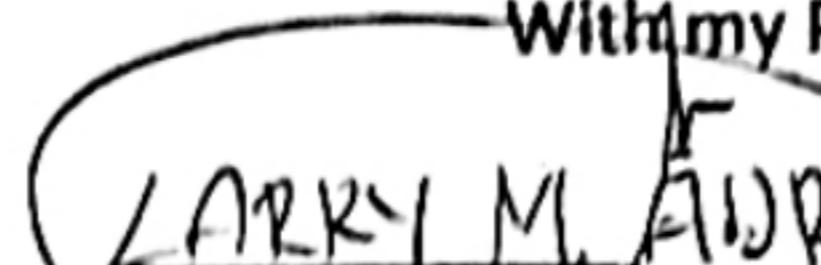
1. That I shall observe all existing reasonable office rules and regulations of the LTO while on training;
2. That I shall not claim nor be paid any compensation whatsoever while on training;
3. That the LTO shall have no liability for any injury and/or incapacity that may befall me while inside the 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 16 day of February at New Era University

  
JAY D. AURELIA

Student-Trainee

With my Parental Consent

  
LARRY M. AURELIA

Parent/Guardian's Name and Address

78 Area 4 Htg. Veterans Village P. Tamo G.C.

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



# New Era University

No. 9 Central Avenue New Era Quezon City 1107, Philippines  
Tel. No.: (632) 981-4221 to 4231 | Fax: (632) 981-4240  
Web Site: [www.neu.edu.ph](http://www.neu.edu.ph)

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16 February 2023

**Ms. LADIE LYN G. FUDERANAN**  
OIC – Human Resource Development Section  
**LAND TRANSPORTATION OFFICE**  
LTO corner East Avenue, Quezon City

Dear Madam:

We would like to request your good office permission's to accommodate **Mr. JAY D. AURELIA**, a senior BS Information Technology student of New Era University who is required to undergo an on-the-job training for a maximum of three hundred (300) hours on information technology related works.

The aforementioned student will perform his duties and function as a trainee subject to the policies and regulation of your training program.

Should your office be able to accommodate our student, we would like to request further that you evaluate his performance after the training so that we can identify areas for possible improvement (please see attached form).

Please feel free to communicate with us at telephone number 981-42-21 local 3825.

We will highly appreciate any accommodation and assistance you may extend to our student.

Very truly yours,

A handwritten signature in black ink, appearing to read "Audrey Lyle DM. Diego".

**Dr. AUDREY LYLE DM. DIEGO**  
Dean- College of Informatics and Computing Studies



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Republic of the Philippines  
Office of the Barangay Captain  
Quezon City, Metro Manila

BARANGAY COUNCIL  
PASONG TAMO

MAE A. TAGLE  
Barangay Captain

Barangay Councilmen

STEPHANIE TRICIA C. PILAR

CHARMAINE G. DEUNA

KATHERINE E. MARCOS

CONRADO S. IGNACIO

JINGER ANNE M. DE JESUS

CAYETANO P. TAMAYO

JANE PAULINE R. DIAZ  
SK Chairwoman

LOLITA F. ISMAEL  
Barangay Treasurer

MARY JEAN A. TAGLE  
Barangay Administrator

MONICO F. MONTESA  
Executive Officer

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CERTIFICATION  
\*\*\*\*\*

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that based on representation made in this office that MR. JAY D. AURELIA, 24 years old, is known to be residing at 73 AREA 4 4<sup>th</sup> ST. VETERANS VILLAGE, Barangay Pasong Tamo, Quezon City.

IT IS FURTHER CERTIFIED that to the best of our knowledge MR. JAY D. AURELIA, is known to possess Good Moral Character, has no derogatory record and pending case or complaint filed against him before this office as of this date.

Issued this 14<sup>th</sup> day of February 2023 for his On the Job Training (OJT) Requirement purposes.

FOR AND BY AUTHORITY OF  
THE BARANGAY CAPTAIN  
MAE A. TAGLE

CHARMAINE G. DEUNA  
Barangay Kagawad

**"MAAASA HANG TUNAY"**

Main Office:

J.P. Eugenio St. Philand Drive

Tel. No. (02)7798-6537

BPSO Tel No. (02)7089-1968 / 0966-29463457

Command Center 0966-2943456 / 0908-8854602

Annex I Office:

Luzon Ave., cor Diego Silang,

Area 2, Veterans Village

Tel. No. (02)8283-3488

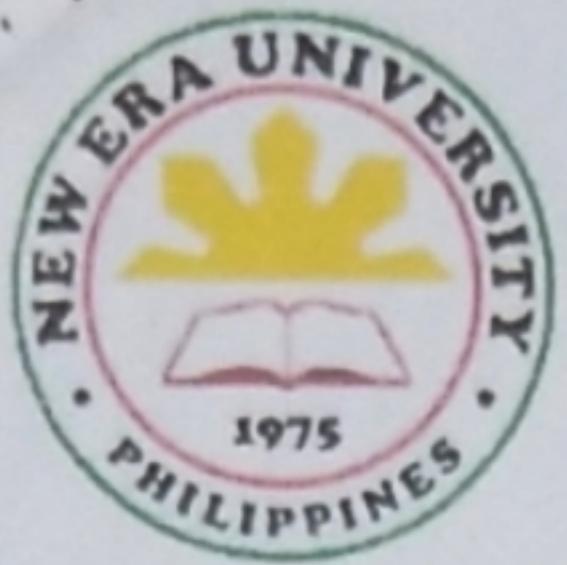
RHERT Tel No. (02)7002-0400 / 0908-8854602

Annex II Office: Scanned with

Lily St., Pingkian 3 Zone 2

Email: brgypasongtamo@gmail.com

Website: www.brgypasongtamo.webs.com



# New Era University

No. 9 Central Avenue New Era, Quezon City 1107, Philippines  
Tel. No.: (632) 8981-42-21 to 31 ; Fax No.: (632) 8981-4240  
Web Site: www.neu.edu.ph

## CERTIFICATION

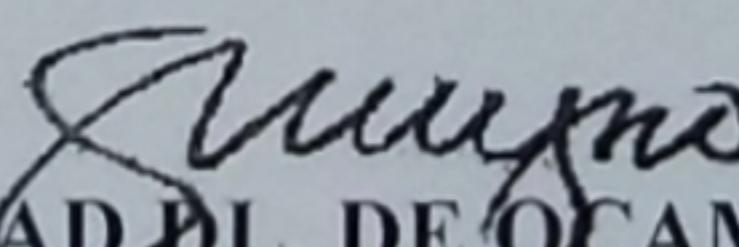
February 3, 2023

To Whom It May Concern:

This is to certify that Mr. JAY D. AURELIA,  
a 4<sup>th</sup> year BS INFORMATION TECHNOLOGY student of  
*New Era University*, School Year 2022 - 2023 is of Good Moral Character.

This further attests that the above mentioned student has not violated any rules and regulations imposed by the school throughout his stay in the University.

This certificate is hereby issued on the request of the student concerned for whatever legal purpose and intent it may serve.

  
FELICIDAD D.L. DE OCAMPO, RGC  
Guidance Coordinator

Not valid without seal



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