

**John Allen A. Sta Ana**

4B Commonwealth Village 1, Brgy. Malandang Balara, Quezon City  
Contact No. +63 976 137 6441  
Email: john.staana@neu.edu.ph



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**OBJECTIVE**

I am looking for On-the-Job Training where I can practice my knowledge, seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work with people, which allow me to grow personally and professionally.

**ACADEMIC BACKGROUND**

Tertiary Level	:	<b>Bachelor of Science In Mechanical Engineering</b> New Era University No. 9 Central Avenue, Quezon City A.Y 2018 – Present (4 <sup>th</sup> Year)
Secondary Level	:	<b>Sekolah Menengah Menglait Gadong</b> Negara Brunei Darussalam
Primary Level	:	Seri Mulia Sarjana International School Negara Brunei Darussalam

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**CHARACTER REFERENCE**

Engr. Hector Lee        -    0915 772 3961  
Engr. Ruel Adrinada    -    0927 635 4294

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**SKILLS AND QUALIFICATIONS**

- Fast learner and very much willing to preserve and learn new ideas
- Computer- adept - application related to MS Office
- Have good written and communication skills
- Multi-Lingual

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

172-5

02-25-23

DATE

**On-the-Job Training Contract**

I, JOHN ALLEN A. STA ANA, a student presently enrolled at NEW ERA UNIVERSITY, 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 25 day of Feb 2023 at \_\_\_\_\_.

  
JOHN ALLEN A. STA ANA  
Student-Trainee

Conform5e:

With my Parental Consent

  
\_\_\_\_\_  
Teacher-Supervisor

AILEEN A. STA ANA  
Parent/Guardian's Name and Address  
AB COMMONWEALTH VILLAGE 1, 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  
Quezon City, Metropolitan Manila

## BARANGAY MATANDANG BALARA

19 Doña Filomena St., Villa Beatriz, Old Balara, Q.C. 1119  
442-8972 / 442-8963 / matandangbalara@gmail.com



"Blessed is the nation whose God is the Lord" Psalm 33: 12

"Do business until I come back" Luke 19: 13

### CERTIFICATE OF RESIDENCY

TO WHOM IT MAY CONCERN:

This is to certify that Mr./Ms. **JOHN ALLEN ADRINEDA STA ANA** whose signature appears below is a bonafide resident of our Barangay specifically at **#4B COMMONWEALTH VILLAGE 1** Brgy. Matandang Balara, Quezon City.

This certifies further that he/she is a good person of character, law abiding citizen and has no derogatory record in our Barangay to date.

This certification is being issued upon the request of the above-named person for **OJT REQUIREMENT**

Given this **22<sup>ND</sup>** day of **FEBRUARY 2023** at **Barangay Matandang Balara, Quezon City, Metro Manila.**

*(This certification is valid six (6) months from the date of its issuance)*



**ALLAN P. FRANZA, DBA**  
Punong Barangay

Signature of Applicant  
Voter's Precinct No: \_\_\_\_\_  
CTC No: \_\_\_\_\_  
Issued at \_\_\_\_\_  
Issued on \_\_\_\_\_

not valid without the  
official dry seal



**AF23-02033**

"Patuloy po Tayo Sa Maturong na Serbisyo, Lahat Panalo"

"Ang taong tapat ay mananagana sa pagpapala, Ngunit paparusahan ang yumayaman sa pandaraya" Kautukan 28:20





*New Era University*

COLLEGE OF ENGINEERING AND ARCHITECTURE

No. 9 Central Avenue, New Era, Quezon City

Tel. No: (02) 8981-4221 to 4231 loc 3815

email: [engineering@neu.edu.ph](mailto:engineering@neu.edu.ph)



February 22, 2023

**Ms. Ladie Lyn G. Fuderanan**

OIC, Human Resource Development Section  
LTO, C.O. East Avenue, Qc

Dear Ma'am:

We would like to request your institution's permission to accommodate **John Allen A. Sta Ana**, a senior BS Mechanical Engineering student of New Era University who is required to undergo an on-the-job training for a minimum of two hundred (200) hours on mechanical engineering actual practices.

The aforementioned student will perform his duties and functions as a trainee subject to the policies and regulations of your company's training program.

Should your company be able to accommodate our student, we would like to request further to evaluate his performance after the training so that we can identify areas for possible improvement.

Please feel free to communicate with us at telephone number 981-4221 - loc. 3815.

We will highly appreciate any accommodation and assistance you may extend to our student.

Sincerely,

  
**Engr. Edmer M. Mular**

Dean, College of Engineering and Architecture



*New Era University*

No. 9 Central Avenue New Era, Quezon City 1107, Philippines  
Tel. No.: (632) 8981-42-21 to 31 ; Fax No.: (632) 8981-4240  
Web Site: [www.neu.edu.ph](http://www.neu.edu.ph)

# CERTIFICATION

February 21, 2023

To Whom It May Concern:

This is to certify that Mr. JOHN ALLEN A. STA. ANA,  
a 4<sup>th</sup> year BS MECHANICAL ENGINEERING student of *New Era University*,  
School Year 2022 - 2023 is of Good Moral Character.

This further attests that the above mentioned student has not violated any  
rules and regulations imposed by the school throughout his stay in the University.

This certificate is hereby issued on the request of the student concerned for  
whatever legal purpose and intent it may serve.

  
FELICIDAD D.L. DE OCAMPO, RGC  
Guidance Coordinator

Not valid without seal