

# NAARAH CAY M. SANTIAGO

#294 LWCP road NHC T.E village Tala, Caloocan City

Mobile No. 09636628835

Email: [santiagonaarahcay@gmail.com](mailto:santiagonaarahcay@gmail.com)



**CAREER OBJECTIVE:** An organized and hard-working individual looking for a responsible job wherein I can enhance my knowledge and skills that can be utilized towards the achievements of the company and to fulfill my personal goals.

## TRAINING EXPERIENCES

**Commission on Audit**  
Quezon City, Metro Manila

August 24 – November 15, 2018 (300 hours)

**Bureau of Fisheries and Aquatic Resources** March 08 – June 09, 2022 (300 hours)  
Visayas Ave., Diliman, Quezon City

**House Of Representatives**  
Batasan Hill, Quezon City

January 16 – February 21, 2023 (150 hours)

## 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. 2020-2023

### SECONDARY

**IMMACULADA CONCEPTION COLLEGE**  
Soldiers Hills III, Barangay 180 Caloocan City  
Accountancy, Business and Management  
S.Y. 2017-2019

**MANUEL LUIS QUEZON HIGH SCHOOL**  
Malaria road, Tala Caloocan City  
S.Y. 2013-2017

### ELEMENTARY

**A. MABINI ELEMENTARY SCHOOL**  
Barrio San Roque Tala, Caloocan City  
S.Y. 2008-2013

## SKILLS

- Computer Literate (MS word, MS Excel, MS Power point)
- Typing (35 wpm)
- Knowledge on Records filing
- Stenography literate

## SEMINARS ATTENDED

October 25, 2018	<b>STEP UP AND LEVEL UP: PERSONALITY AND CAREER DEVELOPMENT TALK</b> Quirino Hall , Teacher's Camp, Baguio City
February 22, 2018	<b>MAX'S RESTAURANT EDUCATIONAL TOUR</b> SM San Jose Del Monte Bulacan
November 04, 2021	<b>INITIAL PATH TO PUBLIC SERVICE</b> University of Caloocan City
November 11, 2021	<b>PREPARING FOR THE PROFESSIONAL WORLD</b> University of Caloocan City

## PERSONAL INFORMATION

<b>Birthday</b>	: January 24, 2001
<b>Age</b>	: 22 years old
<b>Height</b>	: 5'3
<b>Weight</b>	: 165 lbs.
<b>Nationality</b>	: Filipino
<b>Civil Status</b>	: Single
<b>Language</b>	: English, Filipino

## CHARACTER REFERENCES

<b>Ms. Ma. Theresa U. Angeles</b>	<b>Concentrix</b> Assistant Vice President 09176222823
<b>Mrs. Ma. Claudia V. Ramirez</b>	<b>Dr. Jose Rodriguez Memorial Hospital</b> Admin Assistant III HR Department 09478601171

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

  
**NAARAH CAY M. SANTIAGO**  
Applicant

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

March 14, 2023  
DATE

**On-the-Job Training Contract**

I, Naarah Cay M. Santiago, 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 day of March at 2023.

Conform5e:

Bryan M. Ramirez  
Teacher-Supervisor

Naarah Cay M. Santiago  
Student-Trainee

With my Parental Consent

JENNIFER U. SANTIAGO  
#294 LWCP RD NHCT.E VILLAGE  
Para Caloocan City  
Parent/Guardian's Name and Address

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 186, ZONE 16, DISTRICT 3



Kgg. JOSE C. RAMIREZ  
Punong Barangay

### SA SINUMANG KINAUKULAN

#### MGA KAGAWAD

Ito ay nagpapatunay na si G./Gng. Bb.

Kgg. DAVE P. ESPAÑOLA

Naarah Cay Mangundayao Santiago, 22 taong

Kgg. ROLANDO L. RIVERA

gulang ipinanganak noong January 24, 2001 at

Kgg. ALIENA C. SARMIENTO

kasalukuyang naninirahan sa 294 LWCP Road NHC Village T.E

Kgg. RICKY B. ALPUERTO

Tala Caloocan City purok

Kgg. LIGAYA S. FELICIANO

bilang 1 ay nakatalagang kasapi ng barangay na ito simula pa

Kgg. FABIAN D. FELICIANO

noong 2001, 2023.

Kgg. FORTUNATO M. FABRE

Ito'y ipinagkaloob sa kanya para kanyang magamit sa

Kgg. VINA JOYCE D. DE JOSE  
SK Chairwoman

### For Internship Purpose

Ipinagkaloob ngayon ika - 13 ng March, 2023.

Bb. ROSEMARY P. ADUCA  
Kalihim

Ginawa ni:

**Bb. ROSEMARY P. ADUCA**  
Kalihim

Bb. LORENA E. ALAPAR  
Ingat-Yaman

Naarah Cay Mangundayao Santiago

Lagda ng Kasapi

Pinagtibay ni:

**Kgg. JOSE C. RAMIREZ**  
Punong Barangay

Community Tax No : \_\_\_\_\_

Date Issued : \_\_\_\_\_

Place Issued : \_\_\_\_\_

Not valid without the official **DRY SEAL** of the barangay.



# 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


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

### **TO WHOM IT MAY CONCERN:**

This is to certify that **MS. NAARAH CAY M. SANTIAGO** is a student of **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION** **Major in Office Management** in this University.

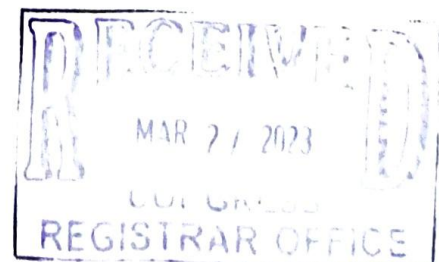
This further certifies that he/she has shown **GOOD MORAL CHARACTER** and has never been disciplined for any violation of the school rules and regulations during his/her stay in this University.

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

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

**Noted:**

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



Not Valid without  
The University Seal.