

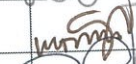

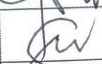

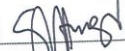


Name : WAD, CASANILLADate Applied : 7/24/20**Assessment Result**

	Screened / Interviewed by:	Passed	Failed	Signature
Screening of Resume	M. MREAY	✓		
Initial Interview	D-A DeTomas	✓		
Department Interview	W. Camacho	✓		
	R. Valencia	✓		
	H. Gueve	✓		
				
		Accepted	Didn't Accept	
Job Offer	W. Camacho	✓		

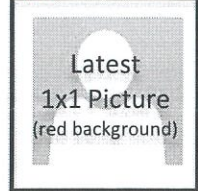
(page 1 of 2)



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

HR Jr. Staff (OK)

HR Jr. staff



Latest
1x1 Picture
(red background)

PERSONNEL INFORMATION FORM

Position Applied for.: HR STAFF

Employee no.: _____

PERSONAL DATA:

SURNAME <u>LIAD</u>	FIRST NAME <u>CASHMIRA</u>	MIDDLE NAME <u>GREGORIO</u>	NICKNAME <u>CASH</u>	AGE <u>22</u>	GENDER <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
PRESENT ADDRESS (Complete Address) <u>BRGY. SAN GUILERMO, LIPA CITY</u>			DATE OF BIRTH <u>10/14/1997</u>	RELIGION <u>CATHOLIC</u>	CIVIL STATUS <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) <u>BRGY. ANTIPOLO DEL SUR, LIPA CITY</u>			PLACE OF BIRTH <u>LIPA CITY</u>	BLOOD TYPE <u>48 kgs.</u>	HEIGHT <u>4'11</u>
EMAIL ADDRESS <u>cashmiraliad4@gmail.com</u>	SOCIAL MEDIA ACCOUNT (FB, Instagram) <u>Cashmira Liad</u>		TEL/CEL NOS. <u>0916 289 3805</u>	WEIGHT <u>48 kgs.</u>	HEIGHT <u>4'11</u>
SSS NO	PAG-IBIG NO	PASSPORT NO	DRIVER'S LICENSE NO		
TIN NO	PHILHEALTH NO	VALIDITY DATE	PROFESSIONAL LICENSE NO		

FAMILY DATA:

SPOUSE NAME <u>NONE</u>	AGE	OCCUPATION	COMPANY
CHILDREN'S NAME (from eldest to youngest)	AGE	OCCUPATION	COMPANY
1.			
2.			
3.			
4.			
FATHER'S NAME <u>Rodrigo Liad</u>	AGE <u>45</u>	OCCUPATION <u>designer cabinet</u>	COMPANY
MOTHER'S NAME <u>Liad</u>	AGE <u>60</u>	OCCUPATION <u>housewife</u>	COMPANY
SISTERS/BROTHERS (from eldest to youngest)	AGE	OCCUPATION	COMPANY
1. <u>JENNYLYN HALLING</u>	<u>48</u>	<u>N/A</u>	<u>N/A</u>
2. <u>EVELYN SARMIENTO</u>	<u>43</u>	<u>Teacher</u>	<u>Dep-Ed</u>
3. <u>RODRIGO LIAD</u>	<u>40</u>	<u>Teacher</u>	<u>Dep-Ed</u>
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY <u>RODRIGO LIAD</u>	RELATIONSHIP <u>BROTHER</u>	CONTACT NO. <u>09171423137</u>	ADDRESS <u>SAN GUILERMO LIPA CITY</u>

EDUCATIONAL BACKGROUND:

	NAME OF SCHOOL	DATE GRADUATED	PUT CHECK IF GRADUATED	DEGREE/COURSE
ELEMENTARY	<u>Pinagkawitan Elem School</u>	<u>2010</u>	<input checked="" type="checkbox"/>	
SECONDARY (HIGH SCHOOL)	<u>Pinagkawitan Nat. High School</u>	<u>2014</u>	<input checked="" type="checkbox"/>	
VOCATIONAL				
TERTIARY (COLLEGE)	<u>Lipa City Colleges</u>	<u>2018</u>	<input checked="" type="checkbox"/>	<u>AB - Psychology</u>

MP (2018) DJT → ① Lira goa academy (HS) ② Lira Madix-psych ward ③ Jethelst (payroll)

2MP (2020)

