

# Mary Jane Morales Remolin

⌚ +63909.4155.628 / +63935.8869.199  
✉️ [mjane.remolin@gmail.com](mailto:mjane.remolin@gmail.com)  
💻 #28-3 P. Francisco Street Krus Na Ligas,  
💻 Diliman Quezon City



## OBJECTIVES

Applying for a position I may qualify and to enhance my skills in terms of communicating and serving people.

## EDUCATION

ACCESS Computer and Business College	2011-present
Krus Na Ligas High School	2005-2011
Krus Na Ligas Elementary School	2000-2005

## PERSONAL DATA

Age: 17 years old

Marital Status: Single

Religion: Roman Catholic

Birthday: July 02, 1994

Height: 5'3

Mother's name: Josie Morales Remolin

Occupation: House Wife

Father's name: Nestor Pereda Remolin Sr.

Occupation: Construction Worker

## CHARACTER REFERENCE

Jun Morales Remolin Jr.

John Lester Joson

Darlyn Joy Remolin

CSR Microsourcing

09279144192

09267357847

09166875010



Republic of the Philippines

# BARANGAY KRUS NA LIGAS

QUEZON CITY

Tel. Nos. 434-5087 / 416-6240



Control # BC-11003

## BARANGAY CLEARANCE

Hon. JULIAN B. SANTOS  
Punong Barangay

MGA KAGAWAD

Hon. FELIX G. CUEVAS

Hon. WILFREDO R. FULGENCIO

Hon. BARSILOSO O. ABRENA

Hon. TEOFILO T. JAVIER

Hon. SILVERIO C. CRUZ

Hon. VICENTE P. BALUYOT

Hon. PEDRITO B. FRANCISCO

Hon. RENIEL JOHN C. PERDIDO  
SP Chairperson

VICTORIA F. ARROYO  
Barangay Treasurer

PURIFICACION P. AGUSTIN  
Barangay Secretary

*Note: Not valid without  
Barangay Seal*

### TO WHOM IT MAY CONCERN:

This is to certify that the person whose name, right thumb mark and picture appear herein has requested a Record and Barangay Clearance from this office and result/s is/are listed below:

Name	:	MARY JANE M. REMOLIN
Address	:	28-3 P. FRANCISCO STREET Purok 5
Date of Birth	:	Jul 02 1994
Place of Birth	:	Quezon City
Purpose	:	RESIDENCY/OJT REQ.
Remarks	:	No derogatory record on file as of date
CTC No.	:	
Issued at	:	
Issued on	:	

*This certification is valid only for six (6) months from date of issue.*

*Note: Not valid without Barangay Seal*

Krus na Ligas

*JAN*  
HON. JULIAN B. SANTOS  
Punong Barangay



P5-12-33216

*Sonja*  
Applicant's Signature



We firmly believe that allowing him/her to be trained in office will facilitate

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

10-25-12  
DATE

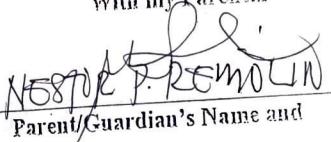
On-the-Job Training Contract

I, Mary Jane Remolin, a student presently enrolled at Access Computer College, 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 \_\_\_\_\_.

  
Mary Jane Remolin  
Student Trainee  
With my Parental

  
N5870 P. REMOLIN Sr.  
Parent/Guardian's Name and

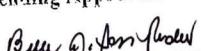
Conforme:  
Consent  
  
CARLY M. RECON  
Teacher-Supervisor  
Address

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 OACCET, this Office is hereby granted subject to the final approval by the Assistant Secretary.

Recommending Approval:

  
BELLA A. SAN PEDRO  
Chief, Personnel Section

Approval Recommended:

Approved:

October 24, 2012

**Ms. Bella A. San Pedro**  
**Chief, Personnel Section**  
**Land Transportation Office**  
**C.O. East Ave. Quezon City**

Madam:

Greetings!

One of the main thrusts of ACCESS Computer and Technical Colleges is to train and expose students in their chosen field of work.

With this, we are recommending our student **Ms. Mary Jane M. Remolin** of the **two-year Computer Science Course** to work OJT in your office for three hundred hours (300).

We firmly believe that allowing him/her to be trained in office will facilitate further learning and development. After the training period, her/his performance will be duly evaluated.

Should there be any inquiries regarding this matter, please feel free to call the undersigned at these telephone numbers 911-46-69/709-29-76.

Thank you for your kind consideration.

