

CRISTINE JANE C. SALAMANQUE

060 Elma St. Brgy. Comm. Q.C
09359157882
salamanquecristinejane83@gmail.com



OBJECTIVES

Working in an organization that offers professional development and interesting managerial challenges in the area of business operations management.

PERSONAL DATA

Nickname:	Tin
Age:	22
Weight:	47 kg
Height:	153 cm
Religion:	Roman Catholic
Language:	English/Filipino
Date of Birth:	November 19, 2000
Place of Birth:	San Fernando Pampanga
Citizenship:	Filipino
Civil status:	Single
Mother's name:	Jenie C. Salamanque
Father's name:	Roy B. Salamanque

EDUCATION

- Manila Business College, Manila
Bachelor of Science and Business Administration
Major in Operation Management
3rd year-4th year
2021– Present
- Asian College, Quezon City
Bachelor of Science and Business Administration
Major in Operation Management
1st year-2nd year
2019 – 2021
- AMA Computer College Fairview, Quezon City
Accountancy, Business and Management (ABM)
2017-2019
- Commonwealth High School, Quezon City
2013-2017
- Manuel L. Quezon Elementary School, Quezon City
2006-2013

SEMINARS/TRAININGS

- English Proficiency
Ms. Lyka A. Tigas - Commonwealth Quezon City June 1, 2019
- Better Future Organization
Mrs. Joan Pingol - AMA Computer College March 18, 2019
- Bell Bell foundation
Ms. Lyka A. Tigas - Sta. Lucia Quezon City May 14, 2017

ACHIEVEMENTS / HONORS

- Certificate of Merit - Second Honor Commonwealth High School March 2016
- Certificate of Merit - With Honor Commonwealth High School March 2013-2014
- Certificate of Recognition - Top 3 March 2013
- Certificate of Completion in the Leadership Training at Asian College September 2019
- Certificate of Appreciation in the JA Asia Pacific of the year November 2021
- Certificate of Course Completion and Hands-on Lab Accomplishment November 2021
- Dean Lister at Manila Business College March 2022
- Dean Lister at Manila Business College October 2022

SKILLS AND INTERESTS

- Dependable, responsible contributor committed to excellence and success.
- Active in ball games
- Quick learner, eager to learn and follow directions
- Leadership skills

AFFILIATIONS

- Bluebell Foundation Inc. Leader, 2008-2021
- SYDP -QC Member 2019-Present
- Junior Business Administration Association Executive Secretary
- Elma Youth Organization Treasurer

PERSONAL QUALITIES

- Computer Literate (Microsoft Word, PowerPoint and Excel)
- Flexible team leader who hand on in the project and task that given to me also responsible in the company and friendly to the employees

REFERENCES

- Name: Lyka A. Tigas
Position: Social Worker
Address: 102 Kalayaan Ave. Diliman Q. C.
Contact No: 09089384778
- Name: Jasmin Kate Vallez
Position: Account Processor
Address: 3244 Villonco St Commonwealth Quezon City
Contact: 09274477247
- Name: Breyner A. Gagasa
Position: Assistant SHS Coordinator- AMA Computer College
Address: Caloocan City
Contact: 09302106088

I hereby certify that the aforementioned information are true and correct to the best of my knowledge.

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

170 - 3

January 16, 2023
DATE

On-the-Job Training Contract

I, CRESTINE JANE SALAMANCA, a student presently enrolled at MANILA BUSINESS COLLEGE, 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 _____.

Conforme:
Alyana Rose Hernandez

1-16-23

Teacher-Supervisor

CRESTINE JANE SALAMANCA
Student Trainee

With my Parental Consent

ROYSALAMANCA / ELMA COMMONWEALTH
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



MANILA BUSINESS COLLEGE

MBC Bldg. 1671 Alvarez St. Sta. Cruz, Manila, Philippines
741-3489 / 743-4538 • 313-7884 • www.mbc.edu.ph

ON-THE-JOB TRAINING (OJT) ENDORSEMENT LETTER

January 12, 2023

Ms. Ladie Lyn G. Fuderanan
OIC, Human Resource Development Section
Land Transportation Office
East Avenue, Quezon City

Dear Ms. Fuderanan,

Greetings!

