SAN	Date Applied: 7/07/20				
Assessmen	t Resu	lt			
Screened / Interviewed by:	Passed	Failed	Signature		
M-MAKAY	/	250	and		
n-A Detorce			0n01		
L. SANCHEZ	/		Long		
	Accepted	Didn't Accept			
In Jan	$\checkmark$		Lago		
	Assessmen  Screened / Interviewed by:  M. MIKAY  D. A. De Toncy	Assessment Results Screened / Interviewed by:  M. MACAY  D. A. D. Torrey  L. SANCHEZ	Assessment Result  Screened / Interviewed by:  M - MACAY  D-A De Tomo  L. SANCHEZ		

EFF: 11/12/19



thw:

- 4	41
(D. D. C.	a da
(2) MM S	SIN STAFF

Mi	interview )	
1	independe	A
中	-hadwik	in
	1	

PERSONNEL INFORMATION FORM

	Latest
	1x1 Picture
(	red background)

HM.		LINGUITITE	IIII OIIII	AHON	TOITIVI	pesivant	1.137 200	1
=B page	Position Applied for.: MATT	ERIAL MANAGEMENT	CTAFF /OFF	Employee	no.: — D	lan to have	Most of hers	JLM
	PERSONAL DATA:		11/2/11	1		plan to be	r White.	4 / / / / / / / / / / / / / / / / / / /
	SURNAME	FIRST NAME	MIDDLE NAME		NICKNAME	AGE	GENDER	4 ~
	BAUTISTA	JOAN	MARGA	110	40	24	Female Male	
	DRESENT ADDRESS (Complete Address)	-	1,111041	DATE OF BIRTH		RELIGION	CIVIL STATUS	NexCON
ranspo-	464 SAN MIGUEL SE	ving atome por Byr.	VAC	DEC. 18,	1995		Single	Sopres
R)	PERMANENT/PROVINCIAL ADDRESS (Com	plete Address)	16PTS	PLACE OF BIRTH		BLOOD TYPE	Married Single-Parent	1/1
9	Mid Chal Alicem (C)	WITH TOWAR DATE		ROME IT	ALV.	A+	Separated	1
	464 CAN MIGHEL ST EMAIL ADDRESS	SOCIAL MEDIA ACCOUNT (FB, Instragr	ram)	TEL/ CEL NOS.	TIL!	WEIGHT	HEIGHT /	Thur
	j.margallobaulista@gmail.com	icanbauticia121895@yahoo.	. Garn	0953229	52002	STKGC.	5'2"	-tite
	SSS NO	PAG-IBIG NO	PASSPORT NO	0 100 220	DRIVER'S LICENSE	54.65	92	-
	TIN NO	PHILHEALTH NO	VALIDITY DATE		PROFESSIONAL LIC	ENCE NO		_
	IN NO	PRICHEACIA NO	VALIDITY DATE		PROFESSIONAL LIC	ENSE NO		
	FAMILY DATA:							_
	SPOUSE NAME		AGE	OCCUPATION		COMPANY		4
	N/A		_	-		_		
	CHILDREN'S NAME (from	m eldest to youngest)	AGE	occu	PATION	CO	OMPANY	1
	1. N/A							
D-2	2. 11						m/H cans.	
inebra	3.7 10							
Bounty	FATHER'S NAME							
44		C+-3	AGE LA	OCCUPATION		COMPANY	Hadle alu	
	MOTHER'S NAME	SIA	AGE	OCCUPATION	DICTAGEVO	COMPANY	attacle 2014	-
	-ANDREA M. BAUTIS	TA .	N/A	N/A h	DECEASED	> hearta	Hack 2008	3
wast	SISTERS/BROTHERS (fro	m eldest to youngest)	AGE		PATION		OMPANY	_
=pictonk	HAZEL C. DELA F	VENTE -WARCINIL	(39)	OFW	~	FLOREN	CE ITALY	
4 coli	2.	/				- Wolan	tor a job	
peson	3.					0	, ,	
10	the peson	m plant	wundin	Haby				
304	# 9580d in	,		/				
9 00	1	strength. ado	the to the	79.5	graman	ed - prev.	jol	
	7. ' —	3 '		8.0	4	overed mo	all challenges	
	8	weglenessi ha	id to say	No"	(eamed)	to be mis	re Hexibi &	Raduph
	9.		> /				to	charges
	10.	4	found 2	WYK	-i 1.			, , ,
	11		,	- monther of	//			
	PERSON TO BE NOTIFIED INCASE OF EMERGENC		RELATIONSHIP	CONTACT NO.	,	ADDRESS		7
	FELISA V. MARG	ALLO	AUNT	090673	65890	464-CAN M	IGNEL STB	
	EDUCATIONAL BACKGROUND							
		NAME OF SCHOO	DL	DATE GRADUATED	PUT CHECK IF GRADUATED	DEGR	REE/COURSE	7
	ELEMENTARY	YTHE HTWON JAMOT OTZ	EAL OCHOIL	2008	/	BEN	IENTARY	1
	SECONDARY (HIGH SCHOOL)	ST. THOMAS ACAD	EMY	2012	/	HIGH	SCHOOL	
	VOCATIONAL	POLYTECHNIC UNIVERCITY	OF THE PHIL.	(2015)	12 May	DIPLONA IN	OFFICE NAMAGINE	M

