





Name : BAUNISTA, JOANDate Applied : 7/02/20**Assessment Result**

	Screened / Interviewed by:	Passed	Failed	Signature
Screening of Resume	M. MATEA	/		
Initial Interview	D-A De Torres	/		
Department Interview	L. SANCHEZ	/		
		Accepted	Didn't Accept	
Job Offer		/		

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FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

PERSONNEL INFORMATION FORM

Position Applied for.: MATERIAL MANAGEMENT STAFF / OFFICE STAFF Employee no.: _____

PERSONAL DATA:

SURNAME BAUTISTA	FIRST NAME JOAN	MIDDLE NAME MARGALLO	NICKNAME JO	AGE 24	GENDER <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
PRESENT ADDRESS (Complete Address) 464 SAN MIGUEL SANTO TOMAS BATANGAS		DATE OF BIRTH DEC. 18, 1995		RELIGION	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) 464 SAN MIGUEL SANTO TOMAS BATANGAS		PLACE OF BIRTH ROME ITALY		BLOOD TYPE A+	
EMAIL ADDRESS j.margallbautista@gmail.com	SOCIAL MEDIA ACCOUNT (FB, Instagram) joanbautista21895@yahoo.com		TEL/ CEL NOS. 09532253202	WEIGHT 55 KGS.	HEIGHT 5'2"
SSS NO	PAG-IBIG NO	PASSPORT NO	DRIVER'S LICENSE NO		
TIN NO	PHILHEALTH NO	VALIDITY DATE	PROFESSIONAL LICENSE NO		

FAMILY DATA:

SPOUSE NAME N/A	AGE -	OCCUPATION -	COMPANY -
CHILDREN'S NAME (from eldest to youngest)		AGE	OCCUPATION
1. N/A			
2. "			
3. "			
4. "			
FATHER'S NAME JUSTO P. BAUTISTA	AGE N/A	OCCUPATION N/A / DECEASED	COMPANY > heart attack 2016
MOTHER'S NAME ANDREA M. BAUTISTA	AGE N/A	OCCUPATION N/A / DECEASED	COMPANY > heart attack 2008
SISTERS/BROTHERS (from eldest to youngest)		AGE	OCCUPATION
1. HAZEL C. DELA FUENTE		(39)	OFW
2. -			FLORENCE ITALY
3. -			working for a job
4. -			
5. -			
6. -			
7. -			
8. -			
9. -			
10. -			
11. -			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY FELISA V. MARGALLO		RELATIONSHIP AUNT	CONTACT NO. 09067365890
		ADDRESS 464 SAN MIGUEL STB	

EDUCATIONAL BACKGROUND:

	NAME OF SCHOOL	DATE GRADUATED	PUT CHECK IF GRADUATED	DEGREE/COURSE
ELEMENTARY	STO. TOMAS NORTH CENTRAL SCHOOL	2008	<input checked="" type="checkbox"/>	ELEMENTARY
SECONDARY (HIGH SCHOOL)	ST. THOMAS ACADEMY	2012	<input checked="" type="checkbox"/>	HIGH SCHOOL
VOCATIONAL	POLYTECHNIC UNIVERSITY OF THE PHIL.	(2015)	<input checked="" type="checkbox"/>	DIPLOMA IN OFFICE MANAGEMENT
TERTIARY (COLLEGE)	CTI COLLEGE	2019	<input checked="" type="checkbox"/>	B.S. BUSINESS MANAGEMENT

EMPLOYMENT RECORD:

COMPANY NAME (start with your present job)	POSITION	FROM (Month & Year)	TO (Month & Year)	REASON OF LEAVING	BASIC SALARY
1. KMORE PHIL. INC. Makati	OFFICE STAFF	JUNE 2015	JUNE 2016	ATTAINING BS DEGREE	P13 000
2. KINPO ELECTRONICS PHIL.	CUSTOMER SERVICE	MAY 2019	MAY 2020	SALARY & BENEFITS	P13 500
3. HONDA	sales of 3D printer				
4. Database manager (encoding)	linkin	comas			
5. -				skips - - cust. service / stress / - american client	

CHARACTER REFERENCES (not relatives):

NAME	CONTACT NO	OCCUPATION	COMPANY
1. WILMA USON	0928 206 5048	KMORE SUPERVISOR	KMORE PHIL. INC
2. KATHLEEN SAROCA	0930 693 1029	SELF - EMPLOYED	FORMER STI COLLEGE

