

APPLICANT EVALUATION

APPLICANT INFORMATION						
Candidate	MARK HILU USPANDO					
Position Applied for	IC					
Department	SILANG DOCUVINE					
Interviewer	MDG					
RECOMMENDATION						
<input type="checkbox"/> Highly Recommended	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STRENGTHS						
WEAKNESSES						
ADDITIONAL COMMENTS						
for SILANG BRANCH						

INTERVIEWER'S CHECKLIST

Name of Applicant: MARK HIL USPANDO
 Position Applying For: IC

Asking Rate: _____
 Proposed Rate: _____

Interviewers	Is applicant recommended for the post?		Remarks	Signature
	Yes	No		
Interviewer: <u>mdh</u> Position: <u>BA</u> Date: <u>3-12-18</u>	✓		For SILANG Branch Deployment	/s/
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: _____

Position Applied for: Inventory Controller

PLEASE PRINT LEGIBLY

APPLICANT INFORMATION SHEET



PERSONAL BACKGROUND

Family Name <u>Lepardo</u>	Given Name <u>Mark Hill</u>	Middle Name <u>Cansaran</u>
Home Address: <u>#80 Anuling Lages I, Mendez Canite</u>		
Provincial Address: <u>Canite</u>		
Birth Date: <u>Sept. 02 1990</u>	Birth Place: <u>Mendez Canite</u>	Age: <u>28</u> E-mail Address: <u>marklepardo42@yahoo</u>
Mobile Number: <u>0935 365 6621</u>	Sports: <u>Basketball</u>	Religion: <u>Catholic</u> Citizenship: <u></u>
Home Number: <u>(046) 861-1943</u>	Skills: <u></u>	<input checked="" type="radio"/> Single <input type="radio"/> Filipino
Office Number: <u></u>	Hobbies: <u>Basketball</u>	<input type="radio"/> Married <input type="radio"/> Others
Computer Literacy (Hardware & Software): <u>MS Application</u>		<input type="radio"/> Separated
Written and Spoken Language/Dialect: <u>English/Tagalog</u>		
SSS No. <u>34-3397039-3</u>		TIN No. <u>437-055-793-000</u>
PAG-IBIG No: <u>1210-7152-8191</u>		PHILHEALTH No: <u>080255626406</u>
In case of emergency, contact: <u></u>		Address: <u></u> Contact Number: <u></u>

FAMILY BACKGROUND	CONTACT NO.	AGE	STATUS	OCCUPATION	INCOME
Father's Name:					
Mother's Name:					
Brothers/Sisters:					
<u>Emiliano Lepardo</u>	<u>09124282816</u>	<u>69</u>		<u>Farmer</u>	<u>-</u>
<u>Leonilda Lepardo</u>	<u>09091167553</u>	<u>66</u>		<u>Retarded teacher</u>	<u>-</u>
<u>Michelle Lepardo</u>	<u>0978578861</u>	<u>33</u>		<u>Teacher</u>	<u>-</u>
<u>Debra Marie Lepardo</u>	<u>-</u>	<u>31</u>		<u>Nurse</u>	<u>-</u>
Spouse:					
Children:					
<u>None</u>					

EDUCATIONAL BACKGROUND

LEVEL	SCHOOL/UNIVERSITY	COURSE	YEAR	ACHIEVEMENTS
Elementary	<u>Anuling Elementary School</u>		<u>2003</u>	
Secondary	<u>T.C.M.H.S</u>		<u>2007</u>	
College	<u>Regationist College</u>	<u>BS-I.T</u>	<u>2011</u>	
Vocational				
Graduate				
Post Graduate				

EMPLOYMENT RECORDS (Start from Recent to Previous)

Name of Company / Address	Position	Start	End	Salary	Reason for leaving
<u>H.C.G</u>	<u>Office Staff</u>	<u>June 2013</u>	<u>June 2017</u>	<u>P 11,000</u>	<u>Design</u>

SEMINAR ATTENDED

Name/Title of Seminar	Sponsor	Date
None		

CIVIC/PROFESSIONAL INVOLVEMENT

Organization	Position	Date
None		

GOVERNMENT EXAMS TAKEN

Name of Exam	Date Taken	Rating
None		

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

Name	Position	Company	Relationship
None			

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

If no, with who? _____

Does your family own a house/lot?

