



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

PERSONNEL INFORMATION FORM

Latest
1x1 Picture
(red background)

Position Applied for: Production Control Staff

Employee no.: _____

PERSONAL DATA:

SURNAME <u>Cortinas</u>	FIRST NAME <u>Joan</u> <i>will check</i>	MIDDLE NAME <u>Lapid</u>	NICKNAME <u>Joan</u>	AGE <u>22</u>	GENDER <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
PRESENT ADDRESS (Complete Address) <u>Kumintang Ibaba, Batangas City</u> <i>owned - SB living w/ lolo father side</i>			DATE OF BIRTH <u>July 27, 1997</u>	RELIGION <u>Roman Catholic</u>	CIVIL STATUS <input checked="" type="checkbox"/> Single <i>BF - student ME</i> <input type="checkbox"/> Married <input type="checkbox"/> Single-Parent <input type="checkbox"/> Separated <input type="checkbox"/> Widow/er
PERMANENT/PROVINCIAL ADDRESS (Complete Address) <u>Kumintang Ibaba, Batangas City</u>			PLACE OF BIRTH <u>Batangas City</u>	BLOOD TYPE	
EMAIL ADDRESS <u>joanlapidcortinas@gmail.com</u>	SOCIAL MEDIA ACCOUNT (FB, Instagram) <u>Joan Cortinas - FB</u> <u>joannncortinas - Insta</u>		TEL/ CEL NOS. <u>09053688673</u>	WEIGHT <u>45</u>	HEIGHT <u>5'3</u>
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)			
AGE	OCCUPATION	COMPANY	
FATHER'S NAME			
AGE	OCCUPATION	COMPANY	
MOTHER'S NAME			
AGE	OCCUPATION	COMPANY	
SISTERS/BROTHERS (from eldest to youngest)			
AGE	OCCUPATION	COMPANY	
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY			
RELATIONSHIP	CONTACT NO.	ADDRESS	

EDUCATIONAL BACKGROUND:

	NAME OF SCHOOL	DATE GRADUATED	PUT CHECK IF GRADUATED	DEGREE/COURSE
ELEMENTARY	<u>Batangas City South Elem. School</u>	<u>2010</u>	<input checked="" type="checkbox"/>	
SECONDARY (HIGH SCHOOL)	<u>Batangas National High School</u>	<u>2014</u>	<input checked="" type="checkbox"/>	
VOCATIONAL				
TERTIARY (COLLEGE)	<u>Batangas State University</u>	<u>June 2019</u>	<input checked="" type="checkbox"/>	<u>BS Industrial Engineering</u>

TOR: for request
Diploma: ok

- to help in expenses
- for sister

nothing: CIE: yes next year

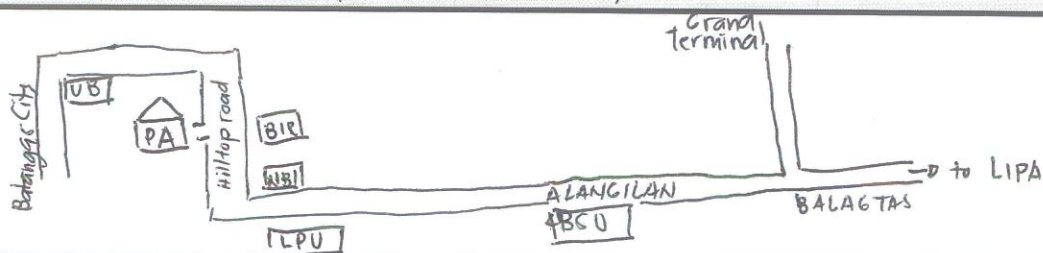
Review sched:
start Aug. 3
Every Saturday

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. Dr. Aile T. Amorado	+639952995250	IE Dept. Chairman	Batsu
2. Engr. Suzette Mercado	+63175874560	Instructor	Batsu

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:

 JOAN L. CORTINAS *[Signature]*

Date Accomplished:

10/15/19

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	4	★ QUALS
2. Are you willing to work on any shift?	Yes		2. Speech/Communication	3	
3. Do you smoke?	No		3. Reasoning & Judgement	3	→ to have job related to
4. Do you drink alcoholic beverages?	No		4. Job Knowledge	1	→ to put up a business
5. Have you ever worked for FALP before?	No		5. Experience in Work Applied	1	★ in 5 yrs.
6. Is this your 1st time to apply & be interviewed at FALP?	Yes		6. General Knowledge	3	→ credible IF (successful)
7. Do you have plans to work abroad?	Yes	depends if job here & there	7. Pose & Maturity	3	→ u/stable job
8. Do you have relatives/friends working in FALP?	No		8. Personality, Attitude & Social Adjustment	4	
9. How did you find out the Job Vacancy?	<input type="checkbox"/> Walk-in <input checked="" 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:

 CB: X BT: X
 A: X MH: HIGHWOOD - other side
 Hi: X

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: CR/ Guro - Professor - supply chain management Miss. Jessica - proposed			Conducted by: (Name & Signature)		
			Date:		

JOAN L. CORTIÑAS

MAJOR IN INDUSTRIAL ENGINEERING

A well-rounded individual now seeking to contribute experience, skills and fresh ideas in a reputed organization that can promote personal development and professional growth.

EDUCATION

2016 – 2019

Batangas State University Main II

Tertiary Education, Major in Industrial Engineering

2014 – 2016

Batangas State University Main I

Tertiary Education, General Engineering

2010 – 2014

Batangas National High School

Secondary Education

2004 – 2010

Batangas City South Elementary School

Primary Education

PROFESSIONAL EXPERIENCE

Feb 2018 – Jul 2018

FSPMI- Famous Secret Precision Machining Inc.

Student Trainee, Quality Management Department

air space components
500 hrs. OAM Dept → verify corrective action. → clinical works ✓
→ assist inspector → soo hand

TRAINING / WORKSHOP

- Lean Six Sigma Yellow Belt, 2019
- Basic Occupational Safety and Health, 2019
- IE Convention 2019: A Spectrum of Possibilities
- Future Finances, 2019
- Motion Economy, 2019
- Lean Manufacturing, 2019
- IEshikawa: Panacea "Seeing the Bigger Future, 2018
- IE AND BEYOND 5: "Starting your adventure in the Software Industry", 2016
- IEvolve: "Standing at the Frontier of the Industrial Revolution", 2016

PERSONAL BACKGROUND

Date of Birth : July 27, 1997
Place of Birth : Batangas City, Batangas
Age : 22 years old
Height : 5'3"
Weight : 45 kg.
Civil Status : Single ✓
Religion : Roman Catholic
Citizenship : Filipino



Batangas City, Batangas, PH

+63 9053688673

joanlapidcortinas@gmail.com

SKILLS

Communication (Verbal, Written)
Computer Literate
Production System
Strategic Planning
Process Improvement
Supply Chain Management
Quality Management
Time and Motion Study
Problem Solving (Analytical)

TECHNOLOGY EXPERTISE

MS Office

LANGUAGE

Filipino
English

CHARACTER REFERENCE

Dr. Aile T. Amorado

Chairman, Industrial Engineering
Department
Batangas State University Main II
+63 995 293 5250

Engr. Suzette M. Mercado

Instructor, Industrial Engineering
Department
Batangas State University Main II
+639175874560

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

project study:
Inventory System (Automated)
Grade: 1-75


Joan L. Cortiñas