

# JHOVY MAE DISCAYA

Phase 2 Dormitory brgy. Nagkaisang nayon Nova. Quezon City

Mobile No: 09998359715

Email: [discayajhovymae@gmail.com](mailto:discayajhovymae@gmail.com)



## CAREER OBJECTIVE

To acquire valuable knowledge and skills to complement those that I have learned from school in an actual job environment. In return I offer my service and determination to be an asset to your company throughout the duration of my training.

## EDUCATION

- **Bestlink College of the Philippines** - Bachelor of Science in Office Administration. (2020-Present)
- **Bestlink College of the Philippines**- Accountancy, Business and Management-Shs. (2018-2020)
- **San Bartolome High school**- (2016-2018)
- **Odelco Elementary School**- (2010-2016)

## SEMINARS/TRAININGS ATTENDED

- **Business Education Seminar workshop:** "Investing on Character Strength in Managing Office Demand  
Terrace Hotel Subic bay Metropolitan Authority  
November 21, 2022
- **Program Specific Research Seminar:** "Future Ready"  
Bestlink College of the Philippines  
September 15, 2022

## SKILLS

- Knowledgeable of MS Word and MS Power Point
- Excellent at building trusting relationship
- Computer skills
- Typing Speed
- Multitasking
- Sense of Responsibility
- Organized
- With flexible time or schedule and willing to work overtime, if needed.
- Eager to undergo trainings for personal and professional growth.



## PERSONAL BACKGROUND

Age: 21 y/o  
Date of Birth: September 26, 2001  
Place of Birth: Caloocan City  
Present Address: Phase 2 Dormitory Brgy. Nagkaisang nayon nova. Quezon City  
Civil Status: Single  
Citizenship: Filipino  
Sex: Female  
Height: 5'3  
Weight: 175 lbs  
Religion: Roman Catholic

## CHARACTER REFERENCES

Czarina Abuan  
Jaguar and Landrover-All British Cars  
Compliance Specialist  
09397327611

Arabelle S. Grospe  
Team Manager  
Customer Experience  
Maersk GSC (Philippines) Ltd. Estancia, Pasig  
0917-570-8676





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

109-10

March 20, 2023

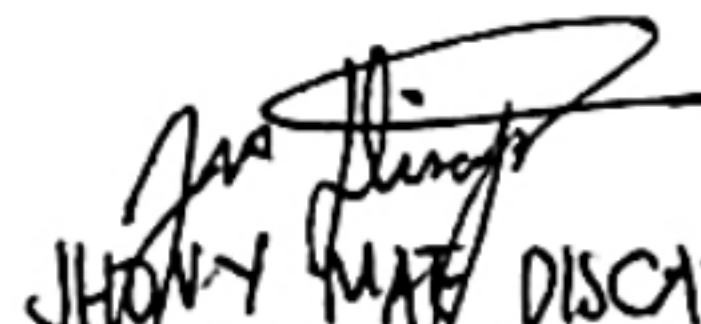
DATE

**On-the-Job Training Contract**

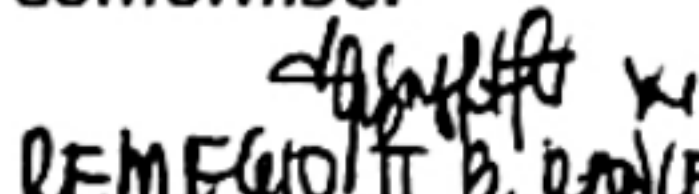
I, JHONY MAR DISCAYA, a student presently enrolled at BESTLINK COLLEGE OF THE PHILIPPINES, pursuant to the Memorandum Circular dated 10 January 1975 of the Labor, hereby abide by the following terms and conditions in connection with the practicum course or on-the-job training with the Land Transportation 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.

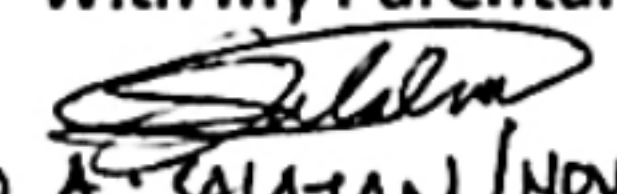
In witness hereof, I have hereunto set my signature on this 20th day of MARCH at BESTLINK COLLEGE OF THE PHIL.

