

MICHELLE LACUROM FERONEL

Blk 149 Lot 3 St. Rita Phase, Deca Homes Subdivision,
Brgy. Loma de Gato, Marilao, Bulacan 3019

09451102365

michelleferonel@gmail.com



OBJECTIVE

To advance my understanding, expertise and abilities by obtaining a position in this company as an OJT. To find a job opportunity that will allow me to make use of my education and experience to the fullest while contributing to the company's success.

WORK EXPERIENCE

Sales Staff at Don Benito's Cassava Store, Dec 2018 - June 2020

- ❖ Handle customer orders and payments.
- ❖ Stock and replace items to avoid damage.
- ❖ Order goods that are out of stock.

EDUCATIONAL BACKGROUND

2018 - PRESENT

Bachelor of Science in Office
Administration, Third Year Student

Bestlink College of the Philippines

Novaliches, Quezon City

2016 - 2018

Senior High School Graduate, 2018

St. Clare College of Caloocan

Camarin, Caloocan City

2012 - 2016

Junior High School Completer, 2016

Sampaguita High School

Camarin, Caloocan City

PERSONAL INFORMATION

Age: 22 y/o

Birthday: October 11, 2000

Gender: Female

Height: 4' 11"

Weight: 53 kg

Marital Status: Single

Nationality: Filipino

KEY SKILLS

- ✓ Good communication skills.
- ✓ Computer literate and familiar with windows applications such as Microsoft Word, Excel, and Presentation.
- ✓ Organized, patient, and fast-learner.
- ✓ Can work independently or as part of a group.

SEMINARS ATTENDED

- ◆ Program Specific Research Seminar - (Bestlink College of the Philippines) September 17, 2022
- ◆ Business Education Seminar Workshop - (Subic Bay Metropolitan Authority) November 21-22, 2022

CHARACTER REFERENCES

➤ Bryan A. Rivera

Driver/Operator

09054876330

➤ Julie Ann B. Rivera

Master Teacher II, North Fairview High School

09279369401

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


MICHELLE L. FERONEL

Signature



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MOBILE SCANNER

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

17-17

March 20, 2023

DATE

On-the-Job Training Contract

I, Michelle L. Feronel, a student presently enrolled at Perkins 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 20th day of March at Perkins College of the Philippines.

Michelle Feronel
Student-Trainee

With my Parental Consent

Ramonita Feronel

RAMONITA FERONEL / MARILAD, BUL.
Parent/Guardian's Name and Address

ConformSe:

Remedios D. Nolasco
Teacher-Supervisor

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



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



March 14, 2023

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

Dear Ms. Fuderanan,

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. Michelle L. Ferone 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 March 14, 2023 upon acceptance of the bearer under the terms and conditions as stipulated in a duly accomplished memorandum of agreement for your confirmation.

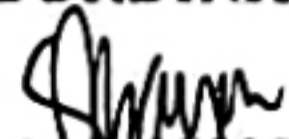
Further, a student evaluation is provided where a student-trainee is assessed on his or her performance, attitude and behavior to be periodically supervised. The OJT Coordinator from our school will visit your company to find out how the student trainee performs in the work area.

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 B. RANCE
OJT COORDINATOR


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



Republic of the Philippines
Province of Bulacan
Municipality of Marilao
BARANGAY LOMA DE GATO
OFFICE OF THE PUNONG BARANGAY



LOMA DE GATO

Barangay Officials

HON. MA. LOURDES I. SAN ANDRES
Punong Barangay

Brgy. Councilors:

HON. VANESSA DC. VALDEZ

HON. MELANDRO F. ESPIRITU

HON. FRANCISCO D. CONCEPCION

HON. SOLEDAD D. DELA CRUZ

HON. GEORGE DC. ALCARAZ II

HON. AVELINO C. GULINAO

HON. ELMER T. SARMIENTO

VANESSA KARLA O. ENDAYA
Brgy. Secretary

JESUS B. MASANGKAY
Brgy. Treasurer

TOMAS ANDRADA
Brgy. Administrator

EDEN J. ROCHE
Brgy. Admin Asst.

BARANGAY CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that **MS. MICHELLE FERONEL**, of legal age, Single/Married/Widow, whose thumb mark, and signature appear below with the address of **B149 L3 ST. RITA PH. DECA HOMES, LOMA DE GATO, MARILAO, BULACAN.**


HE/SHE is a person of good moral character in the community and no record in this Barangay as of this date.

HE/SHE is a peaceful and Law abiding citizen and does not belong to any subversive organization against the government of the Republic of the Philippines.

This **CERTIFICATION** is being issued upon the request of that **MS. MICHELLE FERONEL** in connection with his/her application for **ON THE JOB TRAINING.**

Given this 15TH day of **MARCH 2023.**

Signature


HON. MA. LOURDES I. SAN ANDRES
Punong Barangay

Left
Thumbmark

Right
Thumbmark

CTC NO.:
O.R. NO.: 1119363
AMOUNT: P50.00



CONTROL NO.: STC PROPER -2022

LOMA DE GATO, Atin 'to!



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

March 20, 2023

CERTIFICATION

This is to certify that **MICHELLE L. FERONEL** 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
OJO Guidance and Counseling



AM/20230320
This is not valid without dry seal