

# Kimberly G. Gonzales

Address: #156 K-10<sup>th</sup> St. Brgy. East Kamias Quezon City

Email Address: kimgonzaless0418@gmail.com

Cellular No.: 09533315057

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## Objective

To be able to work that is related to my field human resource development management, and acquire new knowledge and skills for further development.

## Education

- **Tertiary**  
**Perpetual Help College of Manila**  
Bachelor of Science in Business Administration major in Human Resource Development Management  
(2018-Present)

## Knowledge, Skills, and Attitude

- Good Communication Skills (Filipino, English)
- Fast Learner
- Knowledgeable in Microsoft office
- Detail-oriented

## Extra/Co-Curricular engagements, achievement, and awards

- Dean's Lister in Perpetual Help College of Manila (GWA: 1.45, 2019)

## Seminars and Training

- **MAJ Cornerstone Developer Co. Inc.**  
Work Immersion (December, 2017- January, 2018)

## References

Available upon request



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

170 - 11

January 18, 2023  
DATE

**On-the-Job Training Contract**

I, Kimberly G. Gonzales, a student presently enrolled at Perpetual Help College of Manila, 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 18 day of January at Quezon City.

Conforme:

[Signature]  
Teacher-Supervisor

[Signature]

Student-Trainee

With my Parental Consent

Michelle G. Gonzales  
156 K-10th St. Prags East Kamias Q. C.  
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 Management Section





# PERPETUAL HELP COLLEGE OF MANILA

1240 V. Concepcion St., Sampaloc, Manila  
Tel. Nos.: 731-8199 / 731-1550 / 711-4413

## CERTIFICATION

To Whom It May Concern:

This is to certify that Ms. **Kimberly G. Gonzales**, has been a student of this Institution, College of Business Administration (Bachelor of Science in Business Administration Major in Human Resource Development Management) from 1<sup>st</sup> semester AY 2018-2019 to present.

Based on the records, subject student has shown fair conduct during her stay in this Institution. Therefore, she is of good moral character. This certification is issued upon the request of Ms. Gonzales for whatever legal purposes it may serve her best.

Mr. Julius B. Mesina

Dean, CBA



REPUBLIC OF THE PHILIPPINES  
QUEZON CITY, METRO MANILA  
**OFFICE OF THE BARANGAY CHAIRMAN**  
**BARANGAY EAST KAMIAS**  
☎ 435-2303



**OCTAVIO P. GARCES**  
Punong Barangay  
Chairman – Peace & Order/  
Safety & Anti-Drug Abuse

**JUAN REINO E. CABITAC**  
Kagawad  
Chairman – Health, Appropriation  
and Ways & Means

**DENNIS DENVER A JOAQUIN**  
Kagawad  
Chairman – Socio Cultural

**JOEL C. CUBACOB**  
Kagawad  
Chairman – Infrastructure  
and Public Works

**JULIUS CAESAR T. SEVILLA**  
Kagawad  
Chairman – Environmental  
Protection & Sanitation, Bids  
& Awards, Transportation

**GRACE B. REYES**  
Kagawad  
Chairman – Livelihood &  
Cooperative, Women's & Family  
Affairs, Comm. On Account

**ALFREDO J. GARCIA**  
Kagawad  
Chairman – Senior and  
Religious Affairs

**JUSTIN LEROUX M. FINEZA**  
Kagawad  
Chairman – Education &  
Communication

**ELAINE MADAMBA**  
SK Chairman  
Chairman – Youth & Sports  
Development

**ISAGANI P. TUBIG**  
Secretary

**RAMON C. BICALDO**  
Treasurer

**ADONIS REOLOPE**  
Executive Officer BPSO

## **CERTIFICATION**

### **TO WHOM IT MAY CONCERN:**

This is to certify that **KIMBERLY G. GONZALES** is a resident of **#156 K-10<sup>TH</sup> Street, Barangay East Kamias, Quezon City** is a bonafide resident of this barangay.

This certification is being issued upon the request of the above named person for **PROOF OF RESIDENCY**.

Done this **13<sup>TH</sup>** day of **JANUARY 2023** in **Quezon City,**  
**Philippines.**

  
**OCTAVIO P. GARCES**  
Punong Barangay

Note:  
Not valid without  
Barangay Seal.





**COLLEGE OF BUSINESS ADMINISTRATION**



**January 13, 2023**

**Ms. LADIE LYN G. FUDERANAN  
OIC, Human Resource Development Section  
Land Transportation Office  
East Ave., Q.C.**

**Dear Ma'am:**

**The College of Business Administration, Perpetual Help College of Manila, requires its senior BSBA-Human Resource Development Management students to have her practicum in Human Resource Development setting for a minimum of 600 hours. For this academic term, may we request you to accommodate MS. KIMBERLY GONZALES.**

**The above mentioned student maybe involved in any or all of the specified activities below, as you may deem fit to assign them.**

- ❖ Assist in the recruitment, selection and promotion**
- ❖ Had an exposure in the salary and benefits administration**
- ❖ Exposure in the labor relations or minor grievances of the company**
- ❖ Assist in the development of training and promotion**
- ❖ And/or other related work that is/are within the functions of the Human Resource Department**

**In case you desire to enter into a Memorandum of Agreement (MOA) with the Perpetual Help College of Manila pertaining to this matter, kindly inform the college ahead of time so that we can discuss the terms and conditions of the MOA.**

**If however your company has already format/prepared MOA, kindly furnish the college a copy of the same for our comments and review.**

**In line with this, the student is advised to commence her practicum in accordance to what will be agreed upon, the official start of second semester AY 2022-2023 classes in the college.**

**We shall be very appreciative of your assistance in providing our student the opportunity to become better qualified future HR practitioner.**

**Very truly yours,**

  
**Prof. DAHLIA F. FABIA  
Practicum Coordinator**