COLLEGE

lusking pureary to horse MBA

EFF:10/08/19

BC BUSINESS MANAGEMANT MAJOR IN OPERATIONS

> active student
Lestinggled = preatment of
withdent
aratimal thinker > analyze firs the Acation.

RT-078-04

TERTIARY (COLLEGE)

EMPLOYMENT RECORD:	many 19	e majorsis	Minn will	or off or or	N N		
COMPANY NAME	1 OF Print		FROM	TO /	1.50	DE LEAVING	DACIOCOLONIA
(start with your present job)		POSITIONIN	(Month & Year)	(Month & Year)	REASON	OF LEAVING	BASIC SALARÝ
1. MORE PHIL.	NC: Makati	17.	JUNE 2019	JUNE 2016	ATTAING B	S DEGREE.	平13000
2. KINPO FLECTRONICS	PHIL.		MAY 2019 -	MAY 2020		7	713500
3 6- Sales of	30 Printe.		1			h	<b>M</b>
HONDA-		Inden	'Gmos	4 1		Kinpi -	7-0 ,9
5. Le ) a stage mouge one	d (ase)		1			- CON- TENLO	1/Arcupi
Note to engla	percl (epicore)	7.			_	cumunican c	trent
CHARACTER REFERENCES (not	relatives):		A SEASON				
NAME			ACT NO	· .	PATION		MPANY
" WILMA USON		0928 21	05 5048	KMORE (	CUPERVISOR	KINOR	E PHIL. INC
KATHLEEN GAKOCA		930 60	931029	SELF - E	MPLOYED	FORMER ST	1 WHEEE
SKETCH THE LOCATION OF YO	UR PRESENT	ADDRESS (Pls.	. indicate the la	andmarks):			(INSTRUCTOR
		HOMES		Sant Life C	1		
_		TOMAS	1				4
		SANTO TOM		PROPER			117
GOIN	G TO	CAN PAB	LO CITY	(HIGH W)	AY ROAM	) <	2
	.) . Us	ety ,		-	-/ 10010		3 MONTION
acci	yted 7 imp	me hersely	0 5 16	1001		EHOR	INTERSECTION GOING TO
	he happy	m for receive	chistism	I H	OMEU	LITEON MANDE	TANAUAN CITY
certify that the information con	tained in this o	application is tr	ue and complet	e. I understand	that false info	rmation & misde	eclaration may
be grounds for not hiring me or f	or immediate	termination of (	employment if I	am hired. I aut	horize the veri	fication of any a	ınd all
information listed above.							
By affixing my signature on th							
shared, disclosed, transferred	or used by t	he company f	for purposes re	elated to my e	mployment ii	n accordance v	with the Data
Privacy Act of 2012 and it imp	olementing r	ules and regul	lations.				
Name & Signature:	RA				Date Accomplishe	d:	
Thail	PIP	5					
111)4					I MI	4 7 100	n
JPAN	MINI DE	4UTISTA			JUL	7 2,202	D
	JIMI JA 1661	1			JME	7 2,202	D
INTERVIEW ASSESSMENT		To be filled-u	T		T		
GENERAL INFORMATION	Yes / No	1	DESCR	RIPTION	n: RATINGS		MARKS
GENERAL INFORMATION  1. Are you willing and able to stand	Yes / No	To be filled-u	DESCR 1. Appearance/	RIPTION Mannerism	T		
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?		To be filled-u	DESCR 1. Appearance/ 2. Speech/Comm	RIPTION Mannerism munication	T		MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any	Yes / No	To be filled-u	DESCR 1. Appearance/ 2. Speech/Comr 3. Reasoning &	RIPTION  Mannerism  munication  Judgement	T		MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?	Yes / No	To be filled-u	DESCF  1. Appearance/i  2. Speech/Comm  3. Reasoning &  4. Job Knowledge	RIPTION  Mannerism  munication  Judgement ge	T	REI	MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?	Yes/No fes fes-	To be filled-u REMARKS	DESCR  1. Appearance/l  2. Speech/Comr  3. Reasoning &  4. Job Knowledg  5. Experience in	Mannerism munication Judgement ge Work Applied	T		MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?	Yes / No	To be filled-u	DESCR  1. Appearance/I  2. Speech/Comm  3. Reasoning & I  4. Job Knowledge  5. Experience in I  6. General Knowledge	RIPTION  Mannerism munication  Judgement ge  Work Applied  vledge	T	REI	MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP	Yes/No  Fes  Fes  Fes  Fes  Fes	To be filled-u REMARKS	DESCR  1. Appearance/l  2. Speech/Comr  3. Reasoning &  4. Job Knowledg  5. Experience in  6. General Know  7. Pose & Matur	RIPTION  Mannerism  munication  Judgement  ge  Work Applied  vledge	T	REI	MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?	Yes/No fes fes-	To be filled-u REMARKS	DESCR  1. Appearance/I  2. Speech/Comr  3. Reasoning & .  4. Job Knowledg  5. Experience in  6. General Know  7. Pose & Matur  8. Personality, A	RIPTION  Mannerism munication  Judgement ge  Work Applied  vledge	T	REI	MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be	Yes/No Fes Fes Fes No Yes No	To be filled-u REMARKS	DESCR  1. Appearance/I  2. Speech/Comr  3. Reasoning &  4. Job Knowledg  5. Experience in  6. General Know  7. Pose & Matur  8. Personality, A  Adjustment	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social	T	REI	MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?	