



**CONTACT NO.:** 0927-056-9311  
**ADDRESS:** 1073 Nazareth St., Malaria, Caloocan City.  
**EMAIL:** harlenenonesa@gmail.com

#### PERSONAL INFORMATION

**NICKNAME:** Harl  
**DATE OF BIRTH:** May 22, 2000  
**PLACE OF BIRTH:** Goodsheperd Caloocan City  
**AGE:** 22-year-old  
**HEIGHT:** 5'7" ft  
**WEIGHT:** 50 kgs  
**NATIONALITY:** Filipino  
**CIVIL STATUS:** Single  
**LANGUAGE/DIALECT:** Tagalog/English  
**RELIGION:** Roman Catholic

#### SKILLS

- Computer Literate (Microsoft Word, Excel and Powerpoint).
- Strong time management skills.
- Hardworking and able to multi-task efficiently.
- Typing (40 wpm)

#### CHARACTER REFERENCES

**Nestor Bisquera**  
Retire Army  
Camia St. Malaria, Cal. City

**Ronnie Masaoay**  
Brgy. Captain  
Purok 5, Gumamela St., Malaria, Cal. City

## HARLENE MAYE NATIVIDAD NONESA

**Career Objective:** To enhance my knowledge and skills.

#### WORK EXPERIENCE:

- Cashier at SM Fairview Hypermarket  
October 09, 2018 - March 09, 2019

#### TRAINING EXPERIENCES:

**Barangay 180 Hall** December 10, 2017 – January 20, 2018  
Barangay 180, Caloocan City

**Neodocto, inc.**

March 23, 2022 – May 23, 2022  
245 Park Avenue, 39th Floor,  
Manhattan, New York, 10167

**House of Representatives**

January 16, 2023 – February 22, 2023  
Batasan Hills, Quezon City

#### EDUCATIONAL BACKGROUND:

##### TERTIARY

**UNIVERSITY OF CALOOCAN CITY**  
Tulip St., Area C, Camarin Caloocan City  
Bachelor of Science in Office Administration  
Major in Legal Management  
S.Y. 2019-Present

##### SECONDARY

**IMMACULADA CONCEPCION COLLEGE**  
*Senior High School*  
Soldiers Hills III Subd., Malaria,  
Caloocan City  
S.Y. 2016-2018

**MANUEL LUIS QUEZON HIGH SCHOOL**  
*Junior High School*  
Camia St., Malaria, Caloocan City  
S.Y 2012-2016

##### PRIMARY

**MANUEL LUIS ELEMENTARY SCHOOL**  
Barangay 185, Malaria, Caloocan City  
S.Y. 2006-2012

#### SEMINARS, WORKSHOPS AND TRAININGS ATTENDED:

November 11, 2021

**PREPARING FOR THE PROFESSIONAL WORLD**  
University of Caloocan City

November 4, 2021

**INITIAL PATH TO PUBLIC SERVICE**  
University of Caloocan City



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October 28, 2021

**BUILDING CULTURAL AWARENESS  
AND PRACTICES IN THE WORKPLACE**  
University of Caloocan City

December 1, 2017

**BARTENDING AS A PROFESSION**  
Mountain Resort, Los Baños, Laguna.

April 16-20, 2012

**SUMMER CATECHISM 2012**  
St. Joseph the Worker Parish Convent Barracks II,  
Brgy 186, Caloocan City

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



**HARLENE MAYE N. NONESA**  
*Applicant*

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

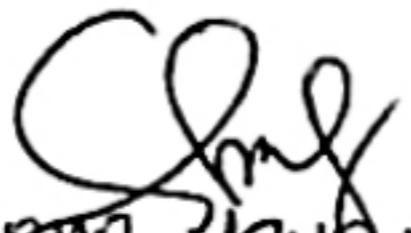
MARCH 14, 1973  
DATE

On-the-Job Training Contract

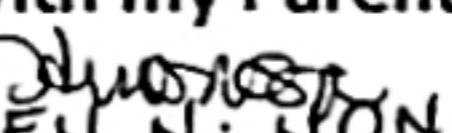
I, Harlene May N. Noneda, a student presently enrolled at University of Caloocan City, pursuant to the Memorandum Circular dated 10 January 1975 of the Labor, hereby abide by the following terms and conditions in connection with the practicum course or on-the-job training with the Land Transportation 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.

