



Date : January 2, 2021
Re : **LETTER OF APPOINTMENT**
Dear Mr./ Ms. : **MYLENE J. LARANAN**

Greetings from Saint Felicity!

We are pleased to advise you of your appointment as **AC Manager** under the Administration Department of Saint Felicity College, effective upon receipt of this letter under the following terms and conditions:

Pay Rate : Confidential
Reporting to : VPAA/School Director
Starting : January 2, 2021

You shall continue to perform the duties and responsibilities being assigned to you by the school with high standard of honesty, efficiency, courtesy, safety, skill, obedience and trustworthiness.

You shall be held responsible for the strict compliance with the rules and regulations of the school for which the corresponding disciplinary action will be imposed for infraction of violation thereof.

We hope that you will continue the satisfactory start you have made in your career as you extend your full support and cooperation for the best interest of the institution.

If you are agreeable to the forgoing conditions, kindly signify your confirmation by signing on the space below.

Sincerely yours,

HYDIE D. CRUZ

VP Academics

Conforme:

MS. MYLENE J. LARANAN

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Series of 2021

ATTY. EDUARDO F. FACINABAO
NOTARY PUBLIC for in Taguig City
Until June 30, 2021
IBP OR No. 127842/Rizal 08-27-2020
PTR No. A-5064305/01-04-2021 Taguig City
MCLE Compliance No. V-0024438
IBP ROLL No. 29548



SAINTFELICITYCOLLEGE

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(02) 82730706
09196864489
162 M. Almeda St.,
San Roque, Pateros, Metro Manila
stfelicitycollege@gmail.com



A C C R E D I T E D

Date : January 2, 2021
Re : LETTER OF APPOINTMENT
Dear Mr./ Ms. : ALVIN DALE S. JOYOSA

Greetings from Saint Felicity!

We are pleased to advise you of your appointment as **IT Manager/Data Encoder** under the Administration Department of Saint Felicity College, effective upon receipt of this letter under the following terms and conditions:

Pay Rate : Confidential
Reporting to : VPAA/School Director
Starting : January 2, 2021

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If you are agreeable to the forgoing conditions, kindly signify your confirmation by signing on the space below.

Sincerely yours,

HYDIE D. CRUZ
VP Academics

Conforme:

MR. ALVIN DALE S. JOYOSA

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Series of 2021.

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ALVIN DALE S. JOYOSA

3460 Alabama St. Sitio Hinapao Brgy. San Jose
Antipolo City
Contact No: 0915-915-3367
E-mail: alvindalejoyosa@yahoo.com



EDUCATIONAL BACKGROUND

2018 – present	Master of Science in Information Technology at La Consolacion University Philippines (9 units, Bulacan)
2012 – 2016	Bachelor of Science in Information Technology at Our Lady of Fatima University (Brgy Sta. Cruz, Antipolo City)
2008 – 2012	San Jose National High School(Brgy San Jose, Antipolo City)
2002 – 2008	Isaias S. Tapales Elementary School(Antipolo City)

PERSONAL INFORMATION

Date of Birth	: August 30, 1995
Sex	: Male
Nationality	: Filipino
Civil Status	: Single
Height	: 5'10
Weight	: 65KG

CERTIFICATES

TESDA NATIONAL CERTIFICATE II
Computer System Servicing
(2017)

WORK EXPERIENCE

Network Support Specialist at Curo Teknika (ePLDT)
(April 2016 – April 2017)

- Activate and resolves technical hardware and software issues involving Fiber and VDSL internet connectivity and VOIP
- Provides answer to clients by identifying problems, researching answer and guiding through corrective steps
- Receive trouble tickets
- Coordinate to Signal TV for activation of IPTV

IT Support Staff at Mworld Trading
(August 2017 – November 2017)

- POS support
- Technical Support

MIS Head at College of Saint John Paul Arts and Sciences II
(November 2017 – July 2018)

- Maintain School System
- Technical Head

CITE Faculty at College of Saint John Paul Arts and Sciences II
(November 2017 – April 2019)

- College Instructor of B.S. Computer Science

CITE Faculty at World Citi Colleges Antipolo Campus
(August 2018 – present)

- College Instructor of B.S. Information Technology

IT Manager at Saint Felicity College Pateros
(April 2019 – present)

- Maintain School System
- Technical Head

REFERENCE:

MARTELLO V. ABANTE, PhD

VPAAs, College of Saint John Paul II Arts and Sciences
Dean, Information Technology WCC
09178657449

MARK RAFFY M. NEONES

Program Head, Information Technology WCC, Antipolo
09368033045



Date : January 2, 2021
Re : **LETTER OF APPOINTMENT**
Dear Mr./ Ms. : **VANESSA N. ABANTE**

Greetings from Saint Felicity!