Yes/No  Fes  Fes  No  No  No  No	To be filled-u REMARKS	DESCR  1. Appearance/I  2. Speech/Comr  3. Reasoning &  4. Job Knowledg  5. Experience in  6. General Know  7. Pose & Matur  8. Personality, A  Adjustment	RIPTION  Mannerism  munication  Judgement  ge  Work Applied  vledge	T	REI	MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?	Yes/No Fes Fes Fes No Yes No	To be filled-u REMARKS	DESCR  1. Appearance/I  2. Speech/Comr  3. Reasoning &  4. Job Knowledg  5. Experience in  6. General Know  7. Pose & Matur  8. Personality, A  Adjustment	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social	T	REI	MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?	Yes/No  Yes  Yes  No  Yes  No  No  No  No  No  No  No  No  No  N	To be filled-u REMARKS	DESCF  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledg 5. Experience in 6. General Knov 7. Pose & Matu 8. Personality, A Adjustment Ra	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good	RATINGS	REI	MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends	Yes/No  Fes  Fes  No  No  No  No	To be filled-u REMARKS	DESCE  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledg 5. Experience in 6. General Know 7. Pose & Matu 8. Personality, A Adjustment Rai	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good	RATINGS	REI	MARKS
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?	Yes/No Yes  Yes  Yes  No  No  No  No  No  No  No  No  No  N	To be filled-u REMARKS  OCC.	DESCE  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledg 5. Experience in 6. General Know 7. Pose & Matur 8. Personality, Andjustment  Rai 1 Poor 2 - Fair 3 - Average	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding	RATINGS  Recommended Not Recommen	REI	MARKS  Sective person  Asher p
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?	Yes/No Yes  Yes  Yes  No  No  No  No  No  No  No  No  No  N	To be filled-u REMARKS	DESCE  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledg 5. Experience in 6. General Know 7. Pose & Matur 8. Personality, Andjustment  Rai 1 Poor 2 - Fair 3 - Average	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding	RATINGS  Recommended Not Recommen	REI	MARKS  Sective person  Asher p
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?  9. How did you find out the Job Vacancy?	Yes/No  Yes/No  Yes  Yes  No  Yes  No  Walk-in	To be filled-u REMARKS  OCC.	DESCE  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledg 5. Experience in 6. General Know 7. Pose & Matur 8. Personality, Andjustment  Rai 1 Poor 2 - Fair 3 - Average	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding	RATINGS  Recommended  Not Recommen  Pending (	Results:	MARKS  Sective person  Asher person  Description  Descrip
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?  9. How did you find out the Job Vacancy?  Comments:	Yes/No  Yes/No  Yes  Yes  No  No  No  No  No  No  Walk-in  X	To be filled-u REMARKS  OCC _  May 2019  Turchasing to	DESCR  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledge 5. Experience in 6. General Know 7. Pose & Matur 8. Personality, Andjustment Rail Poor 2 - Fair 3 - Average Reference	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding	RATINGS  Recommended  Not Recommen  Pending (	Results:	MARKS  Sective person  Marks  Description  D
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?  9. How did you find out the Job Vacancy?  Comments:	Yes/No  Yes/No  Yes  Yes  No  No  No  No  No  No  Walk-in  X	To be filled-u REMARKS  OCC.	DESCR  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledge 5. Experience in 6. General Know 7. Pose & Matur 8. Personality, Andjustment Rail Poor 2 - Fair 3 - Average Reference	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding	RATINGS  Recommended  Not Recommen  Pending (	Results:	MARKS  Sective person  Marks  Description  D
