



METCHIE ANN D. BERNARDINO

12 Remarville Avenue, Bagbag Novaliches, Quezon City

metchiebernardino@gmail.com

09156414420

OBJECTIVE

To perform as a competent individual and be able to use knowledge and skills needed to produce the best of myself, to obtain a position that would best fit my qualifications and develop further my talents and skills for continuous career development.

WORK AND WEBINARS ATTENDED

Work Immersion

Quezon City Hall – Office of Councilor. Diorella Maria G. Sotto
December 3 - December 14, 2018

WEBINAR

KISMET: The Emerging Tool of Augmented Reality in Virtual Education
April 5, 2021

WEBINAR

DATA PRIVACY LAW: Practical approach for Students, Faculty, and Staff
November 22 to 23, 2021

WEBINAR

Sustaining Mental Health during Pandemic
November 24, 2021

WEBINAR

Making A Difference: Shaping Core Competencies in the Workplace
November 29, 2022

EDUCATIONAL BACKGROUND

DR. CARLOS S LANTING COLLEGE

Senior High School

2017-2019

NATIONAL COLLEGE OF BUSINESS AND ARTS

BS Business Administration major in Human Resource Development Management

2019-Present

SKILLS

- Knowledgeable in Office Development tools such as Microsoft or Open Office: Word, Spreadsheet, PowerPoint
- Digital Technology
- Teamwork
- Initiative
- Easy to have good relationship with other people



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

170-19

1-16-23

DATE

On-the-Job Training Contract

I, METCHIE ANN D. BERNARDINO, a student presently enrolled at NATIONAL COLLEGE OF BUSINESS AND ARTS, 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 16th day of January at Quezon City.

Bernardino
Metchie Ann D. Bernardino
Student-Trainee

With my Parental Consent

Mary Jane D. Bernardino
MARY JANE D. BERNARDINO
#12 REMARVILLE AVENUE BALCOL NOVACUCHES, Q.C.
Parent/Guardian's Name and Address

Conforme:

Jenny C. Morales
JENNY C. MORALES

Teacher-Supervisor

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



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RECOMMENDATION LETTER

MS. LADIE LYN G. FUDERANAN
OIC, Human Resource Development Section
LTO C.O East Avenue, Quezon City

The National College of Business and Arts has several students in the Bachelor of Science in Business Administration, Major in Marketing Management, Human resource Management and Financial Management programs who intend to enroll in the Practicum course this coming 2nd Semester S.Y 2022-2023.

One of the major requirements of the said course is for each student to undergo **On-the-Job Training (OJT)** with a sponsoring company. Each student trainee is required to complete 600 hours to complete within the prescribed period or school semester.

In connection with this, may we recommend to you the bearer, **METCHIE ANN D. BERNARDINO**. We will highly appreciate it if you can accommodate our student and provide her/him the appropriate training and valuable exposure.

If you have any questions, feel free to write to Ms. Jenny C. Morales, BSBA Department at email address: jennymorales@ncba.edu.ph.

We look forward to your positive response.


JENNY C. MORALES
Department Head



Republic of the Philippines
BARANGAY BAGBAG

625-20 Parokya Road, Novaliches Quezon City Philippines 1116
Tel Nos.: 952-70-11 / 779-77-83
barangaybagbag@gmail.com



Richard V. Ambita
Punong Barangay

Mga Kagawad
BETTY L. VITANGCOL
JAYSON S. PALIZA
LORD MICHAEL ANTHONY A.
CANLAS
JESUS DP. VILLAMOR
RICO S. CALESTERIO
REYNALDO T. LLEGADO JR.
AARON KYLE R. MELGAR

PATRICK KAILE F. LIWANAG
SK Chairman

ROLANDO V. PASCOR
Kalihim

EVARISTA G. PELAYO
Ingat-Yaman

ROLANDO H. MEJILA
Tagapamahala

BARANGAY CLEARANCE

Date: 01/16/2023
CY0-23-0019328

TO WHOM IT MAY CONCERN:

This is to certify that the person whose name, right thumb mark and picture appear hereon has requested a record and Barangay Clearance from this Office and result / is / are listed below:

Name	BERNARDINO, METCHIE ANN DEVIENTE	
Address	12 Remarville Ave.	
Date of Birth	November 29, 2000	Gender: Female
Place of Birth	Quezon City	
Civil Status	Single	
Purpose	FOR OJT REQUIREMENTS	
Remarks	No Derogatory Record on File as of Date	
CTC No.		
Issued on	January 16, 2023	
Issued at	Quezon City	
Precinct No.	2777-A	
O.R. No.		



