

REA JOY A. VANGUARDIA
283 Purok 1 Bulak St.,
Silangan, San Mateo Rizal
Contact number: 091-078-60317
Email-address: reajoyv@gmail.com



OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

KNOWLEDGE AND SKILLS

Flexible
Honest
Hard work and Dedication
Communication Skills
Computer literacy (Microsoft word and PowerPoint)

PERSONAL DATA

Nickname:	Joy/Rea
Age:	22
Weight:	49 kg
Height:	150 cm
Religion:	Roman Catholic
Language:	English/Filipino
Date of Birth:	August 20, 2000
Place of Birth:	Quezon City
Citizenship:	Filipino
Civil status:	Single
Mother's name:	Celerina Vanguardia
Father's name:	Renato Vanguardia

EDUCATIONAL ATTAINMENT

Tertiary

Manila Business College (3rd year and 4th year) BSBA major in Operation Management
Alvarez St. Sta. Cruz, Manila (2021-2022)
Asian College (1st and 2nd)
Quezon City Metro Manila (2019-2021)

Secondary (Senior High School)

Silangan National High School
Army Road Brgy. Silangan San Mateo Rizal (2017-2019)

Secondary (Junior High School)

Fortune High School
Santan St. Fortune, Marikina City (2013-2017)

Primary

Sto Niño Elementary School
Modesta Village Sto Niño, San Mateo Rizal (2007-2013)

CAREER ACHIEVEMENTS

Certificate of Appreciation in the JA Asia Pacific of the year (Nov. 9, 2021)
Certificate of Course Completion and Hands-on Lab Accomplishment (Nov. 15, 2021)
Food and Beverage Services NCII Holder (2019)
Dean Lister at Manila Business College

WORK EXPERIENCE

Working as a Cashier at Lemonade Shop, A Family Small Business (Part Time Job)
SPES- Special Program Employment for Students (Part Time Job)
Service crew at Chowking, Marikina (SHS OJT - 2019)

CHARACTER REFERENCE

Emelyn Lawas
LGU Link
09488601934
San Mateo Rizal

Lora Gayoso
Secretary of Phoenix Gas
09509637142
Quezon City

Rea Joy A. Vanguardia
Applicant



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

170 - 15

01-21-2029
DATE

On-the-Job Training Contract

I, Rea Joy A. Vanguardia, a student presently enrolled at Manila Business 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:

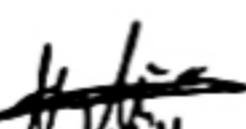
1. That I shall observe all existing reasonable office rules and regulations of the LTO while on training;
2. That I shall not claim nor be paid any compensation whatsoever while on training;
3. That the LTO shall have no liability for any injury and/or incapacity that may befall me while inside the 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 21st day of January at Manila Business College


Rea Joy Vanguardia
Student-Trainee

Conformed:


Alyana M. Fernandez
Teacher-Supervisor


Renalyn Villarante / son matro 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 _____, 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



Republika ng Pilipinas
Probinsya ng Rizal
Bayan ng San Mateo

BARANGAY SILANGAN



Tanggapan ng Sangguniang Barangay

BARANGAY CLEARANCE

Name:

REA JOY

ALEGRE

VANGUARDIA

Middle Name

Age:

22 Y/O

Date of Birth

08/20/2000

Place of Birth

QUEZON CITY

Present Address

#283 PUROK 1 BUNTONG PALAY, BRGY. SILANGAN, SAN MATEO, RIZAL

[Signature]
Signature of Applicant

Community Tax Cert. No.

.....

Issued at:

.....

Issued on:

.....

Barangay OR No.:

.....

Date Issued:

.....

Barangay ID No.:

.....

FINDINGS

Above applicant is a bonafide resident of Barangay Silangan,
a law abiding citizen and with good moral character.
No derogatory information on file this date.

CERTIFICATION

This certification is issued to support his/her application for EMPLOYMENT
or whatever legal or moral purposes it may serve.

Issued this 18th day of 01/2023 at Barangay Silangan, San Mateo, Rizal.

This certification is valid for (30) days from date of issue.

[Signature]
HON. LARISA N. ADORA
Punong Barangay



MANILA BUSINESS COLLEGE

MBC Bldg. 1671 Alvarez St. Sta. Cruz, Manila, Philippines
741-3489 / 743-4538 313-7884 www.mbc.edu.ph

ON-THE-JOB TRAINING (OJT) ENDORSEMENT LETTER

January 18, 2023

Ms. Ladie Lyn G. Fuderanan
OIC, Human Resource Development Section
Land Transportation Office
East Avenue, Quezon City

Dear Ms. Fuderanan,

Greetings!

We would like to request that **REA JOY A. VANGUARDIA**, a student of **BS in Business Administration** majoring in **Operations Management** be allowed to undergo On-the-Job Training in your company as a pre-requisite for graduation.

She is required to complete a minimum of but not limited to **600** training hours from **January 2023 to April 2023** (2nd Trimester SY 2022-2023). We believe that your company can assist our students to gain more knowledge and skills and to optimize their potential for their future work.

Thank you for your support and accommodation.

Sincerely yours,

Alyan Rose C. Hernandez
OJT Coordinator
Manila Business College



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MANILA BUSINESS COLLEGE

MBC Bldg. 1671 Alvarez St., Sta. Cruz, Manila, Philippines
Tel. Nos: (632) 741-3489, (632) 743-4538 | Telefax: (632) 313-7884
Email: admin@mbc.edu.ph | Website: www.mbc.edu.ph

Office of the Registrar

CERTIFICATION OF GOOD MORAL CHARACTER

To Whom It May Concern:

This is to certify that **MS. REA JOY A. VANGUARDIA** with a Student No. **21-1-04614** is currently enrolled in the **Bachelor of Science in Business Administration** major in **Operations Management** of this College. This also certifies that **Ms. Vanguardia** has been in this College since September, 2021.

That **Ms. Vanguardia** is of good moral character and has no derogatory record in this office.

This certification is issued upon the request of **Ms. Vanguardia** this **14th** day of **January, 2023** for Employment purposes.

A handwritten signature in black ink, appearing to read "daisy s. galong".
DAISY S. GALONG
Registrar

**NOT VALID WITHOUT
SCHOOL SEAL**



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