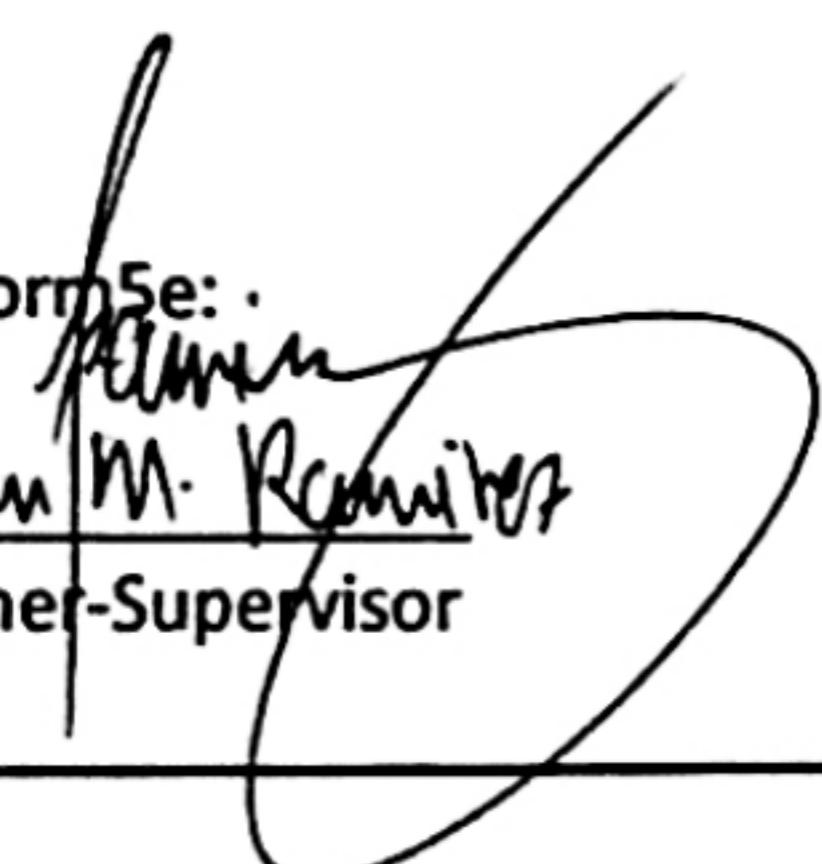
In witness hereof, I have hereunto set my signature on this 14<sup>th</sup> day of March at 2023.

  
Harlene May N. Noneda  
Student-Trainee

With my Parental Consent

  
HELEN N. NONEDA  
1073 Nagarehi St., Malvaria, Caloocan City  
Parent/Guardian's Name and Address

Conformance:

  
Bryan M. Remiluz  
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



Republic of the Philippines  
City of Caloocan  
Barangay 185 Zone 16 District 3  
Mobile No.: 0921-9662901



**SANGGUNIANG  
BARANGAY 185**

**HON. RONIE L. MASAOAY**  
Punong Barangay

**LIGAYA G. LUMABI**  
Treasurer

**GEMARIE S. MARTIN**  
Secretary

Kagawad:

**MELVIN F. ESPAYOS**

**RODOLFO D. OLIVA**

**MANOLITO N. BAOILAN**

**MARIVIC GALIT HSIEH**

**DAVID M. DE GUZMAN**

**ROGELIO C. DIAZ**

**JUAN T. AGUS**

**BARANGAY CLEARANCE**

Control No. 2023-02227

This is to certify that,

**HARLENE MAYE NATIVIDAD NONESA**

is a **BONAFIDE RESIDENT of BARANGAY 185 ZONE 16 DISTRICT 3**

who was born on

**May 22, 2000**

at

**Caloocan City**

presently residing at

**No. 1073 Nazareth St., Malaria, Caloocan City**

and signature appears hereon has undergone **RECORD CHECK** from this office and the result is indicated as follows:

**FINDINGS: NO DEROGATORY RECORD**

**PURPOSES: FOR OJT REQUIREMENTS**

Left Thumb Mark

Right Thumb Mark

*Harlene Maye Nonesa*  
Signature over printed name

1 BRGY 185 SONA

**HON. JUAN T. AGUS**  
Barangay Kagawad on Duty

**HON. RONIE L. MASAOAY**  
Punong Barangay

Given on this 7<sup>th</sup> day of March, 2023 at the Office of Barangay 185

Zone 16 District 3, Malaria, City of Caloocan.