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?  9. How did you find out the Job Vacancy?  Comments:	Yes/No  Yes/No  Yes  Yes  No  No  No  No  No  No  Walk-in  X	To be filled-u REMARKS  OCC.  May 2019 Turchasing for	DESCR  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledge 5. Experience in 6. General Know 7. Pose & Matur 8. Personality, Andjustment Rail Poor 2 - Fair 3 - Average Reference	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding	RATINGS  Recommended  Not Recommen  Pending (	Results:	MARKS  Sective person  Marks  Description  D
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?  9. How did you find out the Job Vacancy?  Comments:	Yes/No  Yes/No  Yes  Yes  No  No  No  No  No  No  Walk-in  X	To be filled-u REMARKS  OCC.  May 2019  Purchasing to  Job Site  To be fil	DESCE  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledge 5. Experience in 6. General Know 7. Pose & Matur 8. Personality, Andjustment  Ra  Poor 2 - Fair 3 - Average  Reference  Reference	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding  Conduct R Section:	RATINGS  Recommended  Not Recommen  Pending (	Results:	MARKS  Sective person  Marks  Sective person  Marks  Marks
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?  9. How did you find out the Job Vacancy?  Comments:  Comments:  Salary & Benefits	Yes/No  Yes  Yes  Yes  No  Yes  No  Walk-in  X  Jiahotes	To be filled-u REMARKS  OCC.  May 2019  Purchasing to  Job Site  To be fil	DESCR  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledg 5. Experience in 6. General Knov 7. Pose & Matu 8. Personality, A Adjustment Ra Poor 2 - Fair 3 - Average  Referr	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding  Conduct Section: Salary 8	Recommended Not Recommen Pending (	Results:  ded  thers (pls specify)	MARKS  S  Coline person  S  Coline person  S  Date:
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?  9. How did you find out the Job Vacancy?  Comments:  A:  A:  Salary & Benefits  1. Latest Salary	Yes/No  Yes  Yes  Yes  No  Yes  No  Walk-in  X  Jiahotes	To be filled-u REMARKS  OCC.  May 2019  Purchasing to  Job Site  To be fil	DESCR  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledg 5. Experience in 6. General Knov 7. Pose & Matu 8. Personality, A Adjustment Ra Poor 2 - Fair 3 - Average  Referr	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding  Conduct R Section:	Recommended Not Recommen Pending (	Results:  ded  thers (pls specify)	MARKS  S  Coline person  S  Coline person  S  Date:
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?  9. How did you find out the Job Vacancy?  Comments:  A:  Salary & Benefits  1. Latest Salary  2. Number of Bonuses	Yes/No  Yes  Yes  Yes  No  Yes  No  Walk-in  X  Jiahotes	To be filled-u REMARKS  OCC.  May 2019  Purchasing to  Job Site  To be fil	DESCR  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledg 5. Experience in 6. General Knov 7. Pose & Matu 8. Personality, A Adjustment Ra Poor 2 - Fair 3 - Average  Referr	RIPTION Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding al Conduct Salary 8 4. Non-Monetal	Recommended Not Recommen Pending (	Results:  ded  thers (pls specify)	MARKS  S  Coline person  S  Coline person  Date:
GENERAL INFORMATION  1. Are you willing and able to stand for long periods of time?  2. Are you willing to work on any shift?  3. Do you smoke?  4. Do you drink alcoholic beverages?  5. Have you ever worked for FALP before?  6. Is this your 1st time to apply & be interwieved at FALP?  7. Do you have plans to work abroad?  8. Do you have relatives/friends working in FALP?  9. How did you find out the Job Vacancy?  Comments:  A:  Salary & Benefits  1. Latest Salary	Yes/No  Yes  Yes  Yes  No  Yes  No  Walk-in  X  Jiahotes	To be filled-u REMARKS  OCC.  May 2019  Purchasing to  Job Site  To be fil	DESCR  1. Appearance/ 2. Speech/Comr 3. Reasoning & 4. Job Knowledg 5. Experience in 6. General Knov 7. Pose & Matu 8. Personality, A Adjustment Ra Poor 2 - Fair 3 - Average  Referr	Mannerism munication Judgement ge Work Applied vledge rity Attitude & Social tings 4 - Good 5 - Outstanding  Conduct Section: Salary 8	Recommended Not Recommen Pending (	Results:  ded  thers (pls specify)	MARKS  S  Coline person  S  Coline person  Date:



