

March 15, 2024

To whom it may concern:

I, Jissa L. Armada, wants to apply as a Nursing Aide in you company. I worked at University of Cebu Medical Center as a Nursing Aide for two years and 8months. I truly love my job in assisting and caring for patients, taking vital signs. As well as, communicating with supervisors, peers, or subordinates in the hospital. I strongly believe that my passion and sincere desire to help any patients makes me the perfect candidate for the job.

I have always taken the "giver" in "caregiver" very seriously and as such have devoted myself to the selfless care for all my patients. I take an approach that focuses on dedicating myself to ensuring not only the health of patients, but also their happiness. I would love to be able to utilize my physical strength, knowledge and skills to provide the same much needed assistance to the community.

I have attached my resume, TOR, NC II in Caregiving and certificates of completion in Caregiving Program which further highlights my skills, experiences and academic background. I'd be thrilled for the opportunity to come in for an interview and hopefully even get to meet some of lovely people in your community. I'm available any day of the week if given advanced notice. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Armada". The signature is written in a cursive style with a large, looping initial "A" that extends over the rest of the name.

Jissa L. Armada
Applicant
09664220228

Name: **Ms. Jissa L. Armada**
Mobile Number: 09664220228
E-mail Address: babyarmada03@gmail.com
Date of Birth: October 3, 1993
Place of Birth: Liloan, Bonifacio, Misamis Occidental
Sex: Female
Civil Status: Single
Height: 158 cm
Weight: 95kg
Nationality: Filipino
Religion: Roman Catholic
Father's Name: Aniceto S. Armada
Father's Occupation: Farmer
Mother's Name: Leonida L. Armada
Mother's Occupation: Housewife/Deceased
Language Spoken: English, Tagalog, and Bisaya
Skills/Qualification: Computer Literate, High Level of Communication Skills



OBJECTIVES:

Compassionate caregiver companion with experience serving chronically ill patients, including assisting with daily living activities and household tasks. Patient and high energetic, skilled at managing schedules and keeping clients as active as possible. To secure a challenging and responsible position that will allow me to utilize my caregiving experience and supervisory skills.

EDUCATIONAL BACKGROUND:

VOCATIONAL: NC II in CAREGIVING
TESDA, Cebu City Main Office
Completed: 2021

CAREGIVING NC II
Eslflex-CleverCare Caregiver Training Center
App Bldg II, M.L. Quezon National Highway,
Pusok, Lapu-Lapu City, Cebu

COLLEGE: BS in Hotel and Restaurant Management
Mindanao State University, Marawi City
Graduated: 2015

SECONDARY: Bonifacio National High School
Liloan, Bonifacio, Misamis Occidental
Graduated: 2010

ELEMENTARY: Liloan Elementary School
Liloan, Bonifacio, Misamis Occidental
Graduated: 2006

WORK EXPERIENCES:

- **Nursing Aide at UCMED University of Cebu Medical Center**, Quano Avenue, Mandaue City, Cebu, Philippines, July 2021 to March 2024
- **Private Home Caregiver handling Diabetic and Bedridden patient with attachments of tracheostomy tube and NGT tube**, Mandaue City and Cebu City, Philippines, March 2020 to June 2021
- **Receptionist at Banthai SPA**, Ras Alkhaima, United Arab Emirates, July 2016 to September 2018
- **Room Attendant and Waitress at Long Beach Resort**, Phu Quoc, Vietnam, June 2014 to November 2014
- **Waitress at Kenny Rogers Roster**, Petron Nlex, Marilao, Bulacan, Philippines, August 2015 to June 2016
- **Room Attendant and Waitress at Marawi Resort Hotel Inc.**, Marawi City, Philippines, February 2013 to March 2013
- **Room Attendant and Waitress at Rhovic's Place Hotel and Restaurant**, City Plaza Blvd., Oroquieta City, Philippines, March 2013 to May 2013