Note: Valid for Six (6) Months from the Date of Issuance.



## UNIVERSITY OF CALOOCAN CITY

Biglang Awa St., Corner Catleya St., EDSA, Caloocan City/  
Tulip Str. Area C, Camarin, Caloocan City

### COLLEGE OF BUSINESS and ACCOUNTANCY

March 13, 2023

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

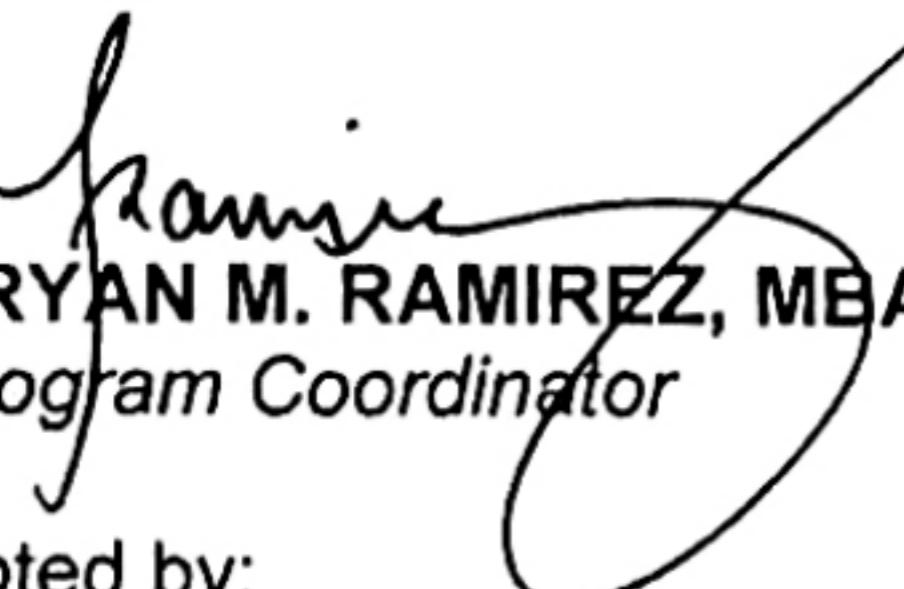
Dear Ms. Fuderanan:

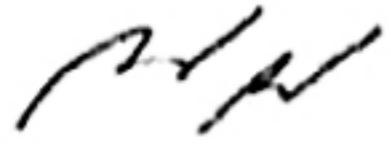
The Bachelor of Science in Office Administration of this university is exerting efforts to provide its students the best training and exposure in order for them to apply and practice all theoretical aspects they gained and to have the needed competencies in the business industry. Likewise, their curriculum requires them to undergo an Apprenticeship/Internship and comply the required numbers of training hours in legal industry.

Considering our current situation and to ensure the safety of our students, your establishment is found to be one of the appropriate ground where our students can be trained **on site** as well as to gain related experiences in various fields. In this connection, may we request that **below** be given the opportunity to be trained in your company for one hundred fifty (150) hours and be allowed to obtain information necessary to accomplish their learning portfolio.

The University wishes to thank you for whatever assistance your institution can extend to them. Be assured that the best outcome of our students will signify our cooperation with each other and they, together with us in UCC consider this as our debt of gratitude to your institution.

Very truly yours,

  
**BRYAN M. RAMIREZ, MBA**  
*Program Coordinator*  
Noted by:

  
**DR. SHIRLEY V. SARAGCON**  
Dean, CBA

Ms. Harlene Maye N. Nonesa  
Mr. John Ericson S. Ramos  
Ms. Naarah Cay M. Santiago



# UNIVERSITY OF CALOOOCAN CITY

(Formerly Caloocan City Polytechnic College)

Brgy. 173, Congressional Road, Caloocan City

E-mail: registrar@ucc-caloocan.edu.ph

March 20, 2023

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

**TO WHOM IT MAY CONCERN:**

This is to certify that **MS. HARLENE MAYE N. NONESA** is a student of **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION Major in Office Management** in this University.

