

Justine Celocia Zaragosa

Blk 13 lot 60, Ph1N, Brgy. San Isidro Montalban Rodriguez Rizal

09082077647

July 26, 2001

zaragosajustine226@gmail.com



Objective

To obtain on the Job Training in a workplace that would best fit my qualification and develop further my talents and skills for continuous career improvement while contributing significantly to the company.

Education

Primary: Southville 8C Elementary

School Montalban Rodriguez

Rizal

2007-2013

Secondary: Southville 8C National High School

Montalban Rodriguez Rizal

2013-2017

Senior High Senior High School Graduate— Science Technology Engineering and Mathematics, ABE International Business College

2017-2019

Tertiary: Bachelor of Science in Information Technology— Colegio De Montalban Montalban Rodriguez Rizal

2019-present

Work Experience

Part-time Job

September 2022 – February
20223

Family Driver

Marikina City

Main Duties performed: To safely and efficiently transport family members to their desired destinations while ensuring the cleanliness and maintenance of the vehicle.

Internship

[March 2019 – April 2019]

Encoder/Nurse Assistant

Well-served Infirmary,
Quezon City

Main Duties performed: Arranging/encoding the files of the patient, screening patient in OPD

Skills and Qualifications:

- Technical Skills/Computer literate
 - Adaptable and Flexible
 - Time management skills
 - Teamwork/ Collaboration skills
 - Attentive listener
-

References:

Arjay Jinang Imperial

Afni-Commonwealth Quezon City Technical Support Representative
09456458356

jinangarjay@gmail.com

Arsenic Cabo

Montalban Tourism and Cultural Affairs Dept. Admin Aide,
09475883410
cdm.arsenic@gmail.com

Ma. Aurora Francisco

Customer Service and Stakeholder Management Department,
Section Head Manila Water Company Inc. 489 Katipunan Road,
Balara Quezon City 1105
0908-8761684
aurora.purugganan@manilawater.com

I hereby certify that the above information is true and correct to the best of knowledge and belief.


Justine C. Zaragosa

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

109-18

DATE

On-the-Job Training Contract

I, Justine C. Zaragoza, a student presently enrolled at Colegio de Montalban, 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:

Student-Trainee
With my Parental Consent

Teacher-Supervisor

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

NAME	:	JUSTINE CELOCIA ZARAGOSA
ADDRESS	:	Blk 13 Lot 60 Southville 8C
BIRTH DATE	:	July 26, 2001
BIRTHPLACE	:	Quezon City
PURPOSE	:	OJT IMMERSION

24th March 2023

GIVEN THIS _____ DAY OF _____ 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
KAREN MAE L. HERNANDEZ

PUNONG BARANGAY

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



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COLEGIO DE MONTALBAN
Kasiglahan Village, San Jose, Rodriguez, Rizal
INSTITUTE OF COMPUTER STUDIES
Department of Information Technology



March 24, 2023

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

Dear Madam:

Greetings!

May we request from your good office to allow **JUSTINE C. ZARAGOSA** a bona fide student of our institution and currently enrolled in the subject **On-the-Job Training Program (OJT)** under the **Bachelor of Science in Information Technology (BSIT)** program of the Institute of Computer Studies.

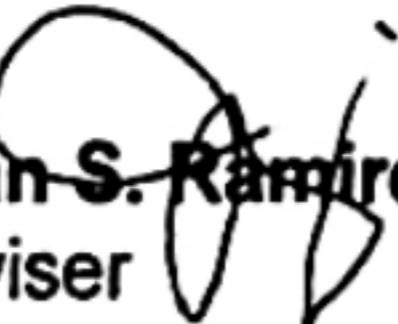
As an integral part of their curriculum and which is a basic requirement for obtaining bachelor's degree, we require our students to undergo **500 hours** of practicum with public / private agency in the specialized area of **IT related field**. It is our view that such training would be the application of the discussed theories in the classroom.

We shall highly appreciate if you would accommodate him in your office/company as soon as possible. We will furnish you the necessary evaluation form so that we have a feedback of our student's performance on their practicum.

Attached here with are his resume and Certificate of Registration (COR), to serve as proof of enrolment.

Thank you in advance for your consideration and favorable actions concerning this matter.

Respectfully yours,


Jonathan S. Ramirez, MIT Cand
OJT Adviser

Noted:


Engr. Medilyn Elena M. Almazan
Dean, ICS





COLEGIO DE MONTALBAN

(FORMERLY PAMANTASAN NG MONTALBAN)

Kasiglahan Village, San Jose, Rodriguez, Rizal

Office of the Guidance Counselor

Tel No.: (028) 395-9731

Email: colegiodemontalban@gmail.com

Certificate of Good Moral Character

March 24, 2023

To Whom It May Concern

This is to certify that **MR. JUSTINE C. ZARAGOSA** is a student of Colegio de Montalban with Student Number 19-01300. He was enrolled in our program Bachelor of Science in Information Technology during the 1st semester of A.Y. 2019-2020 to 2nd semester of A.Y. 2022-2023.

This is to certify further that he is a person of good moral character.

This certification is issued upon his request.

jd
Melannie B. Nejar, RPm, LPT
Guidance Counselor

NOT VALID WITHOUT THE
COLLEGE SEAL



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