




Name : HADAP, MARY CLARE C.Date Applied : 10/04/19**Interview Result**

	Interviewed by:	Passed	Failed	Signature
initial Interview	Divine	✓		
Department Interview	JDNATH	✓		
Job Offer	Rheng	✓		



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

MM STAFF



10-13/k

PERSONNEL INFORMATION FORM

Position Applied for.: IMPEX STAFF/MM

Employee no.: _____

PERSONAL DATA:

SURNAME <u>HADAP</u> <i>Biol. Cavite</i>	FIRST NAME <u>MARY CLAIRE</u>	MIDDLE NAME <u>CHAVEZ</u> <i>Wanda</i>	NICKNAME <u>CLAIRE</u>	AGE <u>20</u>	GENDER <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
PRESENT ADDRESS (Complete Address) <u>242 H. MARASIGAN ST., BRGY. APLAYA, BAYAN</u> <i>living w/ cousins (3) 4km. Aunt OFN Italy</i>			DATE OF BIRTH <u>FEBRUARY 13, 1999</u>	RELIGION <u>ROMAN CATHOLIC</u>	CIVIL STATUS <input checked="" type="checkbox"/> Single <i>no 4/10/c</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>242 H. MARASIGAN ST., BRGY. APLAYA, BAYAN</u>			PLACE OF BIRTH <u>MANILA</u>	BLOOD TYPE <u>actual/personal</u>	HEIGHT <u>5'1"</u>
EMAIL ADDRESS <u>maryclairehadap@gmail.com</u>	SOCIAL MEDIA ACCOUNT (FB, Instagram) <u>Mary Claire Hadap</u>		TEL/CEL NOS. <u>09753144146</u>	WEIGHT <u>47 kg.</u>	
SSS NO <u>04-4273121-2</u>	PAG-IBIG NO <u>121255724094</u>	PASSPORT NO	DRIVER'S LICENSE NO <i>no plans to NA</i>		
TIN NO	PHILHEALTH NO <u>09-254170721-4</u>	VALIDITY DATE	PROFESSIONAL LICENSE NO <i>> good salary & benefits > good work environment > career growth</i>		

FAMILY DATA:

SPOUSE NAME	AGE	OCCUPATION	COMPANY
CHILDREN'S NAME (from eldest to youngest)			
1. <u>send application</u>			
2. <u>send application</u>			
3.			
4.			
FATHER'S NAME <u>ROLANDO A. HADAP</u> <i>w/ medicine maintenance long failure</i>	AGE <u>57</u>	OCCUPATION <u>NONE</u>	COMPANY
MOTHER'S NAME <u>MA. LOURDES V. CHAVEZ</u>	AGE <u>(2010) DECEASED</u>	OCCUPATION <u>NONE</u>	COMPANY <u>N/A</u>
SISTERS/BROTHERS (from eldest to youngest)			
1. <u>MATTHEW CHAVEZ</u> <i>17 NONE N/A Sr. HS</i>			
2.			
3.			
4. <i>strength: > learn to accept failure > open minded. < weakness: > "eyes person" < growth/ improve herself</i>			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY <u>ROLANDO A. HADAP</u>		RELATIONSHIP <u>FATHER</u>	CONTACT NO. <u>092773786028</u> <i>043 403 3535</i>

EDUCATIONAL BACKGROUND:

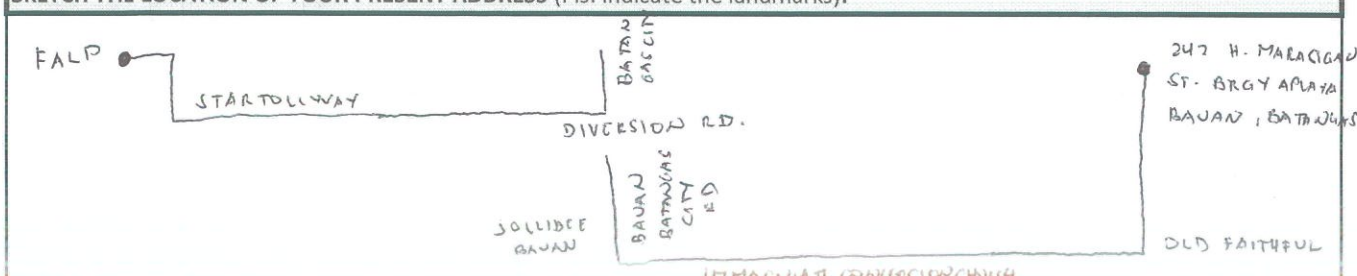
	NAME OF SCHOOL	DATE GRADUATED	PUT CHECK IF GRADUATED	DEGREE/COURSE
ELEMENTARY	<u>MOLINO ELEMENTARY SCHOOL</u>	<u>2011</u>	<input checked="" type="checkbox"/>	<u>(1) Engineering - financial prob.</u>
SECONDARY (HIGH SCHOOL)	<u>BACOR NATIONAL HIGH SCHOOL</u>	<u>2015</u>	<input checked="" type="checkbox"/>	<u>(2) > supported by</u>
VOCATIONAL				<u>BUSINESS ADMINISTRATION</u>
TERTIARY (COLLEGE)	<u>UNIVERSITY OF BATANGAS</u>	<u>2019</u>	<input checked="" type="checkbox"/>	<u>ACCOUNTING MANAGEMENT</u>

