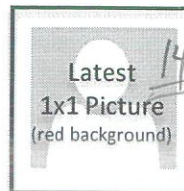




FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

to have:
stable job



PERSONNEL INFORMATION FORM

Position Applied for.: HR STAFF

Employee no.: _____

PERSONAL DATA:					
SURNAME <u>LOPEZ</u>	FIRST NAME <u>MARICHU</u>	MIDDLE NAME <u>MA</u>	NICKNAME <u>MARIZ</u>	AGE <u>28</u>	GENDER <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
PRESENT ADDRESS (Complete Address) <u>BREV. BALETE BATANGAS CITY</u>		DATE OF BIRTH <u>JULY 19, 1991</u>		RELIGION <u>Born Again</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>BREV. BALETE BATANGAS CITY</u>		PLACE OF BIRTH <u>BALETE BATS. CITY</u>		BLOOD TYPE <u>O</u>	
EMAIL ADDRESS <u>marystellenlopez@gmail.com</u>	SOCIAL MEDIA ACCOUNT (FB, Instagram)		TEL/ CEL NOS. <u>09565117359</u>	WEIGHT <u>47 kg</u>	HEIGHT <u>5'2</u>
SSS NO <u>642552926-3</u>	PAG-IBIG NO	PASSPORT NO	DRIVER'S LICENSE NO		
TIN NO	PHILHEALTH NO	VALIDITY DATE	PROFESSIONAL LICENSE NO		

FAMILY DATA:			
SPOUSE NAME <u>N/A</u>	AGE	OCCUPATION	COMPANY
CHILDREN'S NAME (from eldest to youngest)		AGE	OCCUPATION
1.			
2. app.			
3.			
4.			
FATHER'S NAME <u>RAYMUNDO G. LOPEZ</u>	AGE <u>62</u>	OCCUPATION <u>None</u>	COMPANY
MOTHER'S NAME <u>MARILOU M. LOPEZ</u>	AGE <u>55</u>	OCCUPATION <u>Housewife</u>	COMPANY
SISTERS/BROTHERS (from eldest to youngest)		AGE	OCCUPATION
1. <u>Reynold M. Lopez</u>		<u>38</u>	<u>Soldier (Retired)</u>
2. <u>Marilyn L. Espino</u>		<u>34</u>	<u>Teacher (Kindergarten - Tabangon)</u>
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY <u>Marilou M. Lopez</u>		RELATIONSHIP <u>Mother</u>	CONTACT NO. <u></u>
		ADDRESS <u>Balete Bats. City</u>	

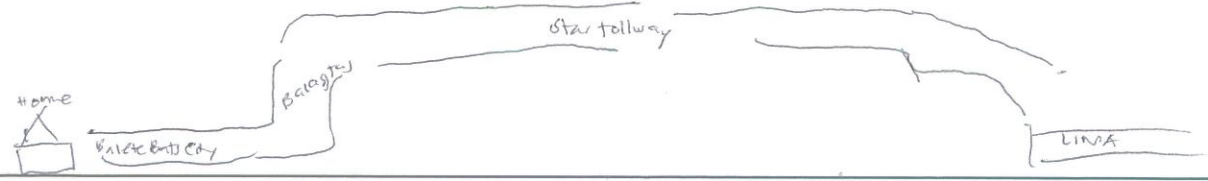
EDUCATIONAL BACKGROUND:				
	NAME OF SCHOOL	DATE GRADUATED	PLUT CHECK IF GRADUATED	DEGREE/COURSE
ELEMENTARY	<u>Balete Elem. School</u>	<u>2003</u>	<input checked="" type="checkbox"/>	<u>Nursing</u>
SECONDARY (HIGH SCHOOL)	<u>Balete National High School</u>	<u>2007</u>	<input checked="" type="checkbox"/>	<u>stop for 1st yr. due to financial</u>
VOCATIONAL				
TERTIARY (COLLEGE)	<u>University of Batangas</u>	<u>2012</u>	<input checked="" type="checkbox"/>	<u>AB Psychology</u>

> malaga 59 wles
> big adjustment for her (work environment) (agency) (1 agency) (hard) (2nd party) manpower - for 1000000 decided to review

EMPLOYMENT RECORD:						
COMPANY NAME (start with your present job)	POSITION	FROM (Month & Year)	TO (Month & Year)	REASON OF LEAVING	BASIC SALARY	
1. Summit Petrochem. Corp. 1000+ MP	REAGENT	Sept 03, 2018	Sept 2, 2019	End of Contract	16K - 18K	
2. Madison Shipping Plaza, Inc 300 MP	REAGENT	Feb 07, 2012	July 18, 2018	Career Advancement	15K	
3. (SM Dept-Store)	time keeping / attendance	1000111		Direct	Changes, Wages	
4. Bata City	- pay roll			- paid wage	incentives	
5.	- benefits / compensation			my private system		

CHARACTER REFERENCES (not relatives):			
NAME	CONTACT NO	OCCUPATION	COMPANY
1. Caroline M. Bautista	983 2511	HR Supervisor	Madison Shipping Plaza Inc
2. May G. Bernaldo	0907 0727253	Off. Staff	Private NTH School

