
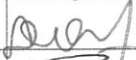
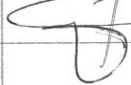

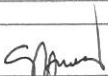


Name : GARCIA, CHARLENE Y. Date Applied : 3/10/20

## Assessment Result

	Screened / Interviewed by:	Passed	Failed	Signature
Screening of Resume	M. MORGAN	✓		
Initial Interview	D. A. DeTune	✓		
Department Interview	J. Grandillo	✓		
		Accepted	Didn't Accept	
Job Offer		✓		

(page 1 of 2)

RT-088-00

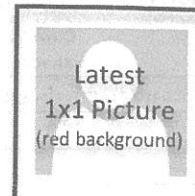
EFF: 11/12/19



FURUKAWA AUTOMOTIVE SYSTEMS  
LIMA PHILIPPINES, INC.

PD5

# 10AM



13k-15k

Δ \*c/o sir Je

## PERSONNEL INFORMATION FORM

Position Applied for.: PD Staff

Employee no.: \_\_\_\_\_

### PERSONAL DATA:

SURNAME	FIRST NAME	MIDDLE NAME	NICKNAME	AGE	GENDER
Garcia	Charlene	Villas	Cha	23yrs. old	<input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
PRESENT ADDRESS (Complete Address)			DATE OF BIRTH	RELIGION	CIVIL STATUS
Antipolo del Sur, Lipa City Batangas			03/01/97	Catholic	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Single-Parent <input type="checkbox"/> Separated <input type="checkbox"/> Widow/er
PERMANENT/PROVINCIAL ADDRESS (Complete Address)			PLACE OF BIRTH	BLOOD TYPE	
Antipolo del Sur, Lipa City Batangas			Balanga, Bataan		
EMAIL ADDRESS	SOCIAL MEDIA ACCOUNT (FB, Instagram)		TEL/ CEL NOS.	WEIGHT	HEIGHT
charlenegarcia3197@gmail.com			09091615150	42kg.	5'
SSS NO	PAG-IBIG NO	PASSPORT NO	DRIVER'S LICENSE NO		
02-4432315-8	121211394444				
TIN NO	PHILHEALTH NO	VALIDITY DATE	PROFESSIONAL LICENSE NO		

### FAMILY DATA:

SPOUSE NAME	AGE	OCCUPATION	COMPANY
CHILDREN'S NAME (from eldest to youngest)	AGE	OCCUPATION	COMPANY
1.			
2. march 3 / failed			
3.			
4.			
FATHER'S NAME	AGE	OCCUPATION	COMPANY
Ephraim M. Garcia - Lipa City	59yrs. old	Welder (N. E. G. J.)	> 20 yrs.
MOTHER'S NAME	AGE	OCCUPATION	COMPANY
Zenaida V. Garcia - Bataan	57yrs. old	House wife	
SISTERS/BROTHERS (from eldest to youngest)	AGE	OCCUPATION	COMPANY
1. Jake V. Garcia	21	student	B&V - Alangilan
2.			Hydr. - B&E
3.			
4.			
5. - fast learner			
6. - hard working			
7. - eagerness to learn			
8.			
9.			
10.			
11.			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY	RELATIONSHIP	CONTACT NO.	ADDRESS
Zenaida V. Garcia	Mother		Antipolo del Sur, Lipa City

### EDUCATIONAL BACKGROUND:

	NAME OF SCHOOL	DATE GRADUATED	PUT CHECK IF GRADUATED	DEGREE/COURSE
ELEMENTARY	Jose K. Obando Mem. Elem. School	2003-2009	✓	
SECONDARY (HIGH SCHOOL)	The Mabini Academy	2009-2013	✓	
VOCATIONAL				(1)
TERTIARY (COLLEGE)	Bat. State U. JPLPC Malvar Campus	2013-2018	✓	BS Industrial Engineering

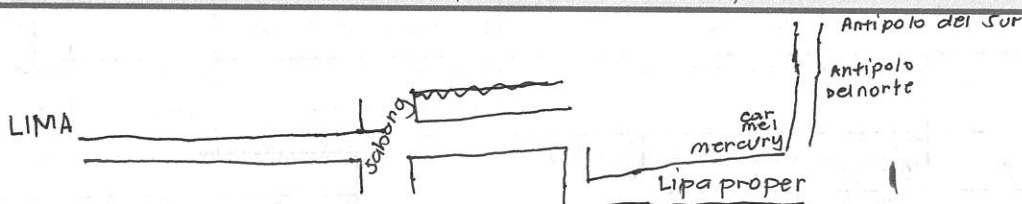
# EMPLOYMENT RECORD:

