

**Name:** Maryrose Bravo Fajardo  
**Address:** 069, Mindanao St. Ph4, Payatas B,  
Quezon City, Metro Manila  
**Telephone Number:** 0919 398 2244/ 0999 490 4067  
**Email Address:** Yrammary.rosefajardo@gmail.com



**OBJECTIVE:**

I am a Bachelor of Science in Information Technology student. I can describe myself as hardworking. I am disciplined and taking up new challenges in life. I'm looking forward to my first work experience where I can share my knowledge and skills.

**EDUCATION:**

(Year Covered)	School
2019-Present	<b>STI College – San Jose Del Monte</b> Bachelor of Science in Information and Technology Awards: Dean's Lister
2017 - 2019	<b>Tagudin National High School</b> Senior High-School Graduate
2013 - 2017	<b>Tagudin National High School</b> Junior High-School Graduate

**SKILLS:**

Software Skills (MS office, SAP)  
Data Management  
Typing skill (45wpm)  
Written Skills (Paper Works, Documents)

**EXTRA-CURRICULAR ACTIVITIES:**

2022 Women's Day/Sex Education Webinar  
2022 Huawei Cloud Computing  
2021 Tips of Thesis  
2019 - Present - Intellitech / Member - Exhibit (Overall Champion)

**REFERENCES:**

Patrick Ilio Pascual  
IT Instructor  
0946 266 9957  
patriciopascual783@gmail.com

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

(43-13)

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DATE

**On-the-Job Training Contract**

I, Maryrose Bravo Fajardo, a student presently enrolled at CM College - San Jose Del Monte, 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 \_\_\_\_\_ day of \_\_\_\_\_  
at \_\_\_\_\_.

Conform5e:

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Student-Trainee  
With my Parental Consent

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Teacher-Supervisor

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Parent/Guardian's Name and Address

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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:

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

March 9, 2023

Atty. Paulo Antonio B. Reyes  
Personnel Manager  
Skyline Hospital and Medical Center  
Skyline drive Center Quirino Highways Brgy. Tungkong Mangga CSJDM Bulacan

Dear Atty. Paulo Antonio B. Reyes,

I, Maryrose B. Fajardo a student of STI San Jose del Monte, am required to undergo 486 hours of On-the-Job Training (OJT) in partial fulfillment of the requirements for my IT Practicum program.

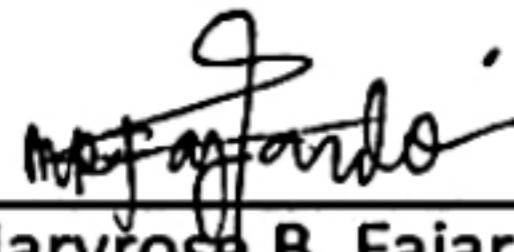
I believe that I can acquire valuable knowledge and skills to complement those that I have learned from school with your company. In return, I offer my services and determination to be an asset to your company throughout my training period.

Enclosed is an endorsement letter from my OJT Adviser and my resume.

I am hoping for your kind consideration.

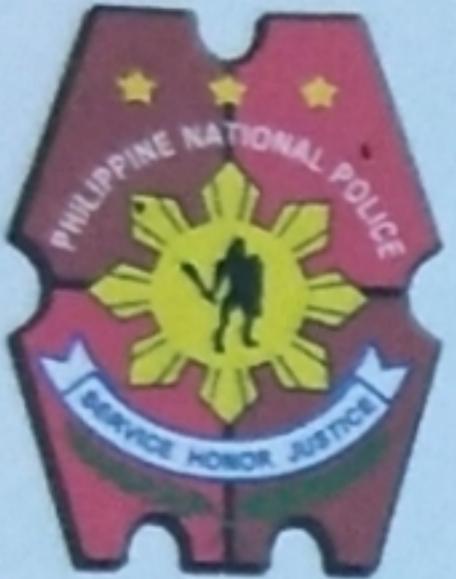
Thank you.