# BAUTISTA, JOAN, M.

#464 Barangay San Miguel, Santo Tomas City, Batangas, 4234

**1** 0953 - 225 - 3202

### i.margallobautista@gmail.com

Birth: December 18, 1995

Oivil Status: Single

### **OBJECTIVE**

Aspires to be an asset and a team player in a reputable institution where both parties will benefit and grow; where I can nurture and expand my skills and knowledge that will contribute to the company's growth and success.

### **QUALIFICATION SUMMARY**

Hardworking and diligent professional with capabilities in handling different enterprise's scope of a fast-paced organization. Committed to lifetime learning, adaptive to changes and with proven leadership.

## **WORK EXPERIENCE**

- ➤ All Around Office Staff May 2019 to May 2020 K-MORE PHILIPPINES INC. (Manufacturing Company) Rockefeller cor. Copernico St. San Isidro Makati City
- Customer Service Staff July 2015 to June 2020 KINPO ELECTRONICS INC. (Manufacturing Company) LIMA Technology Center, Lipa City, Batangas
- On-the-Job Trainee October 2014 to April 2015 HONDA PHILIPPINES INC. (Manufacturing Company) FPIP Sta. Anastacia, Santo Tomas City, Batangas

### **EDUCATION**

## BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT MAJOR IN OPERATIONS MANAGEMENT

STI COLLEGE GRADUATING CLASS OF 2018 – 2019

Student Council Officer - Academic Year 2017 - 2018

Dean's Lister: 1st and 2nd Semesters

Academic Year 2016 – 2017 Academic Year 2017 – 2018 Academic Year 2018 – 2019

### DIPLOMA IN OFFICE MANAGEMENT TECHNOLOGY POLYTECHNIC UNIVERSITY OF THE PHILIPPINES GRADUATING CLASS OF 2014 – 2015

Extra-Curricular Service Award Recipient

Graduating Class Officer of Batch 2014 – 2015

College of Technology Department President Academic Year 2014 – 2015

### HIGHSCHOOL

ST. THOMAS ACADEMY GRADUATING CLASS OF 2011 – 2012

St. Thomas Aquinas Award Recipient

## **AFFILIATIONS OUTSIDE THE CAMPUS**

- ➤ Sangguniang Kabataan Task Force Youth Officer (2017 2018)
- ➤ Parish Youth Council Senior Head (2014 2017)
- ➤ Parish Youth Council President (2011 2013)

## **TECHNICAL SKILLS**

- With background in clerical tasks/documentation, inventory monitoring & material management and HR tasks focused in timekeeping and payroll
- > Microsoft Office major applications literate (MS Word, Power point and Excel)
- Good english and tagalog written and verbal communication skills
- Computer proficient with knowledge in basic troubleshooting
- Background in using Database Management System
- Knowledgeable in using Adobe Photoshop
- Knowledgeable of local government offices processing
- > Multi-task and time management skills
- > Attention to details and client relation skills
- → 45 55 wpm typing skill

## CHARACTER REFERENCE

Ms. Wilma Uson
Supervisor – K-MORE Philippines Incorporated
0928 – 205 – 5048

Ms. Kathleen Saroca Former STI College Instructor 0930 – 693 – 1029

Ms. Jeraldine Ramilo
Customer Service Administrator – Kinpo Electronics Incorporated
0917 – 836 – 3372

I hereby certify that the information above is true and correct to the best of my knowledge.

Joan M Bautista