2MP in HR

then I was given signed

K - 1

1000 team

positive workmates

* Comments - recruit ment

* Payroll - 82 process -

* Admin - billing - premise provider

- purchase office supplies

- patient processing

- July 9, 2020

EMPLOYMENT RECORD:

COMPANY NAME (start with your present job)	POSITION	FROM (Month & Year)	TO (Month & Year)	REASON OF LEAVING	BASIC SALARY
1. ZURICH FINANCE CORP. <i>motivated, low challenge (8 hrs.)</i>	HR @ ADMIN ASST.	6-2018	7-2020	Career Growth	10,500.00
2. <i>7 mos. Recruitment</i>	ASST.				
3. <i>4 mos. Computer Ben</i>					
4. <i>admin works</i>					
5. <i>payroll (manual) - DTR > excel</i>					

CHARACTER REFERENCES (not relatives):

NAME	CONTACT NO	OCCUPATION	COMPANY
1. MAXINE MIRAFLORES	(093) 773 - 9945	HR @ Admin Asst. Mgr	ZURICH FINANCE CORP.
2. <i>7</i>			

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

clinic supplies

BRGY. SAN GUILERMO

BRGY. MABINI

IBAAN LIPA

IBAAN LIPA

IBAAN LIPA

- patience ✓

- criticism, use to improve herself

- conflicts ✓

- stress > deadlines

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: CASHMIRA LIAO *Cashmira*

Date Accomplished: 7/24/2020

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	
2. Are you willing to work on any shift?	Yes		2. Speech/Communication	4	
3. Do you smoke?	No		3. Reasoning & Judgement	4	
4. Do you drink alcoholic beverages?	No		4. Job Knowledge	3	
5. Have you ever worked for FALP before?	No		5. Experience in Work Applied	3	
6. Is this your 1st time to apply & be interviewed at FALP?	Yes.		6. General Knowledge	4	
7. Do you have plans to work abroad?	No		7. Pose & Maturity	4	
8. Do you have relatives/friends working in FALP?	No		8. Personality, Attitude & Social Adjustment	4	
9. How did you find out the Job Vacancy?	<input type="checkbox"/> Walk-in <input type="checkbox"/> Job Site <input type="checkbox"/> Referral <input type="checkbox"/> Others (pls specify)		<div> <div> <div>Ratings</div> <div>Results:</div> </div> <div> <div>1 - Poor</div> <div>2 - Fair</div> <div>3 - Average</div> </div> <div> <div>4 - Good</div> <div>5 - Outstanding</div> </div> <div> <div>Recommended</div> <div>Not Recommended</div> <div>Pending ()</div> </div> </div>		

Comments: CB: X HI: X

A: X MH: asthma - father

BT: 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:		

RT-078-04

EFF:10/08/19



**Cashmira G.
Liad**

How to reach me:

Cell:

0916-289-3805

Email:

cashmiraliad4@gmail.com

Address:

P.Torres St. Antipolo Del
Sur,Lipa City,Batangas

Personal Profile

Date of Birth : October 14,1997

Age : 22 yrs. old

Language: Filipino/English

Birthplace: Lipa City,Batangas

Educational Training

Lipa City Colleges

Bachelor of Arts Major in
Psychology

- 2014-2018

Lipa City Colleges

Student Clerk

- June 2016-June 2017
- Assigned in Marketing
Communications & Scholarship
Prgrams Office to provide
clerical assistance & supprt
- Participated as part of
organizing team for events
- Assigned in Guidance &
Counselling Office to assist in
administering entrance exam
for students

LCC Silvercrest Gradeschool Dept.

Student Assistant

- May 2014-May 2015
- Provides assistance to
Principal & Guidance Office
- Helps the teacher in
supervising students in class

Career Summary

HR & Admin Assistant

ZURICH FINANCE
CORPORATION

June 2018 to July 2020

Hiring and Recruitment

- Posting Job Ads & coordinating
with local PESO Office.
- Does pre-screening of applicants
- Conducts initial interviews &
administers pre-employment
examinations
- Prepares Contract & other
necessary documents for
Employment
- Acts as the custodian of the 201
Files.

Compensation & Benefits

- Prepares payroll & generate
timekeeping reports
- Administers company initiated
and government mandated
benefits
- Provides timely reports to
department manager
- Assists in other areas/ function of
HR as may be assigned from time
to time.
- Aquisition & monitoring of office
supplies and other equipment.

Skills

Human Resources

Recruiting

Payroll

Benefits Administation

Employee Relations

Cashmira G. Liad
CASHMIRA LIAD