Parawadao
Applicant's Signature



Settler Type : RESIDENT
Amount Paid : 0.00

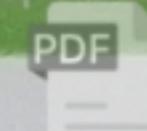


RICHARD V. AMBITA, MPA
Punong Barangay



This certification is valid only for One (1) Year from date of issue

Note: Not Valid without Barangay Seal
Not Valid for LENDING Purposes



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NATIONAL COLLEGE OF BUSINESS AND ARTS

Commonwealth Ave. cor. Regalado St. Fairview, Q.C. • Tel. Nos. 427-02-90 • 427-02-91 Zipcode 1118

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This is to certify that Mr./Ms. METCHIE ANN D. BERNARDINO is a student of this institution during this 2nd Semester, School Year 2022-2023 and taking up BACHELOR OF SCIENCE IN BUSINESS AND ADMINISTRATION.

Based on the records filed in this office, no criminal and/or administrative cases have been filed against him/her and that he/she is a bona fide student of this institution.

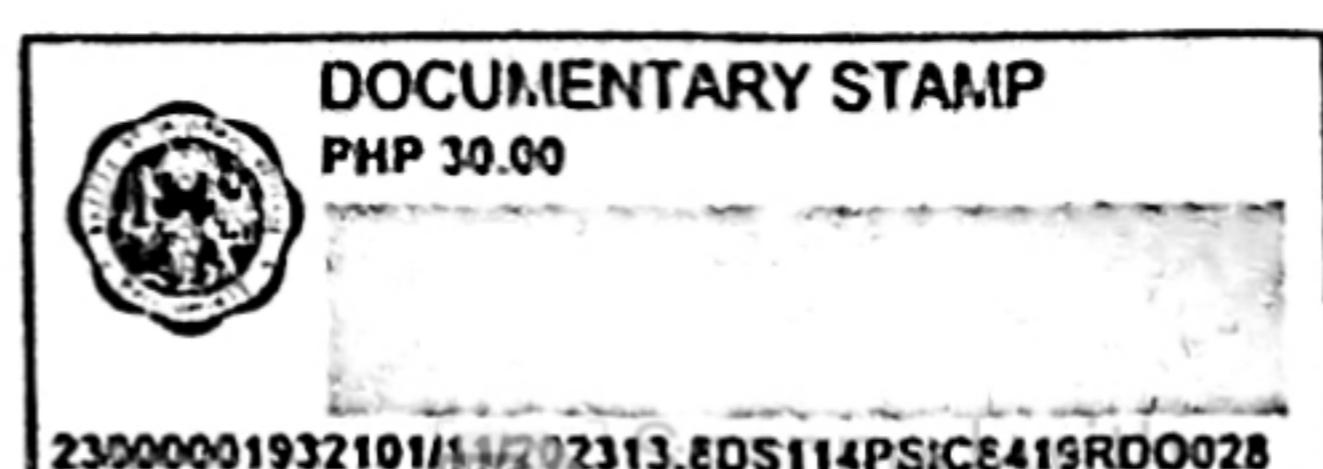
This certification is being issued upon the request of Mr./Ms. BERNARDINO for his/her Internship Program.

Given this 12th day of JANUARY 2023.

ZENAIDA T. MIRANDA
Director, Office of Student Affairs
NCBA Fairview

Certification Fee (73.41) & Documentary stamps (30.00) OR# A296257

Note: This certification is not valid without any documentary stamps & school seal.



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