We are pleased to advise you of your appointment as **Document Processor** under the Administration Department of Saint Felicity College, effective upon receipt of this letter under the following terms and conditions:

Pay Rate : Confidential
Reporting to : VPAA/School Director
Starting : January 2, 2021

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We hope that you will continue the satisfactory start you have made in your career as you extend your full support and cooperation for the best interest of the institution.

If you are agreeable to the forgoing conditions, kindly signify your confirmation by signing on the space below.

Sincerely yours,

HYDIE D. CRUZ
VP Academics

Conforme:

MS. VANESSA N. ABANTE

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ATTY. EDILBERTO F. FACINABAO
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IBP OR NO. 127842/Rizal 08-27-2020
PTR No. A-5004305/01-04-2021 Taguig City
MCLE Compliance No. V-0024438
IBP ROLL No. 29548

Vanessa N. Abante

Blk1 L58 Las Palmas Subd. Caypombo, Sta. Maria, Bulacan

Contact Number: 09387836136

Email Address: abantevanessa28@gmail.com



OBJECTIVES

To be able to gain knowledge and experience in this field. For the enhancement of my skills. To secure any position where my skills and capabilities be of service and efficiently utilize and to have a better career.

WORK EXPERIENCE

Saint Felicity College

Paulina Bldg 162 M. Almeda Street San Roque, Pateros Metro Manila

Assistant Librarian/Marketing Coordinator/Instructor

July 1, 2019- Present

College of Saint John Paul II Arts & Sciences

Junction, Cainta, Rizal

College and Senior High School English Instructor II

June 13, 2017- March 30, 2019

Channel of Dreams Christian Academy – Bulacan

1371 Cay Pombo, Sta. Maria, Bulacan

English Teacher

2016-2017

Mystical Rose School of Bulacan, Inc.

0649 B Road to M. Sapa, Cay Pombo, Sta. Maria, Bulacan

English Teacher

2014-2016

EDUCATIONAL BACKGROUND

- Graduate:** **World Citi Colleges**
Master of Arts major in Educational Management
(On-going)
Quezon City
- Tertiary:** **La Consolacion University of the Philippines**
Malolos, Bulacan
2010-2014
Bachelor in Secondary Education major in ENGLISH
- Secondary:** **Papaya National High School**
Papaya, Tingloy Batangas
2010
- Primary:** **Adrialuna Elementary School**
Naujan, Oriental Mindoro
2002

TRAININGS AND SEMINARS

FOOD AND BEVERAGES SERVICES NCHI

ST. Therese International Training Center, Inc.
Poblacaion, Sta. Maria, Bulacan
Date: November 5, 2015

BREAD AND PASTRY PRODUCTION NCHI

College of Saint John Paul II Arts & Sciences
Junction Cainta, Rizal
Date: December 2, 2017

JOLLIBEE ONE MERCEDES

Kitchen Staff

Pasig City

Jan-Sept. 2007

JOLLIBEE EMERALD

Pasig City

Soda

January – June 2006

JOLLIBEE LEVEL 1

Pasig City

Soda / Counter

September 2005 – January 2006

JOLLIBEE LEVEL 4

Pasig City

Soda / Counter

January 2004 -August 2005

GREENWICH CORPORATION

Pasig City

Pasta

March – August 2003

CHARACTER REFERENCES:

Michael A. Burgos
University of Makati
Instructor/Admin Staff
09757768090

Carmelita Gestiada
Pateros Technological College
Guidance Councilor
09293775394

Ms. Ellen Javier
Head Manager
Jollibee One Mercedes Pasig City
628-3371



MYLENE JIMENEZ LARANAN



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(02) 273 0706
0919 686 4489
M. Almeda St.,
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stfelicitycollege@gmail.com



A C C R E D I T E D

Date : January 2, 2021
Re : LETTER OF APPOINTMENT
Dear Mr./ Ms. : RHODORA A. IBALIO

Greetings from Saint Felicity!