COMPANY NAME (start with your present job)	POSITION	FROM (Month & Year)	TO (Month & Year)	REASON OF LEAVING	BASIC SALARY
1. Desktop Bags Phil. Inc.	PE	Aug. 2018	Feb. 2020	For Family	11,000
2. Mon-Sat (DS only)			Feb 20	ask by her mother to return to batangas	1,000 allowance 10 monthly incentive 500 4000 target
4. Sometimes OT/ Sunday					
5.					

## CHARACTER REFERENCES (not relatives):

NAME	CONTACT NO	OCCUPATION	COMPANY
1. Sunshine Cezar	09467015640	Technical / O B IE	Desktop Bags. Phil. Inc.
2. Engr. Norxine L. Montalvo	09084967720	Program chair IE/ME	BSU - Malvar

## SKETCH THE LOCATION OF YOUR PRESENT ADDRESS (Pls. indicate the landmarks):



I certify that the information contained in this application is true and complete. I understand that false information & misdeclaration may be grounds for not hiring me or for immediate termination of employment if I am hired. I authorize the verification of any and all information listed above.

By affixing my signature on this document and other forms attached. I agree that those information may be processed, shared, disclosed, transferred or used by the company for purposes related to my employment in accordance with the Data Privacy Act of 2012 and its implementing rules and regulations.

Name & Signature:

CHARLENE V. GARCIA

Date Accomplished:

03 / 01 / 19

## INTERVIEW ASSESSMENT

### To be filled-up by Recruitment Section:

GENERAL INFORMATION	Yes / No	REMARKS	DESCRIPTION	RATINGS	REMARKS																
1. Are you willing and able to stand for long periods of time?	Yes		1. Appearance/Mannerism	3	GOALS: → to have D → stable job → promoted																
2. Are you willing to work on any shift?	Yes	OT - yes	2. Speech/Communication	2																	
3. Do you smoke?	No		3. Reasoning & Judgement	2																	
4. Do you drink alcoholic beverages?	No		4. Job Knowledge	2																	
5. Have you ever worked for FALP before?	Yes No		5. Experience in Work Applied	2																	
6. Is this your 1st time to apply & be interviewed at FALP?	Yes	in need of job in PH is good	6. General Knowledge	3																	
7. Do you have plans to work abroad?	Yes - 6 yrs. in MW		7. Pose & Maturity	3																	
8. Do you have relatives/friends working in FALP?	Yes	Classmate: E. Overbin	8. Personality, Attitude & Social Adjustment	3																	
9. How did you find out the Job Vacancy?	<table><tr><td colspan="2">Ratings</td><td colspan="2">Results:</td></tr><tr><td>1 - Poor</td><td>4 - Good</td><td>Recommended</td><td><input checked="" type="checkbox"/></td></tr><tr><td>2 - Fair</td><td>5 - Outstanding</td><td>Not Recommended</td><td><input type="checkbox"/></td></tr><tr><td>3 - Average</td><td></td><td>Pending (_____)</td><td><input type="checkbox"/></td></tr></table>					Ratings		Results:		1 - Poor	4 - Good	Recommended	<input checked="" type="checkbox"/>	2 - Fair	5 - Outstanding	Not Recommended	<input type="checkbox"/>	3 - Average		Pending (_____)	<input type="checkbox"/>
Ratings		Results:																			
1 - Poor	4 - Good	Recommended	<input checked="" type="checkbox"/>																		
2 - Fair	5 - Outstanding	Not Recommended	<input type="checkbox"/>																		
3 - Average		Pending (_____)	<input type="checkbox"/>																		
<table><tr><td><input type="checkbox"/> Walk-in</td><td><input checked="" type="checkbox"/> Job Site <u>Inded</u></td><td><input type="checkbox"/> Referral _____</td><td><input type="checkbox"/> Others (pls specify) _____</td></tr></table>						<input type="checkbox"/> Walk-in	<input checked="" type="checkbox"/> Job Site <u>Inded</u>	<input type="checkbox"/> Referral _____	<input type="checkbox"/> Others (pls specify) _____												
<input type="checkbox"/> Walk-in	<input checked="" type="checkbox"/> Job Site <u>Inded</u>	<input type="checkbox"/> Referral _____	<input type="checkbox"/> Others (pls specify) _____																		