☒ Yes

☐ No

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

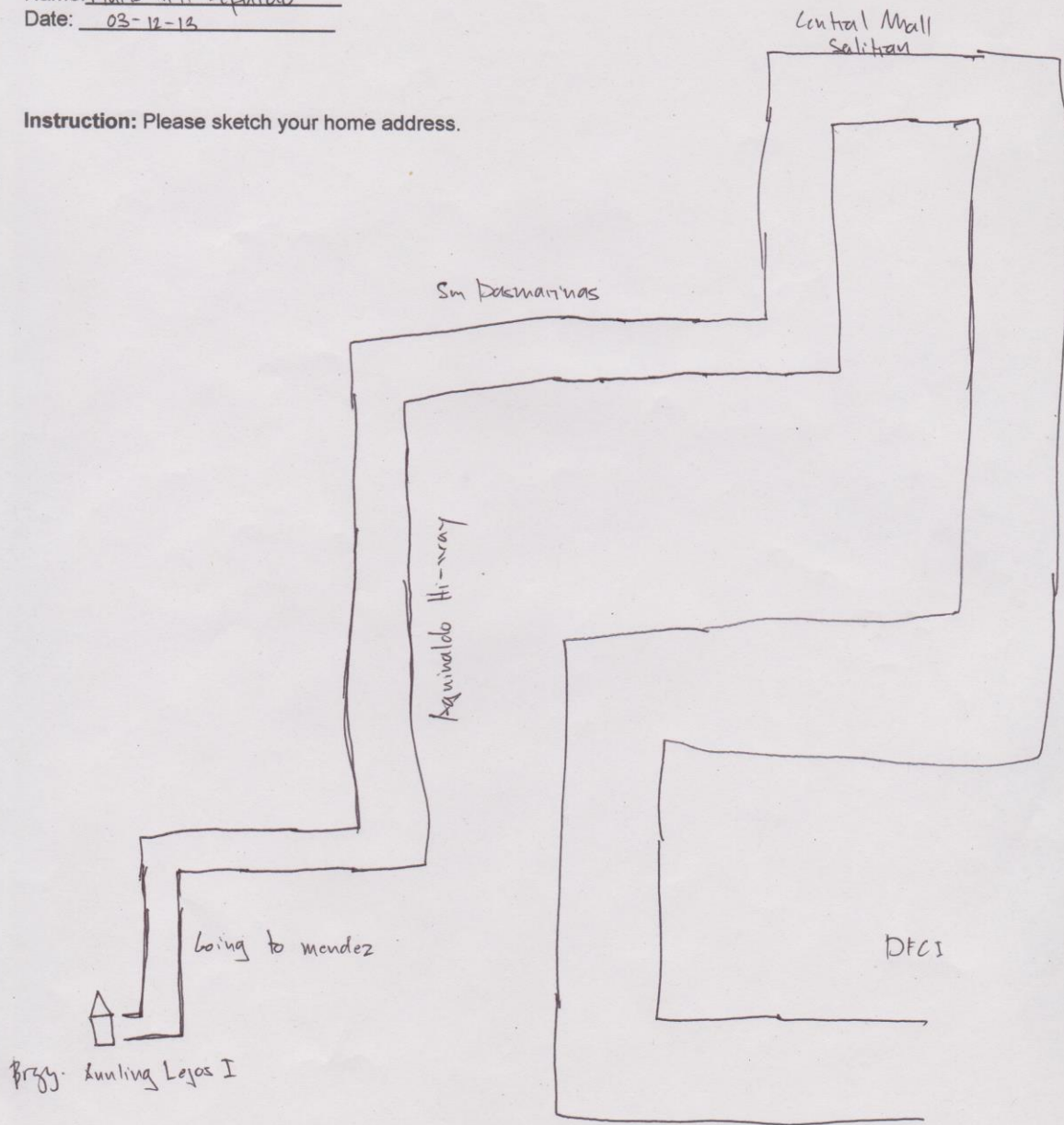
I declare that the information given to this application are true and accurate and I understand that any misrepresentation of facts herein will be sufficient cause for disqualification from the opportunities of the recruitment process.

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.

Mark H. L. L. L.
SIGNATURE OVER PRINTED NAME
03-17-18
DATE

Name: Marle Hill Lepardo
Date: 03-12-13

Instruction: Please sketch your home address.



Name: Mark Hill Lepardo
Position desired: Inventory Control

Date: 03-11-18

1. Describe yourself.
(Ilarawan ang iyong sarili)
2. What are the 5 most important priorities in your life right now?
(Magbigay ng limang bagay na pinakaimportante sa iyo)
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?)
4. What do you value most in a job?
(Ano ang pinapahalagahan mo sa isang trabaho?)
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?)
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?)
7. What things do you consider as stressful and how do you manage stress?
(Anu-anong mga bagay ang itinuturing mong balakid sa iyong pagtatrabaho? Paano mo ito nadadala?)
8. How would you describe a supervisor-subordinate relationship?
(Paano mo mailalarawan ang relasyon ng isang amo at empleyado?)
9. How much salary are you expecting for this position?
(Magkano ang inaasahan mong sweldo?)
10. Why do you think we should hire you?
(Bakit sa tingin mo, karapat-dapat ka na matanggap?)