Yours truly,

  
**Mr. Jaime SP. Comploma**  
Practicum Adviser

## CERTIFICATION

This is to certify that **Ms. Mary Jane M. Remolin** is been enrolled in **two-year Computer Science Course** in this Institution of the School Year 2012 - 2013.

Furthermore, this is to vouch for his/her good moral character and **had never** incurred of any pending cases or violations against this school.

Given this 25<sup>th</sup> day of October 2012 upon request of **Ms. Remolin** for whatever purpose it may serve him/her.

*gajudo*  
**GLADIES G. GAJUDO**  
Registrar

/cub 10-25-12

*10-25-12*  
not valid w/o  
school dry seal

**ACCESS Computer & Technical Colleges**

96 1/2 Fiber St. Fremont City  
c/o 2nd Floor S. Quezon City  
Tel. nos. 915-8889 or 709-2878

**EVALUATION SHEET**

SEMESTER

TRINEE'S NAME

COURSE

TRAINING STATION

ADDRESS

Q Y TOT NO.

**NOTE**

Please rate the trainee  
by writing a number  
opposite each item  
listed below:

98-100 = 4.0  
94-97 = 3.5  
91-93 = 3.0  
87-90 = 2.5  
83-86 = 2.0  
79-82 = 1.5  
75-78 = 1.0

**A. PERSONAL TRAITS**

- a. Grooming (In uniform)
- b. Cooperative
- c. Initiative
- d. Adaptability

4.0  
4.0  
4.0  
4.0 3

**B. SKILL PERFORMANCE**

- a. Typing
- b. Filing/Records Maint.
- c. General Clerical
- d. Computer Skill

3.5  
4.0  
4.0  
4.0

**C. ABILITY TO:**

- a. Follow direction
- b. Take criticism
- c. Understand instruction
- d. Attend to detail

4.0  
3.5  
4.0  
4.0

**D. BUSINESS TECHNIQUE**

- a. Use of telephone
- b. Use of source of info
- c. Meeting people

4.0  
4.0  
4.0

**GENERAL RATING OF THE TRAINEE**

3.93

**TIME ABSENT** \_\_\_\_\_ **TIMES TARDY** \_\_\_\_\_

**WHAT POINTS SHOULD BE EMPHASIZED ABOUT THE TRAINEE? (COMMENTS)**

Trainor's Name Mario A. San Pedro

Position/ Contact No. Encoder II / 0917-9423212

## TO FIFTEENTH

THIS SIDE FRONT

Office hours { Regular days  
Saturdays

(Province or City)

2012

(Office)

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

## ABSENCES AND UNDERTIME

I HEREBY CERTIFY upon my honor that the entries on this time record, which were made daily at the time of arrival at and departure from Office, are a true and correct report of the hours of work performed.

(Employee)

## FIRST TO FIFTEENTH

THIS SIDE FRONT

DEC.

No. 165

(Province or City)

Office hours { Regular days  
Saturdays

2012

(Office)

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1						
2						
3						
4	7:35	12:00	1:00	3:00	8	
5						
6	7:58	12:00	1:00	3:00	8	
7						
8						
9						
10	7:53	12:07	1:00	3:00	8	
11	7:50	12:00	1:00	3:00	8	
12						

## FIRST TO FIFTEENTH

THIS SIDE FRONT

Panama INFO

No. \_\_\_\_\_

(Province or City)

Office hours { Regular days  
Saturdays

2012

(Office)

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1						
2						
3						
4	8:00	12:00	1:00	3:00	8	
5	7:50	12:00	1:00	3:00	8	
6						
7	8:00	12:00	1:00	3:00	8	
8	8:00	12:00	1:00	3:00	8	
9	7:55	12:00	1:00	3:00	8	
10	8:00	12:00	1:00	3:00	8	
11	8:05	12:00	1:00	3:00	8	
12						

## ABSENCES AND UNDERTIME

I HEREBY CERTIFY upon my honor that the entries on this time record, which were made daily at the time of arrival at and departure from Office, are a true and correct report of the hours of work performed.

