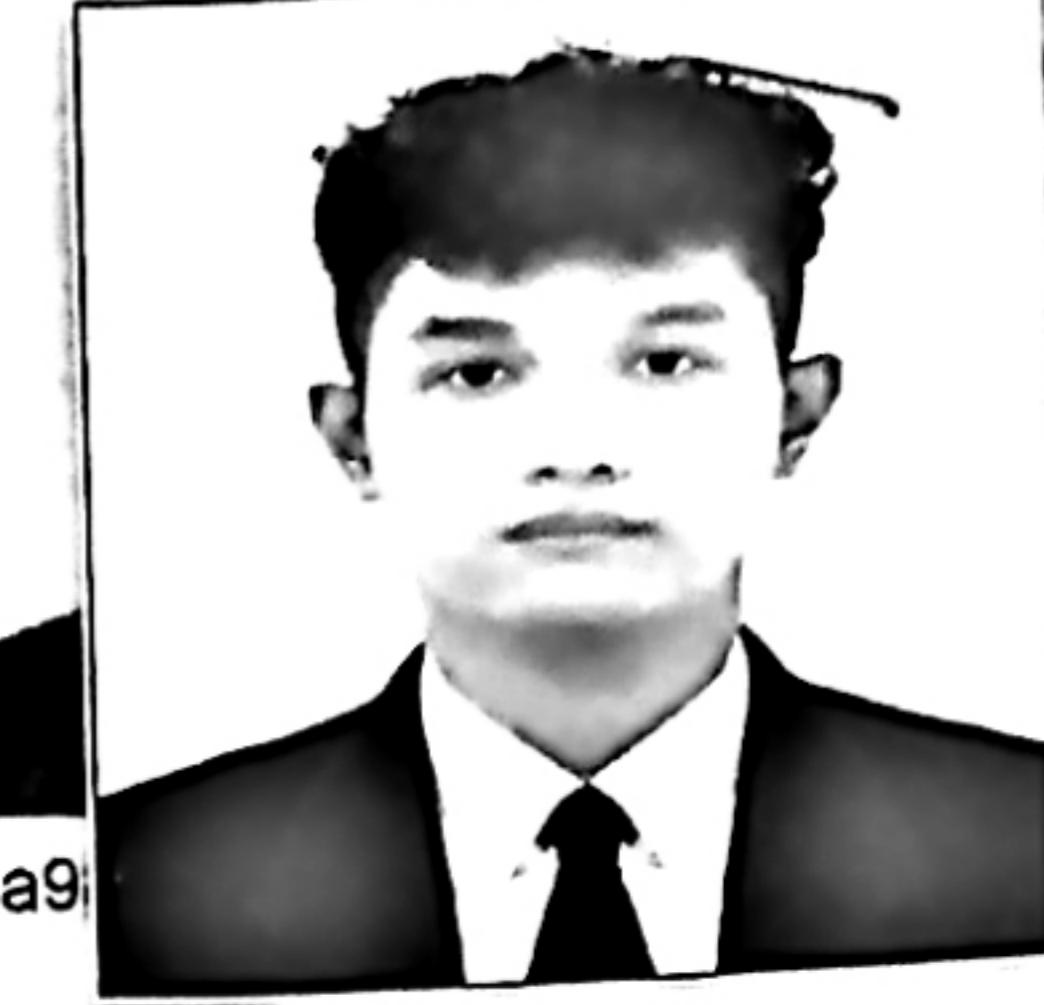


# De Mesa, John Paul Nique

24 F Carlos. SitioPajoBrgy. Baesa Quezon City | 09672842545 | johnpauldemesa9



## Objective

To work an challenging job which provides an opportunity to enhance my technical skills and knowledge, this could provide me an insight into new aspects so that it would be helpful my career.

## PROFILE

Name : De Mesa, John Paul N.

Name of Mother : Lorie De Mesa

Name of Father : Danilo De Mesa

Age : 21

Date of birth : June 05, 2001

Address : 24 F. Carlos Sitio Pajo Brgy. Baesa Quezon City

Hobby : Playing guitar, writing poems

Citizenship : Filipino

Religion : Catholic

Civil status : Single

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## Education

### PRIMARY

SY: 2007-2013

LEOPOLDO B. SANTOS ELEMENTARY SCHOOL

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### SECONDARY

SY: 2013-2017

ISMAEL MATHAY SR. HIGH SCHOOL

**SENIOR HIGH SCHOOL**

**STRAND : HUMANITIES AND SOCIAL SCIENCE**

**SY: 2017-2019**

**BESTLINK COLLEGE OF THE PHILIPPINES**

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**TERTIARY**

**SY: 2019-2020**

**1<sup>st</sup> Year – 3<sup>rd</sup> Year**

**COURSE: BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION**

**BESTLINK COLLEGE OF THE PHILIPPINES**

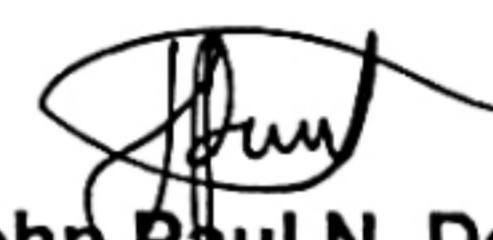
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**Skills & Abilities**

