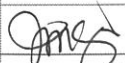
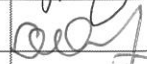
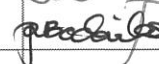
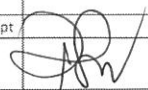


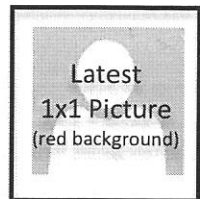
Name : DE VILLA, MARLENEDate Applied : 7/14/20**Assessment Result**

	Screened / Interviewed by:	Passed	Failed	Signature
Screening of Resume	M. MASH	✓		
Initial Interview	D. A. DeToney	✓		
Department Interview	R. Odevilas	✓		
		Accepted	Didn't Accept	
Job Offer	R. Valenzuela	✓		

(page 1 of 2)



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.



13-15K

PERSONNEL INFORMATION FORM

Position Applied for: Production Staff/Engineer

Employee no.: _____

PERSONAL DATA:

SURNAME De Villa	FIRST NAME Hartene	MIDDLE NAME Resurreccion	NICKNAME Har	AGE 21	GENDER <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
PRESENT ADDRESS (Complete Address) Brgy. Natu Rosario Batangas		DATE OF BIRTH October 22, 1998		RELIGION Roman Catholic	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) Brgy. Natu Rosario Batangas		PLACE OF BIRTH Rosario, Batangas		BLOOD TYPE	
EMAIL ADDRESS hartenedevilla2288@gmail.com	SOCIAL MEDIA ACCOUNT (FB, Instagram) Hartene R. De Villa	TEL/ CEL NOS. 09054289011	WEIGHT 51 kgs	HEIGHT 153"	
SSS NO	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.	AGE	OCCUPATION	COMPANY
2.			
3.			
4.			
FATHER'S NAME Wenceslao A. De Villa	AGE 54	OCCUPATION Security Driver	COMPANY Lipa-BDO
MOTHER'S NAME Genette R. De Villa	AGE 49	OCCUPATION Barangay Health Worker	COMPANY Barangay Natu
SISTERS/BROTHERS (from eldest to youngest)			
1. Hammond R. De Villa	AGE 25	OCCUPATION Civil Engineer	COMPANY Water District Lipa City
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY Wenceslao R. De Villa		RELATIONSHIP Father	CONTACT NO. 09770143780
		ADDRESS Brgy Natu Rosario Bats.	

EDUCATIONAL BACKGROUND:

	NAME OF SCHOOL	DATE GRADUATED	PUT CHECK IF GRADUATED	DEGREE/COURSE
ELEMENTARY	Natu Elementary School	March 2011	<input checked="" type="checkbox"/>	Civil Engr.
SECONDARY (HIGH SCHOOL)	Santo Rosario Academy	March 2010	<input checked="" type="checkbox"/>	
VOCATIONAL				
TERTIARY (COLLEGE)	University of Batangas	July 2020	<input checked="" type="checkbox"/>	BS Industrial Engineering

Diploma:
TOR:] for release/request

JP11E- Org. Officer
(VP on OC)

checking material for an event

OR: have plan.

EMPLOYMENT RECORD:

COMPANY NAME (start with your present job)	POSITION	FROM (Month & Year)	TO (Month & Year)	REASON OF LEAVING	BASIC SALARY
1. Nestle Lips	OTT			12 hrs. (incomplete due to pandemic)	
2.				HR Department	
3.					
4.				narrative reports	
5.				online seminars	to complete OTT

CHARACTER REFERENCES (not relatives):

NAME	CONTACT NO	OCCUPATION	COMPANY
1. Engr. Allyzza Nichole Maranan		Professor	University of Batangas
2. Engr. Rosa Maria Cayabyab		Professor	University of Batangas

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

San Juan ← Home Nativ Rog. Bats Batangas Racing Circuit
 Lipa → Padre Garcia San Juan → Taysan → Batangas
 Criticism ✓
 patience ✓
 stress to much workload
 time management
 Leadership
 shy to approach people
 build up duty her exp in org.

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:

Harlene R. Devilla
 HARLENE R. DEVILLA

Date Accomplished:

July 14, 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		
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?	No		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?	Yes > Japan		7. Pose & Maturity		
8. Do you have relatives/friends working in FALP?	No		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)		Ratings: 1 - Poor, 2 - Fair, 3 - Average, 4 - Good, 5 - Outstanding Results: Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Pending () <input type="checkbox"/>		

Comments:

CB: stigmatism w/ ayglasses
 A: X
 BT: X
 H: X
 MH: HB,
 no health problem

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:		



**HARLENE
DE VILLA**

CAREER OBJECTIVES

Facing a new challenge and hurdles of process management and finding solutions in order to reach the productivity level requires great experience. I like to overcome my dream with the best of my knowledge, skills, and attitude in order to maximize satisfaction and profitability.

