

SEMPER ATTENDED

Name/Title of Sponsor	Sponsor	Date
		PHOTO

Position Applied for: FORKLIFT OPERATOR

PLEASE PRINT LEGIBLY

APPLICANT INFORMATION SHEET

PERSONAL BACKGROUND

Family Name	SANAO	Given Name	RICHARD	Middle Name	BARROT
Home Address:	P2 BLK 12 LOT 33 FVR GMA CAVITE				
Provincial Address:					
Birth Date:	06-16-1979	Birth Place:	TANDU MANILA	Age:	39
Mobile Number:	09397651980	Sports:	BASKETBALL	Religion:	CHRISTIAN
Home Number:		Skills:		<input type="radio"/> Single	<input type="radio"/> Filipino
Office Number:		Hobbies:		<input type="radio"/> Married	<input type="radio"/> Others
Computer Literacy (Hardware & Software)				<input type="radio"/> Separated	
Written and Spoken Language/Dialect	FILIPINO ENGLISH				
SSS No.	330502479	TIN No.	232452564 000		
PAG-IBIG No:	121043829017	PHILHEALTH No:	010511385224		
In case of emergency, contact:	LILAL TRAZAR	Address:	GMA CAVITE	Contact Number:	

FAMILY BACKGROUND

	CONTACT NO.	AGE	STATUS	OCCUPATION	INCOME
Father's Name: <u>BENVENIDO</u>		58		CARPENTER	
Mother's Name: <u>PURISIMA</u>		55		HOUSE WIFE	
Brothers/Sisters:					
<u>ANGEL SANAO</u>				DRUMMER	
<u>MARIBELLE SANAO</u>				BAND LEADER	
<u>ALEX SANAO</u>				BAND LEADER	
<u>SACHEL SANAO</u>				MUSIC TEACHER	
Spouse:					
Children:					
<u>YLIEZA FAYE SANAO</u>					
<u>PAUL VENNIG SANAO</u>					

EDUCATIONAL BACKGROUND

LEVEL	SCHOOL/UNIVERSITY	COURSE	YEAR	ACHIEVEMENTS
Elementary	<u>AN LACSON</u>		1991 1992	
Secondary	<u>GUAFHS</u>		2001 2002	
College				
Vocational				
Graduate				
Post Graduate				

EMPLOYMENT RECORDS (Start from Recent to Previous)

Name of Company / Address	Position	Start	End	Salary	Reason for leaving
<u>26UM</u>	<u>FORKLIFT</u>	<u>SEPT 8, 2017</u>	<u>JULY 18, 2018</u>		<u>ENDO</u>
<u>METAL CAST</u>	<u>FORKLIFT</u>	<u>JAN 28</u>	<u>JULY 17, 2015</u>		
<u>WORKERS BUILDERS</u>	<u>FORKLIFT</u>	<u>SEPT 8, 2013</u>	<u>FEB 8, 2017</u>		
<u>SKOBE LIFT</u>	<u>FORKLIFT</u>	<u>FEB 5, 2018</u>	<u>JULY 22, 2018</u>		

SEMINAR ATTENDED

Name/Title of Seminar	Sponsor	Date

CIVIC/PROFESSIONAL INVOLVEMENT

Organization	Position	Date

GOVERNMENT EXAMS TAKEN

Name of Exam	Date Taken	Rating

DO YOU HAVE FRIENDS OR RELATIVES WORKING IN ENVIROCYCLING FIBER INC./ TIPCO?

Name	Position	Company	Relationship

Do you drink alcohol beverages?

☐ Yes☒ No

Do you smoke?

☐ Yes☒ No

Are you willing to be assigned anywhere?

☒ Yes☐ No

Do you have any restrictions in travelling?

☒ Yes☐ No

Are you living with your family?

☒ Yes☐ No

Does your family own a house/lot?

☐ Yes☒ No

If no, with who? _____

Do you have a tattoo?

☐ Yes☒ No

Have you been involved and/or convicted of any administrative, civil or criminal or labor case?

☐ Yes☒ No

If yes, cite details _____

PERSONAL REFERENCE

Name	Company/ Address	Contact Number

I declare that the information given to this application are true and accurate and I understand that any misrepresentation of facts herein will be sufficient cause for disqualification from the opportunities of the recruitment process.

I hereby allow Envirocycling Fiber Inc. the right to conduct investigation my former and current employers, and all other parties including, but not limited to educational institutions where I enrolled to fully check on my background.