This further certifies that he/she has shown **GOOD MORAL CHARACTER** and has never been disciplined for any violation of the school rules and regulations during his/her stay in this University.

This certification is being issued upon request of **MS. NONESA** for whatever legal purpose/s it may serve him/her.

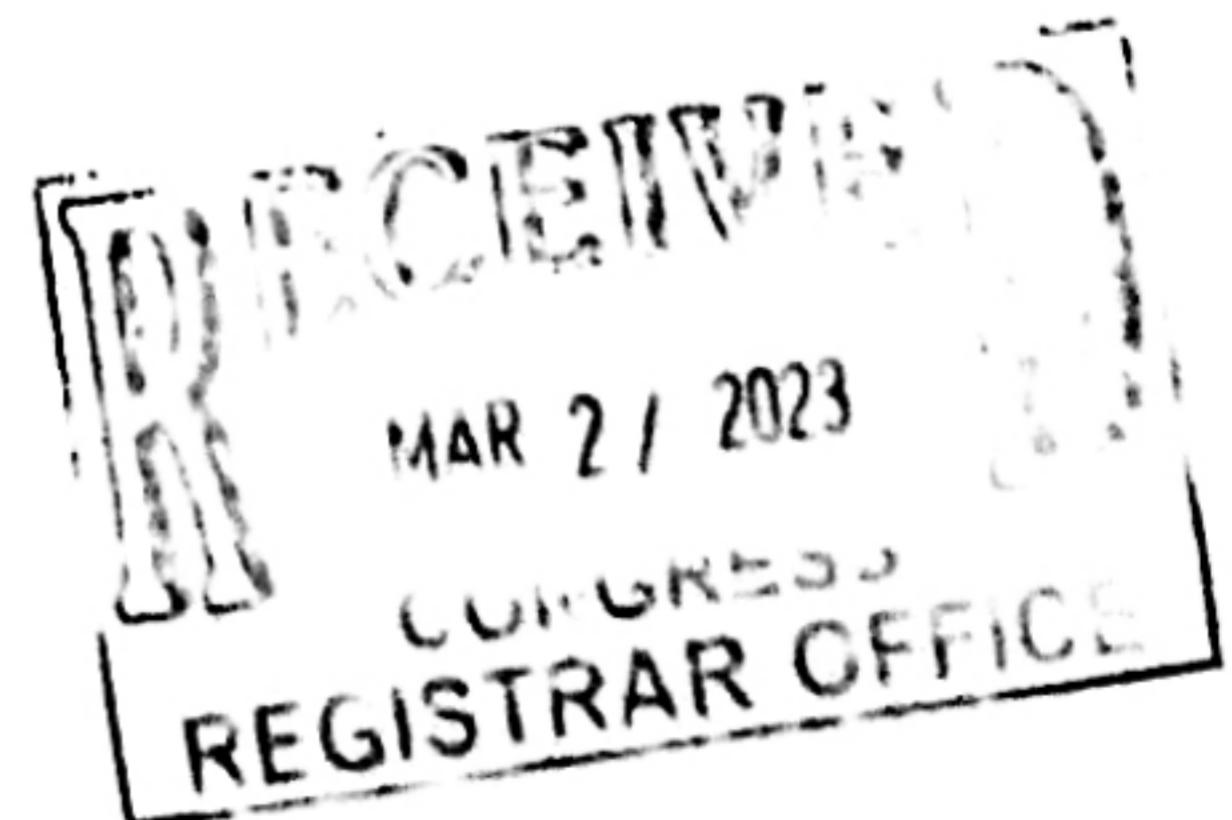


MARJORIE LOPEZ-TIU, M.A., RGC, RPM  
Guidance Counselor

**Noted:**



ANNA LEA SHERYL P. ESPINO, LPT  
University Registrar - North Campus



Not Valid without  
The University Seal.



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