> BS Accountancy (2 yrs.) 3rd - 4th yr

EMPLOYMENT RECORD:					
COMPANY NAME (start with your present job)	POSITION	FROM (Month & Year)	TO (Month & Year)	REASON OF LEAVING	BASIC SALARY
1. EVA BOOKKEEPING OFFICE	ACCOUNTING INTERM	JUNE 2018	AUG 2018	COMPLETION OF OJT HOURS	N/A
2.			BT		
3.					
4.					
5.					

CHARACTER REFERENCES (not relatives):			
NAME	CONTACT NO	OCCUPATION	COMPANY
1. ARIE YEL FLORES	0998 971 1185	PROFESSOR	UNIVERSITY OF BATANGAS
2. RHY SIEGFRID VERGARA	0995 579 1981	ACCOUNTANT	EVA BOOKKEEPING OFFICE

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.

Name & Signature: MARY CLAIRE C. MADAD Date Accomplished: OCTOBER 4, 2019 *> good personality & speech/communication*

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?	Yes		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	4	
7. Do you have plans to work abroad?	No (as of now)		7. Pose & Maturity	4	
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 FB <input type="checkbox"/> Referral <input type="checkbox"/> Others (pls specify)		Ratings: 1 - Poor, 4 - Good, Recommended <input checked="" type="checkbox"/> 2 - Fair, 5 - Outstanding, Not Recommended <input type="checkbox"/> 3 - Average, Pending () <input type="checkbox"/>		

Comments: CB=300/275 (w/ eye glasses since 4th yr. HS) July 2019 Conducted by: (Name & Signature) Date:
 A: X - last attack of asthma (grade 2) BT: X
 H: allergy (w/15) MHI: *last checked up*

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:		



MARY CLAIRE C. HADAP

(0975) 314 4146

maryclairehadap@gmail.com

242 H. Marasigan St., Brgy. Aplaya,
Bauan, Batangas

EDUCATION PROFILE

UNIVERSITY OF BATANGAS, 2017–2019

Bachelor of Science in Business
Administration Major in Accounting
Management

UNIVERSITY OF BATANGAS, 2015–2017

Bachelor of Science in Accountancy

BACOR NATIONAL HIGH SCHOOL, 2011–
2015

MOLINO ELEMENTARY SCHOOL, 2005 –
2011

PERSONAL DETAILS

Date of Birth February 13, 1999
Place of Birth Manila
Civil Status Single
Spoken Language English, Filipino

ORGANIZATION AFFILIATION

Tanghalang Dal'wa Singko

2015 – present

**National Federation of Junior Philippine
Association of Management Accountants**

2017 – 2019

**National Federation of Junior Philippine
Institute of Accountancy**

2015 – 2017

CAREER OBJECTIVE

To obtain a challenging yet rewarding career where I can apply the knowledge and skills I possess and expand it to its full potential in order to help the organization.

SKILLS AND CAPABILITIES

Good verbal and written communication skills
Great interpersonal skills
Familiar in using analytics program
(SAP Business One Accounting Information System)
Proficient in Microsoft Office programs
Able to mediate problems between team members
Able to work under pressure

(86)
- good public speaking
- powerpoint - 5
- excel - 4
- word - 5
experience
in theater
& teaching kids

AWARDS RECEIVED

Dean's Lister

Academic Year 2016 2017 1st Semester

The Brahman Awards 2018 Most Outstanding Organization

Member (Top 4)

June 2018

The Brahman Awards 2018 Brahman Awardees for Culture and the Arts (Top 3)

June 2018

WORK EXPERIENCE

no great experience
EVB Bookkeeping Office financial services & consultancy
June - August 2018

ACCOUNTING INTERN (Batangas)

Record financial transactions and complete the posting process of the clients

File BIR Forms

Communicate with clients regarding necessary information needed for filing of taxes (1)

Process and transmit BIR forms to BIR Office

CHARACTER REFERENCES

Ms. Arreyel Flores

College Professor – University of Batangas

(0998) 971 1185

Ms. Kristel Catral

Council Staff – Boy Scout of the Philippines - Batangas

(0936) 938 2998

Mr. Rhey Siegfried Vergara

Accountant – EVB Bookkeeping Office

(0995) 579 1986

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