TRAININGS/SEMINARS/WORKSHOPS ATTENDED & CERTIFICATES

- **NC II in Caregiving (TESDA Main Office)** at Archbishop Reyes Avenue, Lahug, Cebu March 22, 2021
- **Certificate of Completion OJT on Various cares of the elderly** at Seven Sisters Servants of Mary Elderly Home Incorporation, October 16, 2019 - October 19, 2019
- **Certificate of Completion OJT in Hospital** at Dr. Ignacio M. Cortes General Hospital, September 23, 2019 - September 27, 2019
- **Certificate of Completion OJT on Special Needs and Disability** at Victor Braun Training Center, September 16, 2019 - September 20, 2019
- **Certificate of Completion OJT on Home Management, Food and Nutrition** at Eslflex-CleverCare Caregiver Training Center, August 12, 2019 - AUGUST 16, 2019
- **Career Planning and Development for the 21st Century Leaders**, at Mindanao State University Marawi City, Philippines August 24, 2011
- **BARTENDING SEMINAR WORKSHOP** at Cagayan de Oro Philippines, February 12, 2011

ASSOCIATIONS/ORGANIZATIONS:

VOLLEYBALL VARSITY ATHLETIC ASSOCIATION

- Member
- Mindanao State University, Marawi City
- June 2010- March 2015

CHARACTER REFERENCES:

Ms. Maylin Ortega

Staff Nurse

University of Cebu Medical Center

Ouano Avenue, Mandaue City

+639688853443

Ms. Kinsley Kate Pescante

Charge Nurse

University of Cebu Medical Center

Ouano Avenue, Mandaue City

+639472555634

Mr. Ruel Manzanares

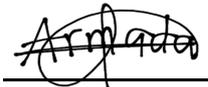
Clinical Head Instructor

Eslflex-CleverCare Caregiver Training Center

Pusok, Lapu-Lapu City, Cebu

+639569673179

I hereby certify that the facts and information contained herein are true and correct to the best of my knowledge and belief.



Jissa L. Armada

Applicant

09664220228



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

NATIONAL CERTIFICATE II

in
CAREGIVING

is awarded to

JISSA L. ARMADA

for having completed the competency requirements under the Philippine TVET Competency Assessment and Certification System in the following units of competency:

BASIC COMPETENCIES

- 500211105 Participate in Workplace Communication
- 500211106 Work in a Team Environment
- 500211107 Practice Career Professionalism
- 500211108 Practice Occupational Health and Safety Procedures

COMMON COMPETENCIES

- HC323201 Implement and Monitor Infection Control Policies and Procedures
- HC323202 Respond Effectively to Difficult/Challenging Behavior
- HC323203 Apply Basic First Aid
- HC323204 Maintain High Standard of Patient Services

CORE COMPETENCIES

- HC323201 Provide Care and Support to Infants/Toddlers
- HC323202 Provide Care and Support to Children
- HC323203 Foster Social, Intellectual, Creative and Emotional Development of Children
- HC323204 Foster the Physical Development of Children
- HC323205 Provide Care and Support to Elderly
- HC323206 Provide Care and Support to People with Special Needs
- HC323207 Maintain Healthy and Safe Environment
- HC323208 Respond to Emergency
- HC323209 Clean Living Room, Dining Room, Bedroom, Toilet or Bathroom
- HC323210 Wash and Iron Clothes, Linens and Fabrics
- HC323211 Prepare Hot and Cold Meals

Signature of the certificate holder
Certificate No. **21072202006379**

AJL-93-863-10042-001

Issued on **March 22, 2021**

Valid until **March 21, 2026**



SEC. ISIDRO S. LAPENA Ph. D., CSEE

Director General



CLN-NQ- 5488489



CleverCare Caregiver Training Center
 WTR No. – 20200722HHCCGV207037

M.L. Quezon National Highway, Barangay Pusok,
 Lapu - Lapu City, Cebu, Philippines

OFFICIAL TRANSCRIPT OF RECORDS

Name: ARMADA JISSA L.
 SURNAME FIRST NAME M.I.