  
JHONY MAR DISCAYA  
Student-Trainee

Conform5e:

  
REMIGIO B. RANCE  
Teacher-Supervisor

With my Parental Consent

  
EDUARDO A. SALATAN / NOVALONES, B.C.  
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



**BESTLINK COLLEGE OF THE PHILIPPINES**  
# 1071 Brgy. Kaligayahan, Quirino Hi-Way, Novaliches,  
Quezon City



Ms. Ladie Lyn G. Fuderanan  
OIC, Human Resource Development Section  
LTO C.O. East Ave. Quezon City

March 14, 2023

Dear Ms. Fuderanan,

Warmest Greetings from Bestlink College of the Philippines

This has reference to the requirement of the course **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION** for students to apply for an internship program for a minimum of 300 hours in any activities related to office work.

It is our desire to humbly request that Ms. Jhovv Mae Discaya be accommodated in your company to allow the opportunity of actual practice.

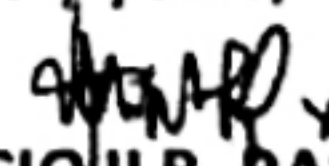
Attached is the self-declaration form for COVID free participants, which we request to be received and returned to this office upon acceptance of our student in your company. The training will start on \_\_\_\_\_ upon acceptance of the bearer under the terms and conditions as stipulated in a duly accomplished memorandum of agreement for your confirmation.

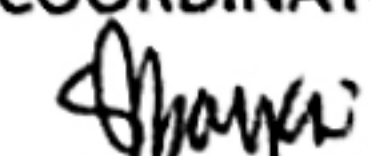
Further, a student evaluation is provided where a student-trainee is assessed on his or her performance, attitude and behavior to be periodically supervised. The OJT Coordinator from our school will visit your company to find out how the student trainee performs in the work area.

We highly appreciate whatever you could extend to them that would eventually be advantageous to both the students and your office.

We fervently hope for your positive response to this request.

Very truly yours,

  
REMEGIO B. RANCE  
OJT COORDINATOR

  
JOAN O. BAYANI, LPT, MBA  
BSOA, Program Head





Republic of the Philippines  
**BARANGAY NAGKAISANG NAYON**

AREA IX DISTRICT V, QUEZON CITY, METRO MANILA  
Tel. Nos.: 930-4048 / 930-5155 / BPSO Hotline: 09223638778



## OFFICE OF THE PUNONG BARANGAY

### CERTIFICATION

**Punong Barangay**  
HON. FELICIANO F. DELA CRUZ

**Barangay Council**

HON. ZOILA DL. RELLOSA  
HON. DENNIS SD. MENDOZA  
HON. MELCHOR B. FAUSTINO  
HON. DANILO S. DRUECO  
HON. ROBERTO S. GONZAGA  
HON. MARLON SD. MENDOZA  
HON. REYNALDO P. SAMONTE

**Sangguniang Kabataan  
Chairperson**  
HON. SHAINNE ANNE MARIE B. DANCEL

EVELYN B. GENEBLAZO  
Barangay Secretary

EMILIANO B. SANTOS, CPA  
Barangay Treasurer

To whom it may concern:

This is to certify that JHOVY MAE DISCAYA a resident of Phase 2 Dormitory, Sitio Pasacola, Barangay Nagkaisang Nayon, Area IX, District V, Quezon City, has no derogatory record or pending civil/criminal record in this Barangay.

This certification is being issued upon the request of the above-named for OJT REQUIREMENT purpose and valid for six (6) months from date of issue.

Done this 15<sup>th</sup> day of March, 2023 at this Barangay, Barangay Nagkaisang Nayon, Area IX, District V, Quezon City, Philippines.

**FELICIANO F. DELA CRUZ**  
Punong Barangay

Signature of Person Concerned

CTC No. :  
Issued on :  
Issued at :



### *Vision*

Bestlink College of the Philippines is committed to provide and promote quality education with a unique, modern and research-based curriculum with delivery system geared towards Excellence.

### *Mission*

To produce self-motivated and self-directed individuals who aim for academic excellence, God-fearing, peaceful, healthy, productive and successful citizens.

*"Be trained to be the best, be linked to success"*

March 20, 2023

## CERTIFICATION

This is to certify that **JHOVY MAE DISCAYA** is currently enrolled in this College. She is taking up **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION**.

This further certifies that she is a student of good moral character and has not been subjected to any disciplinary measures and / or violation of any school rules and regulations.

This certification is issued upon the request of the above-named student for her On the Job Training (OJT).

  
**MARC IAN M. ABUY**  
OIC-Guidance and Counseling



AM/20230320  
This is not valid without dry seal