

# ABULON, JASELLE M.

East Meridian Phase 2 San Isidro Rodriguez, Rizal

Contact No.: +639455715565

Email: moisesjaselle@gmail.com



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## SKILLS & QUALIFICATIONS:

- Easy to learn new ideas and skills, concepts and computer related
- Self-motivated and well organized, Flexible
- Willing to take responsibilities as well as to exert effort in very line of work

## PERSONAL DATA:

**Date of Birth:** September 24 2001  
**Citizenship:** Filipino  
**Sex:** Female  
**Civil Status:** Single  
**Height:** 4'11ft"  
**Weight:** 40 kls.

## EDUCATIONAL ATTAINMENT:

<b>College</b>	Arellano University 2600 Legarda St., Manila Philippines	2019-Present
<b>Senior High School</b>	Montessori Professional College Of Asia 3rd Floor Luwell Building, Quirino Highway, Lagro Quezon city, Metro Manila	2017-2019
<b>Junior High School</b>	Justice Cecilia Muñoz Palma High School Molave st. Payatas B Quezon City	2013-2017
<b>Elementary</b>	Minahan Elementary School Minahan Sur General Nakar Quezon	2008-2013

**CHARACTER REFERENCES:**

- **Ms.Nanette Sisante** 0936-717-1589  
Professor at Montessori Professional Colleges of Asia
- **Mrs.Cecile Baldon** 0999-993-0368  
Professor at Justice Cecilia Muñoz Palma High School

  
**ABULON JASELLE M.**  
Applicant

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

172-12

Jan 18, 2023  
DATE

**On-the-Job Training Contract**

I, Jacelle M. Abulon, a student presently enrolled at Arellano 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 18th day of January 2023 at Quezon City.

Conforme:

[Signature]  
Teacher-Supervisor

Jacelle M. Abulon  
Student-Trainee

With my Parental Consent  
Maricel M. Abulon  
East Meridian Ph2 Bk 2 Lot 11 San Isidro, 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 Management Section

January 13, 2023

**MS. LADIE LYN G. FUDERANAN**  
Officer in Charge, Human Resource Development Section  
Land Transportation Office – Central Office  
East Avenue, Quezon City, Metro Manila

Dear Ms. Fuderanan,

Greetings from Arellano University!

The School of Business Administration of Arellano University believes in providing students with academic programs that enable them to acquire the necessary core competencies in their areas of discipline. To fully realize this, students are encouraged to obtain practical experiences through on-the-job trainings or internships. We acknowledge that these will provide them with better learning opportunities and exposure to current business applications, techniques and tools.

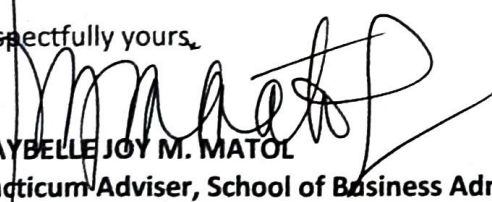
In line with this, we would like to request your highly-esteemed institution to accommodate for training **MS. ABULON JASELLE** a senior BSBA Marketing Management student of our school. We believe that your company is in the best position to develop her capabilities, which will greatly help her for future employment and other professional endeavors.

Ms. Abulon is required to complete 400 hours of training. As such, the undersigned will monitor her performance and will coordinate with you regularly. Should there be concerns and clarifications, please feel free to communicate with us through the following contact number:

**Trunk Line: (02)87347371**  
**Local: 218**

We are looking forward to your positive response. Thank you very much.

Respectfully yours,



**MAYBELLE JOY M. MATOL**  
Practicum Adviser, School of Business Administration

Noted by:



**ALEX M. LAVINA**  
Cluster Dean, College of Business and Technology





REPUBLIKA 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 HERE UNDER HAS REQUESTED FOR A **BARANGAY CLEARANCE** FROM THIS OFFICE AND THE RESULT(S) IS/ARE LISTED BELOW:

NAME : JASELLE MOISES ABULON

ADDRESS : Phase 2 Blk. 2 Lot 11 East Meridian

BIRTH DATE : September 24, 2001

BIRTHPLACE : Quezon Province

PURPOSE : OJT REQUIREMENT

GIVEN THIS 13th DAY OF January, 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**

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

ADDRESS SITIO TANAG BARANGAY SAN ISIDRO, MONTALBAN, RIZAL

January 13, 2023

**MS. LADIE LYN G. FUDERANAN**

**Officer in Charge, Human Resource Development Section**

**Land Transportation Office – Central Office**

**East Avenue, Quezon City, Metro Manila**

Dear Ms. Fuderanan,

Greeting!

I would like to express my sincere desire to apply for an On – The – Job Training program in this institution. I am Jaselle M. Abulon, 4<sup>th</sup> year student in Arellano University – Manila, taking up Bachelor of Science in Business Administration Major in Marketing Management.

Our course curriculum requires us to have 400 hours supervised industry training that aims to complement the concept we have learned, to the development of our potential, through exposure to the actual field work.

Thank you for your time and consideration

  
Jaselle M. Abulon  
*Applicant*





**ARELLANO UNIVERSITY  
CENTRAL GUIDANCE OFFICE**

2600 Legarda St., Sampaloc, Manila 1008 Philippines

Telephone Number: (02) 734-7371 to 79 local 312

[www.arellano.edu.ph](http://www.arellano.edu.ph)

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**CERTIFICATE OF GOOD MORAL CHARACTER**

This is to certify that **MS. JASELLE M. ABULON** is a 4<sup>th</sup> year, Bachelor of Science in Business Administration major in Marketing management student, Academic year 2021-2022 of this University.

As a student, she has shown satisfactory conduct and has never been involved in any untoward incident during her stay with us.

Furthermore, as per records, she has no pending accountabilities/obligations from this institution.

This certification is issued on the **13<sup>th</sup> day of January 2023** for On-The-Job Training purposes.

  
**MILDRED C. PAÑGAN, RGC, Rpm**  
Guidance Counselor

DST paid-via BIR form 2000  
OR# 229652903U