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

CAMELLA HOMES
SANTO TOMAS

← GOING TO SANTO TOMAS CITY PROPER
→ GOING TO SAN PABLO CITY (HIGHWAY ROAD)

accepted & improve herself
happy for receive christian

MY HOME

ENDOR LITONMARE

INTERSECTION GOING TO TANAUAN CITY

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: JUAN M. BAUTISTA

Date Accomplished: JULY 2, 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?	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?	No	May 2019	6. General Knowledge		
7. Do you have plans to work abroad?	None		7. Pose & Maturity		
8. Do you have relatives/friends working in FALP?	None		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		Results:
			1 - Poor	4 - Good	Recommended
			2 - Fair	5 - Outstanding	Not Recommended
			3 - Average		Pending ()

Comments: CG: X H: X
A: X M: Diabetes & heart problem.
BI: X

Conducted by: (Name & Signature) Sever Dymenore

Date: 2020

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:



BAUTISTA, JOAN, M.

 #464 Barangay San Miguel,
Santo Tomas City, Batangas, 4234

 0953 – 225 – 3202

 i.margallobautista@gmail.com

 Birth: December 18, 1995

 Civil Status: Single

OBJECTIVE

Aspires to be an asset and a team player in a reputable institution where both parties will benefit and grow; where I can nurture and expand my skills and knowledge that will contribute to the company's growth and success.

QUALIFICATION SUMMARY

Hardworking and diligent professional with capabilities in handling different enterprise's scope of a fast-paced organization. Committed to lifetime learning, adaptive to changes and with proven leadership.

WORK EXPERIENCE

- **All Around Office Staff** – May 2019 to May 2020
K-MORE PHILIPPINES INC. (Manufacturing Company)
Rockefeller cor. Copernico St. San Isidro Makati City
- **Customer Service Staff** – July 2015 to June 2020
KINPO ELECTRONICS INC. (Manufacturing Company)
LIMA Technology Center, Lipa City, Batangas
- **On-the-Job Trainee** – October 2014 to April 2015
HONDA PHILIPPINES INC. (Manufacturing Company)
FPIP Sta. Anastacia, Santo Tomas City, Batangas

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT MAJOR IN OPERATIONS MANAGEMENT

STI COLLEGE

GRADUATING CLASS OF 2018 – 2019

Student Council Officer - Academic Year 2017 – 2018

Dean's Lister: 1st and 2nd Semesters
Academic Year 2016 – 2017
Academic Year 2017 – 2018
Academic Year 2018 – 2019

DIPLOMA IN OFFICE MANAGEMENT TECHNOLOGY

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

GRADUATING CLASS OF 2014 – 2015

Extra-Curricular Service Award Recipient

Graduating Class Officer of Batch 2014 – 2015

College of Technology Department President
Academic Year 2014 – 2015

HIGHSCHOOL

ST. THOMAS ACADEMY

GRADUATING CLASS OF 2011 – 2012

St. Thomas Aquinas Award Recipient

AFFILIATIONS OUTSIDE THE CAMPUS

- Sangguniang Kabataan Task Force Youth Officer (2017 – 2018)
- Parish Youth Council Senior Head (2014 – 2017)
- Parish Youth Council President (2011 – 2013)

TECHNICAL SKILLS

- With background in clerical tasks/documentation, inventory monitoring & material management and HR tasks focused in timekeeping and payroll
- Microsoft Office major applications literate (MS Word, Power point and Excel)
- Good english and tagalog written and verbal communication skills
- Computer proficient with knowledge in basic troubleshooting
- Background in using Database Management System
- Knowledgeable in using Adobe Photoshop
- Knowledgeable of local government offices processing
- Multi-task and time management skills
- Attention to details and client relation skills
- 45 – 55 wpm typing skill

CHARACTER REFERENCE

Ms. Wilma Uson
Supervisor – K-MORE Philippines Incorporated
0928 – 205 – 5048

Ms. Kathleen Saroca
Former STI College Instructor
0930 – 693 – 1029

Ms. Jeraldine Ramilo
Customer Service Administrator – Kinpo Electronics Incorporated
0917 – 836 – 3372

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


Joan M. Bautista
APPLICANT