Fina/Interview 3:30 p.m.

Latest 1x1 Picture (red background)

PERSONNEL INFORMATION FORM

PERSONAL DATA:	FIRST NAME	MIDDLE NAME		NICKNAME	AGE	GENDER
LAY60	JANE	MURAL	LOS	JANE	(20)	Female
PRESENT ADDRESS (Complete Ad	dress) Owned SB		DATE OF BIRTH		RELIGION	CIVIL STATUS
STA. CRUZ, STO.	TOMAS, BANGAS		NOV- 1	0, 1998	ROMAN	Single M
PERMANENT/PROVINCIAL ADDRE		PLACE OF BIRTH		BLOOD TYPE	Single-Parent	
STA. CRUZ, S		SFA. CRUZ BAT	, StD. TOMAS		Separated Widow/er	
EMAIL ADDRESS	SOCIAL MEDIA ACCOUNT (FB, Instrag	gram)	TEL/ CEL NOS.	Scale .	WEIGHT	HEIGHT
janelaygo26@gmail.	com Facebook - jan	Jahoo wm	0935	8132908	40	5'
SSS NO	PAG-IBIG NO	PASSPORT NO		DRIVER'S LICENSE	NO	
TIN NO	PHILHEALTH NO	VALIDITY DATE		DROFFCCIONALLI	CENTER NO	
	FILLICALITINO	VALIDITY DATE		PROFESSIONAL LI	LENSE NO WO	kin for:
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FAMILY DATA:	AGE	LOCGURATION		enhance/ use	her skills	
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CHILDREN'S NAME (from eldest to youngest)		AGE	OCCL	JPATION	COMPANY	
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FATHER'S NAME hardw	orking	AGE	OCCUPATION /	51/	COMPANY	Togn
SOCELITO AN LAYGO		52	52 tricyc		- potore:	laborer
MOTHER'S NAME		AGE	OCCUPATION		COMPANY	
FLORIC	A M. LAYGO	42	four	e wife		
SISTERS/BROTHE	RS (from eldest to youngest)	AGE		PATION)-	i'a co	MPANY
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Jarelito M.	CA460	Tolliner	09013	541872	13-101. Cruz,	sto. tomas, Bats
EDUCATIONAL BACKGRO						
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SECONDARY (HIGH SCHOOL)	Jay Clara national	High school	2015	/	top 1?	1
VOCATIONAL		U			1) chia	
TERTIARY (COLLEGE)	Bostangas State Unive	rsity (Malux	2019	1	Bachelur of the	Science in anagement
n able in English,	2 19	sponsble of	Deal July	would be	A chichener	27 10

EMPLOYMENT RECORD:							
COMPANY NAME		POSITION	FROM	то	REASON	OF LEAVING	BASIC SALARY
(start with your present job) 1.			(Month & Year)	(Month & Year)	-		
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3.						+1	
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5.							
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CHARACTER REFERENCES (not	relatives):						
NAME		CONT	ACT NO	occu	PATION	CC	OMPANY
Mr- Kenneth R.	magantay	090915	57 6132	Propes	cor		
fon. Lowel Nava			106 2489	Barano			
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star Cruz Lipa		-					
ch tomas - City							
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certify that the information con							
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anne a signature.					Date Accomplished	u.	
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NTERVIEW ASSESSMENT	1	To be filled-u	ıp by Recruit	ment Section	າ:		
NTERVIEW ASSESSMENT GENERAL INFORMATION	Yes / No	To be filled-u	T	ment Section	n: RATINGS	RE	EMARKS
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JANE MORALLOS LAYGO



Mobile +(63) 935-813-8908 (043)7816054 Address Brgy. Sta. Cruz, Sto. Tomas, Batangas Email Address janelaygo26@gmail.com

PS. Accountancy - 51

EDUCATIONAL BACKGROUND:

1~24r & BS Accounting TERTIARY EDUCATION
Bachelor of Science in Accounting
Management

Batangas State University JPLPC, Malvar G. Leviste St., Brgy. Poblacion, Malvar, Batangas Junt 4475 142475

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

more

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

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

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

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

> JANE M, LAYGO Applicant

Hotel Murciano

Period: M-F 3 mos *