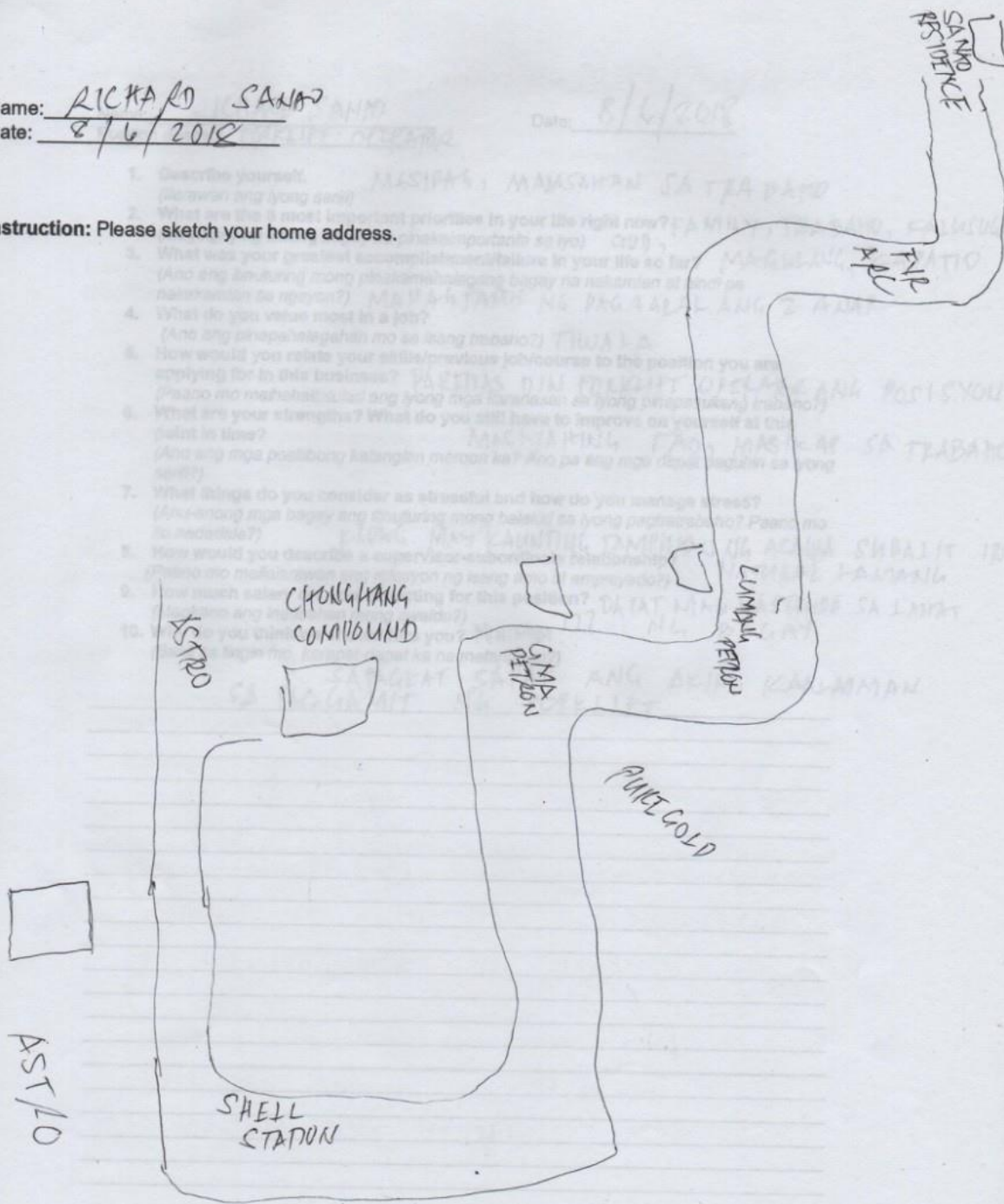
SIGNATURE OVER PRINTED NAME

DATE

Name: RICHARD SANAD
Date: 8/6/2018

Date: 8/6/2018

Instruction: Please sketch your home address.



