

8/29/2011

for JO 8/27/19

OK

Accounting



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

PERSONNEL INFORMATION FORM

Latest
1x1 Picture
(red background)

Position Applied for.: ACCOUNTING STAFF

Employee no.: _____

PERSONAL DATA:

| | | | | | |
|---|--|--------------------------------------|--|-----------------------------------|---|
| SURNAME <u>LLADA</u> | FIRST NAME <u>CLARISSE JOY</u> | MIDDLE NAME <u>MANEMTIM</u> | NICKNAME <u>CLARISSE</u> | AGE <u>20 years old</u> | GENDER <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male |
| PRESENT ADDRESS (Complete Address) <u>Grandmother's house - SB 044 PANTAY BATA, TANAUAN CITY, BATANGAS</u> | | | DATE OF BIRTH <u>DECEMBER 25, 1998</u> | RELIGION <u>ROMAN 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>044 PANTAY BATA, TANAUAN CITY, BATANGAS</u> | | | PLACE OF BIRTH <u>PANTAY BATA, TANAUAN CITY, BATANGAS</u> | BLOOD TYPE | |
| EMAIL ADDRESS <u>clarisse.llada25@gmail.com</u> | SOCIAL MEDIA ACCOUNT (FB, Instagram) <u>clarissellada@yahoo.com</u> | TEL/CEL NOS. <u>0912-318-9239</u> | WEIGHT <u>76 kg</u> | HEIGHT <u>157 cm</u> | |
| SSS NO. <u>34-861602-2</u> | PAG-IBIG NO. | PASSPORT NO. | DRIVER'S LICENSE NO. | | |
| TIN NO. | PHILHEALTH NO. | VALIDITY DATE | PROFESSIONAL LICENSE NO. | | |

FAMILY DATA:

| | | | |
|--|-------------------------------------|---|---|
| SPOUSE NAME | AGE | OCCUPATION | COMPANY |
| CHILDREN'S NAME (from eldest to youngest) | | | |
| 1. <u>Lina / until exam (last week)</u> | AGE | OCCUPATION | COMPANY |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| FATHER'S NAME <u>JOLEX M. LLADA</u> | AGE <u>46 years old</u> | OCCUPATION <u>Company Driver</u> | COMPANY <u>TDYO CONSTRUCTION CO.</u> |
| MOTHER'S NAME <u>REMY M. LLADA</u> | AGE <u>38 years old</u> | OCCUPATION <u>HOUSEWIFE</u> | COMPANY <u>N/A</u> |
| SISTERS/BROTHERS (from eldest to youngest) | | | |
| 1. <u>CARL JAY M. LLADA</u> | AGE <u>19 years old</u> | OCCUPATION <u>N/A</u> | COMPANY <u>N/A BSIT/ST</u> |
| 2. <u>CASSANDRA JENELLE M. LLADA</u> | AGE <u>2 years old</u> | OCCUPATION <u>N/A</u> | COMPANY <u>N/A</u> |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| PERSON TO BE NOTIFIED IN CASE OF EMERGENCY | | | |
| RELATIONSHIP <u>REMY M. LLADA</u> | CONTACT NO. <u>0910-651-8691</u> | ADDRESS <u>PANTAY BATA, TANAUAN CITY</u> | |

EDUCATIONAL BACKGROUND:

| | NAME OF SCHOOL | DATE GRADUATED | PUT CHECK IF GRADUATED | DEGREE/COURSE |
|-------------------------|---|----------------|-------------------------------------|---------------------------------|
| ELEMENTARY | <u>TANAUAN SOUTH CENTRAL</u> | <u>2011</u> | <input checked="" type="checkbox"/> | |
| SECONDARY (HIGH SCHOOL) | <u>PANTAY NATIONAL HIGH SCHOOL</u> | <u>2015</u> | <input checked="" type="checkbox"/> | |
| VOCATIONAL | | | | |
| TERTIARY (COLLEGE) | <u>BATANGAS STATE UNIVERSITY - IRLC</u> | <u>2019</u> | <input checked="" type="checkbox"/> | <u>BS ACCOUNTING MANAGEMENT</u> |

1. to have stable job
2. continue learnings & career growth

| EMPLOYMENT RECORD: | | | | | |
|---|----------|------------------------|----------------------|-------------------|--------------|
| COMPANY NAME (start with your present job) | POSITION | FROM (Month & Year) | TO (Month & Year) | REASON OF LEAVING | BASIC SALARY |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

| CHARACTER REFERENCES (not relatives): | | | |
|---------------------------------------|---------------|---------------------|---------|
| NAME | CONTACT NO | OCCUPATION | COMPANY |
| 1. HON. MEGUEL P. MANALO | 0939-223-4241 | BARANGAY CAPTAIN | |
| 2. HON. EDGARDO MARIANO | 0999-769-1024 | BARANGAY COUNSELLOR | |

