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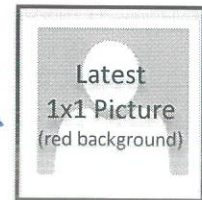


FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

requirements

PO/Impex STAFF

For Final Interview - Monday
3:30 p.m.



12k-15k

PERSONNEL INFORMATION FORM

Position Applied for.: Impex Staff

Employee no.: _____

PERSONAL DATA:

SURNAME LAYGO	FIRST NAME JANE	MIDDLE NAME MORALLOS	NICKNAME JANE	AGE 20	GENDER <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
PRESENT ADDRESS (Complete Address) done SB, STA. CRUZ, STO. TOMAS, BATANGAS		DATE OF BIRTH NOV. 10, 1998		RELIGION ROMAN CATHOLIC	CIVIL STATUS <input checked="" type="checkbox"/> Single w/ lg. <input type="checkbox"/> Married <input type="checkbox"/> Single-Parent <input type="checkbox"/> Separated <input type="checkbox"/> Widow/er
PERMANENT/PROVINCIAL ADDRESS (Complete Address) STA. CRUZ, STO. TOMAS, BATANGAS		PLACE OF BIRTH STA. CRUZ, STO. TOMAS BHS.		BLOOD TYPE	
EMAIL ADDRESS janelaygo26@gmail.com	SOCIAL MEDIA ACCOUNT (FB, Instagram) Facebook - janelaygo@ yahoo.com		TEL/ CEL NOS. 09358138908	WEIGHT 40	HEIGHT 5'
SSS NO	PAG-IBIG NO	PASSPORT NO	DRIVER'S LICENSE NO		
TIN NO	PHILHEALTH NO	VALIDITY DATE	PROFESSIONAL LICENSE NO		

working for:

enhance / use her skills & knowledge

FAMILY DATA:

SPOUSE NAME	AGE	OCCUPATION	COMPANY
CHILDREN'S NAME (from eldest to youngest)			
AGE			
OCCUPATION			
COMPANY			
FATHER'S NAME hardworking JOSELITO M. LAYGO			
AGE 52			
OCCUPATION owned 5 yrs. tricycle Driver			
COMPANY - before: laborer			
MOTHER'S NAME FLORIDA M. LAYGO			
AGE 42			
OCCUPATION housewife			
COMPANY			
SISTERS/BROTHERS (from eldest to youngest)			
AGE			
OCCUPATION			
COMPANY			
1. Genaly L. Armada - married			
2. Jocelito M. Laygo Jr. - single			
3. Lady Lynn Abadinos - B.S.			
4. Janna Laygo			
5. Brent Jared Laygo			
6.			
7. Rate			
8. daughter > 10			
9. sister 10			
10. student 10			
11. very confident about rating herself?			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY Jocelito M. LAYGO			
RELATIONSHIP Father			
CONTACT NO. 09073541872			
ADDRESS Sta. Cruz, Sto. Tomas, Bata			

EDUCATIONAL BACKGROUND:

	NAME OF SCHOOL	DATE GRADUATED	PUT CHECK IF GRADUATED	DEGREE/COURSE
ELEMENTARY	Sta. Cruz, Elementary School	2011	<input checked="" type="checkbox"/>	TOP 4
SECONDARY (HIGH SCHOOL)	Sta. Clara National High School	2015	<input checked="" type="checkbox"/>	TOP 7
VOCATIONAL				(1) choice
TERTIARY (COLLEGE)	Batangas State University (Malab)	2019	<input checked="" type="checkbox"/>	Bachelor of Science in Accounting Management

when ask in English, ~~she~~

> responsible student

Best in Acting

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

	NAME	CONTACT NO	OCCUPATION	COMPANY
1.	Mr. Kenneth R. Magpantay	09091571032	Professor	
2.	Arn. Louel Masararu	6917 406 2489	Barangay Captain	

Hand-drawn map of the Manila-Lipa City route. The map shows a rectangular loop. The top edge is labeled 'Palicay Lipa City', 'Pagatan Lipa City', and 'Fiesta mall (Masaway Lipa City)'. The left edge is labeled 'Sta. Cruz', 'Sta. Tomas', and 'Batangas'. The bottom edge is labeled 'LIMA'. A small box on the left side is labeled 'Lumbog Lipa City'.

