

Name : ALMAREZ, ARZEL DDate Applied : 11/09/19**Assessment Result**

	Screened / Interviewed by:	Passed	Failed	Signature
Screening of Resume	M. MSA/	✓		Amg
Initial Interview	Dvine			Dec
Department Interview	MCIDRS	✓		SN
Job Offer	hymms	Accepted ✓	Didn't Accept	SGV



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

* Requirements

Accounting STAFF



12-13/1

PERSONNEL INFORMATION FORM

Position Applied for.: Accounting STAFF

Employee no.: _____

PERSONAL DATA:

SURNAME ALMAREZ	FIRST NAME AIZEL	MIDDLE NAME DAGLE	NICKNAME AIZEL	AGE 20	GENDER <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
PRESENT ADDRESS (Complete Address) Banaba, Padre Garcia, Batangas <i>owned 19 yrs. relocate due to job & father</i>			DATE OF BIRTH January 12, 1999	RELIGION R. Catholic	CIVIL STATUS <input checked="" type="checkbox"/> Single <i>W 4</i> <input type="checkbox"/> Married <input type="checkbox"/> Single-Parent <input type="checkbox"/> Separated <input type="checkbox"/> Widow/er
PERMANENT/PROVINCIAL ADDRESS (Complete Address) Banaba, Padre Garcia, Batangas			PLACE OF BIRTH Rosario, Batangas	BLOOD TYPE	
EMAIL ADDRESS almazel@gmail.com	SOCIAL MEDIA ACCOUNT (FB, Instagram) Aizel Dagle Almarez		TEL/CEL NOS. 09457153630	WEIGHT 50 kg.	HEIGHT 151 cm.
SSS NO N/A	PAG-IBIG NO N/A	PASSPORT NO P9492509A	DRIVER'S LICENSE NO N/A		
TIN NO N/A	PHILHEALTH NO N/A	VALIDITY DATE November 09, 2028	PROFESSIONAL LICENSE NO N/A		

FAMILY DATA:

SPOUSE NAME	AGE	OCCUPATION	COMPANY
CHILDREN'S NAME (from eldest to youngest)			
1.	AGE	OCCUPATION	COMPANY
2. <i>W 4</i>			
3. <i>W 4</i>			
4.			
FATHER'S NAME RUFINO G. ALMAREZ <i>- Rosario</i>	AGE 48	OCCUPATION MECHANICS <i>- owned (10 yrs.)</i>	COMPANY N/A
MOTHER'S NAME REMEDIOS D. ALMAREZ <i>- Bicol</i>	AGE 48	OCCUPATION HOUSEWIFE	COMPANY N/A
SISTERS/BROTHERS (from eldest to youngest)			
1. ADRIAN ALMAREZ <i>- sister</i>	AGE 24	OCCUPATION Operator	COMPANY EPSON <i>regular employee</i>
2. APRIL JOY ALMAREZ <i>- married</i>	AGE 23	OCCUPATION husband: PCL	
3. ARVIN ALMAREZ	AGE 21	OCCUPATION trainee - Marine Engineering	
4. ANGELICA ALMAREZ	AGE 18	OCCUPATION college - Cruise Liner	
5. ANGELLO ALMAREZ	AGE 17	OCCUPATION G-9	
6.			
7.			
8. <i>Strength:</i>	<i>weakness:</i>		
9. <i>- punctual</i>	<i>- shy</i>		
10. <i>- positive attitude</i>			
11. <i>- hardworking</i>			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY REMEDIOS ALMAREZ	RELATIONSHIP MOTHER	CONTACT NO. 09201313220	ADDRESS BANABA, P. G.; BATANGAS

EDUCATIONAL BACKGROUND:

	NAME OF SCHOOL	DATE GRADUATED	PUT CHECK IF GRADUATED	DEGREE/COURSE
ELEMENTARY	BANABA ELEMENTARY SCHOOL	2011	<input checked="" type="checkbox"/>	
SECONDARY (HIGH SCHOOL)	PANSOL NATIONAL HIGH SCHOOL	2015	<input checked="" type="checkbox"/>	
VOCATIONAL				
TERTIARY (COLLEGE)	LIPA CITY COLLEGES	2019	<input checked="" type="checkbox"/>	BS ACCOUNTANCY <i>W</i>

*pressured.
every year: have
qualifying
exam*

** After College: took review (4 mos.)
Diploma: ok
TR: ok*

** B. exam: Oct. 2019
plan to retake next year*

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. MS. ROSALIE BALHAG	0999929562	CHAIR, ACCOUNTANCY P.	LIPA CITY COLLEGES
2. MS. MICHELLE DE MESA	099971787818	GENERAL ACCOUNTANT	MARIA MGT. SPECIALISTS CORP.