Date of Birth: October 03, 1993 Place of Birth: Misamis Occidental

Address: Coliseum , Ibabao Estancia Mandaue City , Cebu

Duration of Training: May 15, 2019 – February 12, 2020 Date Issued: March 20 , 2020

Educational Attainment: College graduate ULI : AJL-93-863-10042-001
 SO No. 0722-HHCCGV207-0133-2024

Description of Subjects	Ratings	Training Result
Live-In Caregiver Program of Canada (LCP)	92.70	Competent
Basic Emergency Care	90.12	Competent
Infant and Child Care	85.44	Competent
Geriatric Care	84.26	Competent
Basic Healthcare and Procedures 1	84.95	Competent
Basic Healthcare and Procedures 2	85.11	Competent
Disabilities and Special Needs	85.11	Competent
Home Management, Food and Nutrition	92.23	Competent
Personality Development and Effective Commu.	96.10	Competent
CORE COMPETENCIES COMPLETED <ul style="list-style-type: none"> • Provide Care and Support to Infants/Toddlers • Provide Care and Support to Children • Foster Social, Intellectual, Creative and Emotional Development of Children • Foster the Physical Development of Children • Provide Care and Support to Elderly • Provide Care and Support to People with Special Needs • Maintain Healthy and Safe Environment • Respond to Emergency • Clean Living Room, Dining Room, Bedroom, Toilet and Bathroom • Wash and Iron Clothes, Linens, and Fabrics • Prepare Hot and Cold Meals 	88.45	Competent
General Average Rating		

REMARKS: GRADUATED FROM CAREGIVING NC II – 980 HOURS AS OF FEBRUARY 12, 2020
NC II PASSER
THIS IS ISSUED FOR EMPLOYMENT PURPOSES

 MR. RUEL S. MANZANARES, BSN, RN CAREGIVER PROGRAM ACADEMIC HEAD	 JOHN LAWRENCE S. MERCADO PRESIDENT
NOTE: 1. Alteration or modification of this document or attempted use by other than the above named person will result in immediate revocation and notification of such revocation to all appropriate officials. 2. 75% passing rate on all subjects.	

OFFICIAL MARKS: 95 – 100 Excellent; 90 - 94 Very Good; 85 – 89 Good; 80 – 84 Satisfactory; 75 – 79 Fair; Below 75 - Failure; INC.- Incomplete; DR –Dropped; W – Withdrawal.

NOT VALID WITHOUT SEAL



CleverCare Caregiver Training Center

ULI: AJL-93-863-10042-001
SO No. 0722-HHCGV207-0133-2024

Certificate of Completion

is awarded to

Jissa L. Armada
for having successfully completed

Caregiving NC II (980 hours)

From May 15, 2019 to February 12, 2020

Given this 12th day of February, 2020 at
Eslflex- CleverCare Caregiver Training Center
App Bldg II, M.L. Quezon National Highway, Pusok,
Lapu - Lapu City, Cebu, Philippines

MR. RUE S. MANZANARES, BSN, RN
Caregiver Program Academic Head

JOHN LAWRENCE S. MERCADO
E&L Flex CCTC- CEO



DR. IGNACIO M. CORTES GEN. HOSPITAL, INC.

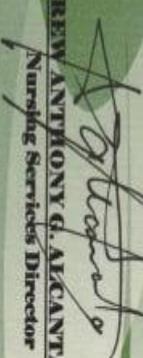
This is to certify that **Jissa L. Armada** has completed his/her
On-the-Job Training from September 23 – 27, 2019
at Dr. Ignacio M. Cortes General Hospital for a total of 40 hours.

His/her duties and responsibilities include but not limited to:

- > Bed making
- > Bathing, dressing & undressing patients
- > Assisting Activities of Daily Living
- > Monitoring Intake & Output of assigned patients
- > Vital Signs taking of assigned patients
- > Assisting in giving medication as prescribed by the Doctor/Center Nurse
- > Disposing soiled linens, clothes and diapers to the designated area
- > Recording behavior, reaction and other manifestations of the assigned patients
- > Perform other related tasks as directed by the Hospital Supervisor or Head Nurse

This is to certify further that, under the supervision of a qualified Clinical Instructor, he/she has displayed confidence and competence in performing the above mentioned tasks.

Given this 27th day of September 2019 in Mandate City, Philippines.


