



# Agensi Pekerjaan Danu Gemilang Sdn Bhd

Company Registration No. 200401014862 ( 653365-T ) / JTKSM 558B  
No.H-38-1B , Jalan Prima Saujana 2/D , Prima Saujana 43000 Kajang Selangor Malaysia  
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## BIODATA



Reference No. : OS - 24164

Given Name : LINA

Middle Name : PACHWAN

Sur Name : TOPE

Birth date : May 2, 1991

Age : 32

Gender : Female

Nationality : Filipino

Passport Expiry date : 14 SEP 2033

Religion : Roman Catholic

Height : 4'10"

Weight : 50 kg

Marital Status : Married

No of Children : 2 Age/s: 10, 6

No of Brother/s: 3 No of Sister/s: 3

Your Position in the Family : youngest

Husband's Occupation : Farmer

Father's Occupation : Farmer

Mother's Occupation : Farmer

Language : Tagalog, English

Skills : infant care, Household chores, cooking

Applying Job in : MALAYSIA

Expected Salary : 400 USD / 1800 RINGGIT



### EDUCATION BACKGROUND

<i>Please marked (✓) your Highest Educational attainment and fill up the year of completion</i>	
<input checked="" type="checkbox"/> Elementary Graduate	Year Graduated: 2003
<input checked="" type="checkbox"/> Secondary Education/ High School Graduate	Year Graduated: 2007
<input type="checkbox"/> College level	Year Completed:
Course:	
<input type="checkbox"/> College Graduate	Year Graduated:
Course:	

### EMPLOYMENT RECORDS

Country: PHILIPPINES	Date of Employment From: JUNE 2007	Until: JUNE 2009
Job Position: DOMESTIC HELPER	No. of Person in the Employer's House: 4	
Employer's Nationality: FILIPINO	No of Child/Children of Employer: NONE	Age/s: 0
Reason of Leaving: FINISH CONTRACT		
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.....		

### EMPLOYMENT RECORDS

Country:	Date of Employment From:	Until:
Job Position:	No. of Person in the Employer's House:	
Employer's Nationality:	No of Child/Children of Employer:	Age/s:
Reason of Leaving:		
.....		
.....		

## PERSONAL QUESTIONS

Why do you want to work as Domestic Worker in Malaysia?	FOR MY FUTURE , AND FOR THE FUTURE OF FAMILY
What qualifications do you have as Domestic Worker?	I KNOW HOW TO HANDLE HOUSE HOLD WORKS
Are you aware and agreed to work for Two (2) years employment Contract in Malaysia?	YES
From your family, who are the person knows and allowed you to work in Malaysia?	ALL OF MY FAMILY MEMBER
Are you ready to be far from your family for the period of two (2) years?	YES
Are you afraid of being far from your family?	NO
What do you expect from a position as a Domestic Worker?	I EXPECT IT TO BE HARD, AND NOT EASY JOB.
What are your dreams and goals in life?	TO OWN MY OWN HOUSE AND EXTRA MONEY FOR OUR FUTURE
How long do you plan to live and work abroad?	TWO TO FOUR YEARS
Are you better with Household Chores, New born, Children, Elderly Care or Cooking?	YES
In your past experienced, what was the age of the Children you looked after?	NEWBORN TO 10 YEARS OLD
Can you take care of Infant?	YES
Do you love working with Children?	YES
If a Child is naughty and talks to you in a rude way, what would you do?	I WILL JUST IGNORE AND FOCUS ON MY DUTIES
Are you willing to take care an Elderly Person?	NO
If YES, What Gender you Prefer? <input type="checkbox"/> Male / <input type="checkbox"/> Female	
Do you have experience to look after an Elderly Person?	NO
If YES, What is the age? _____ What is the Gender? <input type="checkbox"/> Male / <input type="checkbox"/> Female	
Are you willing to take care a Disable Person?	NO
If YES, What Gender you Prefer? <input type="checkbox"/> Male / <input type="checkbox"/> Female	
Do you have experience to look after a Disable Person?	NO
If YES, What is the age? _____ What is the Gender? <input type="checkbox"/> Male / <input type="checkbox"/> Female	
Are you willing to take care a Special Child?	NO
If YES, What Gender you Prefer? <input type="checkbox"/> Male / <input type="checkbox"/> Female	
Do you have experience to look after a Special Child?	NO
If YES, What is the age? _____ What is the Gender? <input type="checkbox"/> Male / <input type="checkbox"/> Female	
Are you a Good cook?	YES
Are you able to follow Recipes from a cook book?	YES
What kind of food can you prepare?	FILIPINO FOOD
Can you sew by hand? _____ Can you sew by machine? _____	YES YES
How would you describe yourself?	I AM WILLING TO LEARN NEW THINGS AND HARDWORKING

