

JAY-EM T. DINO  
#22g Rd.6 1<sup>st</sup> West Crame  
San Juan City  
09072154096  
jayemdino@gmail.com



## **OBJECTIVE**

To be able to work in an environment that will give and help me to enhance my personality and ability.

## **KNOWLEDGE AND SKILLS**

Persistent and Hardworking

Works ahead of time

Willing to learn

Able to work with other people

## **PERSONAL DATA**

Nickname:	Uyang
Age:	22
Weight:	60 kg
Height:	164 cm
Language:	English/Filipino
Date of Birth:	July 6, 2000
Place of Birth:	San Juan City
Citizenship:	Filipino
Civil status:	Single
Mother's name:	Maureen Dino
Father's name:	Antonio Alcantara Jr.

## **STRENGTHS**

Disciplined/Focused

Integrity

Respectful

Committed

Flexible

## **WEAKNESSES**

Not comfortable taking risk

Fluency on Speaking

Lacking Experience

Public Speaking

Insecure

Self-criticism

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## EDUCATIONAL BACKGROUND

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### Tertiary

Manila Business College (2019-Present)

Sta Cruz, Manila

Asian College (2017-2019) with honors

Quezon City

### Secondary

Camp General Emilio Aguinaldo High School (2013-2017)

Quezon City

### Primary

West Rembo Elementary School (2008-2013)

Makati City

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## CAREER ACHIEVEMENTS

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Grade 11 and 12 with Honors (SY 2017-2019)

NCIII Bookkeeping Passer (February, 2019)

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## CHARACTER REFERENCE

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Mr. Roy Lansang

Asian College, Quezon City Faculty Member

09567104784

Ivy Vibar

Casino Dealer

09217032736

I hereby certify that the aforementioned information are true and correct to the best of my knowledge.



Jay-Em T. Dino  
Applicant

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

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DATE

**On-the-Job Training Contract**

I, Jay-Em T. Dinh, a student presently enrolled at Manila Business College, 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:

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Student-Trainee  
With my Parental Consent

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Teacher-Supervisor

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Parent/Guardian's Name and Address

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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:

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



# MANILA BUSINESS COLLEGE

MBG Bldg. 1471 Alvarez St. Sta. Cruz, Manila, Philippines  
+ 741-3489 / 743-4538 & 313-7884 | [www.mbc.edu.ph](http://www.mbc.edu.ph)

## ON-THE-JOB TRAINING (OJT) ENDORSEMENT LETTER

January 12, 2023

**Ms. Ladie Lyn G. Fuderanan**  
OIC, Human Resource Development Section  
**Land Transportation Office**  
East Avenue, Quezon City

Dear Ms. Fuderanan,

Greetings!

We would like to request that JAY EM DINO, a student of **BS in Business Administration majoring in Operations Management** be allowed to undergo On-the-Job Training in your company as a pre-requisite for graduation.

He is required to complete a minimum of but not limited to 600 training hours from **January 2023 to April 2021** (2nd Trimester SY 2022-2023). We believe that your company can assist our students to gain more knowledge and skills and to optimize their potential for their future work.

Thank you for your support and accommodation.

Sincerely yours,

Alyan Ros C. Hernandez  
OJT Coordinator  
Manila Business College



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Republic of the Philippines  
City of San Juan



## BARANGAY WEST CRAME

### Office of the Punong Barangay

Barangay Hall Blok F Road, West Crame, San Juan City  
Email Add.: westcramebrgy@gmail.com/brgy\_west\_crame@live.com

# *Barangay Clearance*

## **WEST CRAME**

Barangay Council

### MARCELINO C. TRINIDAD

Punong Barangay

KAGAWAD:

### RICARDO S. EMATA JR.

Health & Nutrition;  
Women & Children Affairs;  
GAD;  
Livelihood Committee;

### UFEMIA A. TIMADO

Cultural & Education;  
Senior & PWD Affairs;  
BAC Chairperson

### OLIVER C. DELICANO

Infrastructure & Public Works  
Appropriation Chairperson  
Environmental Management  
Committee

### AUGUSTO A. NEGRITO

Safety, Peace & Order

### EMERALD S. MARCELO

Parking & Traffic Management  
Committee

### JOEL C. CU

Sports Committee

### EMMANUEL B. AQUINO

Public Information;  
Communication Information  
Technology

### CARL KRISTIAN T. CLEMENTE

SK Chairperson

### NOEMI P. FRONTERAS

Barangay Secretary

### GLENDY C. BALDOVINO

Barangay Treasurer

To Whom It May Concern:

THIS IS TO CERTIFY that JAY-EM T. DINO whose signature appears hereon is a resident of this barangay with postal address of **NO. 22-G ROAD 6 1<sup>ST</sup> WEST CRAME, CITY OF SAN JUAN, METRO MANILA.**

This certification is issued upon the request of the said subject person as a requirement for **LOCAL EMPLOYMENT**

Issued this 19<sup>TH</sup> day of January, 2023.

**JAY-EM T. DINO**

Applicant's Signature over Printed Name

Receipt No.: --  
Amount: PHP 20.00

**MARCELINO C. TRINIDAD**

Punong Barangay  
Barangay West Crame

-Not Valid without Dry Seal-

WC 2023 CL/EMP-01-0067



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# MANILA BUSINESS COLLEGE

MBC Bldg. 1671 Alvarez St., Sta. Cruz, Manila, Philippines  
Tel. Nos. (632) 741-3489, (632) 743-4538 | Telefax: (632) 313-7884  
Email: admin@mbc.edu.ph | Website: www.mbc.edu.ph

*Office of the Registrar*

## CERTIFICATION OF GOOD MORAL CHARACTER

**To Whom It May Concern:**

This is to certify that **MR. JAY-EM T. DINO** with a Student No. **21-1-04510** is currently enrolled in the **Bachelor of Science in Business Administration** major in **Operations Management** of this College. This also certifies that Mr. Dino has been in this College since September, 2021.

That **Mr. Dino** is of good moral character and has no derogatory record in this office.

This certification is issued upon the request of **Mr. Dino** this **17<sup>th</sup>** day of **January, 2023** for On Job Training purposes.

*Daisy S. Galong*  
**DAISY S. GALONG**  
Registrar

**NOT VALID WITHOUT  
SCHOOL SEAL**



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