

# LEONARD VINCE C. PROTOMARTIR

**PROFILE**

I am leonard vince 23 year old

**OBJECTIVE**

To obtain a position that would best fit my qualifications and develop further my talents and skills for continuous career development.

**CONTACT**

(+63)9563729484  
Phase 4 block 11 lot 17 Eastwood  
Residences Brgy. San Isidro Rodriguez,  
Rizal Philippines  
leonardvinceprotomartire@gmail.com

**EDUCATION**

Eulogio "Amang" Rodriguez Institute  
of Science and Technology, 2019 -  
August 2023  
Bachelor's degree in Public  
administration

**SKILLS**

- Public Relations
- Customer Service
- Process Development
- Fast Learner
- Team Player
- Accurate
- Computer literate



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

April 13, 2023

DATE

**On-the-Job Training Contract**

I, Leonard Vince C. Protomartir, a student presently enrolled at Eulogio Amang Rodriguez Institute of Science and Technology 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 13 day of April at Roc, Rizal.

Leonard Vince C. Protomartir

Student-Trainee

With my Parental Consent

Vicente Protomartir Ph. 4 EASTWIND RES.

VICENTE PROTOMARTIR

RODRIGUEZ RIZAL

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 Office of the Executive Director this Office is hereby granted subject to the final approval by the Assistant Secretary.

Recommending Approval:

LADIE LYN G. FUDEMAN  
Administrative Officer IV  
OIC, Human Resource Development Section



Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
Nagtahan, Sampaloc, Manila

COLLEGE OF Business and Public Administration

Endorsement Letter

Date

Ms. Ladielyn G. Fuderon  
OIL Human Resource Development Section  
(Land Transportation Office)  
LTO, C.D. East Ave. Quezon City

Sir/Madam:

Our curriculum for bachelor in Public Administration requires 600 hours On-the-Job-Training for exposure to actual working condition in a reputable institution (public or private).

In this regard, may we request your company to accept the bearer, Leonard Vince C. Protomartir, graduating student of the above institution for training purposes subject in all instances, such as policies, rules and regulations. We wish to emphasize that the successful completion by the trainee of the work requirements shall in no way be considered as a commitment by the company for subsequent employment.

We will expect a certification on the completion of the 600 hours training and the accomplished evaluation form of the student undertraining in your company at the end of the training period.

Very truly yours,

Ximena D. Reyes  
Faculty Coordinator

Noted by:

Dr. Leonora V. Divina  
Area Chair  
Dr. Willy D. Gopatin  
Dean



Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
Nagtahan, Sampaloc, Manila

**OFFICE OF THE REGISTRAR**

March 2, 2023

**TO WHOM IT MAY CONCERN:**

This is to certify that as per our records filed in this office, **MR. LEONARD VINCE C. PROTOMARTIR** a Fourth year student in the College of Business and Public Administration – **BACHELOR IN PUBLIC ADMINISTRATION**, this 1<sup>st</sup> Semester SY 2022-2023.

He is a student of good moral character and has no record of having violated any of the school rules and regulations. The medium of instruction used in this Institution is in English Language.

Issued upon the request of **MR. PROTOMARTIR** for whatever legal purposes it may serve.

  
**JULIE ANN O. ESPIRITU, JD**  
Registrar

**ATTESTED BY:**

  
**MERY M. MEJIA, RGC**

*Guidance Counselor*



REPUBLICA NG PILIPINAS  
BAYAN NG MONTALBAN  
LALAWIGAN NG RIZAL  
BARANGAY SAN ISIDRO



## BARANGAY CLEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT THE PERSON WHOSE NAME AND THUMBMARK APPEAR HEREUNDER HAS REQUESTED FOR A **BARANGAY CLEARANCE** FROM THIS OFFICE AND THE RESULT(S) IS/ARE LISTED BELOW:

NAME	:	<b>LEONARD VINCE CLERIGO PROTOMARTIR</b>
ADDRESS	:	<b>Blk 11 Lot 17 Phase4 Eastwood Residences</b>
BIRTH DATE	:	<b>January 26, 1999</b>
BIRTHPLACE	:	<b>Pili, Camarines Sur</b>
PURPOSE	:	<b>OJT REQUIREMENT</b>

GIVEN THIS 27th DAY OF March, 2023 AT THE OFFICE OF THE PUNONG BARANGAY, BARANGAY SAN ISIDRO, MONTALBAN, RIZAL.

CTC : \_\_\_\_\_  
ISSUED AT : \_\_\_\_\_  
ISSUED ON : \_\_\_\_\_

Right  
thumbmark

Signature over Printed Name

*Karen Mae L. Hernandez*  
**KAREN MAE L. HERNANDEZ**  
PUNONG BARANGAY

This certification is valid only for six months from the day issued and not valid without official seal.



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