

# JERWIN A. ZAPORTEZA



BLK 11 LOT 10 ASAMBA COMPOUND BAESA  
QUEZON CITY 1106



+639325845210



zaporteza02@gmail.com



## SUMMARY OF QUALIFICATIONS

- Degree in Financial Management
- Job experience in an organization, as well as enhance and widen my knowledge
- Managing projects with remarkable Deadline sensitivity.

## EDUCATION

**Bachelor of Science In Business Administration Major In Financial Management**

- New Era University
- 9 Central Avenue, Diliman, Quezon City
- Expected date of graduation: June 2023

**Information and Communication Technology**

- Nick Joaquin Senior high School
- Rd 19, Project 8, Quezon City
- 2016 - 2018

## HONORS and AWARDS

- Dean's Lister for A.Y. 2020- 2021

## SPECIALIZED TRAINING and SEMINAR

- Global Financial Environment: Challenges in Facing the Global Financial Industry"
- A Practical Perspective on how the Finance World Supports Business Development & Growth in The Global Arena
- Financial literacy Enrichment Series 1 with the theme Strengthening Financial Awareness In Post- Covid Times
- Application of Global Finance Concept and Techniques in the International Arena

## RELEVANT SKILLS

- Active listener and has good communication skills
- Ability to work underpressure
- Knowledgeable in MS applications and other computer software skills

## PERSONAL DATA

- Birthday: November 2, 1999
- Age: 23 years old
- Religion: Iglesia Ni Cristo
- Height: 5'8
- Weight: 62kg

## REFERENCES

To be supplied upon request.

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

172-14

Jan 23, 2023  
DATE

**On-the-Job Training Contract**

I, Serwin A. Zaporteza, 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 23 day of January 2023 at New Era University.

Conforme:

Dr. Winlind Limanag - Dela paz  
Teacher-Supervisor

Serwin A. Zaporteza  
Student-Trainee  
With my Parental Consent

Sofia A. Zaporteza  
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 Management Section





Republic of the Philippines  
Department of Justice  
National Bureau of Investigation



28278964

This is to certify that the person whose name, picture, signature and thumbprint appearing below applied for NBI Clearance and the results is as follows:

NBI ID NO  
Z163KJBN99-RG1133593

FAMILY NAME  
ZAPORTEZA

MIDDLE NAME  
ALBIS

ADDRESS  
BLK 11 LOT 10 ASAMBA COMPOUND BAESA QUEZON CITY

DATE OF BIRTH  
November 02, 1999

CITIZENSHIP  
FILIPINO

PURPOSE

**MULTI-PURPOSE CLEARANCE**

REMARKS  
NO RECORD ON FILE

VALID UNTIL  
June 24, 2023

FIRST NAME  
JERWIN

HUSBAND'S SURNAME

PLACE OF BIRTH  
SARIAYA QUEZON

CIVIL STATUS  
SINGLE



SIGNATURE

GENDER  
MALE



Date Printed: Friday, June 24, 2022 11:55 AM



Z163KJBN99-RG1133593

ERIC B. DISTOR  
Officer-in-Charge

Agency RG  
CASID hinanayw  
O R No 7EFV2250  
O R Date 06/24/2022 11:53:33 AM  
DST PAID

DATID hinanayw  
BIOID hinanayw  
RECID  
INTID  
PRTRD FELIX





*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


January 24, 2023

To Whom It May Concern:

This is to certify that Mr. JERWIN A. ZAPORTEZA,  
a 4<sup>th</sup> year BSBA FINANCIAL MANAGEMENT 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.

  
JEAN MARIE D. RUBIN, RGC  
Guidance Counselor

Not valid without seal



*New Era University*  
**COLLEGE OF BUSINESS ADMINISTRATION**  
**School of Management**  
No. 9 Central Avenue, New Era, Quezon City, 1107  
Email Add: [businessadministration@neu.edu.ph](mailto:businessadministration@neu.edu.ph)



19 January 2023

**MS. LADIE LYN G. FUNDERANAN**  
OIC, Human Resource Development  
Land Transportation Office  
LTO Compound, East Avenue,  
Quezon City

Dear Ms. Funderanan:

Greetings!

As part of the **Bachelor of Science in Business Administration major in Financial Management** curriculum, our students are required to undergo the On-the-Job Training Program which aims to apply the students' acquired knowledge, skills, and competencies to their Sponsor Companies.

In this connection, we humbly request your prestigious institution to accommodate our student-trainee, **JERWIN A. ZAPORTEZA** to work in your company for 500 hours to commence at your discretion. We believe that your company could help us a lot in bridging the gap between the theories we offer in the classroom and the actual experience in the industry.

If possible, we would also like to request our student be assigned to tasks related to his fields of study. An evaluation instrument to be used in assessing our student's performance as a trainee will be forwarded to you in due time.

We are grateful for your kind accommodation and support in exposing our student to the actual work environment.

Thank you very much.

Very truly yours,

  
**DR. WINLIND L. DELA PAZ**  
Practicum Adviser

  
**DR. LORNA C. BOUING**  
Practicum Coordinator

Noted by:

  
**BRO. JUN A. CENTENO**  
CBA-Overseeing Minister

  
**DR. EMILIA M. MANANGHAYA**  
College Dean