Name: RICHARD SANNO
Position desired: FORKLIFT OPERATOR

Date: 8/6/2018

1. Describe yourself.
(Ilarawan ang iyong sarili) MASIPAG, MAMSAHAN SA TRABAHO
2. What are the 5 most important priorities in your life right now?
(Magbigay ng limang bagay na pinakaimportante sa iyo) GOD, FAMILY, TRABAHO, KALUSUGAN
3. What was your greatest accomplishment/failure in your life so far?
(Ano ang itinuturing mong pinakamahalagang bagay na nakamtan at hindi pa nakakamtan sa ngayon?) MAGULANG, KAPATIO
4. What do you value most in a job?
(Ano ang pinapahalagahan mo sa isang trabaho?) MAYAHATAPOS NG PAGAAARALANG 2 ANAK
5. How would you relate your skills/previous job/course to the position you are applying for in this business?
(Paano mo maihahalintulad ang iyong mga karanasan sa iyong pinapasukang trabaho?) PAREHAS DIN FORKLIFT OPERATOR ANG POSISYON
6. What are your strengths? What do you still have to improve on yourself at this point in time?
(Ano ang mga positibong katangian meron ka? Ano pa ang mga dapat baguhin sa iyong sarili?) MASINAHING TAO, MASIKAP SA TRABAHO
7. What things do you consider as stressful and how do you manage stress?
(Anu-anong mga bagay ang itinuturing mong balakid sa iyong pagtrabaho? Paano mo ito nadadala?) KONG MAY KAUNTING TAMPAK NG ASAWA SUBALIT ID
8. How would you describe a supervisor-subordinate relationship?
(Paano mo mailalarawan ang relasyon ng isang amo at empleyado?) NATURAL LAMANG
9. How much salary are you expecting for this position?
(Magkano ang inaasahan mong sweldo?) DAYAT MAG KASUNDO SA LAHAT
10. Why do you think we should hire you?
(Bakit sa tingin mo, karapat-dapat ka na matanggap?) MINIMUM ??? NL PAGAT
SAPAGAT SAPAT ANG AKING KAALAMAN SA PAGGAMIT NG FORKLIFT

Name of Applicant: RICHARD SANO

Applied Position: FORKLIFT OPERATOR

1. What types of vehicles are you comfortable driving and possess license for?
Anong uri ng sasakyan ang komportable mong gamitin at lisensya na meron ka?

MOTOR
PROFESSIONAL 1.2

2. Tell us about a situation where your role as a driver was truly tested.
Magsabi ng sitwasyon na sumubok sayo sa pagiging isang driver.

WALA PA NAMAN PO
SA NGAYON.

3. What is the most difficult aspect of a delivery driver position?
Ano ang pinaka mahirap na aspeto ng magiging isang delivery driver?

PAGHABOL SA ORAS NG DELIVER
INIT AT ULAN.

4. What will be your response if you hit the vehicle or happen to be in a minor or major accident?
Ano ang iyong magiging tugon kung ikaw ay nakabunggo o ikaw ay nasa maliit o malaking aksidente?

TITIGIL UPANG TIGNAN ANG
NADISGRASA

5. What is the best thing about driving / What do you enjoy about driving?
Magbigay ng nakasisiyang bagay sa pagmamaneho?

MADALA NG KASA TAMANG ORAS
ANG DELIVER

6. What would you do if you were not responsible for a traffic violation, but were pulled over by a police officer?
Ano ang gagawin kung pinahinto ka ng police officer kahit alam mong wala ka namang nilabag na batas trapiko?

HINTO PO DAHIL IKON ANG NAKALAPAT
AT MAKIPAG USAP NG MAAYOS

7. What would you do if you got into a car accident during a delivery?
Ano ang iyong magiging tugon kung naaksidente ka sa gima ng delivery?

SHOCK AT BABABA NG SASAKYAN
PARA MAKITA KUNG NANYAPI.

8. How do you stay focused when you're on the road for long periods of time?
Paano ka nakakapagpokus sa mahabang oras ng pagmamaneho?

MATA AY LAGING SA KALSADA WALANG
CELL PHONE O EAR PHONE.

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE

PROFESSIONAL DRIVER'S LICENSE

LAST NAME, FIRST NAME, MIDDLE NAME
SANAO, RICHARD BARROT

ADDRESS (NO. STREET, CITY/MUN. PROVINCE)
P1 82 L16 FVR. GEN. MARIANO ALVAREZ, CAVITE

BIRTH DATE: 1979-05-16 SEX: M HEIGHT: 182 WEIGHT: 70 NATIONALITY: FIL
RESTRICTIONS: 12 CONDITIONS: AGENCY: N03 EXPIRES: 2018-05-15

LICENSE NO.
N03-16-012290

EDGAR C. GALVANTE
ASST. SECRETARY

SIGNATURE OF LICENSEE
Apr 28, 2018

GLOBAL OVERSEAS TRAINING INSTITUTE FOR
HEAVY EQUIPMENT OPERATORS AND SELLERS
DEVELOPMENT (GOTRADE), INC.