Comments:

CB: X  
A: X  
H: X

BT: X  
MH: X

Conducted by: (Name & Signature)

Date:

### To be filled-up by HR Section:

Salary & Benefits	Amount	Remarks	Salary & Benefits	Amount	Remarks
1. Latest Salary			4. Non-Monetary Benefits		
2. Number of Bonuses					
3. Cash Allowance			Others		
Comments:			Conducted by: (Name & Signature)		
			Date:		

PE Staff

## **CHARLENE V.GARCIA**

Antipolo del Sur, Lipa City, Batangas

[charlenegarcia3197@gmail.com](mailto:charlenegarcia3197@gmail.com)

09091615150



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### **OBJECTIVES**

To be part of your company that will enhance my knowledge and skills in adherence to your mission and vision. This may end to opportunities for advancement and will provide me a decent job in relation to my chosen field.

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### **EDUCATIONAL BACKGROUND**

**TERTIARY:**        **BATANGAS STATE UNIVERSITY JPLPC-MALVAR**  
G. Leviste St., Poblacion, Malvar, Batangas  
Bachelor of Science in Industrial Engineering  
2013-2018

**SECONDARY:**    **THE MABINI ACADEMY**  
Balintawak, Lipa City, Batangas  
2009-2013

**PRIMARY:**        **JOSE K. OBANDO MEMORIAL ELEMENTARY SCHOOL**  
Antipolo del Sur, Lipa City, Batangas  
2003-2009

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### **TRAININGS AND SEMINARS ATTENDED**

#### **“ACHIEVING EXCELLENCE THROUGH QUALITY MANAGEMENT SYSTEM”**

Batangas State University-JPLPC Campus  
July 11, 2015

#### **“INDUSTRIAL ENGINEERING: TRANSCENDING CHALLENGES OF THE 21<sup>ST</sup> CENTURY”**

Batangas State University-JPLPC Campus  
August 08, 2015



**“BE DISASTER AWARE, TAKE ACTIONS TO PREPARE”**

Batangas State University-JPLPC Campus

March 14, 2016

**“IE’s 2016: LEADING THE CONTINUOUS IMPROVEMENT JOURNEY THROUGH TOTAL QUALITY MANAGENENT”**

Batangas State University-JPLPC Campus

November 12, 2016

**“ESCALATING CAPABILITIES THROUGH INFORMATION SYSTEM”**

Sta. Rosa City Auditorium

January 2018

**“EXCELLENCE THROUGH THE HUMAN ELEMENT”**

Adamson University, Ermita Manila

January 2018

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**SKILLS AND QUALIFICATIONS**

- Willing to render overtime
- Fast learner
- Adaptable and flexible
- Hardworking
- Knowledgeable in handling a team
- Strong personality
- Responsible
- Willing to learn

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**PERSONAL INFORMATION**

BIRTH DATE : March 01, 1997  
BIRTH PLACE : Balanga Bataan  
AGE : 23 years old  
RELIGION : Roman Catholic  
HEIGHT : 5’  
WEIGHT : 81.6lbs.  
CIVIL STATUS : Single

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## WORK EXPERIENCE

COMPANY : Desktop Bags Philippines Inc. *chinese (sewing machine)*  
POSITION : Production Engineering *- thru her aunt / mother's side working there*  
August 07, 2018 - February 20, 2020  
DESCRIPTION : Efficiency, TMS, Layout, Operation Breakdown, *1. to mant*  
*• handle 5 lines* Conduct Monthly Report, mid-year and year-end  
*• Takt time / Cycle* inventory, Compute Target Output, Weekly  
*Time / Line Balancing* Improvement Reports,  
*• Production Dept:* *→ overcome her shyness by being in PD ✓*

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## CHARACTER REFERENCE

Sunshine Cezar  
Technical/OB IE  
Desktop Bags Phil. Inc.  
Mariveles, Bataan  
09467015640

Engr. Norxine L. Montalbo *- Out put*  
Program Chair IE/MexE *- skill*  
Batangas State University *- Defect*  
JPLPC Malvar  
09084967720

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*I hereby earnestly swear that the information above is true and correct with all my knowledge and belief.*

*CV Garcia*  
CHARLENE V. GARCIA