ANDREW ANTHONY G. ARCANTARA, RN
Nursing Services Director



Sisters of the Sacred Hearts of Jesus and Mary

KAIROS PROGRAM

Victor Braun Training Center

(for Young Adults with Developmental Disabilities)

Lennon Street Ext., Basak - San Nicolas, Cebu City

Contact No.: 4189108



Certificate of Completion

This is to certify that

JISSA L. ARMADA

has successfully completed his/her 40 hours On-the-Job Training on
Special Needs and Disability from September 16, 2019 – September 20, 2019.
at Victor Braun Training Center (for Young Adults with Intellectual Disabilities)
Given this 20th day of September 2019 at Victor Braun Training Center, Cebu City,

Philippines

Signed by:

JOSEPH L. BUNGHANOV, PTRP, LPT, M.A.Ed
Administrator



Seven Sisters Servants of Mary Elderly Home, Inc.

Mohon, Talisay City Cebu

Tel. 273-2074 / 513-4250

E-mail: sevensistersmohon@yahoo.com



Certificate of Completion

is presented to

JISSAL L. ARMADA

For having completed forty (40) hours of related learning experience of various cares of the elderly women of the SEVEN SISTERS SERVANTS OF MARY ELDERLY HOME, INC. rendered on Oct. 16-19, 2019.

Given this 19th day of October, 2019 at Mohon, Talisay City, Cebu, Philippines.


SR. LYDIA G. KASIL, OSM.
President

ATENEUO STATE UNIVERSITY

By Authority of the Republic of the Philippines, The Board of Regents on the Recommendation of the University Council has conferred on
MISSA L. ARMAÑA

The Degree of
Bachelor of Science in Hotel and Restaurant Management

with all the Rights and Honors as well as the Duties and Obligations appertaining thereto. In testimony whereof are affixed to this Diploma the seal of the Mindanao State University and the signatures of the President of the University, University Registrar, and the Dean of the College.

Given at Marawi City, Republic of the Philippines
this 14th day of April in the year 2015



Margaret
UNIVERSITY REGISTRAR

[Signature]
PRESIDENT OF THE UNIVERSITY

[Signature]
DEAN OF THE COLLEGE



Republic of the Philippines
Mindanao State University
OFFICE OF THE REGISTRAR
 Marawi City



OFFICIAL TRANSCRIPT OF RECORDS

Name of Student : **ARMADA, Jissa Laquibla**
 Degree/Course : **BS Hotel and Restaurant Management**
 Date Conferred : **Apr 14, 2015**
 Special Order : **Exempted... State University**
 Home Address : **Bonifacio, Misamis Occidental**
 Entrance Data : **not applicable**

Entrance Data : **Form 137-A**
 ID Number : **201027587**
 Year Admitted : **1st semester, 2010-2011**
 Last School Attended : **Bonifacio National High School**
 Last Year Attended : **2010**

14306573

SUBJECT	DESCRIPTIVE TITLE	FINAL GRADE	COMP GRADE	CREDIT
2010 -2011, 1st semester				
CWTS 1	Civil Welfare Training Service 1	2.00		3
Hist 3	History of the Filipino Muslims & the Lumads	3.00		3
Math 1	Introduction to College Mathematics	2.75		3
PE 1	Physical Fitness and Health	1.50		2
Hum 1	Introduction to Humanities	2.50		3
Bio 1	Basic Biology	2.50		3
Fil 1	Sining ng Komunikasyon	1.50		3
Engl 11	Interactive English I	1.50		3
Socio 1	Introduction to Sociology	2.50		3
2010 -2011, 2nd semester				
Acctg 11	Principles of Accounting 1	1.75		3
HRM 50	Introduction to Hotel & Restaurant Management	1.25		3
HRM 51	Principles of Tourism 1	1.50		3
HRM 54	Principles of Cooking, Food Hygiene and Hazards	1.50		3
PE 3	Individual and Dual Sports	2.50		2
HRM 91	Housekeeping Procedures	1.75		3
Anthro 11	General Cultural Anthropology	3.00		3
Arabic 1	Elementary Arabic 1	2.00		3
2011 -2012, 1st semester				
Arabic 2	Elementary Arabic 2	1.25		3
HRM 53	Principles of Tourism 2	2.25		3
HRM 92	Front Office Procedures	2.00		3
HRM 93	Food and Beverage Procedures	1.50		3
Stat 32	Statistics for Management Science	2.25		3
Engl 12	Interactive English II	1.75		3
HRM 96	HR Cost Control	1.75		3
Engl 2	College English 2	2.50		3
2011 -2012, 2nd semester				
HRM 58	Personality Development	1.25		3
HRM 94	Commercial Cookery	1.50		3

