

RACHEL V. TAMUNDONG



LOT 10 BLK 3 SAMALI ROAD GARCIA HEIGHTS
BARANGAY HOLY SPIRIT QUEZON CITY 1010



0912 9072 396



racheltamundo.g22@gmail.com



SUMMARY OF QUALIFICATIONS

- Degree in financial Management
- Good in verbal communication, Collaboration skills, Active listening, Good in Typing/word processing

EMPLOYMENT HISTORY

- Live Streamer (2021 - Present)
- Co-Owner/ Reseller Sneaker Business (2021-2022)
 - Able to Perform basic Accounting
 - Managing income and expenditure

EDUCATION

Bachelor of Science In Business Administration Major In Financial Management

- New Era University (2019 - Present)

Address: 9 Central Avenue, Diliman, Quezon City

Expected date of graduation: June 2023

Accountancy and Business Management Strand

- New Era University (2017 - 2019)

Address: 9 Central Avenue, Diliman, Quezon City

HONORS and AWARDS

- President's Lister S.Y 2021-2022
- Senior High School - With Honor A.Y 2017-2019

SPECIALIZED TRAINING and SEMINAR

- Strengthening Financial Awareness in Post-Covid Times (November 18, 2022)
- Financial Literacy Enrichment Series: Amplifying your Financial Prowess (March 26, 2022)
- Facing the World of Banking: Prosper Our Mind Envision Your Future (March 19, 2022) Revolutionize World in Digital Banking Towards Product Innovation amidst Pandemic (April 9, 2022)
- Influence of Digital Transformation to the Global Finance (October 23, 2021)

RELEVANT SKILLS

- Ability to teach and mentor.
- Good in verbal and written communication
- Willing to learn.
- Honest, Flexible, Enthusiastic
- Good in Microsoft Application

PERSONAL DATA

Birthday / Age: September 2, 2000 / 22 Years

Religion: Born Again Christian

Marital Status: Single

REFERENCES

To be supplied upon request.



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

1-70 -4

DATE

On-the-Job Training Contract

I, Rachel V. Tamundong, 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 _____ day of _____
at _____.

ConformSe:

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



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"Strength in Spirit
Dedication to Service."

Republic of the Philippines
Quezon City

BARANGAY HOLY SPIRIT
Office of the Barangay Council



SANGGUNIANG BARANGAY

LYDIA R. BALLESTEROS
Barangay Chairman

KAGAWAD

JOEMAR M. LAGARTO

EDEN JOSEFINA V. BONUS

CYNTHIA F. DACANAY

MAXIMO A. VALMOCINA III

BERNARDITO C. SABALILAG

MARIA LOWELLA V. MACATO

REJAY C. SIAT
SK Chairman

NOT VALID WITHOUT SEAL

Nº 14310

C E R T I F I C A T I O N



TO WHOM IT MAY CONCERN:

This is to certify that **RACHEL VELACRUZ TAMUNDONG**, whose picture & signature appear herein, is a Bona fide resident of **10 Samat Rd., Garcia Heights Area** of this Barangay. This further certifies that he/she has no derogatory / criminal records on file in this Barangay.

This Certification is issued this **31st day of January, 2023** for purpose of: **On The Job Training (OJT)**



Rachel Tamundong
Signature


LYDIA R. BALLESTEROS
Barangay Chairman

Rest. Cert. No. _____
Issued at _____
Issued on _____

2016 HALL OF FAME AWARDEE
BARANGAY SEAL OF GOOD HOUSEKEEPING

Gawad Dangal ng Lungsod Quezon

Barangay Government Complex, Faustino St., Isadora Hills

Tel. Nos. 430-8723 / 287-8248 / 431-1663 / 951-7184 Main / 951-4256 / 428-7308 Annex



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

January 18, 2023

To Whom It May Concern:

This is to certify that Ms. RACHEL V. TAMUNDONG,
a 4th year BSBA FINANCIAL MANAGEMENT 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 her 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.

S. M. De Ocampo
FELICIDAD DL. DE OCAMPO, RGC
Guidance Coordinator

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PARENT/GUARDIAN CONSENT

January 28, 2023

Dear Sir/Madam:

The undersigned wishes to inform you that your child, **MS. KYLA JOY C. TICZON** will undertake an **On the Job Training Program** on February 2, 2023 at Land Transportation Office. The purpose of this program is to let her comply with the requirement in her **Practicum** course for the degree **BSBA Financial Management**.

In connection with this, we request your consent for her to undertake this training program by accomplishing the waiver below.

Truly yours,

DR. WINLIND LIWANAG-DELA PAZ
OJT Adviser

CONSENT

I BENJIE M. TICZON parent/guardian of MS. KYLA JOY C. TICZON hereby affix my signature as proof of my consent to my child/ward's undertaking of the OJT Program in LTO during her OJT period.

I hereby hold free and harmless New Era University College of Business Administration and any of its officers, professors ad staff in the event of any accident, injury, or sickness that may befall my child in the course of this activity knowing that the school shall and will exercise extraordinary diligence.

Signed this 28 of January, 2023 in 118 Del Pilar Street, Brgy. I Alaminos, Laguna.

BENJIE M. TICZON
Parent/Guardian Signature Over Printed Name

NOTARY





New Era University
COLLEGE OF BUSINESS ADMINISTRATION
School of Management
No. 9 Central Avenue, New Era, Quezon City, 1107
Email Add: businessadministration@neu.edu.ph



30 January 2023

MS. LADIE LYN G. FUDERANAN
OIC, Human Resource Development Section
Land Transportation Office
LTO Compound, East Avenue,
Quezon City

Dear Ms. Fuderanan:

Greetings!

As part of the **Bachelor of Science in Business Administration major in Financial Management** curriculum, our students are required to undergo the **On-the-Job Training Program** which aims to apply the students' acquired knowledge, skills, and competencies to their Sponsor Companies.

In this connection, we humbly request your prestigious institution to accommodate our student-trainee, **RACHEL TAMUNDONG** to work in your company for 500 hours to commence at your discretion. We believe that your company could help us a lot in bridging the gap between the theories we offer in the classroom and the actual experience in the industry.

If possible, we would also like to request our student be assigned to tasks related to her fields of study. An evaluation instrument to be used in assessing our student's performance as a trainee will be forwarded to you in due time.

We are grateful for your kind accommodation and support in exposing our student to the actual work environment.

Thank you very much.

Very truly yours,

DR. WINLIND L. DELA PAZ
Practicum Adviser

DR. LORNA C. BOUNG
Practicum Coordinator

Noted by:

BRO. JUN A. CENTENO
CBA Overseeing Minister

DR. EMILIA M. MANANGHAYA
College Dean

