
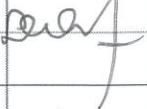





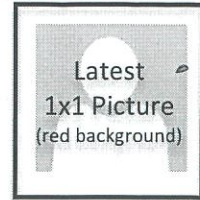
Name : UNICO, JAZELDate Applied : 8/20/20**Assessment Result**

	Screened / Interviewed by:	Passed	Failed	Signature
Screening of Resume	M. NABAY	/		
Initial Interview	D-A DeTong K. PANGHULAN	/	/	
Department Interview				
		Accepted	Didn't Accept	
Job Offer				



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

Recruitment Staff



no photo

PERSONNEL INFORMATION FORM

Position Applied for.: Recruitment Staff

Employee no.: _____

PERSONAL DATA:

SURNAME <u>UNICO</u>	FIRST NAME <u>JARIEL</u>	MIDDLE NAME <u>CHRISTINA</u>	NICKNAME <u>PITCH</u>	AGE <u>28</u>	GENDER <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
PRESENT ADDRESS (Complete Address) <u>#821 TRAPICHE 4, TAN. CITY BATANGAS</u>			DATE OF BIRTH <u>OCT. 28, 1997</u>	RELIGION <u>DENOMINATION</u>	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) <u>#821 TRAPICHE 4, TAN. CITY BATANGAS</u>			PLACE OF BIRTH <u>TAN. CITY</u>	BLOOD TYPE <u>O</u>	
EMAIL ADDRESS <u>Jarielunico@gmail.com</u>	SOCIAL MEDIA ACCOUNT (FB, Instagram) <u>PITCH UNICO / pitchitstone</u>	TEL / CEL NOS <u>09979664445 / 09302600838</u>	WEIGHT <u>39</u>	HEIGHT <u>5'1</u>	
SSS NO <u>64-4135337-4</u>	PAG-IBIG NO	PASSPORT NO	DRIVER'S LICENSE NO		
TIN NO <u>729-781-962</u>	PHILHEALTH NO <u>09-251152339</u>	VALIDITY DATE	PROFESSIONAL LICENSE NO <u>PRP-2</u>		

FAMILY DATA:

SPOUSE NAME <u>Jenichy Unico</u>	AGE <u>44</u>	OCCUPATION <u>Construction worker</u>	COMPANY <u>employed now</u>
CHILDREN'S NAME (from eldest to youngest)			
1.			
2.			
3.			
4.			
FATHER'S NAME <u>Jenichy Unico</u>	AGE <u>44</u>	OCCUPATION <u>Construction worker</u>	COMPANY <u>employed now</u>
MOTHER'S NAME <u>Evelyn Unico</u>	AGE <u>47</u>	OCCUPATION <u>Housewife</u>	COMPANY <u>no job before</u>
SISTERS/BROTHERS (from eldest to youngest)			
1. <u>Jennelyn Unico - single</u>			
2. <u>Jovelyn Unico - single w/ 2 son</u>			
3. <u>Jessie Unico</u>			
4. <u>Janet Unico</u>			
5. <u>Mary Grace Unico</u>			
6. <u>John Carlo Unico</u>			
7.			
8. <u>only 1 finished college</u>			
9. <u>helping other</u>			
10. <u>ad active</u>			
11. <u>care about needs</u>			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY <u>Verica Unico</u>			
RELATIONSHIP <u>Father</u>	CONTACT NO. <u>09999725017</u>	ADDRESS <u>TRAPICHE 4, TAN. CITY</u>	

EDUCATIONAL BACKGROUND:

	NAME OF SCHOOL	DATE GRADUATED	PUT CHECK IF GRADUATED	DEGREE/COURSE
ELEMENTARY	<u>TRAPICHE ELEMENTARY SCHOOL</u>	<u>2005-2010</u>	<input checked="" type="checkbox"/>	<u>BS HRM → BSV</u>
SECONDARY (HIGH SCHOOL)	<u>TANAMAN INTEGRATED HIGH SCHOOL</u>	<u>2010-2014</u>	<input checked="" type="checkbox"/>	
VOCATIONAL				
TERTIARY (COLLEGE)	<u>BATANGAS STATE UNIVERSITY</u>	<u>2014-2018</u>	<input checked="" type="checkbox"/>	<u>BS RICHOLDS</u>

Client: Security & University Bank

Dr. & Lomas

Last Day: July 31

Recruitment

haligw/ employees &

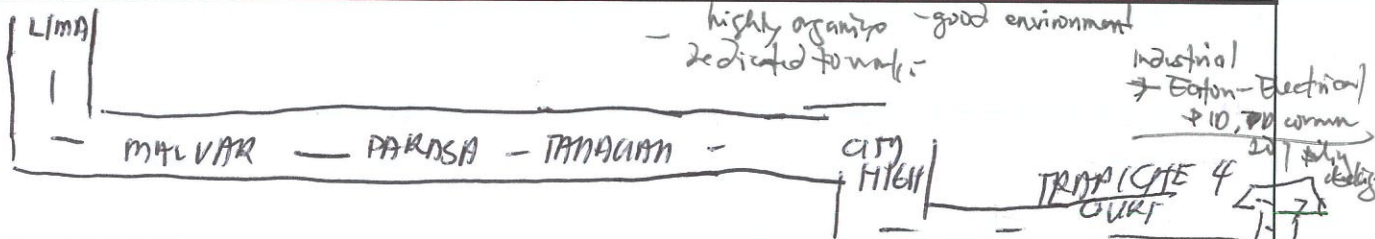
EMPLOYMENT RECORD:

COMPANY NAME (start with your present job)	POSITION	FROM (Month & Year)	TO (Month & Year)	REASON OF LEAVING	BASIC SALARY
1. PRO TEMS INCORPORATED	HR ASSISTANT	09/2018	07/2020	COVID-19 PANDEMIC	18,000
2. EATON INDUSTRIES	HR INTERN	03/2018	05/2018	to high risk (market)	
3. SUNRISE HILL THERAPEUTIC CENTER	INTERN	01/2018	03/2018		
4. Early start					
5. Security Bank					

CHARACTER REFERENCES (not relatives):

NAME	CONTACT NO	OCCUPATION	COMPANY
1. DEBERON CARINA CORTES		CEO	PRO TEMS
2. GERALDINE MA LANTIC		HR BUSINESS PARTNER	EATON

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:

UNICO, JAZEL C. *[Signature]*

Date Accomplished:

08/20/20

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	
2. Are you willing to work on any shift?	Yes		2. Speech/Communication	4	
3. Do you smoke?	No		3. Reasoning & Judgement	4	
4. Do you drink alcoholic beverages?	No		4. Job Knowledge	4	
5. Have you ever worked for FALP before?	No		5. Experience in Work Applied	4	
6. Is this your 1st time to apply & be interviewed at FALP?	Yes		6. General Knowledge	4	
7. Do you have plans to work abroad?	No		7. Pose & Maturity	4	
8. Do you have relatives/friends working in FALP?	No		8. Personality, Attitude & Social Adjustment	4	
				Ratings	Results:
				1 - Poor	4 - Good
				2 - Fair	5 - Outstanding
				3 - Average	Pending ()

9. How did you find out the Job Vacancy? ☒ Walk-in ☐ Job Site ☐ Referral ☐ Others (pls specify) _____

Comments:

CG: X
A: X
BT: X

H: X
M: father has epilepsy

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:

Jazel Cereza Unico

Trapiche 4, Tanauan City Batangas

0930-260-0838 / 0997-966-4445

jazelunico@gmail.com

Date of Birth: October 28, 1997



OBJECTIVE:

Seeking a position in an organizational where I can integrate, expand and develop my knowledge, skills, work ethics, and experiences to succeed in my career as a Human Resource Professional.

WORK EXPERIENCE:

Protemps Incorporated

September 2018 – July 2020

Human Resource Assistant

135 Dela Rosa St. Cor. Legaspi St. Legaspi Village, Makati City

- ✓ / Client coordination for manpower concerns and requests
- ✓ Postings of vacancies in different job portals for sourcing
- ✓ Coordinating with different government agencies and schools for Job Fairs
- ✓ Process test administration and initial interviews for applicants
- ✓ Employee 201 filing
- ✓ Facilitates Job offers, Contracts, Deployment Orientation and Regularization
- ✓ Facilitates New Hire Orientation for new employees
- ✓ Process and serves Disciplinary Actions, Notice to Explain, and Termination Memos
- ✓ Monitors Daily Time Records for payroll coordination
- ✓ Attends client meetings and prepares manpower reports
- ✓ Process post-deployment and backpay releasing
- ✓ Specializes in handling banking and retail clients for end to end HR process (Security Bank, University Saving Bank Inc., AV Ocampo Insurance Broker, Henry's Professional Photo Marketing Inc., Make Up For Ever)

Eaton Industries, Philippines LLC – Philippine Branch

March 27, 2018 - May 31, 2018

On-the-Job Training

Lot 2&3, Block 10 Light Industry and Science Park III Bo. San Rafael, Sto. Tomas, Batangas,
4234 Philippines

Sunrise Hill Therapeutic Community

January 29, 2018 – March 21, 2018

On-the-Job Training

11th Street No. 20 Brgy. Damayang Lagi, E. Rodriguez New Manila, Quezon City

EDUCATIONAL BACKGROUND:

Tertiary: Bachelor of Science in Psychology (2014-2018)

Batangas State University – JPLPC Malvar Campus

Malvar, Batangas

Secondary: Tanauan City National High School (2010-2014)

Trapiche 1, Tanauan City, Batangas

Primary: Trapiche Elementary School (2005-2010)

Trapiche 3, Tanauan City, Batangas

SKILLS AND PROFICIENCY:

- ✓ Has will and capacity to manage variety of responsibilities
 - ✓ Adaptive person who is receptive to new job challenges, experience, and learning process.
 - ✓ Possess strong interpersonal skills
 - ✓ Pays attention to details and makes conscious efforts in meeting deadlines
 - ✓ Knowledgeable in hiring and recruitment operation
 - ✓ Proficient in MS Application : MS Word, Excel and Power Power Point Presentation
-

CHARACTER REFERENCES:

Available upon request.

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


JAZEL C. UNICO
Applicant