1000 So. Bascom Ave. Suite 100, San Jose, CA 95128
Tel: 415.964.1000 Fax: 415.964.1001 Email: info@gotrade.com

ID NO.: 17-0804

RICHARD B. SANAO
HOE-FOURUT NCI

MOBILE EQUIPMENT DRIVE TEST					
D.	Safe Driving	YES	NO	P/S	TOTAL SCORE FOR TEST B
1	Check oil level(hydraulic,engine oil) (Inspeksyonin tamang taas ng langis)	×			35
2	Check tire condition (Inspeksyonin condition ng gulong)	×			
3	Heat-up ignition switch (Iniheater muna bago I start)		×		
4	Check brake of equipment (Iniinspeksyon kung may brake ang sasakyan)	×			
5	Use right pressure on handling bale (Tamang lakas para sa paghawak sa paldo)				
6	Proceed with caution on blind corners (Maingat na pagtahak sa kanto)	×			
7	Travel backward when handling load (Bumabiyahe paatras kapag may dala paldo)	×			
8	Travel forward during steep climb (Bumabiyahe pasulong kapag paakyat)	×			
9	Travel backward during steep descend (Bumabiyahe paatras kapag matirik pababa.)	×			
10	Alert on his surroundings (Alerto sa kanyang kapaligiran)	×			
11	Use standard piling height for bale (Sinusundan tamang taas ng kamada ng paldo)	×			
12	Maintain tolerable speed on operating floor. (Pinapanatili tamang tulin ng sasakyan)	×			
13	Always check temperature of equipment (Palaging tinitignan ang temperatura ng makina)	×			

Evaluated by:

ROSEMARY KIM ENRIQUE

REMARKS:

OKAY ON DRIVE TEST, RECOMMEND TO USE FORKLIFT



Republic of the Philippines
Department of Labor and Employment
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

NATIONAL CERTIFICATE II

in

HEO (FORKLIFT)

is awarded to

RICHARD B. SANAO

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

UNIT CODE BASIC COMPETENCIES

500311105 Participate in workplace communication
500311106 Work in team environment
500311107 Practice career professionalism
500311108 Practice occupational health and safety Procedures

UNIT CODE COMMON COMPETENCIES

CON931201 Prepare construction materials and tools
CON311201 Observe procedures, specifications and manuals instruction
CON311202 Interpret technical drawings and plans
CON311203 Perform mensurations and calculations
CON311204 Maintain tools and equipment

UNIT CODE CORE COMPETENCIES

CON833309 Perform pre and post operation procedures for lifting equipment
CON833310 Perform basic preventive maintenance servicing for lifting equipment
CON833315 Perform productive operation for forklift

Signature of the certificate holder
Certificate No. **17131202021829**

Issued on : **April 19, 2017**
Valid until: **April 18, 2022**




GUILING A. MAMONDIONG
Director General



RICHARD B. SANAO

CIN NO. 1275446

PRACTICAL DRIVING PROFICIENCY TEST

Name of Applicant RICHARD B. SANAD	Position/Designation MEO	Test Date 8-6-18
Test Vehicle MOTORCYCLE & FORKLIFT	Test Administrator	Score
Driver's Licensed No. N03-16-012290	Restriction Code/s 1,2	Expiry Date 2018-06-16

Direction: Rate the performance by putting an X mark on the appropriate boxes that correspond his skills. Each box has a corresponding points for YES =3 pts, NO= 2pts, PARTLY/SOMETIMES = 1 pt. The passing mark is 75%.