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: AZIEL D. ALMARAZ	Date Accomplished: NOVEMBER 09, 2019
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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	3	
3. Do you smoke?	No		3. Reasoning & Judgement	3	
4. Do you drink alcoholic beverages?	No		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 2/10/15		6. General Knowledge	3	
7. Do you have plans to work abroad?	Yes 4/10/15		7. Pose & Maturity	3	
8. Do you have relatives/friends working in FALP?	Yes	Crizelle Guce	8. Personality, Attitude & Social Adjustment	3	
			Ratings		Results:
			1 - Poor	4 - Good	Recommended <input checked="" type="checkbox"/>
			2 - Fair	5 - Outstanding	Not Recommended <input type="checkbox"/>
			3 - Average		Pending () <input type="checkbox"/>
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)				

Comments: CB: stigmatism - w/eyeglasses since 2016 250/250 A: X H: UT (elementary) BT: X	Conducted by: (Name & Signature)	Date:
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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:		

ALMAREZ, AIZEL D.

Brgy. Banaba South, Padre Garcia, Batangas
Philippines 4224
Contact No: +63945-715-3630
Email: almarezaizel@gmail.com

CAREER OBJECTIVE

To effectively utilize my skills in the field of Accounting, for the development of myself and knowledge to growth along with the organization objective with utmost dedication.

EXPERIENCE

On the Job Training

Mount Carmel Rural Bank Inc. ** audit Dept. making flow charts - encoding*
J.M. Kalaw St., Lipa City, Batangas, Philippines
June 2018 - August 2018

gain "some" knowledge not doing actual task

AFFILIATIONS

Junior Philippine Institute of Accountants
Lipa City Colleges

SEMINARS ATTENDED

- ❖ **Seminar on Data Privacy Act, AMLA Law and Other Relevant Laws**
Lipa City Colleges
Lipa City, Batangas
May 18, 2019
- ❖ **Seminar On PFRS For Small Entities**
AVR Main, Lipa City Colleges
Lipa City, Batangas
November 17, 2018
- ❖ **Forum and Induction**
Almarius Resort and Event Center
Lipa City, Batangas
2016
- ❖ **Seminar on Tax Updates**
City Sleep Inn Inc.
Barangay Sico, Lipa City, Batangas
April 28, 2016
- ❖ **Accountancy Student's Congress**
Enchanted Kingdom, Sta. Rosa, Laguna
2016

- work w/ manufacturing industry



EDUCATIONAL ATTAINMENT

Tertiary:

Bachelor of Science in Accountancy
Lipa City Colleges
G.A. Solis St., Lipa City, Batangas
2015-2019

Secondary:

Pansol National Highschool
Barangay Pansol, Padre Garcia,
Batangas
2011-2015

Primary:

Banaba Elementary School
Barangay Banaba, Padre Garcia,
Batangas
2005-2011

SKILLS AND QUALITIES

- Good Time Management Skills
- Basic Knowledge in Microsoft Applications
- Good Moral Character
- Interpersonal Skill
- Flexible in work
- Committed and dedicated to work

shighest
Excel - 4
Word - 5
PPT - 5

PERSONAL INFORMATION

Sex: Female
Age: 20
Civil Status: Single
Birth Date: January 12, 1999
Birth Place: San Roque, Rosario
Religion: Roman Catholic
Nationality: Filipino
Father's Name: Rufino Almaraz
Occupation: Mechanic
Mother's Name: Remedios Almaraz
Occupation: Housewife

CHARACTER REFERENCES

Ms. Rosalie E. Balhag, CPA, MBA

Chair, Accountancy Program

Lipa City Colleges

+63999929562

Ms. Michelle B. De Mesa, CPA

General Accountant

Maria Management Specialists Corp.

+639971787818

Ms. Rosette Tapalla

Guidance Councilor

Pansol National High School

+639394789152

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



AIZEL D. ALMAREZ

Applicant's Signature