

KYLA SHANE MARCOS ROQUE
#169 SITIO RUBY ST. FAIRVIEW
QUEZON CITY
kylaroque525@gmail.com
0915 342 6509



OBJECTIVE

To join an organization where my knowledge in Mechanical Engineering can be best utilized and to obtain a challenging position that will use my background and expand my knowledge in my chosen career.

EDUCATIONAL ATTAINMENT

Tertiary Education

New Era University
Bachelor of Science in Mechanical Engineering

Technological Institute of the Philippines
Bachelor of Science in Mechanical Engineering

Secondary Education

Lagro High School
Our Lady of Fatima University (Senior High School)

Primary Education

Fairview Elementary School

AFFILIATIONS

- 2018-2019, Member Of ASHRAE
- 2018-2019, Member of PSME
- 2018-2019, Mechanical Engineering Department Representative

PERSONAL INFORMATION

Father's name:	Michael P. Roque
Mother's name:	Maria Theresa M. Marcos
Birthday:	November 27, 1999
Sex:	Female
Nationality:	Filipino
Religion:	Roman Catholic
Civil Status:	Single
Height:	5'0"
Weight:	47 kg
Age:	23

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

DATE

On-the-Job Training Contract

I, Kyla Shane M. Roque, 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 _____.

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



New Era University

COLLEGE OF ENGINEERING AND ARCHITECTURE

No. 9 Central Avenue, New Era, Quezon City

Tel. No: (02) 8981-4221 to 4231 loc 3815

email: engineering@neu.edu.ph



March 22, 2023

Ms. Ladie Lyn G. Fuderanan

OIC, Human Resources Development Section

Land Transportation Office

LTO C.O East Ave, Quezon City

Dear Maam:

We would like to request your institution's permission to accommodate **Kyla Shane M. Roque** a senior BS Mechanical Engineering student of New Era University who is required to undergo an on-the-job training for a minimum of two hundred (200) hours on mechanical engineering actual practices.


The aforementioned student will perform her duties and functions as a trainee subject to the policies and regulations of your company's training program.

Should your company be able to accommodate our student, we would like to request further to evaluate her performance after the training so that we can identify areas for possible improvement.

Please feel free to communicate with us at telephone number 981-4221 - loc. 3815.

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

Sincerely,


Engr. ELMER M. MUJAR

Dean, College of Engineering and Architecture



REPUBLIC OF THE PHILIPPINES
BARANGAY FAIRVIEW

Barangay Complex, Dahlia Avenue, Fairview, QC 1118

930-0040 & 728-1038



BARANGAY CLEARANCE

****RESIDENCY**(OJT)**

Name:	<u>KYLA SHANE M. ROQUE</u>	Gender:	<u>FEMALE</u>
Address:	<u>169 SITIO RUBY BARANGAY FAIRVIEW</u> <u>QUEZON CITY</u>	Since:	<u>2009</u>
Date of Birth:	<u>NOVEMBER 27, 1999</u>	Age:	<u>23</u>
Civil Status:	<u>SINGLE</u>	Citizenship:	<u>FILIPINO</u>

CERTIFICATION

This is to **CERTIFY** that the bearer, whose name and address appears above, is a **BONAFIDE RESIDENT** of Barangay Fairview, District V, Quezon City.

This **BARANGAY CLEARANCE** is issued to the bearer for: **RESIDENCY PURPOSES ONLY.** Valid until 31 December 2023.

JOSE ARNEL L. QUEBAL
Punong Barangay

FOR AND BY AUTHORITY OF THE PUNONG BARANGAY

LEONARDO C. BALINO JR.
Barangay Secretary

March 21, 2023

RN/Certif.By: kate



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

March 22, 2023

To Whom It May Concern:

This is to certify that Ms. KYLA SHANE M. ROQUE,
a 4th year BS MECHANICAL ENGINEERING 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.


FELICIDAD D.L. DE OCAMPO, RGC
Guidance Coordinator

CHARACTER REFERENCES

1. Engr. Mark Castro
Chief Engineer | DPWH
0915-934-7365

2. Roxan Vergonia
HR Manager
0977-666-2001

I hereby certify that the information above are true and correct to the best of my knowledge and belief.



Kyla Shane M. Roque
Applicant