Pre-Assessment			
Instruction: Kindly put a check on the type of truck the applicant can masterly drive.			
No.	Type of Truck	Based on Interview	Assessment after Drive test
1	Elf		
2	Forward		
3	Ten-Wheeler		
4	Motor Bike		
5	Car/Pick up		

A.	On Board Activities	YES	NO	P/S	TOTAL SCORE FOR TEST A
1	Engaged seatbelts? (Ikinabit ang seatbelt?)	X			9
2	Ensured passengers also buckled up? (Sinigurado na ang mga pasahero ay nakaseatbelt?)				
3	Adjusted mirrors (Inayos ang salamin ng sasakyan?)	X			
4	Assumed right seating distance/posture? (Itinama ang posisyon ng pagupo?)	X			
B.	Initial Take off	YES	NO	P/S	TOTAL SCORE FOR TEST B
1	Hands well positioned? (Nasa tamang posisyon mga kamay?)	X			12
2	Warmed up engine by running? (Pinainit bang makina bago patakbuhan?)	X			
3	Releases clutch smoothly? (Maayos na binitawan ang clutch?)				
4	Uses correct gear-shifting? (Tama ang paglipat ng gear?)	X			
5	Looks alert/ready to drive? (Handa at alertong magdrive?)	X			
C.	General Vehicle Control	YES	NO	P/S	TOTAL SCORE FOR TEST B
1	Steers smoothly? (Maayos ang pagsteers?)	X			12
2	Accelerates gently? (Maayos ang pagaccelerate?)	X			
3	Applies cadence braking? (Nagpamalas ng tugmang pagbrake?)	X			
4	Does not ride abruptly? (Hindi kaskasero?)	X			
5	Does not ride the clutch? (Hindi nakaapak sa clutch?)				
D.	Safe Driving	YES	NO	P/S	TOTAL SCORE FOR

MOTORCYCLE EQUIPMENT DRIVE TEST					TEST B
1	Observe legal and safe speeds? (Nagpakita ng tamang tulin?)				
2	Uses balanced glancing of the mirrors? (Gumamit ng balanseng pagtanaw sa mga salamin ng sasakyan?)	X			
3	Looks over his shoulders/ Re: Blind spots? (Tumitingin sa kanyang tagiliran?)	X			
4	Signals his intention at proper time? (Marunong sa tamang pagsenyas?)	X			
5	Positions his vehicle in the correct lane? (Inilagay sa tamang lane ang sasakyan?)	X			
6	Observes the right following distance? (Sumunod sa tamang pagitan ng mga sasakyan?)	X			
7	Also observes an acceptable standing distance? (Nagpamalas ng kaaya ayang distan)	X			
8	Does not allow himself to be distracted? (Hindi hinahayaang madistract ang sarili?)	X			
9	Obeys traffic and pavement signs and signals? (Sinusunod ang mga batas trapiko at signal?)				
10	Does not show aggressiveness? (Hindi nagpapakita ng pagkaagresibo?)	X			
11	Generally yields right of way to vehicle and pedestrians? (Nagbibigay ng tamang babala sa mga kasunod na sasakyan at mga tumatawid?)				
12	Cautiously passes other vehicles? (Maingat na naunahan ang kasunod na sasakyan?)				
13	Encourages tailgaters to overtake him? (Nagengganyo sa mga tailgaters na maunahan?)				
14	Stay focused and minds his driving? (Alerto at focus sa kanyang pagmamaneho?)	X			
15	Exhibits caution while approaching hazardous areas/ situations? (Maingat sa pagtahak ng delikadong lugar?)	X			
16	Backs his vehicle safely? (Maingat sa pagatras ng sasakyan?)	X			
17	Demonstrate the correct parking technique? (Nagpamalas ng tamang istrategiya sa pagpark ng sasakyan?)	X			

TOTAL SCORE FOR
TEST B

36

Evaluated by:

RONALD KIM ENRIQUE

REMARKS:

OKAY ON DRIVE TEST, RECOMMEND TO USE MOTORCYCLE.

REMARKS:

OKAY ON DRIVE TEST, RECOMMEND TO USE MOTORCYCLE.

Richard B. Sanao

Phase 2 Block 12 Lot 33

Family Village Resources, GMA, Cavite

Contact No. :0939-7651-980

SSS No. 33-5050-8479 TIN: 232-452564-000

HDMF: 1210-4382-9017 MDR: 010511385224



Objectives:

To gain more knowledge to experience training in company that can help built my confidence and self-esteem.

