



**AMA COMPUTER UNIVERSITY CORPORATE OFFICE**  
**Human Resources Department**

Background Check Form  
 Rev: 30 May 2002

Dear Sir / Madame:

Our company is presently verifying the personal and work-related background of MELYN C. PUEBLA who is one of our new employees. This background check is a standard operating procedure of our company in order to properly evaluate the qualification and character of all new hires. As former Supervisor / Colleague of the subject person, may we request you to fill up the form below. Rest assured that your responses shall be treated with utmost confidentiality.

(signed)  
Christian Lozada  
 HumanResourceDepartment

**I. EMPLOYMENT HISTORY**

Name of Company / College / Department : Schools Division of Baybay City

Last position held \_\_\_\_\_ No. of staff directly supervised: 2

Salary: Monthly basic 13 Reason for leaving: End of 2 months service (Teaching Internship)

Date hired 05/31/2018 Date of Resignation \_\_\_\_\_

- Based on your company records and 201 file, has the subject employee been charged / found guilty of any offense / violation? / No
- Has the subject been given an award, citation, commendation, or promotion based on actual performance on the job? / Yes, specify: \_\_\_\_\_
- Is the subject eligible for rehire? / No, specify: \_\_\_\_\_

**II. INTERPERSONAL RELATIONS**

	Very Poor	Poor	Fair	Good	Excellent
1. Relationship of the subject w/ immediate superior	1	2	3	4	5
2. Relation of the subject w/ colleagues	1	2	3	4	5
3. Relation of the subject with subordinates	1	2	3	4	5
4. Relation of the subject w/ clients	1	2	3	4	5

**III. WORK ATTITUDE AND CAPABILITIES**

	Very Poor	Poor	Fair	Good	Excellent
1. How would you rate the work efficiency level of the subject?	1	2	3	4	5
2. How would you rate the work effectiveness of the subject?	1	2	3	4	5
3. Please rate his/her potential to handle the position : _____	1	2	3	4	5

**IV. GENERAL INFORMATION**

- What type of work does the subject like to do? Teaching and paper works
- Any information on the strengths/weaknesses of the subject? Communication skills, diligent, Listens to Feedback and improves to it.
- Please give an attendance evaluation of the subject. Always present, and provides information on whereabouts when incurring absences.
- Please give an over-all assessment of the subject as a whole in terms of his/her performance on the job. Fit for the job in teaching and paper works.

**V. INFORMANT**

NAME & SIGNATURE : CATHERINE VILLAMOR  
 RELATION WITH SUBJECT : Cooperating Teacher  
 OFFICIAL DESIGNATION : Teacher III  
 TELEPHONE NUMBER : 09606558789  
 E-MAIL : catherine.villamor001@deped.gov.ph

SIGNATURE : \_\_\_\_\_

*Gillian*