(Employee)

## FIRST TO FIFTEENTH

THIS SIDE FRONT

No. 165

(Province or City)

Office hours { Regular days  
Saturdays

2013

(Office)

(Month)

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
1						
2						
3						
4	7:40	12:00	1:00	3:00	8	
5	7:50	12:00	1:00	3:00	8	
6						
7	8:00	12:00	1:00	3:00	8	
8	8:00	12:00	1:00	3:00	8	
9	7:55	12:00	1:00	3:00	8	
10	8:00	12:00	1:00	3:00	8	
11	8:05	12:00	1:00	3:00	8	
12						

TO THIRTY-FIRST  
THIS SIDE BACK

No. 185

Office hours { Regular days {  
Saturdays {  
(Office) \_\_\_\_\_

(Province or City)

Date	(Month)					
	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29	7:00 AM	12:00		1:00	5:00	W
30	7:50 AM	11:50		1:50	5:45	W
	7:50 AM	12:00		1:00	5:00	W

Verified and found correct as to the prescribed office hours

In Charge

SIXTEENTH TO THIRTY-FIRST  
THIS SIDE BACK

PROVINCIAL FORM NO. 185

No. \_\_\_\_\_

(Province or City)

Office hours { Regular days {  
Saturdays {  
(Office) \_\_\_\_\_

(Month)

Date	(Month)					
	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16						
17						
18						
19						
20						
21	8:00	12:00	1:00	3:00	W	
22						
23						
24						
25						
26						
27						
28						

SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

PROVINCIAL FORM NO. 185

No. \_\_\_\_\_

(Province or City)

Office hours { Regular days {  
Saturdays {  
(Office) \_\_\_\_\_

(Month)

Date	(Month)					
	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16	8:00	12:00	1:00	3:00	W	
17						
18						
19						
20						
21	7:45	12:00	1:00	3:00	W	
22						
23						
24						
25						
26	7:54	12:00	1:00	3:05	W	
27	7:55	12:00	1:00	3:30	W	
28	7:55	12:00	1:00	3:15	W	
29	7:58	12:00	1:00	3:00	W	
30						
31						

Verified and found correct as to the prescribed office hours

In Charge

SIXTEENTH TO THIRTY-FIRST

THIS SIDE BACK

PROVINCIAL FORM NO. 185

No. \_\_\_\_\_

(Province or City)

Office hours { Regular days {  
Saturdays {  
(Office) \_\_\_\_\_

(Month)

Date	(Month)					
	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT
16						
17						
18						
19						
20						
21	8:10	12:00	1:00	3:00	W	
22						
23						
24						
25						
26						
27						
28	8:00	12:00	1:00	3:00	W	

**Feb.** ONE TO FIFTEENTH  
IS THE FRONT

Prov. Form No. 105

No.

Office hours { Regular days  
Saturdays

**2013**

(Province or City)

(Office)

(Month)

	Morning	Noon	Noon	Night	Extra	Extra
	IN	OUT	IN	OUT	IN	OUT
1	4:50	12:00	11:00	3:00		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**ABSENCES AND UNDERTIMES**

I hereby certify upon my honor that the entries on this time record, which were made daily at the time of arrival at and departure from Office, are a true and correct report of the hours of work performed.

(Employee)

Land Transportation Office  
East Avenue, Quezon City

*presents this*

# Certificate of Completion

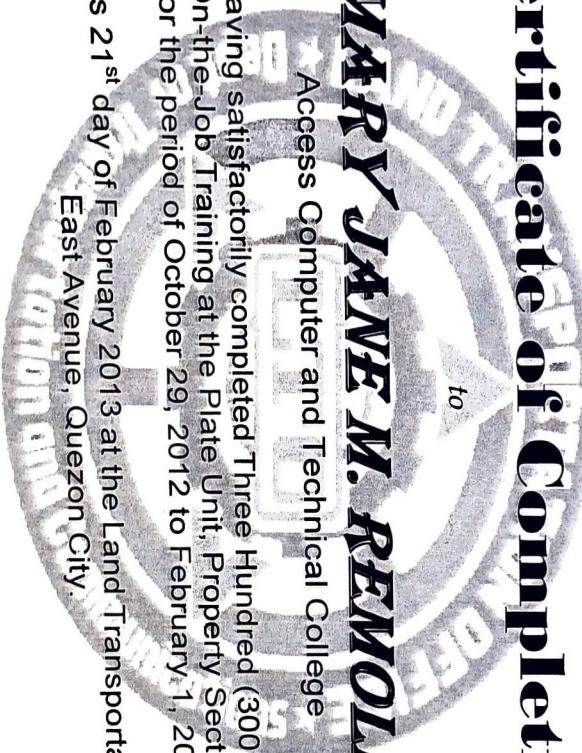
*to*

**MARY JANE M. REMOLIV**

Access Computer and Technical College

for having satisfactorily completed Three Hundred (300) hours  
On-the-Job Training at the Plate Unit, Property Section,  
for the period of October 29, 2012 to February 1, 2013

Given this 21<sup>st</sup> day of February 2013 at the Land Transportation Office  
East Avenue, Quezon City.



*Mary Jane Remoliv*  
**BELLA A. SAN PEDRO**  
*Chief, Personnel Section*