

Filipino citizen, holder of a bachelor's degree relevant to the vacancy/position applied for

LIST OF REQUIREMENTS:

☐ DFA Application Form

☐ Resumé

Photocopies of:

☐ Transcript of Records

☐ Diploma

☐ Civil Service Eligibility

☐ NBI Clearance

☐ Certificate of Previous Employment, if any



DFA-HRM-P-01
Revision 1,
16/12/16

Paste
passport sized
photo here

*Note: Print clearly in ink. Use additional sheets if necessary.

POSITION APPLIED FOR: INFORMATION TECHNOLOGY OFFICER I			
PERSONAL BACKGROUND			
Surname SANTILLAN		First Name MICHAEL C.J.	
Middle Name TELIN		NAME:	
CIVIL STATUS: <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> ANNULLED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED		SEX: <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	CITIZENSHIP: FILIPINO
HEIGHT: 180 CM		IF MARRIED, WRITE MAIDEN NAME:	
NAME OF SPOUSE: MARIBETH B. SANTILLAN		PLACE OF BIRTH: SURIGAO CITY, SURIGAO DEL NORTE	
PRESENT ADDRESS: C721 EL PUEBLO MANILA ANONAS ST., BRGY. 630 STA. MESA, MANILA 1016			
LANDLINE: 02-252-7661		MOBILE NO: +63 919 4805849	EMAIL: michaelcjtsantillan@gmail.com
Surname NAME OF FATHER: SANTILLAN		First Name CECILIO	
Middle Name PACIO		CITIZENSHIP: FILIPINO	
OCCUPATION: HOUSEHUSBAND		NAME OF MOTHER: Maiden Surname TELIN	
First Name ZENNY		Middle Name VILLAR	
CITIZENSHIP: FILIPINO		OCCUPATION: HOUSEWIFE	
EDUCATIONAL ATTAINMENT			
	NAME OF SCHOOL/COLLEGE/UNIVERISTY	COURSE/DEGREE EARNED	HONORS RECEIVED (IF ANY)
ELEMENTARY	SURIGAO CITY PILOT SCHOOL	ELEMENTARY	5TH HONORABLE MENTION
SECONDARY	CARAGA REGIONAL SCIENCE HIGH SCHOOL HIGH SCHOOL		N/A
VOCATIONAL	N/A		
COLLEGE	EULOGIO 'AMANG' RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY	BS COMPUTER ENGINEERING	N/A
POST GRADUATE	N/A		
CIVIL SERVICE ELIGIBILITY/GOVERNMENT EXAMS PASSED			
TITLE OF EXAM	DATE OF EXAM	PLACE OF EXAM	RATING
CIVIL SERVICE PROFESSIONAL	MARCH 18, 2018	ISMAEL MATHAY SR. HIGH SCHOOL	82.74
EMPLOYMENT RECORDS			
NAME OF EMPLOYER/ADDRESS	DURATION	POSITION	CAUSE OF SEPARATION
AEON CREDIT SERVICE SYSTEMS PHILIPPINES, INC/ BGC TAGUIG	2011 - PRESENT	SENIOR SOFTWARE ENGINEER	
AWARDS/COMMENDATIONS/TRAINING/SEMINARS ATTENDED/SCHOLARSHIP GRANTS			
PHILNITS IT PASSPORT OCTOBER 2016			
MEMBERSHIP IN SCHOOL / PROFESSIONAL ORGANIZATION(S) (LOCAL/INTERNATIONAL)			
ORGANIZATION		POSITION	
N/A			