We would like to request that **CRISTINE JANE C. SALAMANQUE**, a student of **BS In Business Administration** majoring in Operations Management be allowed to undergo On-the-Job Training in your company as a pre-requisite for graduation.

She is required to complete a minimum of but not limited to **600** training hours from **January 2023 to April 2021** (2nd Trimester SY 2022-2023). We believe that your company can assist our students to gain more knowledge and skills and to optimize their potential for their future work.

Thank you for your support and accommodation.

Sincerely yours,

Alyan Rose C. Hernandez
OJT Coordinator
Manila Business College



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Republic of the Philippines
District II, Quezon City
BARANGAY COMMONWEALTH



OFFICE OF THE BARANGAY CAPTAIN

MANUEL A. CO

Punong Barangay

PRESY C. BAQUIRING
BARANGAY KAGAWAD
Committee on Barangay Justice and Rules,
Human Rights and Ethics, VAWC,
BCPC, PWD, Women Affairs, Senior
Citizen, Finance

ELMER M. BUENA
BARANGAY KAGAWAD
Committee on Peace and Order and Public
Order and Safety

ROWENA E. LUCAS
BARANGAY KAGAWAD
Committee on Education, Cultural and
Tourism, Appropriation, Ways and Means

REYNALDO O. SEVILLA
BARANGAY KAGAWAD
Committee on Health, Environmental,
Sanitation and Beautification, Bids and
Awards

IMELDA Q. CAJEDA
BARANGAY KAGAWAD
Committee on Cooperation, Livelihood,
Socio-Cultural and Religious Affairs

HARUN W. DATUTAHIL
BARANGAY KAGAWAD
Committee on Public Works,
Infrastructure, HOA/PO's and
Community Development

JULIUS C. DELA CRUZ
BARANGAY KAGAWAD
Committee on Transportation and
Communication, Bids and Awards
Inspection

RAYMART S. GARCIA
SK CHAIRMAN

CEFERINO C. CRISOSTOMO
BARANGAY SECRETARY

CHONA A. PINCA
BARANGAY TREASURER

FILE NO. 0241

BARANGAY CLEARANCE

This is to certify that **CLEARANCE** is granted to

CRISTINE JANE C. SALAMANQUE

22 years old Single, FILIPINO and a bonafide resident
at No. 060 Elma St.

Barangay Commonwealth, Quezon City, possesses with good moral
character has no derogatory record in this office, law abiding citizen and
reliable.

This certification is issued upon the request of the above-named
party for SCHOOL REQUIREMENT/QJT

Issued this 16th day of January, 2023, Quezon City.


Signature of Applicant

CTC NO.: _____

ISSUED AT: _____

ISSUED ON: _____

PRECINCT NO.: _____



MANUEL A. CO
Punong Barangay



NOT VALID WITHOUT BARANGAY SEAL

CONTACT PERSON: MARIE LEAN CRUZ

Secretary to the Punong Barangay

Tel. No. 2839695, (02) 5871963

NOTE: This clearance is valid for a period of
Six (6) months from date of issue.

Website : www.brgycommonwealth.com.ph

FB Fan Page : @maningningnacommonwealth

Twitter Account : @BrgyCommonwealth

Gmail Account : maningning.commonwealth@gmail.com



MANILA BUSINESS COLLEGE

MBC Bldg. 1671 Alvarez St., Sta. Cruz, Manila, Philippines
Tel. Nos: (632) 741-3489, (632) 743-4538 | Telefax: (632) 313-7884
Email: admin@mbc.edu.ph | Website: www.mbc.edu.ph

Office of the Registrar

CERTIFICATION OF GOOD MORAL CHARACTER

To Whom It May Concern:

This is to certify that **MS. CHRISTINE JANE C. SALAMANQUE** with a Student No. **21-1-04499** is currently enrolled in the **Bachelor of Science in Business Administration** major in **Operations Management** of this College. This also certifies that Ms. Salamanque has been in this College since September, 2021.

That **Ms. Salamanque** is of good moral character and has no derogatory record in this office.

This certification is issued upon the request of **Ms. Salamanque** this **16th** day of **January, 2023** for On Job Training purposes.

A handwritten signature in black ink, appearing to read "daisy s. galong".
DAISY S. GALONG
Registrar

**NOT VALID WITHOUT
SCHOOL SEAL**



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