1. I'm hard working, sincere, patient and responsible person. And self motivated and also have positive attitude.
2. 1. Family 2. Career 3. God 4. Future 5. Health
3. to be a ~~good~~ successful someday and to have a good life in future.
4. Mostly to have an integrity and to be honest all the times.
5. In my previous job is mostly related as Inventory Staff. ✓
We also responsible in the items in our ~~warehouse~~ warehouse.
6. for me i have the ability to handle pressures and learn from my mistakes. It helps me to improve my self and to work effectively everyday.
7. for me i rather to react the situation rather than to stress so the situation is being handle and doesn't become stressful.
8. respect all the times and be professional when it comes to work.
9. P 12,000 - P 14,000 ✓
10. Because i know i can do the job and i will work hard to keep my position.

IC - INVENTORIAL COMPETITION

Mr. MARK HILL C. LEPARDO

Address: #80M. Dimapilis St, Anuling Lejos I, Mendez Cavite

Date of Birth: September 2, 1990 / Age: 28yrs. old ✓

Civil Status: Single / Mobile Number: 0995-365-6621 ✓

Email Address: markleparado42@yahoo.com



Objective: To obtain a rewarding and challenging position, to enhance and apply my knowledge and skills, and to practice my learning's, in a reputable institution that stimulates thought, innovation and creativity in information technology.

Skills and Abilities

- Communication and interpersonal skills, with the ability to work well with others.
- Knowledgeable in computer hardware and software troubleshooting, networking, photo editing and animated graphics via Adobe Photoshop, MS Office and willing to adapt and learn new software practices.
- Knows hardware and software troubleshooting and computer maintenance.
- Organize and detailed oriented.
- With the ability to multi task.
- Eager to learn and able to work with minimum supervision.

Seminars and Workshops Attended

Annual General Assembly and Educational Forum

September 7, 2009
St. Paul University, Quezon City

UPITTC Echo Seminar

September 16, 2010
UP Diliman, Quezon City

UPITTC Echo Seminar

January 28, 2010
Rogationist College, Silang, Cavite

Enlightening our Minds with Microsoft Application

January 27, 2011
Rogationist College, Silang, Cavite

3 - SIBLINGS
Eldest - Biology
Middle - Marketing
Youngest - IT

Father - Farmer
69 yrs old
Mother - 68 yrs old
Retired Teacher

Organization Affiliation

Rogationist College Computer Society (ROCS)	2007-2011
Junior Philippine Computer Society (JPCS)	2009-2011

Educational Attainment

Tertiary: Rogationist College
Bachelor of Science in Information Technology ✓
Km 52 Lalaan II, Silang Cavite
2007-2011

Secondary: Tagaytay City National High School
Tagaytay City, Cavite
2003-2007

Primary: Anuling Elementary School
Anuling Lejos I, Mendez Cavite
1997-2003

Job Experience

Office Assistant/Technical Support (On the Job Training) ✓ *PERMAN (MANO MANO)*
Rogationist College Clinic Office
52 Km E. Aguinaldo Highway, Lalaan 2, Silang Cavite
April 2009 - June 2009 *8-5*

Computer Technician/Desktop Support (On the Job Training) ✓ *8-5*
MAXIM Corporation
MPOC Gateway Business Park, Brgy. Javalera, Gen. Trias, Cavite
October 2010 -- May 2011

Office Assistant/Technical Support (Trainee) ✓
Kaizen Internetworking
Dasmarinas, Cavite
September 2011 -- December 2011 — *4 months*

Sales Officer
The Wedding Store ✓
Robinsons Tagaytay, City
April 22, 2013 -- May 24, 2013

Office Staff/Inspector

Hocheng Philippines Corporation
FCIE, Dasmariñas Cavite
June 2013 – June 2017
~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~



INVENTORY ✓

MINIMUM

Character References

Mr. Raymond Ronario

Professor/Adviser
Rogationist College
Address: Lalaan II, Silang Cavite
Mobile number: 0929-8145-581

Mark Timothy Viado

AUC
Hocheng Philippines Corporation
Address: Indang, Cavite
Contact Number: 0917-528-9202

I hereby certify that the above statements are true and correct to the best of my knowledge.

Mark Hill C. Lepardo