JOMALIA ABELLERA ANDAYA

Ph10b,pkg6,blk4,lot27, Bagong Silang Cal.City Cell phone no. 09098397866 Email Add: jomalia_andaya041788@y.c



Career Objective: To apply my knowledge effectively and efficiently to the field I was assigned and to enhance my skills.

PERSONAL DATA

Birthday: April 17,1988

Birth Place: Caloocan City

Sex: Female

Height: 5'3"

Fathers Name: Maximo A. Andaya

Mothers Name: Josephine A. Andaya

Nickname: Jhome

Age: 20yrs. old

Religion: Roman Catholic

Weight: 90 lbs.

Occupation: Retired Army

Occupation: Housekeeper

EDUCATIONAL ATTAINMENT

TERTIARY

: University of Caloocan City

: BSBA-Management Accounting, 4th Year

: Camarin, Caloocan City : June 2005-present

SECONDARY

: Kalayaan National High School

: Caloocan City

: June 2001-April 2005

PRIMARY

: Kalayaan Elementary School

: Caloocan City

: June 1995-April 2001

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Republic of the Philippines

Department of Transportation and Communications

LAND TRANSPORTATION OFFICE

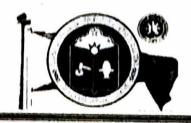
East Avenue, Quezon City

June 30,2008

On-the-Job Training Contract

1, Janalia A. Andrya, a student presently enrolled at University of

<u>Calcocan Oly</u> , 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 LTO while on training; 2. That I shall not claim nor be paid any compensation whatsoever while training; 3. That the LTO shall have no liability for any injury and/or incapacity that befall me while inside the LTO compound and its premises due to my fau negligence or fortuitous event while undergoing training; 4. That I shall undergo office training in the LTO in compliance with requirements of my course; 5. That I shall submit all the necessary requirements required by the Obseror undergoing training. In witness hereof, I have hereunto set my signature on this day of Student-Trainee With my Parental Conse with my Paren	
1. That I shall observe all existing reasonable office rules and regulations of the	
befall me while inside the LTO compound and its premises due to my fault or	
before undergoing training.	
In witness hereof, I have hereunto set my signature on this \(\frac{15\frac{1}{5}}{15}\) day of \(\frac{3\ln 1}{5}\)	
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Ardona Tomalia A	
with my Parental Consent	
TORFOLDING ANDAYA	
ratemodulation's Name and Address	
Action by the Office	
Action by the Office	
To: [↓]	
10	
Having complied with the serviced decrease in the Co. of A. I.	
Training your required with the required documents and condition for On-the-Job	
Office is hereby greated subject to the final approval by the Assistant Secretary	
Office is hereby granted subject to the final approval by the Assistant Secretary.	
Recommending Approval: Approval Recommended:	
Bur a shar adil	
DELLA A GAN DEDDO	
Chief, Personnel Section	
\ /	
Approved?	
Atty. JIMMY G. PESIGAN	



REPUBLIC OF THE PHILIPPINES OFFICE OF THE BARANGAY CHAIRMAN Barangay 176, Zone 15, District 1

Barangay 176, Zone 15, District 1 Bagong Silang, Caloocan City

FILE NO.: 08- 26420

HON. CESAR R. PADILLA Barangay Chairman

KAGAWADS:

JOEL S. BACOLOD

APOLINARIO D. TRINIDAD

AIDA G. CORRALES

DANILO V. CASTRO

RUTH F. FRADEJAS

CARLITO C. PERALTA

EMILY B. GALVAN

ROWENA CULA SK Chairman

JOSE "Jun" ABACA JR. Barangay Secretary

RAFAELINA R. ALONZO Barangay Treasurer

	This	is to	certify that_		JOM	AL:	IA A	. AN	DAYA,					
_	20 yea	ars old	sing	LE	, <u>F</u>	ili	pino	_ a b	onafide resident					
of_	PHase	10b	Package	6	Block	4	Lot	28	Barangay 176,					
Bag	Bagong Silang, Caloocan City.													

CERTIFICATION

This cer	tification is being issued upon the r	equest of interested
party for	SCHOOL REQUIREMENT	purpose.
	OJT REQUIREMENT	

Issued this 30th day of JUNE 2008 at Barangay

176, Bagong Silang, Caloocan City.

HON. CESAR R. PADILLA Barangay Chairman

For and by authority of the BARANGAY CHAIRMAN:

JOSE "Jun" J. ABACA JR. Barangay Secretary CTC No.: 09697362
|Issued at: CAL CITY |
|Issued on.: 063008 |
|O.R. No.: Amount:

Note: Not valid if there are erasures or without dry seal. This Brgy. Clerance is valid for 6 months from date of issue.



