



JOHN RENZ MORALES

18-19 Sampaguita St., Phase 6 Punturin, Valenzuela City
+63 968 578 7998
johnrenzofficial@gmail.com

CAREER OBJECTIVE

A self-motivated student with the ability to create new ideas to foster the goals of a company. Looking to gain internship position to utilize my abilities and skills in ensuring efficiency.

PERSONAL INFORMATION

Date of Birth: December 30, 1998
Place of Birth: Cabanatuan City, Nueva Ecija
Age: 24
Gender: Male
Religion: Iglesia Ni Cristo
Civil Status: Single
Height: 5'3 ft
Weight: 65 kg
Mother's Name: Lenerma Morales Occupation: Deceased
Father's Name: Ferdinand Morales Occupation: Family Driver

EDUCATIONAL BACKGROUND

Tertiary
New Era University
Bachelor of Science in Information Technology
2018 – present

ACADEMIC EMPLOYMENT

2022 – New Era University: OJT 200 HOURS

- Conduct a seminar
- Update and compile files
- Make an accomplishment report

SKILLS

- Microsoft Office (Word, Excel and Powerpoint)
- Basic Programming
- Time Management
- Interpersonal Skills
- Attention to Detail

CHARACTER REFERENCE

JACKY LOU GARLET +63 976 024 5231 Audit Staff (Atkins Import and Export)

163 10

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

February 16, 2023
DATE

On-the-Job Training Contract

I, John Renz P. Morales, 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 16th day of February,
at New Era University.


John Renz P. Morales
Student-Trainee

With my Parental Consent

Conform5e:

for John 2/27/23
Teacher-Supervisor
Dr. Marc P. Laureta

Parent/Guardian's Name and Address
Address: Block 3 Lot 18-19 Sampaguita St. SLV Phase 6
Punturing, Valenzuela City

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
Metropolitan Manila
City of Valenzuela



OFFICE OF THE SANGGUNIANG BARANGAY BARANGAY PUNTURIN



HON. BERNABE V. ZUÑIGA
Barangay Chairman

HON. BYLONILLO SR. PACHECO
Vice-Chair Com. On Public Works & Infrastructure Development

HON. ANGELITO R. MARIANO
Vice-Chair, Com. On Peace And Order And Public Safety

HON. ALFREDO L. DALAG
Vice-Chair Com. On Education & Culture / Focal Person PWD

HON. ANSHERINA V. PACHECO
Vice-Chair, Com. Health & Social Welfare, Environmental Protection

HON. ANGELA GRACE C. DOLOT
Vice-Chair, Com. On Budget Appropriation, Ways & Means

HON. RONALDO DG. DE GUZMAN
Vice-Chair, Com. On Housing & Zoning, Livelihood And Agriculture, Solo Parent Federation

HON. FELICITAS P. VILLANUEVA
Vice-Chair, Com. On Women, Children And Family Senior Citizen's Affairs

HON. PHILIP ELEAZAR D. FAUSTINO
Sgt Chairman Vice Chair, Com On Youth & Sports Development

ESTRELITA J. MARTINEZ
Barangay Treasurer

RIZA R. REGOSO
Barangay Secretary

Other Officer

Administrative Assistant

BARANGAY CLEARANCE

This is to CERTIFY that the person whose name and signature, right thumbmark and picture appeared herein is a bonafide resident of this barangay, requesting for a record and clearance from this office to wit:

NAME	:	MORALES, JOHN RENZ. PANGIBITAN
ADDRESS	:	BLK-3 LT-18-19 SAMPAGUITA ST., SLV-6 PUNTURIN, VALENZUELA CITY
DATE OF BIRTH	:	12/30/1998
PLACE OF BIRTH	:	NUEVA ECIJA
PURPOSE	:	OJT REQUIREMENTS
RESIDENCY DATE	:	1998

JOHN RENZ P. MORALES

Applicant's Signature Over Printed Name
Clearance No: JPM-12301998-31-2142023

This is to further certify that upon verification of the records filed in this office, subject individual have: **NO DEROGATORY RECORD**

Com. Tax No.	:	28584961
Issued At	:	VALENZUELA CITY
Issued On	:	02/14/2023
O.R. No.	:	6980507
O.R. Date	:	02/14/2023
Valid Until	:	08/14/2023



THUMBMARK

HON. BERNABE V. ZUÑIGA
Punong Barangay



Tayo na,
Maunlad na PUNTURIN



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

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. JOHN RENZ P. MORALES**, 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.

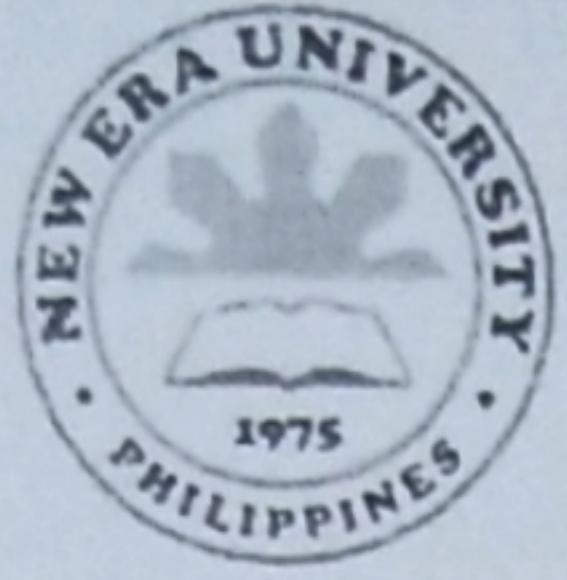
Should your office be able to accommodate our student, we would like to request further that you evaluate his performance after the training so that we can identify areas for possible improvement (please see attached form).

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,

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



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

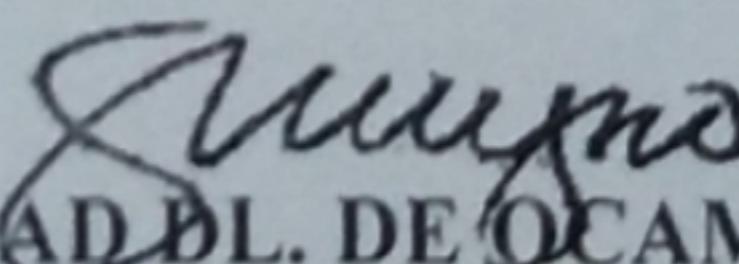
February 3, 2023

To Whom It May Concern:

This is to certify that Mr. JOHN RENZ P. MORALES,
a 4th 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 DL. DE OCAMPO, RGC
Guidance Coordinator

Not valid without seal



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