

LYSTER G. ANOTA

Blk.4 Lot.13 Mt.Apo St. CrestaVerde
Subdivision Brgy. Sta. Monica Novaliches Quezon City
Mobile Number: 0961-751-6475
Gmail:Lysterano@gmail.com



OBJECTIVE: To work and grow in a professional environment where my knowledge
experience and creativity will be put to the best use

PERSONAL INFORMATION

Age:	24
Date of Birth:	October 9, 1998
Place of Birth:	Tacloban City
Gender:	Male
Height:	5'7
Weight:	61 klg.
Nationality:	Filipino
Civil Status:	Single
Language Spoken:	Filipino / English
Religion:	Roman Catholic

EDUCATIONAL BACKGROUND

Tertiary	Metro Manila College U-Site, Brgy. Kaligayahan Novaliches Quezon City Bachelor of Science Business Administration Major in Financial Management SY: 2019-present
Senior High School	Asian Caregiving and Technology Education Center Diploma of Science in Electronics Grade 12SY:2018
Junior High School	Bacoor National High School (Main) Brgy. Tabing Dagat Bacoor City, Cavite SY: 2015

Primary

Talaba Elementary School
Brgy. Talaba 4 Bacoar City, Cavite
SY: 2011

EMPLOYMENT RECORD

Sanford Marketing Corporation
Savemore - Zapote
Part time Bagger
December 5, 2016- November 5, 2017

Gi.jo Fitness
Greater Lagro Subdivision
Gym Receptionist
June 4, 2018- July 20, 2019

TRAINING AND SEMINARS

Mental Health Care
Metro Manila
College2021

Finance and Investment: Trends and Issues
Metro Manila
College2022

CHARACTER REFERENCES

John Vincent D. Nacua
Office Staff
Bacoar City, Cavite
0906-219-9718

Denmar C. Lubuguin
Computer Technician
Bacoor City, Cavite
0918-533-7069

Cesariline D. Bernas
Public School Teacher
Tawid Sapa II Brgy
Kaligayahan Nova QC
0946-3308-799

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

172-17

02-20-2023
DATE

On-the-Job Training Contract

I, Lyster G. Anota, a student presently enrolled at Metro Manila 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:

Ricard A. Thyne
Teacher-Supervisor

Lyster G. Anota
Student-Trainee
With my Parental Consent

Epifania M. Colocador
Parent/Guardian's Name and Address
Brgy. Sta. Monica, Natividad, Q.C.

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
OFFICE OF THE BARANGAY COUNCIL
BARANGAY STA. MONICA
District V, Novaliches, Quezon City
Tel Nos.: 419-5881 / 418-7422



BARANGAY CLEARANCE

Control #: BC-51174

NELSON C. ALCANTARA
Punong Barangay

KAGAWAD

GEORGE C. FRANCISCO

CHRISTINA P. MANALAD

ELISA S. LIM

CESAR A. GILLEGO

ALFIE S. MANLUCTAO

BANNY S. BATI-ON

NANDY L. SAN BUENAVENTURA

ANGELU T. LITERAL
SK-Chairman

ROGER A. TERNIDA
Barangay Secretary

LUCY Y. SANTOS
Barangay Treasurer

BIENVENIDO DG. SANTOS, JR.
Executive Officer (B.P.S.O)

Note: Not valid without Barangay Seal

TO WHOM IT MAY CONCERN:

This is to certify that the person whose name, right thumb mark and picture appear hereon has requested a Record and Barangay Clearance from this office and result/s is/are listed below:

Name : **LYSTER GADIN ANOTA**
Address : **BLK-4 LOT-13 MT. APO Cresta Verde Subdivision**
Date of Birth : **10/09/1998**
Place of Birth : **Tacloban City**
Purpose : **OJT REQUIREMENT**
Remarks : **No derogatory record on file as of date**

CTC No. :
Issued at :
Issued on :

This certification is valid only for six (6) months from date of issue.

Date of Issue: 2/14/2023



CVS-23-47019

[Signature]
Applicant's Signature



Right Thumb Mark

SEC. ROGER A. TERNIDA

For and by the authority



NELSON C. ALCANTARA

Punong Barangay

METRO MANILA COLLEGE

U-Site. Brgy. Kaligayahan Novaliches Quezon City

COLLEGE OF ACCOUNTANCY, BUSINESS ADMINISTRATION AND MANAGEMENT

DATE : February 15, 2023
TO : LADIE LYN G. FEDERAN
Human Resource Development Section
LTO East Avenue
LTO East Avenue, Quezon City
SUBJECT : PRACTICUM
(Endorsement)

We are endorsing the bearer Anota, Lyster G. a student enrolled in Practicum (On-The-Job-Training) under your supervision:

Official time : Mon - Fri : 8:00am - 5:00pm
Duration of Training : 600 hours
Day : Monday to Friday

Please be guided by the following requirements that must be strictly observed by the Trainee, to:


1. Report strictly on the official time as provided by the respective Department Head;
2. Report regularly on duty in prescribed Practicum uniform. For non-compliance, a student will be marked absent, indicating the reasons which must be reflected in the Daily Time Record (DTR).

We hope you can find time to a report/ evaluation of her/ his performance. This will be submitted the undersigned upon completion of the training period together with the student's DTR.

We thank you for the assistance extended to our student. Your support is highly appreciated.

Nicanor A. Rigocera
NICANOR A. RIGOCERA, Ph.D.
Dean, College of Accountancy Business
Administration and Management

APPROVED BY:


FDR. DR. ELEANOR M. AGAPITO, HonFRI,
DFFRIEdr, DFRIM, DFRIRes
President, Metro Manila College



METRO MANILA COLLEGE

U-Site, Brgy. Kaligayahan, Novaliches, Quezon City 1123
Tel. No.: 939-11-62 Telefax: 419-14-82

GUIDANCE AND COUNSELING DEPARTMENT

CERTIFICATE OF GOOD MORAL CHARACTER

TO WHOM IT MAY CONCERN:

This is to certify that **MR. LYSTER GADIN ANOTA** is a student currently enrolled in **Bachelor of Science in Business Administration (BSBA)** major in **FINANCIAL MANAGEMENT** during the **2ND Semester** of school year **2022-2023**.

This further certifies that no pending case has been filed against him in this office at the time of this application.

This certification is being issued upon the request of **MR. ANOTA** for **ON THE JOB TRAINING (OJT)** purposes only.

Novaliches, Quezon City, Metro Manila.

FEBRUARY 18, 2023

EZEKIEL EMMANUEL A. BOGTONG, Rpm
Psychometrician

**NOT VALID WITHOUT
OFFICIAL SEAL**