LITERARY ACCOMPLISHMENTS			
TYPE OF PUBLICATION		TITLE	DATE PUBLISHED
N/A			
KNOWLEDGE OF FOREIGN LANGUAGE (STATE PROFICIENCY – FAIR, GOOD, EXCELLENT)			
LANGUAGE	READING	SPEAKING	WRITING
ENGLISH	EXCELLENT	GOOD	GOOD
TRAVELS OVERSEAS			
INCLUSIVE DATES		COUNTRY	PURPOSE
N/A			
SPECIALIZATION/SKILLS			
<input checked="" type="checkbox"/> TYPING <input checked="" type="checkbox"/> DRIVING <input checked="" type="checkbox"/> OFFICE MACHINE OPERATIONS <input checked="" type="checkbox"/> COMPUTER LITERACY <input checked="" type="checkbox"/> PROGRAMMING			
<input type="checkbox"/> DESKTOP PUBLISHING <input checked="" type="checkbox"/> RESEARCH <input checked="" type="checkbox"/> WEB/APP DESIGN/DEVELOPMENT <input type="checkbox"/> ORGANIZATIONAL PLANNING/DEVT			
OTHER SKILLS: PHOTOGRAPHY			
WHAT SOFTWARE PROGRAMS ARE YOU FAMILIAR WITH? MS OFFICE, LINUX, WINDOWS, IBM I, ANDROID STUDIO, GIT, PUTTY, PHOTOSHOP, LIGHTROOM			
WHY DO YOU SEEK A POSITION IN THE DEPARTMENT: TO BE PART OF THE DEPARTMENT THAT PROMOTES AND PROTECTS PHILIPPINE INTERESTS IN THE GLOBAL COMMUNITY			
HAVE YOU EVER TAKEN THE EMPLOYMENT EXAM OF THE DEPARTMENT? <input type="checkbox"/> YES (DATE: _____) <input checked="" type="checkbox"/> NO			
WHAT MINIMUM SALARY ARE YOU WILLING TO ACCEPT? SG-19			
ARE YOU WILLING TO ACCEPT CONTRACTUAL/CASUAL APPOINTMENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
HOW SOON CAN YOU START? AS SOON AS POSSIBLE			
IDENTIFICATION OF RELATIVES IN GOVERNMENT SERVICES			
DO YOU HAVE ANY RELATIVE (EITHER BY CONSANGUINITY OR AFFINITY) WORKING IN THE DFA? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
IF YES, STATE NAME(S) AND RELATIONSHIP(S)			
ARE YOU RELATED WITHIN THE 3 RD DEGREE OF AFFINITY OR CONSANGUINITY TO THE APPOINTING/RECOMMENDING AUTHORITY OR TO THE PERSON WHO HAS DIRECT SUPERVISION OVER YOU IN THE OFFICE, BUREAU OR DEPARTMENT YOU ARE APPOINTED TO? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
IF YES, GIVE PARTICULARS:			
OTHER PERTINENT INFORMATION			
HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM ANY EMPLOYMENT FOR REASON OTHER THAN LACK OF FUNDS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
IF YES, GIVE PARTICULARS:			
HAVE YOU EVER BEEN CONVICTED FOR VIOLATING ANY LAW, DECREE, ORDINANCE OR REGULATIONS BY ANY COURT, BODY OR TRIBUNAL? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
IF YES, GIVE PARTICULARS:			
DO YOU HAVE ANY PENDING ADMINISTRATIVE/ CRIMINAL/ CIVIL CASE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
IF YES, GIVE PARTICULARS:			
HOW DID YOU LEARN ABOUT THE JOB VACANCY: <input type="checkbox"/> JOB FAIR <input checked="" type="checkbox"/> DFA WEBSITE <input type="checkbox"/> JOB POSTING/ADS			
<input type="checkbox"/> OTHERS (PLEASE SPECIFY) _____			
CHARACTER AND CREDIT REFERENCES (GIVE 3 PERSONS WHO KNOW YOU PERSONALLY)			
NAME	ADDRESS	CONTACT NUMBER	OCCUPATION
ENGR. ALBERT B. CASTRO	83 B WOMEN'S CLUB ST., STO. NIÑO GALAS QC	+63 927 364 8351	MECHANICAL ENGR./MASTER PLUMBER
ENGR. ADOR UTULO	23 TAGAYTAY ST., CALOOCAN CITY	+63 917 765 4413	INSTRUCTOR 3, EARIST MANILA
SHIRLEY ALMAYAN	158 MALITLIT STA. ROSA LAGUNA	+63 920 231 1726	SENIOR DEVELOPER/ANALYST

I hereby certify that the answers given above are true and correct to the best of my knowledge and based on authentic records. Any wrong or withheld information herein will make my application in the Department of Foreign Affairs null and void.

SIGNATURE OF APPLICANT

OCTOBER 4, 2018

DATE ACCOMPLISHED