

Department of Transportation and Communications LAND TRANSPORTATION OFFICE

East Avenue, Quezon City

107-7

On-the-Job Training Contract 1, John Ericson S. Ramps a student presently enrolled of Calobcan City _____, pursuant to the University 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 14th day of March Student-Trainee With my Parental Consent Block 65 611 Prace 74 Package 9 Bagong silang, caloocan City Parent/Guardian's Name and Address Teacher-Supervisor Action by the Office

Having complied with the required documents and condition for On-the-Job

Office is hereby granted subject to the final approval by the Assistant Secretary.

LADIE LYN G. FUDERANAN

Recommending Approval:

Administrative Officer IV
OIC, Human Resource Development Section

Training, your request for office training at the_





UNIVERSITY OF CALOOCAN CITY

(Formerly Caloocan City Polytechnic College)
Brgy. 173, Congressional Road, Caloocan City
E-mail: registrar@ucc-caloocan.edu.ph

March 20, 2023

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that <u>MR. JOHN ERICSON S. RAMOS</u> is a student of <u>BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION</u>

<u>Major in Office Management</u> 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.

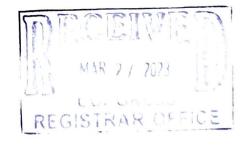
This certification is being issued upon request of <u>MR. RAMOS</u> for whatever legal purpose/s it may serve him/her.

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

Noted:

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





TRAINING PROGRAM:

- Bureau of Fisheries and Aquatic Resources (BFAR)-Quezon City
 (March 9, 2022 June 10, 2022)
- House of Representatives Gabriela Women's Party
 (January 16, 2023 February 22, 2023)

CHARACTER REFERENCES:

Ms. Ellie Rose B. Minao

Coronado's School of Quezon City Teacher 09950398406

Mr.Breyner A.Gagasa DTI Makati Administrative Aide 09970663385 Ms.Monalisa Renomeron Service Desk AnalystCBA Company 09636470232

> John Ericson Ramos Applicant

JOHN ERICSON SOLARES RAMOS

Block 65 Lot 1 Phase 7A Package 9 Bagong Silang, Caloocan City. MobileNumber: 09510528410

Email: johnericsonramos1220@gmail.com



IOB OBJECTIVE:

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

PERSONAL INFORMATION:

Place of Birth

Caloocan City

Date of Birth

12/20/1999 23yrs.Old

Age Citizenship

Filipino

CivilStatus

Single

Religion

Christian

EDUCATIONAL ATTAINMENT:

CollegeLevel:

University of Caloocan City North Campus - Caloocan City Bachelor of Science in Office Administration

4th Year College

Junior HighLevel:

Tala High School-Caloocan City

ElementaryLevel:

Pag-asa Elementary School-CaloocanCity

SKILLS:

- Problem Solving
- Organizational Skills
- Inventive

- Handling Conflict
- Attention to detail
- Typing Skills (40 wpm)