

GREATTL ANN A.CAMPILLOS



④ 09064824015

✉ greattleanncampilos6@gmail.com

📍 Block 4 Lot2A 3 (unit 9) Castañas
Street Taguig City

OBJECTIVE

To be able to maximized and gain more skills and knowledge in handling the assigned task in a professional manner and by employing myself in a conducive and healthy working environment that promotes both professional and career growth.

SKILLS

- Teamwork and collaboration.
- Learning/adaptability skills
- Professionalism and strong work ethic
- Microsoft office MS word
- Microsoft PowerPoint Presentation
- Making Google Drive, Docs, Drive, Forms, Gmail, Sheets.
- Basic Editing Skills in Video Contents and Presentations

PERSONAL DATA

Age	: 22 years old
Sex	: Female
Birthday	: Nov 06, 2000
Birthplace	: Taguig City
Civil Status	: Single
Religion	: Roman Catholic
Nationality	: Filipino
Language Spoken	: Filipino and English

EXPERIENCE

PHILIPPINE POSTAL CORPORATION IN MAKATI CENTRAL POST OFFICE

WORK IMMERSION

- Encoding Different Packages and Letters from different countries
- Sorting Packages and Postal Letters Alphabetically and by Country
- Tracking of Packages and Letters
- Labelling and Addressing of Packages

EDUCATION

COLLEGE : TAGUIG CITY UNIVERSITY

Bachelor of Science in Business Administration Major in Marketing Management

2019- Present

SENIOR HIGH SCHOOL : THY COVENANT MONTESSORI SCHOOL

2017 - 2019

JUNIOR HIGH SCHOOL : SIGNAL VILLAGE NATIONAL HIGH SCHOOL

2013 - 2017

ELEMENTARY SCHOOL : EM's SIGNAL VILLAGE ELEMENTARY SCHOOL

2007- 2013

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

1/15/75

DATE

On-the-Job Training Contract

I, Gretelle Ann A. Campillo, a student presently enrolled at Taguig city 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.

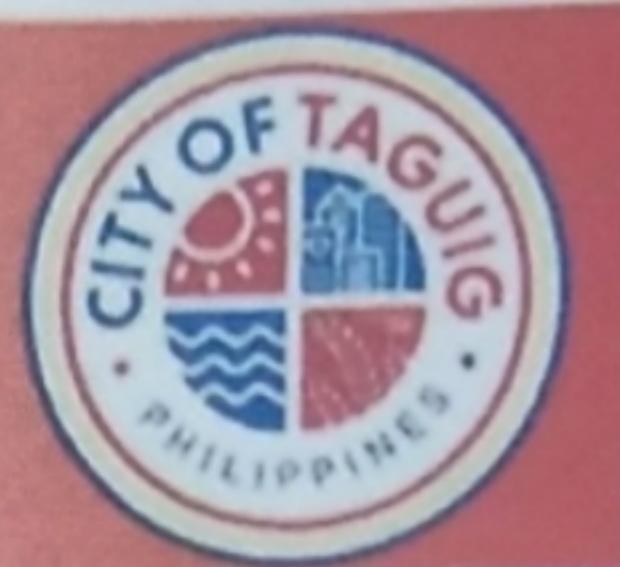
Recommending Approval:

LADIE LYN G. FUDERANAN
Administrative Officer IV
OIC, Human Resource Development Section



Republic of the Philippines
BARANGAY CENTRAL SIGNAL VILLAGE

City of Taguig
No. 2 Col. Miranda St. Zone 2, Barangay Central Signal Village Taguig City
Hotline numbers: 88370495 / 09284540172
09154603778 / 09236749153



BARANGAY CLEARANCE

This clearance is hereby granted to the person whose name, picture and signature appears hereon has requested barangay clearance from this office

Name: **GREATTLE ANN CAMPILLOS**

Age: 22 years old

Address: **BLK. 4 LOT 2A CASTAÑAS ST.**

Barangay Central Signal Village, Taguig City

Purpose: **ON THE JOB TRAINING**

Date Issued: **1/30/2023**



Greattle Ann Campillos
Applicant's Signature

1:27:01 PM

Note: 1. Valid only for six (6) months. 2. Not valid without official dry seal. 3. Valid only for purpose stated herein.