We are pleased to advise you of your appointment as VP Finance/Cashier under the Administration Department of Saint Felicity College, effective upon receipt of this letter under the following terms and conditions:

Pay Rate : Confidential
Reporting to : President/VPAA
Starting : January 2, 2021

You shall continue to perform the duties and responsibilities being assigned to you by the school with high standard of honesty, efficiency, courtesy, safety, skill, obedience and trustworthiness.

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If you are agreeable to the forgoing conditions, kindly signify your confirmation by signing on the space below.

Sincerely yours,

HYDIE D. CRUZ
VP Academics

Conforme:

MS. RHODORA A. IBALIO

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ATTY. EDILBERTO E. FACINABAO
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Until June 30, 2021
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RHODORA A. IBALIO

SUMMARY OF QUALIFICATIONS

- ⊕ Expert in MS Office Suite 2003, 2007, 2010
- ⊕ Expert in hardware and software maintenance
- ⊕ Experienced in web designing, photo editing and graphics designing
- ⊕ Experienced in basic networking for small and medium scale
- ⊕ Basic knowledge in operating CISCO devices
- ⊕ Ability to manage multiple task in a pressured environment
- ⊕ Fluent in English and Tagalog Ilocano

WORK EXPERIENCE

CURRENT WORK: ONLINE BUSINESS

Position: Owner

May 2014- up to present

Company Name	: Alkhwarzmi Private School
Company Industry	: Education
Position	: Information Technology Teacher
Employment Duration	: April 2011- August 2012

Duties and Responsibilities

- ⊕ Taught students on basic to advances computer knowledge and skills including basic computer concept, keyboarding, MS Office 2007, and computer maintenance.
- ⊕ Provided technical support, troubleshooting hardware and software problems.
- ⊕ Installed and updated software, as well as the setup and troubleshooting of all equipment.
- ⊕ Performed diagnostic testing on PC equipment and ensured computers and printers were up and running at all times.
- ⊕ Performed Network Administrator duties including changing passwords and monitoring student accounts.
- ⊕ Removed computer viruses and reformat PC's.
- ⊕ Assisted staff on proper usage of applications including MS Office and Internet use.

EDUCATIONAL BACKGROUND

DEGREE	: Post Baccalaureate in Teacher Education
SCHOOL	: Polytechnic University of the Philippines
YEARS ATTENDED	: 2003-2004
DEGREE	: BS in Computer Science
SCHOOL	: STI College
YEARS ATTENDED	: 1998-2002

(Kindly include all degrees acquired)

LICENSURE AND EXAMINATIONS TAKEN

Name of Board	: Licensure Examination for Teachers
Date Passed	: Nov. 17, 2004
Exam Rating	: 79%
Expiration of License	: 2014

TRAINING AND SEMINARS ATTENDED

Title	: CISCO Switching and WAN Technologies
Conducted By	: Computer Networking Career and Training Center
Date & Venue	: Nov 12-16, 2012 Makati, Philippines
Title	: PC Hardware and Software Troubleshooting and Repair
Conducted By	: Computer Networking Career and Training Center
Date & Venue	: Sept 19- Sept 23, 2011 Manila, Philippines

TOOLS AND EQUIPMENT HANDLED

COMPUTER LITERACY

MS Office 2003, 2007, 2010 (Word, Excel, Powerpoint, Access)	10 yrs
PC Assembly, hardware and troubleshooting	3 yrs
Photo Editing (Photoshop, Illustrator)	3 yrs
Networking (small and medium scale)	3 yrs
Web Designing (HTML, JOOMLA)	2 yrs
CISCO	2mos

OTHER SKILLS

Teaching Skills	6yrs
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PERSONAL DATA

Age : 35
Date of Birth : February 28, 1981
Gender : Female
Civil Status : Single
Height : 5'0
Weight : 95lbs
Nationality : Filipino
Religion : Christian
Passport Details : EB07963152 , Aug 18, 2010-Aug 17, 2015, DFA Manila

CONTACT INFORMATION

Address : 02 Dona Justa St., Bgy San Roque, Angono Rizal
Tel No. (Res) : 026503196
Mobile No. : +639493512984
Email Address : dhors22@yahoo.com