Employment Record:

Company name	:	SKOBE LIFT INDUSTRIAL
Position	:	Forklift Operator
Inclusive Dates	:	Feb. 05, 2018 to Present <i>July 22</i>
Company name	:	METS LOGISTICS
Position	:	Checker / Forklift Operator
Inclusive Dates	:	October 26, 2017 to January 30, 2018
Company name	:	WORKERS BUILDERS INC.
Position	:	Forklift Operator
Inclusive Dates	:	September 08, 2013-Feb. 08, 2017
Company name	:	METALCAST CORPORATION
Position	:	Forklift Operator
Inclusive Dates	:	Jan. 28-July 17, 2013
Company name	:	ROHM ELECTRONICS PHILS.
Position	:	Forklift Operator
Inclusive Dates	:	September 08, 2011-July 18, 2012

Special Skills : Can Operate Reach Truck BT Reflex

Job Description:

- Operate powered industrial trucks to load and unload materials and deliveries and more them to and from storage areas, machines and loading docks, into railroad cars or trucks or storage facilities.
- Moving goods packed on pallets or in crates around the storage facility.
- Stacking goods in the correct storage bays, following inventory control instructions.
- Performing daily equipment checks such as recharging the truck battery and lubricating equipment.
- Endorsement of Materials to production area LAZER, STAMPING, MCT and Subcon.
- Unload deliveries from different suppliers, like Posco, MM Steel, JFE, Toyota, Accutech.

Seminar Attended:

- Nichiyu - SAFETY AND PROPER OPERATION SEMINAR - Electric Forklift - February 23, 2012

Educational Attainment:

Vocational: TESDA - NCTII FORKLIFT (HEO) HEAVY EQUIPMENT OPERATION
TESDA- NCII SKID LOADER HEAVY EQUIPMENT OPERATOR
Secondary: Gen. Mariano Alvarez Technical High School
GMA, Cavite
SY. 2001-2002
Primary: Aresenio H. Lacson Elementary School
Tondo, Manila
SY. 1991-1992

Personal Information:

Date of Birth : June 16, 1979
Place of Birth : Manila
Age : 38 y/o
Civil Status : Single
National : Filipino
Religion : Christian
Height : 5'5"
Weight : 160 lbs.
Father's Name : Bienvenido Sanao
Mother's Name : Purisima Sanao

I hereby reaffirm that above information is true and correct due to my knowledge and beliefs.


Richard B. Sanao

APPLICANT EVALUATION

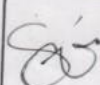
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APPLICANT INFORMATION						
Candidate	RICARDO GONZALEZ					
Position Applied for	MTO					
Department						
Interviewer	RONALD KIM FALGOUT					
RECOMMENDATION						
<input checked="" type="checkbox"/> Highly Recommended	<input type="checkbox"/> Recommended	<input type="checkbox"/> Moderately Recommended	<input type="checkbox"/> Recommended w/ reservation	<input type="checkbox"/> Not Recommended		
CANDIDATE EVALUATION						
	Poor	Fair	Satisfactory	Good	VG	Excellent
Knowledge of Specific Job Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Related Job Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Related Education or Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest in Company/Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STRENGTHS	WITH FORKLIFT NC II CERTIFICATE + TRAINING					
WEAKNESSES						
ADDITIONAL COMMENTS	HOME ADDRESS NEAR WAREHOUSE					

INTERVIEWER'S CHECKLIST

Name of Applicant: RICHARD SNOW
 Position Applying For: MEB

Asking Rate: _____
 Proposed Rate: _____

Interviewers	Is applicant recommended for the post?		Remarks	Signature
	Yes	No		
Interviewer: <u>RFE</u> Position: <u>COORDINATION</u> Date: _____	✓		WITH FORKLIFT NC II CERT. & TRAINING	
Interviewer: _____ Position: _____ Date: _____				
Interviewer: _____ Position: _____ Date: _____				
Interviewer: _____ Position: _____ Date: _____				

TO BE FILLED UP BY THE GENERAL MANAGER

FINAL RECOMMENDATION

☐

For Hiring

☐

Not for hiring

Confirmed by: _____

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
PROFESSIONAL DRIVER'S LICENSE


201800017
Signature of Licensee

Last Name, First Name, Middle Name
SANAO, RICHARD BARROT

Nationality	Sex	Date of Birth	Weight (kg)	Height(m)
PHL	M	1979/06/16	65	1.62

Address
P1 B2 L16 FVR GEN MARIANO ALVAREZ CAVITE

License No.	Expiration Date	Agency Code
N03-16-012290	2023/06/16	D29

Board Type	Eye Color
	BLACK

Restrictions	Conditions
1,2	NONE


EDGAR C. SALVAITE
Assistant Secretary