

VELASQUEZ, MARY JOY C.
950 Franville 2 Brgy 175 Camarin Caloocan City
mejomejoy581@gmail.com | 0938-576-1597



OBJECTIVE:

A young, energetic and self-motivated individual aspiring for a challenge position in a challenging and growth oriented organization where I can effectively Utilized my skills and knowledge.

EDUCATIONAL ATTAINMENT:

Bestlink College of the Philippines

1071 Brgy. Kaligayahan, Quirino Hi-Way, Novaliches, Quezon City

BS Office Administration

2020- 2024

Bestlink College of the Philippines

1071 Brgy. Kaligayahan, Quirino Hi-Way, Novaliches, Quezon City

SHS- Accountancy, Business and Management (ABM)

2018-2020

Camarin High School

Cadena De Amor, Barangay 174, Caloocan City North, Metro Manila

2014-2018

Camarin Elementary School (Main)

Zabarte Rd, Barangay 175, Caloocan, Metro Manila

2008-2014

SKILLS:

- Good verbal communication skills.
- Dedicated and hardworking individual
Goal Oriented
- Adaptability

PERSONAL DATA:

| | | |
|----------------|---|------------------------|
| Age | : | 20y/o |
| Gender | : | Female |
| Date of Birth | : | July 20 2002 |
| Place of Birth | : | Camarin Health Center |
| Nationality | : | Filipino |
| Civil Status | : | Single |
| Religion | : | Roman Catholic |
| Height | : | 5'0 |
| Weight | : | 43 kg |
| Father's Name | : | Marion Velasquez |
| Occupation | : | Machine Operator |
| Contact No. | : | |
| Mother's Name | : | Ma. Victoria Velasquez |
| Occupation | : | House Wife |
| Contact No. | : | 09308650245 |

CHARACTER REFERENCE:

Sophia Laurence C. Velasquez
09126422311
Accenture

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


VELASQUEZ, MARY JOY C.

Applicant

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

172-1

DATE

On-the-Job Training Contract

I, Mary Jay C. Velazquez, a student presently enrolled at Berkink College of the Philippines, 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:

Student-Trainee
With my Parental Consent

Teacher-Supervisor

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

Pamahalaang Barangay ng 175

Area A Camarin Zone 15 District 1, Caloocan City

Metro Manila



CONTROL NO.:

2023-02-01153

BARANGAY CLEARANCE

To Whom it may concern;

This is to certify that the person whose photo, signature and right thumbmark appearing here with has no derogatory record on file with this office.

FULL NAME: MARY JOY CAMA VELASQUEZ

ADDRESS: 950 FRANVILLE II, CAMARIN CALOOCAN CITY

DOB: July 20, 2002

AGE: 20

POB: CALOOCAN CITY

HEIGHT (ft.): 5'0

GENDER: FEMALE

WEIGHT (Kg.): 43KGS

CIVIL STATUS: SINGLE

NATIONALITY: FILIPINO

PURPOSE: OJT REQUIREMENT



This is to certify that he/she is a bonifide resident of Barangay. He/She is a law abiding citizen with a good moral character and no record/pending case was filed against him/her in this Barangay.

specimen signature



Issued on: February 27, 2023

Validity: August 27, 2023

Right Thumbmark

RONALDO "OME" MATIAS

Punong Barangay

JAMES CAYETANO

KAGAWAD ON DUTY

By the authority of Barangay Chairman:

2/27/2023

MILDRED M. CABUGNASON

Barangay Secretary

NOT VALID WITHOUT OFFICIAL BARANGAY SEAL



BESTLINK COLLEGE OF THE PHILIPPINES
1071 Brgy. Kaligayahan, Quirino Hi-Way, Novaliches,
Quezon City



February 27, 2023

Ms. Ladie Lyn G. Fuderanan
OIC, Human Resources Development Section
LTO C.O East Avenue Quezon City

Dear, Ma'am

Warmest Greetings from Bestlink College of the Philippines

This has reference to the requirement of the course **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION** for students to apply for an internship program for a minimum of 300 hours in any activities related to office work.

It is our desire to humbly request that Ms. VELASQUEZ, MARY JOY C. be accommodated in your company to allow the opportunity of actual practice.

Attached is the self-declaration form for COVID free participants, which we request to be received and returned to this office upon acceptance of our student in your company. The training will start on _____ upon acceptance of the bearer under the terms and conditions as stipulated in a duly accomplished memorandum of agreement for your confirmation.


Further, a student evaluation is provided where a student-trainee is assessed on his or her performance, attitude and behavior to be periodically supervised. The OJT Coordinator from our school will visit your company to find out how the student trainee performs in the work area.

We highly appreciate whatever you could extend to them that would eventually be advantageous to both the students and your office.

We fervently hope for your positive response to this request.

Very truly yours,


REMEGIO II B. RANCE
OJT COORDINATOR


JOAN O. BAYANI, LPT, MBA
BSOA, Program Head

BESTLINK

COLLEGE OF THE PHILIPPINES

Vision:

Bestlink College of the Philippines is committed to provide and promote quality education with a unique, modern and research-based curriculum with delivery system geared towards Excellence.

Mission:

To produce self-motivated and self-directed individuals who aim for academic excellence, God-fearing, peaceful, healthy, productive and successful citizens.

"Be trained to be the best, be linked to success"

March 6, 2023

CERTIFICATION

This is to certify that **MARY JOY C. VELASQUEZ** is currently enrolled in this College. She is taking up **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION**.

This further certifies that she is a student of good moral character and has not been subjected to any disciplinary measures and / or violation of any school rules and regulations.

This certification is issued upon the request of the above-named student for her On the Job Training (OJT).


MARC IAN M. ABUY

OIC-Guidance and Counseling



AM/20230306
This is not valid without dry seal