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: MARICHA M. DEFEZ Date Accomplished: OCT 23, 2019

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		
2. Are you willing to work on any shift?	yes		2. Speech/Communication		
3. Do you smoke?	No		3. Reasoning & Judgement		
4. Do you drink alcoholic beverages?	yes	Occ.	4. Job Knowledge		
5. Have you ever worked for FALP before?	No		5. Experience in Work Applied		
6. Is this your 1st time to apply & be interviewed at FALP?	Yes		6. General Knowledge		
7. Do you have plans to work abroad?	No -> (as new)		7. Pose & Maturity		
8. Do you have relatives/friends working in FALP?	Friends	Karla & Kian (SM)	8. Personality, Attitude & Social Adjustment		
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)				

Comments: CB: x BT: x A: x MH: High blood - taty H: Large - college

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			Others		
3. Cash Allowance					

Comments: May cause absence - sickness (severe) 7 demotivated 7 di-natutulo 7 walang nag guide. familiar in fill up & processing / attachments

MARICHU M. LOPEZ

marystellalopez@gmail.com

Balete, Batangas City

Mobile 09565117359



CAREER OBJECTIVES

To work in a company that encourages its personnel to use knowledge and past experiences as well as future training to secure a position with room for growth.

QUALIFICATIONS

Service oriented, organized, hardworking and personable, can be counted on to get the job done accurately and efficiently.

WORK EXPERIENCE

HR Assistant

Madison Shopping Plaza, Inc. (SM Department Store)

Pallocan West, Batangas City

February 07, 2013 – July 18, 2018

HR Assistant

JG Summit Petrochemicals Group

Simlong, Batangas City

September 03, 2018 – September 02, 2019

DUTIES & RESPONSIBILITIES

- Interview job applicants to obtain and verify information used to screen and evaluate them
- Process and review employment applications in order to evaluate qualifications or eligibility of applicants
- Schedules examinations and needed requirements by coordinating appointments
- Inform job applicants of their acceptance or rejection of employment
- Select applicants meeting specified job requirements and refer them to hiring personnel
- Welcomes new employees to the organization by conducting company orientation
- Submits employee data reports by assembling, preparing and analyzing data
- Maintains employee information by entering and updating employment and status-change data
- Provides secretarial support by entering, formatting and printing information, organizing work, answering the telephone, relaying messages, maintaining equipment and supplies
- Assist in payroll preparation by providing relevant data (shift schedule, absences, bonus, leaves, etc)

- Provides payroll information by collecting time and attendance records
- Process payroll adjustment in ORACLE and TKPAS
- Compile and prepare reports and documents pertaining to personnel activities like absenteeism, payroll billing, SCRF and monthly reports
- Performs customer service functions by answering employee requests and questions regarding human resources issues, rules and regulations
- Gives assistance in administering employee benefit programs and worker's compensation plans
- Accepts concerns regarding statutory benefits mandated by the government like SSS, PAGIBIG loans
- Handles office routine works and perform Microsoft office like Word, Excel
- Organize and maintain a standard filing system for both documents and others required.
- Receive and record incoming or outgoing documents and correspondences
- Process separation clearance record form for seasonal and regular employees and computes gratuity pay and length of service of regular employees
- Handles employee relations like Customer Service Relations Program (CSRP)
- Protects operations by keeping human resource information confidential

EDUCATIONAL ATTAINMENT

TERTIARY:	UNIVERSITY OF BATANGAS Hilltop, Batangas City
Course:	Bachelor of Arts Major In Psychology 2008 – 2012
SECONDARY:	Balete National High School 2003 – 2007
PRIMARY:	Balete Elementary School 1997 – 2003

SEMINARS ATTENDED

“Sailing from Good to Great: Vision, Mission, Values”
Training Room, SM Batangas, Pallocan West, Batangas City
September 20, 2013

Career Orientation Seminar of the Organization of Psychology Students (OPS)
Audio Visual Room, University of Batangas, Hilltop Batangas City
September 24, 2011

Visayan Forum Foundation Inc. (VFFI)

"Organization of Psychology Students-Campaign against Human Trafficking"

December 3, 2010

Leadership Training Workshop

UB Heirloom Garden, Pallocan East, Batangas City

March 26, 2009

CHARACTER REFERENCES

CAROLINE M. BAUTISTA

HR Supervisor

Madison Shopping Plaza, Inc.

Tel No. 783-2511 loc 112

MAY G. BLANCO

Office Staff

Balete National High School

Cel No. 09070727253

GEMMARE D. DEBORDE

HR Supervisor

Madison Shopping Plaza, Inc.

Tel No. 783-2511 loc 111

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


Marichu M. Lopez
Applicant

Name : _____

Date Applied : _____

Assessment Result

	Screened / Interviewed by:	Passed	Failed	Signature
Screening of Resume	Divine	✓		Dea
Initial Interview	Divine	✓		Dea
Department Interview	ROSE AM	✓		Dea
	KHENNA	✓		Dea
	NELDA	✓		Dea
				Dea
		Accepted	Didn't Accept	
Job Offer	WAMAMUO	✓		Dea