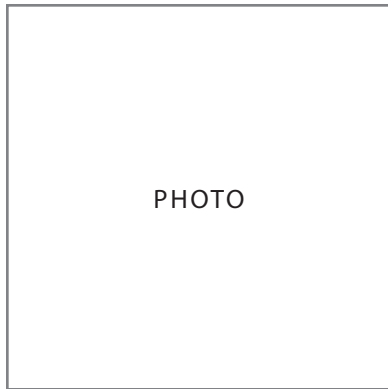


Professional Data Sheet

CORPORATE HUMAN CAPITAL AND ORGANIZATION DEVELOPMENT



1. PERSONAL BACKGROUND

Name		LAST	FIRST	MIDDLE	NICKNAME
Home Address					House Phone No.
Provincial Address					Office Phone No.
Mailing Address					Mobile Phone No.
Age	Sex	Birth Date		Birth Place	Civil Status
Height		Weight		Nationality	Religion
NAME		AGE	BIRTH DATE	OCCUPATION	COMPANY
Spouse					
Child					
Child					
Child (Use additional sheets if necessary.)					
Father					
Mother					
No. of Brothers and Sisters			Rank in the Family		
NAME		AGE	BIRTH DATE	OCCUPATION	COMPANY
Brother/Sister					
Brother/Sister					
Brother/Sister					
Brother/Sister					
Brother/Sister					

2. EDUCATIONAL BACKGROUND

SCHOOL/UNIVERSITY/COLLEGE		DEGREE/UNITS EARNED
Post-Graduate		
College		
High School	Elementary	
Professional Licensure Taken (IE, CPA, Board Exams, etc.)		

3. MERITORIOUS/HONORS BACKGROUND

(Provide description of awards/honors received.)

Past Five Years
During University Years
Others

4. EMPLOYMENT BACKGROUND

(Please start from current.)

Company Name	Inclusive Dates
Address	Position
Main Duties and Responsibilities	Immediate Supervisor
	Position
	Monthly Salary
Reason/s for Leaving	
Company Name	Inclusive Dates
Address	Position
Main Duties and Responsibilities	Immediate Supervisor
	Position
	Monthly Salary
Reason/s for Leaving	
Company Name	Inclusive Dates
Address	Position
Main Duties and Responsibilities	Immediate Supervisor
	Position
	Monthly Salary
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Address	Position
Main Duties and Responsibilities	Immediate Supervisor
	Position
	Monthly Salary
Reason/s for Leaving	
Company Name	Inclusive Dates
Address	Position
Main Duties and Responsibilities	Immediate Supervisor
	Position
	Monthly Salary
Reason/s for Leaving	

5. TRAINING BACKGROUND

DESCRIPTION OF TRAINING	YEAR TAKEN

6. INFORMATION TECHNOLOGY (IT) COMPETENCY

Special Skills/Programs (e.g. Powerpoint, Excel, Corel, Graphic Programs)

7. GENERAL INFORMATION

Do you have any relatives in the company? (Please indicate below.)

NAME	POSITION	YOUR RELATION

8. PROFESSIONAL AND PERSONAL INTERESTS INFORMATION

Do you conduct consulting work elsewhere or do you have a seat as a director or board member elsewhere (e.g. church, civic organizations, etc.)? Do you run a personal business enterprise (e.g. restaurant, food and retail, etc.)? (Please indicate below.)

COMPANY NAME	YOUR ROLE	ADDRESS

SPECIAL SKILLS/TALENTS Music/Arts Sports

Do you conduct consulting work elsewhere or do you have a seat as a director or board member elsewhere (e.g. church, civic organizations, etc.)? Do you run a personal business enterprise (e.g. restaurant, food and retail, etc.)?
(Please indicate below.)

COMPANY NAME	YOUR ROLE	ADDRESS

CHARACTER REFERENCE

NAME	ADDRESS	TEL.. NO.	OCCUPATION

WAIVER

By signing this Professional Data Sheet:

- I certify that all the information I have given in this data sheet are true and correct based on my personal knowledge. For this matter, I agree to affix my signature on each page of this data sheet as proof of my authentication.
- I attest that I have neither filed any legal cases (criminal, labor, administrative, etc.) against any individual/corporation nor have any legal cases filed against me.
- I declare that I am neither a user of prohibited drugs nor have I ever been involved in any felonious acts concerning the same.
- I agree to comply with the policies, rules & regulations of MAYNILAD WATER SERVICES, INCORPORATED at all times.
- I authorize MAYNILAD to investigate all references contained in this data sheet. Hence, I understand that any misrepresentation of facts I made in this data sheet shall be sufficient ground for my dismissal if and when I shall be employed.

Applicant's Signature over Printed Name

Date