Respectfully yours,

  
\_\_\_\_\_  
Maryrose B. Fajardo  
OJT Applicant



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REPUBLIC OF THE PHILIPPINES  
**NATIONAL POLICE COMMISSION**  
**PHILIPPINE NATIONAL POLICE**  
Camp BGen Rafael T Crame, Quezon City

## NATIONAL POLICE CLEARANCE



PICTURE

DATE ISSUED: March 16, 2023

VALID UNTIL: September 16, 2023

SIGNATURE



THUMBMARK



Q.R. CODE

THIS IS TO CERTIFY that the person whose name, photo, signature and right thumbmark appear herein, has undergone routinary identification and verification of the Crime-Related Records and Identification of National Police Clearance System.

NAME : FAJARDO, MARYROSE BRAVO

ADDRESS : 069 PAYATAS QUEZON CITY

BIRTH DATE : November 02, 2000

BIRTH PLACE : TAGUDIN , ILOCOS SUR

CITIZENSHIP : FILIPINO

GENDER : FEMALE

**NO RECORD ON FILE**

PMGEN ELISEO DC CRUZ

TDIDM

ID No.: TRAYBR20230315011136

NOTE: To verify the authenticity of this Police Clearance, please visit  
<https://pnpclearance.ph/> or use Q.R. code scanner

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## CERTIFICATION

This is to certify that **MARYROSE B. FAJARDO** was enrolled at **STI College** San Jose del Monte under the **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY** program from the Academic Year 2019 - 2020 to Academic Year 2022 – 2023. Furthermore, his/her file does not indicate any derogatory record or that he/she has violated any rule or regulation stipulated in the STI Student Handbook.

Issued on February 22, 2023 for educational purposes only.

  
**CEILIA ANGELI D. BOTE, LPT**  
Guidance Officer

March 17, 2023

**Ms. Ladie Lyn G. Fuderanan**  
OIC, Human Resources Development Office  
Land Transportation Office  
LTO C.O. East Ave. Quezon City

Dear Ms. Fuderanan,

In its dedication to enhancing the development of our students, STI requires them to undergo the On-the-Job Training (OJT) Program. This program aims to help our students develop competency in their chosen field by arming them with the primary experience, knowledge, and attitude essential to aid their transition from being a student to being part of the workforce.

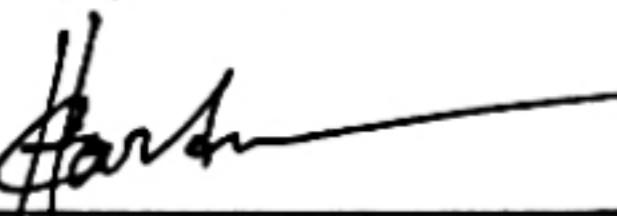
With this, we request your good office to be our partner in achieving this goal by agreeing to be the Host Training Establishment for **Maryrose B. Fajardo**, a Bachelor of Science in Information and Technology student, for a total number of 486 training hours.

We believe that the experiences and learnings he/she will receive from your office will significantly complement the knowledge, skills, and attitude that he/she has acquired from our school.

Should you have any questions, kindly contact me at 0923-466-1310 and/or [herbert.gardner@sjdelmonte.sti.edu.ph](mailto:herbert.gardner@sjdelmonte.sti.edu.ph).

Thank you.

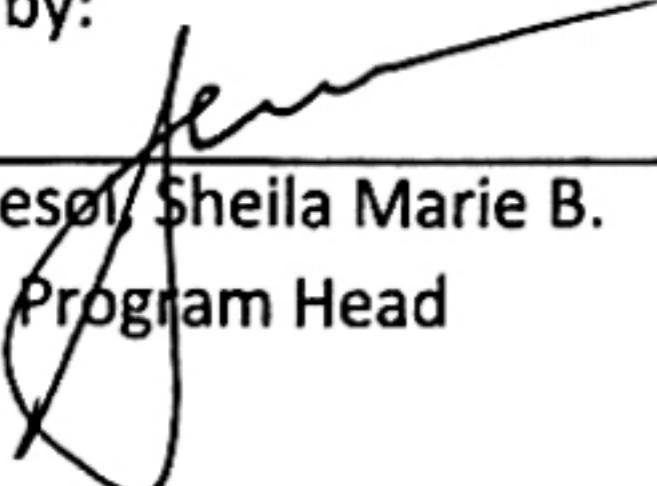
Respectfully yours,



Gardner, Herbert G.

OJT Coordinator

Noted by:



Llesor, Sheila Marie B.

Program Head