College of Business and Accountancy

Date:	Visit	1,0008
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LTO office East Avenue Gueron City

Sir/Madam:

We are pleased to inform you that the **University of Caloocan City** (UCC) **Business Administration Department** is requesting each fourth (4th) year student to undergo **On the Job Training** (OJT) in some private/government offices.

In connection with this, may we recommend <u>hadaya Jamalia</u> for an OJT on your office? He/She is required to undergo a maximum of 300 hours in his/her office assignment.

Whatever favors and consideration that may be granted regarding this matter could be highly appreciated.

Thank you very much.

MELINDA M. BAUTISTA, Ph.D Head College of Business Administration & Accountancy

for having satisfactorily completed three hundred (300) hours On-the-Job Training at the Computer Section, Management Information Division Given this 21st day of October 2008 at Land Transportation Office for the period 0.1 July 2008 to 14 October 2008 Land Transportation Office East Avenue, Quezon City JANNERSITY OF CALODEAN CITY BELLA A. SAN PEDRO Chief, Personnel Section AMARIN, CALOOCAN CIR East Avenue, Quezon C

Compuses: Sangandaan 324-6856/Tandang Sora 324-6843/Camarin 962-9799

STUDENT - TRAINEE JOB RATING SHEET

Name	of	Trainee
Comm	213	

JOMALIA A. ANDAYA

LAND TRANSPORTATION OFFICE

Department/Section

MANAGEMENT INFORMATION DIVISION

Period of Training : 300 HOURS

Please rate the Student-trainee for each factor below by checking the appropriate column.

5 4 3 Outstanding Very Satisfactory Satisfactory	2 Fair		Unsa	1 itisfacto	ory
EVALUATING CRITERIA	5	. 4	3	2	1
1. Works accurately, thoroughly, and neatly.	1			*	
2. Ability to communicate ideas effectively (both Oral and Written).	~				
3. Ability to follow oral and written instruction.	V				
 Punctuality in reporting for work and submitting finished job assignments. 	V				
Receiving and making telephone calls courteously and tactfully.	V				
6. Hardworking, energetic and conscientious.	V				1
7. Loyal and cooperative.	V	,			
8. Sense of responsibility,	~):	
9. Fossess high level of initiative, drive and resourceful.	V				
10. Dependable and works with less supervision.	V				
11. Shows exceptional enthusiasm about his/her job.	V				
12. Grasp new assignments quickly and anticipate developments.	V			v	
 Uses and safe keep, tools and equipments and office supplies properly. 	V				-
14. Maintains good attendance on the job.	V				
 Good personal appearance: poise, neatness and bearing. 	V		-		
16. Maintains harmonious relation with supervisors, employees and co-trainees.	V		,		

TO THE MANAGER/SUPERVISOR:

We wish to thank you and the whole organization for giving our students a chance to work with you during On-the-Job training program.

Thank you very much also for your patience and understanding. The fruitful times they shared with you will stay and will be cherished by each of them.

Very Truly Yours,

MELINDA M. BAUTISTA, PhD
Dean, College of Business and Accountancy

Remarks:	The.	Andaya	WILLIAM	6 here	us well	W/ FUNIT	. She u	cudes d
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Immediate Supervisor:

Signature

Typewritten/Frinted Name

Designation

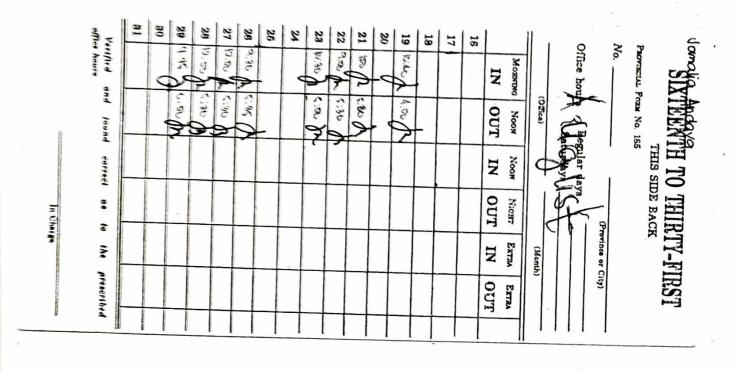
PAQUITUA DELA CRIE

CHIEF, MID COMPUTE SECUTION

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