GRADING SYSTEM: Undergraduate/Graduate Courses: 1.00, 1.25 - Excellent; 1.50, 1.75 - Very Good; 2.0, 2.25 - Good; 2.50, 2.75 - Satisfactory; 3.00 - Passing;

5.00 - Failure, no credit; INC - Incomplete, no credit; DRP - Dropped, no credit; IP - In progress, no credit; 5.00* - Overdue, no credit.

Diploma Courses: E - Excellent; VG - Very Good; G - Good; S - Satisfactory; P - Passing; INC - Incomplete, no credit; F or U - Failure, no credit.

CREDIT: One university unit of credit is one hour lecture or recitation each week for the period of one semester, while in all laboratory courses, three hours of laboratory work.

NOTE: This transcript is valid only when it bears the seal of the University and the original signature in ink of the Registrar. Any alteration made on this copy renders the whole transcript invalid.

Evaluated by :
NORONZA M. ABDULLAH

Checked by :
NORJANNA A. BOGABONG

IBRAHIM D. MANGONDATO, Ph.D.
 University Registrar

Date Printed : 5/4/2015 10:50:32 AM

Page: 1

For further inquiry, please visit us at www.msmain.edu.ph/graduates or email us at registrar@msmain.edu.ph



Republic of the Philippines
Mindanao State University
 OFFICE OF THE REGISTRAR
 Marawi City



OFFICIAL TRANSCRIPT OF RECORDS

Name of Student : **ARMADA, Jiesa Laquibla**
 Degree/Course : BS Hotel and Restaurant Management
 Date Conferred : Apr 14, 2015
 Special Order : Exempted...State University
 Home Address : Bonifacio, Misamis Occidental
 Entrance Data : not applicable

Entrance Data : Form 137-A
 ID Number : 201027587 **14306574**
 Year Admitted : 1st semester, 2010-2011
 Last School Attended : Bonifacio National High School
 Last Year Attended : 2010

SUBJECT	DESCRIPTIVE TITLE	FINAL GRADE	COMP GRADE	CREDIT
HRM 61	Total Quality Control	2.00		3
CWTS 2	Civil Welfare Training Service 2	2.00		3
Engl 4	Introduction to Literature	2.25		3
PE 4	Team Sports	1.00		2
Mgt 101	Principles of Management	2.50		3
Bus Fin 71/141	Business Finance	2.50		3
2012 -2013, 1st semester				
HRM 56	Culinary Arts	2.75		3
HRM 115	Baking and Pastry	1.75		3
HRM 116	Asian Cuisine 1	2.00		3
Hist 1	Philippine History and Institutions	2.50		3
HRM 105	Human Resources Development Management in Hotel & Restaurant Industry	1.75		3
Bus IT 1	IT Fundamentals	1.75		3
Engl 7	Public Speaking	2.25		3
PE 2	Combative Sports/Folk Dance/Social Dance	1.25		2
2012 -2013, 2nd semester				
Philo 2	Argumentation in Contemporary Society	2.25		3
Econ 1	Introduction to Economics, Taxation, Land Reform and Cooperatives	2.25		3
Fil 50	Korespondensya Opisyal	2.25		3
HRM 111	Facilities Layout, Design, Sanitation & Safety	2.00		3
HRM 119	Bartending	INC	1.25	3
HRM 106	H/R Sales/Marketing	1.50		3
Hist 5	Life & Works of Rizal	2.50		3
Mgt 105	Management Information System	1.25		3
2012 -2013, Summer				
Chem 12	Fundamentals of Chemistry	2.25		3
Chem 12.1	Fundamentals of Chemistry (Lab)	1.75		1
2013 -2014, 1st semester				
HRM 62	Tourism Planning & Development	1.75		3
HRM 63	Events Management	1.75		3
HRM 64	Entrep. & Business Planning	1.25		3

GRADING SYSTEM: Undergraduate/Graduate Courses: 1.00, 1.25 - Excellent; 1.50, 1.75 - Very Good; 2.0, 2.25 - Good; 2.50, 2.75 - Satisfactory; 3.00 - Passing; 5.00 - Failure, no credit; INC - Incomplete, no credit; DRP - Dropped, no credit; IP - In progress, no credit; 5.00* - Overdue, no credit.