CONTACT



Rosario, Batangas City



09954289611



harlenedevilla2288@gmail.com.ph

CAREER OBJECTIVES

Age: 21

Gender: Female

Birthday: October 22, 1998

Civil Status: Single

Citizenship: Filipino

Religion: Roman Catholic

Dialect: Filipino, English



EDUCATION

- **Tertiary**

Bachelor of Science in Industrial Engineering
University of Batangas National Road, Hilltop, Kumintang
Ibaba Batangas City
2016- 2020

- **Secondary**

Santo Rosario Academy
Brgy. Alupay Rosario, Batangas
2011-2016

- **Primary**

Natu Elementary School
Brgy. Natu Rosario, Batangas
2004-2011



ACHIEVEMENT

- ✓ • **CERTIFIED LEAN SIX SIGMA YELLOW BELT**
January 31, 2020

- ✓ • **DOLE OSH Safety Officer**
40-hours Training Course
January 8-11 2019

RELEVANT COURSE WORK

- Operation Management
- Supply Chain
- Lean Manufacturing
- Six Sigma
- Quality and Process Improvement
- Marketing
- Ergonomics

SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint and Visio)
- Basic AutoCAD and Sketch Up
- Knowledgeable in conducting time and motion study to establish team reference points
- Able to learn quickly, demonstrate flexibility and persistence. Dependable, analytical and hardworking
- Can work well both independently as a team



SEMINARS & TRAININGS

- **Automation with MS Excel VBA**
Webinar Session AskLex PH Academy | ALPHA | Engr. Christian Ibañez, CLSSYB
Zoom Application
May 14, 2020
- **How to Build a Culture of Innovation**
Webinar Session AskLex PH Academy | ALPHA | Luciana Paulise, MBA, CQE, CSM
Zoom Application
May 7, 2020
- **The ALPHA of Data Science**
Webinar Session AskLex PH Academy | ALPHA | Engr Joshua I. L. Palisoc CIE, MSIE, MSDS
Zoom Application
April 24, 2020
- **Graphical Analysis Using Minitab**
Webinar Session AskLex PH Academy | ALPHA | Dr. Felix Conception Veroya, PIE, MBB, DHum
Zoom Application
April 15, 2020
- **Best Practices in Writing Your Research Paper**
Webinar Session AskLex PH Academy | ALPHA | Dr. Philip P. Ermita, PIE ASEAN Eng.
Zoom Application
April 13, 2020
- **Lean Six Sigma Yellow Belt**
Council for Six Sigma Certifications (CSSC) AskLex PH Academy | ALPHA
University of Batangas- Main Campus, Hilltop Road, Batangas City
January 31, 2020
- **Basic Occupational and Safety Health JGDC Occupational Safety and Health Consultancy**
Brgy. Cuta, Batangas City
January 11, 2019
- **Problem Solving (Why-Why) Analysis Training**
2nd Floor MMC Javier Hall. University of Batangas- Main Campus, Hilltop Road, Batangas City.
February 27, 2019
- **Emergence Today's Leaders, Catalyst of Sustainable Future**
Operational Research Society of the Philippines -University of Santo Tomas Chapter UST Grandstand,
University of Santo Tomas
October 27, 2018
- **IEs of Tomorrow: A Vision of the Future, Navigating Towards Success**
Freedom Hall, Lyceum of the Philippines University- Batangas
October 28, 2017
- **Perceive: Industrial Engineer's Roles in Service Quality Management**
University of the Philippines Los Banos Industrial Engineering Students' Organization
University of the Philippines Los Banos, D.L. Umali Auditorium
September 30, 2017

PROFESSIONAL AFFILIATIONS

- **Junior Philippine Institute of Industrial Engineers- University of Batangas, Batangas Chapter**
Vice President on Quality Control
2019-Present
- **Junior Philippine Institute of Industrial Engineers- University of Batangas, Batangas Chapter**
Member
2017-Present
- **Philippine Institute of Industrial Engineers- National & CALABARZON Student Chapter**
Member
2017-Present
- **Alliance of College of Engineering Students**
Member
2015-Present
- **Future Engineers Society**
Member
2015-2017

CHARACTER REFERENCE

- **Engr. Allyzza Nichole V. Maranan, CIE**
Industrial Engineering-Department Head
University of Batangas
0975-526-6991
- **Engr. Rosa Maria Cayabyab, CIE**
Industrial Engineering- Professor
University of Batangas
0916-429-9038

I hereby certify that the above statements are true and correct to the best of my knowledge and belief

Harlene De Villa
(Applicant)