



Louela R. Teorica

HUMAN RESOURCE STUDENT

CONTACT

- BLK 28 LOT 39 NEOVISTA HOMES
BARANGGAY 171 BAGUMBONG
CALOOCAN CITY
- 09457541436
- teoricalouela022@gmail.com

OBJECTIVES

To be part of a respectable organization and be able to apply all that I've learned academically and to impart my leadership skills in handling and communicating with people within the organization.

EDUCATION

NATIONAL COLLEGE OF BUSINESS AND ARTS

Bachelor of Science in Business Administration Major in Human Resource Management
2019 - Present

YOUNG ACHIEVERS SCHOOL OF CALOOCAN INC.

Graduated (Bronze Achiever)
2017 - 2019

WORK EXPERIENCE

HOUSING AND RESETTLEMENT OFFICE

Position: On-The-Job Trainee
November 2018

SKILLS

- Proficient in Ms word aand MS Powerpoint
- Communication Skills
- Leadership Skills

CERTIFICATES

- Certificate of Completion on Citizenship Advancement Training
- Certificate of Appreciation for actively participating in Webinar

ORGANIZATION INVOLVEMENT

- JRRC - Teaching Department Assistant Youth Leader (2014 - Present)
- Medical Mission - Organization Team Member (2017)



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

170 - 10

1-14-23
DATE

On-the-Job Training Contract

I, Louela R. Teonica, a student presently enrolled at National College of Business and Arts, 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 14th day of January at Quezon City.

Louela R. Teonica

Student-Trainee

With my Parental Consent

Rodulfo Teonica

BTK 28 Lot 29 New Vista Bagumbong Cal. City
Parent/Guardian's Name and Address

Conforme:

Jenny J. Morales

Teacher-Supervisor

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 Management Section



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REPUBLIC OF THE PHILIPPINES
National Police Commission
Northern Police District Office
CALOOCAN CITY POLICE OFFICE
CRIMINAL RECORDS & IDENTIFICATION UNIT
Samson Road, Sangandaan, Caloocan City



POLICE CLEARANCE CERTIFICATE

TO WHOM THIS MAY CONCERN:

This is to certify that the person whose name, picture and signature appear hereon, has requested for records verification based on available records which was conducted by this Station. The result(s) of which is/are found below

Name

LOQUELA ROMA TEORICA

Address

BLK 2B LOT 39, NEOVISTA HOMES, BRGY 171 BAGUMBONG, CALOOCAN

Nationality

FILIPINO

Purpose

BANK REQUIREMENT

REMARKS **NO DEROGATORY RECORDS FOUND**

Gender

FEMALE

Date Issued

11/29/2022

Valid Until

5/29/2023

Civil Status

SINGLE (WALANG ASAWA)

Reference No.

CAL-on7yJBa3

Date of Birth/Age

10/22/2000 22

Place of Birth

VALENZUELA CITY

Encoded By

JOHNDEL MARTIN



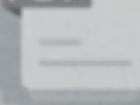
ALAN M APA
Police Major
CHIEF, POLICE CLEARANCE
Caloocan City Police Station

RUBEN BUNGLAG LACUESTA
Police Colonel
OIC
Caloocan City Police Station



FALSIFICATION OF PUBLIC DOCUMENTS IS PUNISHABLE BY LAW

His/Her Internship Program:



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NATIONAL COLLEGE OF BUSINESS AND ARTS

Commonwealth Ave. cor. Regalado St. Fairview, Q.C. • Tel. Nos.: 427-02-90 • 427-02-91 Zipcode 1118

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

TO WHOM IT MAY CONCERN:

This is to certify that Mr./Ms. LOUELA R. TEORICA is a student of this institution during this 2nd Semester, School Year 2022-2023 and taking up BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION.

Based on the records filed in this office, no criminal and/or administrative cases have been filed against him/her and that he/she is a bona fide student of this institution.

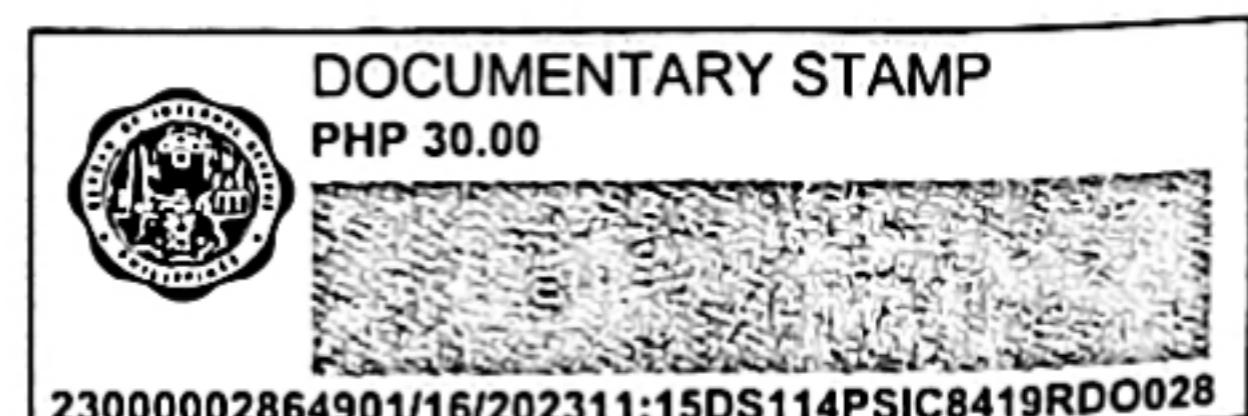
This certification is being issued upon the request of Mr./Ms. TEORICA for his/her Internship Program.

Given this 16th day of JANUARY 2023.


ZENAIDA T. MIRANDA
Director, Office of Student Affairs
NCBA Fairview

Certification Fee (73.41) & Documentary stamps (30.00) OR# A296393

Note: This certification is not valid without any documentary stamps & school seal.



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RECOMMENDATION LETTER

MS. LADIE LYN G. FUDERANAN
OIC, Human Resource Development Section
LTO C.O. East Avenue, Quezon City

The National College of Business and Arts has several students in the **Bachelor of Science in Business Administration, Major in Marketing Management, Human resource Management, Operations Management and Financial Management** programs who intend to enroll in the Practicum course this coming 2nd Semester S.Y 2022-2023.

One of the major requirements of the said course is for each student to undergo **On-the-Job Training (OJT)** with a sponsoring company. Each student trainee is required to complete 600 hours to complete within the prescribed period or school semester.

In connection with this, may we recommend to you the bearer, **LOUELA R. TEORICA**. We will highly appreciate it if you can accommodate our student and provide her/him the appropriate training and valuable exposure.

If you have any questions, feel free to write to **Ms. Jenny C. Morales**, BSBA Department at email address: jennymorales@ncba.edu.ph.

We look forward to your positive response.


JENNY C. MORALES
Department Head