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.

| | |
|-------------------|--------------------|
| Name & Signature: | Date Accomplished: |
| CLARISSE M. LLADA | 08/22/19 |

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 | |
| 2. Are you willing to work on any shift? | Yes | | 2. Speech/Communication | 3 | |
| 3. Do you smoke? | No | | 3. Reasoning & Judgement | 3 | |
| 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 | 1 | |
| 6. Is this your 1st time to apply & be interviewed at FALP? | Yes | | 6. General Knowledge | 3 | |
| 7. Do you have plans to work abroad? | No | | 7. Pose & Maturity | 3 | |
| 8. Do you have relatives/friends working in FALP? | No | | 8. Personality, Attitude & Social Adjustment | 3 | |
| 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) | | Ratings: 1 - Poor, 4 - Good, 2 - Fair, 5 - Outstanding, 3 - Average Results: Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Pending () <input type="checkbox"/> | | |

| | | |
|--|----------------------------------|-------|
| Comments: | Conducted by: (Name & Signature) | Date: |
| CB: X A: X H: X BT: X MH: mother: HB | | |

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: | | |

LLADA, CLARISSE JOY M.

#044 Pantay Bata, Tanauan City, Batangas

+(63) 912-318-9239

clarissellada2508@gmail.com



CAREER OBJECTIVES:

To contribute in a company's growth by fulfilling my duties and responsibilities efficiently as an employee, and also to secure a challenging position that indulges professional growth toward the improvement of my career.

PERSONAL SKILLS:

- ▶ Taking responsibility for personal development and actively seek opportunities for improvement.
 - ▶ Career-minded and professional at all times.
 - ▶ Having a warm, friendly and engaging personality.
 - ▶ Easy to manage and supervise.
 - ▶ Strong sense of responsibility and desire to get things done properly.
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CAREER HISTORY AND ACHIEVEMENTS

- ▶ Student Trainee in Mount Carmel Rural Bank, Inc.
Loans Department (January – May 2019)

- ▶ **Training Experience**

- Making and Balancing of month end reports such as Liquidity Gap, Maturity Matching and Fund Matching
- Updating of ledger
- Inventory of files and supplies
- Posting some of the transactions in the system

- ▶ **Dean Lister-Second Honors**

- First Semester A.Y. 2016-2017
 - Second Semester A.Y. 2016-2017
 - Second Semester A.Y. 2017-2018
 - First Semester A.Y. 2018-2019
-

EDUCATION:

| | | |
|----------|---|--|
| Tertiary | : | Batangas State University JPLPC-Malvar Campus, Malvar, Batangas Bachelor of Science in Accounting Management Academic year: 2015-2019 |
|----------|---|--|

SEMINARS ATTENDED:

October 2018

5TH JPAMA General Assembly and Seminar
"Millennium: Honoring the Past, Treasuring the Present and Shaping the Future"
Batangas State University- JPLPC Malvar Campus

March 2018

4th JPAMA General Assembly and Seminar
"People, Purpose and Passion: The Pathway Success"

Batangas State University- JPLPC Malvar Campus

December 2017

3rd JPAMA General Assembly and Seminar
“Accounting Students: Adapting Changes and Facing the
Reality of 21st Century”
Batangas State University- JPLPC Malvar Campus

December 2017

Educational Tour/ Seminar
Department of Finance
Liwasang Darangen, CCP Complex, Gil Puyat Ave.
Ext.corner, Roxas Blvd, Pasay, Metro Manila

December 2017

Briefing/ Lecture
DBM Organizational Structure and the Philippine Budget
Process
DBM Multi-Purpose Hall, Building II, General Solano St.,
San Miguel, Manila

AFFILIATION:

2015-2019

Junior Philippines Association of Management Accountants
Batangas State University- JPLPC Malvar Campus
Member

CHARACTER REFERENCES:

Hon. Miguel P. Manalo
Barangay Chairman
Pantay Bata, Tanauan City, Batangas
+(63) 939-223-4241

Hon. Edgardo Mercado
Barangay Councilor
Pantay Bata, Tanauan City, Batangas
+(63) 999-769-6024

Mrs. Lucina S. Lat
Professor
College of Accountancy, Business, Economics and International Hospitality Management
Batangas State University- JPLPC Malvar Campus
+(63) 920-465-9266

I hereby certify that all the information stated above are true to all my knowledge.


CLARISSE JOY M. LLADA

Applicant