Control No. **1302367**

OR No.

Henry Junjun A. Dueñas III
HON. HENRY "JUNJUN" A. DUEÑAS III
Punong Barangay

official dry seal



"TAONG BAYAN ANG DAPAT MAG BENEPISYO"

@bgycentralsignalofficial

bgycentralsignal2016@gmail.com



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Republic of the Philippines
City of Taguig

Taguig City University
Gen Santos Avenue, Central Bicutan, Taguig City



**Office of Student Affairs and Services
(OSAS)**

CERTIFICATE OF GOOD MORAL CHARACTER

This is to certify that **GREATLLE ANN ALBERGA CAMPILLOS** is a 4th Year Student in Bachelor of Science in Business Administration Major in Marketing Management for Academic Year 2022 - 2023, this University.

She is known to me as a person possessing good moral character. Records show that she has never been charged or committed any action contrary to the rules and regulations of the University as of this date.

This certification is issued upon the request of subject person as requirement of her application FOR OJT IN THE LAND TRANSPORTATION OFFICE, QUEZON CITY.

Issued this 1st day of February, 2023 at Taguig City University.


DR. MELEDA H. POLITA, CESO VI
Dean, OSAS

CGMC 2023

NOT VALID WITHOUT
SCHOOL SEAL



Republic of the Philippines
City of Taguig
TAGUIG CITY UNIVERSITY
College of Business Management
General Santos Avenue, Central Bicutan, Taguig City



OJT ENDORSEMENT LETTER

February 02, 2023

MS. LADIE LYN G. FUDERANAN
OIC, Human Resources Development Section
Land Transportation Office
Land Transportation Central Office, East Avenue, Quezon City

Dear Ms. Fuderanan:

Warm greetings!

We are pleased to endorse **Ms. GREATTLE ANN A. CAMPILLOS**, a student of our University taking up Bachelor of Science in Business Administration major in Marketing Management, for **On-the-Job Training Program (600 Hours)** as part of her curriculum requirements.

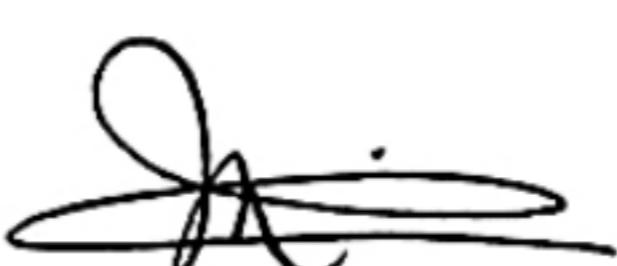
Your acceptance of the above-mentioned student in your organization shall be highly appreciated.

Thank you very much for your kind consideration.

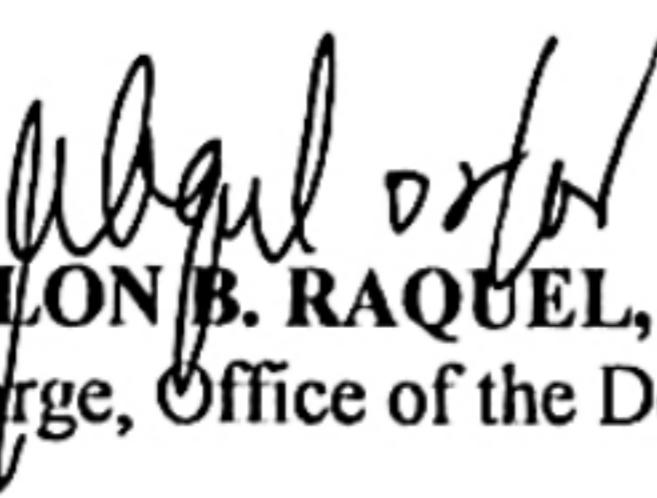
Very respectfully yours,

Recommending Approval:


PROF. ANNALYN M. SAJUL, MBA
CBM OJT Coordinator


DR. MANUEL E. GARCIA, RME
Chair, Department of Marketing Management

Approved by:


ATTY. MARLON B. RAQUEL, DBAc, LPT
Officer-in-Charge, Office of the Dean

(02) 8635-8300 local 7108
(02) 8635-8300 local 7309

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