- **FLEXIBLE**
- **FAST LEARNER**
- **ACTIVE**
- **ATTENTIVE**

**Experience**

- **WORK IMMERSION IN LIBRARY OF BESTLINK COLLEGE OF THE PHILIPPINES**



**John Paul N. De Mesa**



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

1,7-8

March 13, 2023

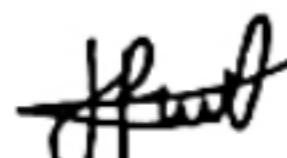
DATE

On-the-Job Training Contract

I, John Paul N. De Mesa, a student presently enrolled at Bestlink College of the Philippines, 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:

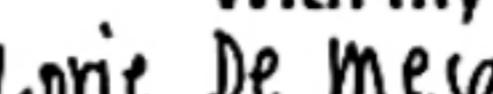
1. That I shall observe all existing reasonable office rules and regulations of the LTO while on training;
2. That I shall not claim nor be paid any compensation whatsoever while on training;
3. That the LTO shall have no liability for any injury and/or incapacity that may befall me while inside the 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 13th day of March at Intelligence and Investigation Division

  
John Paul N. De Mesa

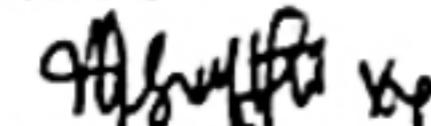
Student-Trainee

With my Parental Consent

  
Lorit De Mesa

244, Carlos S. Sta. Raya, Brgy. Baesa Q.C.  
Parent/Guardian's Name and Address

Conform5e:

  
RENEATO T. B. MNE  
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 Development Section



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Republika ng Pilipinas  
TANGGAPAN NG PUNONG BARANGAY  
BARANGAY BAESA  
Lungsod Quezon

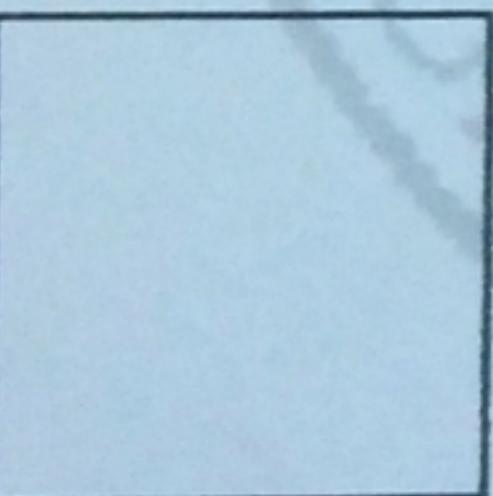
BARANGAY CLEARANCE

This is to certify that JOHN PAUL N. DE MESA is a resident of this BARANGAY  
with given address # 24 F. Carlos Baesa, Quezon City

This further certifies that the above name person has no derogatory records or pending CASE / COMPLAINT against him / her before this office, as of this date.

This certification is being issued upon the request of said Mr./Mrs./Ms. JOHN PAUL N. DE MESA  
In connection with his/her Residence Status ( OJT Requirement ) and for whatever intent it may serve.

PICTURE



SIGNATURE

RIGHT THUMBMARK

Given this 27th day of FEBRUARY 2023  
JUAN (1) FOR ALL , ALL FOR JUAN (1)

LOTTIE GEMMA D. JUAN  
Punong Barangay

NOT VALID WITHOUT THE OFFICIAL SEAL



**BESTLINK COLLEGE OF THE PHILIPPINES**  
# 1071 Bgy. Kaligayahan, Quirino Hi-Way, Novaliches,  
Quezon City



March 01, 2023

**MS. LADIE LYN G. FUDERANAN**  
**OIC, Human Resource Development Section**  
**Land Transportation Office**  
**LTO C.O. East Ave. Quezon City**

Dear Madam,

Warmest Greetings from Bestlink College of the Philippines

This has reference to the requirement of the course **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION** for students to apply for an internship program for a minimum of 300 hours in any activities related to office work.

It is our desire to humbly request that Mr. John Paul N. De Mesa be accommodated in your company to allow the opportunity of actual practice.

Attached is the self-declaration form for covid free participants, which we request to be received and returned to this office upon acceptance of our student in your company. The training will start on \_\_\_\_\_ upon acceptance of the bearer under the terms and conditions as stipulated in a duly accomplished memorandum of agreement for your confirmation.

Further, a student evaluation is provided where a student-trainee is assessed on his or her performance, attitude and behavior to be periodically supervised. The OJT Coordinator from our school will visit your company to find out how the student trainee performs in the work area.

We highly appreciate whatever you could extent to them that would eventually be advantageous to both the students and your office.

We fervently hope for your positive response to this request.

Very truly yours,

REMEGIO II. B. RANCE  
OJT COORDINATOR

JOAN O. SAYANI, LPT, MBA  
BSOA, Program Head



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