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CREDIT: One university unit of credit is one hour lecture or recitation each week for the period of one semester, while in all laboratory courses, three hours of laboratory work.

NOTE: This transcript is valid only when it bears the seal of the University and the original signature in ink of the Registrar. Any alteration made on this copy renders the whole transcript invalid.

Evaluated by :
NORONIZA M. ABDULLAH
 Date Printed : 5/4/2015 10:50:32 AM

Checked by :
NORJANNA A. BOGABONG

IBRAHIM D. MANGONDATO, Ph.D.
 University Registrar



Republic of the Philippines
MINDANAO STATE UNIVERSITY
 Marawi City

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

August 15, 2018

CAV No.: 2789
 Series of 2018

**CERTIFICATION, AUTHENTICATION AND VERIFICATION
 (CAV)**

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that based on our record, mentioned below:

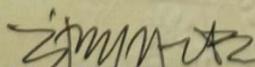
Name of Student	: Jissa L. Armada
Degree	: Bachelor of Science in Hotel and Restaurant Management
Date of Graduation	: April 14, 2015
Units Earned	: N/A
Name of Institution	: Mindanao State University
Address	: Marawi City, Lanao Del Sur

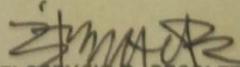
This is to further certify that the above institution is a duly authorized public Higher Education Institution (HEI) created by virtue of RA 1387; hence it is exempted from the issuance of Special Order by the Commission of Higher Education (CHED). As part of the deregulation of CHED, issuance of CAV of academic records of graduates of State Universities and Colleges (SUCs) is now left to the concerned HEIs.

This certification must not be honored if the copies of the student's Transcript of Records and Diploma presented are not duly authenticated/certified by the University Registrar.

Issued upon the request of Ms. Armada, for whatever legal purpose it may serve.

**AUTHENTICATED AND CERTIFIED PHOTOCOPY
 FROM ORIGINAL**


FLORENCIO D. RECOLETA, JR., PhD
 Vice Chancellor for Academic Affairs


FLORENCIO D. RECOLETA, JR., PhD
 Vice Chancellor for Academic Affairs

NOT VALID WITHOUT UNIVERSITY DRY SEAL OR
 WITH ERASURE OR ALTERATION

Processed by	: S. M. D. Galman
Reviewed by	: S. M. D. Galman
Date Issued	: August 15, 2018
Amount	: P90.00



Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

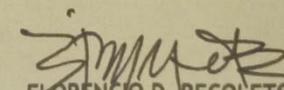
August 15, 2018

CERTIFICATION

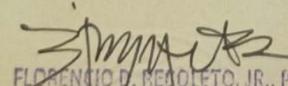
TO WHOM IT MAY CONCERN:

This is to certify that the medium of instruction used at the **Mindanao State University, Marawi City** in all its degree programs is **ENGLISH** and that all subjects/courses in the respective curriculum/degree programs are taught and conducted in **ENGLISH** except for other specific required language courses such as Filipino and Spanish.

This certification is issued upon request of **Ms. Jissa L. Armada**, a graduate of **Bachelor of Science in Hotel and Restaurant Management** of the **Mindanao State University, Marawi City** on **April 14, 2015**, for whatever legal purpose it may serve her best.


FLORENCIO D. RECOLETO, JR., PhD
Vice Chancellor for Academic Affairs
Gadus

AUTHENTICATED AND CERTIFIED PHOTOCOPY
FROM ORIGINAL


FLORENCIO D. RECOLETO, JR., PhD
Vice Chancellor for Academic Affairs
Gadus