Name & Signature:	Date Accomplished:
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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	<u>goals:</u> > successful > stable job > help family > develop horse
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	1	
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		
7. Do you have plans to work abroad?	Yes		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?	<div> <input type="checkbox"/> Walk-in <input type="checkbox"/> Job Site <u>Interview</u> <input type="checkbox"/> Referral <input type="checkbox"/> Others (pls specify) </div>				

Comments: CB: X A: X H: X	BT: X MH: X	- related to her cousin - Accidents by night	Conducted by: (Name & Signature)	Date:
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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:

JANE MORALLOS LAYGO



Mobile

+(63) 935-813-8908
(043)7816054

Address

Brgy. Sta. Cruz, Sto. Tomas, Batangas

Email Address

janelaygo26@gmail.com

EDUCATIONAL BACKGROUND:

TERTIARY EDUCATION

Bachelor of Science in Accounting Management

Batangas State University JPLPC, Malvar
G. Leviste St., Brgy. Poblacion, Malvar,
Batangas
2015-2019

SECONDARY EDUCATION

Sta. Clara National High School
Sta. Clara, Sto. Tomas, Batangas
2011-2015

PRIMARY EDUCATION

Sta. Cruz Elementary School
Sta. Cruz, Sto. Tomas, Batangas
2005-2011

CAREER OBJECTIVE

“Seeking a job where extensive experience will be further developed and to utilize as well as to be part of an organization where I can share my acquired knowledge and skills.”

ASSETS AND CAPABILITIES

- Good in Communication Skills
- Time Management
- Ability to Work Under Pressure
- Leadership
- Computer Literate

ORGANIZATIONAL AFFILIATIONS

JUNIOR PHILIPPINE ASSOCIATION OF MANAGEMENT ACCOUNTANTS

Member
2017-2019

JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS

Member
2015-2017

SEMINARS AND WORKSHOPS ATTENDED

5TH JPAMA General Assembly and Seminar “Millennium: Honoring the Past, Treasuring the Present and Shaping the Future”

Batangas State University- JPLPC Malvar Campus
October 2018

4TH JPAMA General Assembly and Seminar “People, Purpose and Passion: The Pathway to Success”

3rd Floor Administration Building, Batangas State University
JPLPC-Malvar
March 2018

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

BS. Accountancy - 5 yrs

1-2 yr
BS Accountancy

3-4 yr

June

4 yrs

1 to 2 yrs
more

PERSONAL INFORMATION:

Age: 20
Birth Date: November 10, 1998
Birth Place: Sta. Cruz, Sto. Tomas, Batangas
Gender: Female
Nationality: Filipino
Religion: Roman Catholic
Civil Status: Single
Height: 5'
Weight: 38
Language Spoken: English and Filipino
Father's name: Joselito Laygo
Occupation: Tricycle Driver
Mother's name: Florida Laygo
Occupation: Housewife

EXPERIENCE:

On-the-Job Training
MMPG GROUP OF COMPANIES
Brgy. Real, Calamba City, Laguna
600 hours

Inventory / timekeeping / bookkeeping
cash receipt / bills payment /
encoding / filing / depositing of money

challenging exp. for her

owned establishments //

~~Charts:~~ Jollibee
Shakeys
Hotels (Hotel Marciano - Real Calamba)

Period : M-F 3 mos +
600 hrs 9hrs

Briefing/ Lecture
DBM Organizational Structure and the Philippine Budget Process
DBM Multi-Purpose Hall, Building II, General Solano St., San Miguel, Manila
December 2017

Educational Tour/ Seminar
Department of Finance
Liwasang Darangen, CCP Complex, Gil Puyat Ave. Ext. corner, Roxas Blvd, Pasay, Metro Manila
December 2017

Seminar and Team Building of JPIA
"Strategizing, Synergizing and Synchronizing the Accounting World Through Competence Perseverance Action"
Batangas State University JPLPC-Malvar
December 2016

CHARACTER REFERENCES

MR. KENNETH R. MAGPANTAY
Professor
Batangas State University JPLPC – Malvar
0909-157-6132

HON. LOWEL NAVARRO
Barangay Captain
Sta. Cruz, Sto. Tomas, Batangas
0917-406-2489

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

JANE M. LAYGO
Applicant