## PERSONAL QUESTION 2

Do you have any medical history: Please marked (✓) if YES and (×) if NO

- Diabetes       High blood       Migraine       Anemia/low blood       Appendicitis       Heart problem  
 Caesarian       Ulcer       Asthma       Hemorrhoids (Almoranas)       Ovarian tumor       Dizziness (nahihilo)  
 Numbness in the body ( pamamanhid ng katawan)       Polio (can't move parts of the body during childhood )  
 Tuberculosis (TB)       epilepsy / seizures       skin allergies       others, specify .....

Do you have medical operation / surgery from the past? NONE; If yes, what kind of operation/ surgery? .....

How long now since you undergo operation / surgery? NONE; Do you think you are fully recovered? .....

Do you take any medication? NONE; if yes, what medicine? .....

Do you have any allergies to food? NONE; If yes, specify .....

Do you have any allergies for medicine? NONE; If yes, specify: .....

Do you smoke cigarette? NO Do you drink alcohol? OCCASIONAL

Do you have friends or family here in Malaysia? NONE; If yes, what is the job & which place in Malaysia? .....

Are you willing to use your mobile phone after working hours and during Rest day only? YES

Are you willing to stay inside your employer house during your Rest day? YES

If necessary, will you work on your Rest day for extra income? YES

Can you promise not to use any personal belongings of your employer without permission? YES

Can you keep and secure the privacy of your employer and his family at all times? YES

What is your Message to your Future employer in Malaysia: PLEASE DO HIRE ME, I WILL

FINISH MY TWO YEARS CONTRACT I AM HARD WORKING

PERSON AND TRUSTWORTHY, I LOVE TAKING CARE OF

NEW BORN (INFANT. THANK YOU VERY MUCH.

**JOB PREFERENCES:**

*Please marked (✓) if you are agreed and (x) if not applicable*

<input checked="" type="checkbox"/> Care of Newborn baby <input checked="" type="checkbox"/> Childcare <input checked="" type="checkbox"/> Elderly Care <input checked="" type="checkbox"/> Care of Special Child <input checked="" type="checkbox"/> Care of Bedridden <input checked="" type="checkbox"/> Disabled Person Care of Pet/s: <input checked="" type="checkbox"/> Dog <input checked="" type="checkbox"/> Cat	<input checked="" type="checkbox"/> Willing to work with Muslim family <input checked="" type="checkbox"/> Willing to work with non Muslim family <input checked="" type="checkbox"/> Willing to learn and do cooking <input checked="" type="checkbox"/> Laundry by hands for delicates clothes <input checked="" type="checkbox"/> Gardening(watering flowers and plants)
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**BASED ON YOUR OWN OR WORK EXPERIENCES**

*Please write each categories based on your own experienced*

**NEWBORN BABY CARE**  
 I WILL SHOWER THEM, I WILL PUT THEM TO SLEEP CHANGE THE DIAPER AND ALWAYS MONITOR THEM

**CHILDCARE**  
 I WILL SHOWER, GIVE FOOD ON TIME AND WILL PRIORITIZE THEIR SAFETY AND WELFARE

**SPECIAL CHILD**  
 I DONT HAVE AN EXPERIENCE

**ELDERLY CARE/ BEDRIDDEN / DISABLED PERSON**  
 I DONT HAVE AN EXPERIENCE

**GENERAL HOUSEHOLD CHORES**  
 GENERAL CLEADING, LAUNDRY, COOKING AND ALL THE THINGS THAT I CAN DO

I hereby declare and confirmed that all the above given information contained are true and correct to the best of my knowledge and belief. That I am responsible for the accuracy of any data information which I provided to Agensi Danu Gemilang Sdn. Bhd. for my employment purposes as Domestic Worker in Malaysia.

LINA  PUCULAN TOPE

(Full Name and Signature of the Applicant)

PERSONAL INFORMATION :

Full Name of the Applicant : UNA PACLIWAN TOPE		
Home Address: LUBO, KIBUNGAN, BENGUET		
Mobile No. : 09302574728	whatsapp number : 09302574728	Marital Status: MARRIED
Passport No. P5264078C	Expiry date 09-14-2033	
Applicant's Occupation: DOMESTIC HELPER		
Father's Full Name : ORLANDO PACLIWAN		Age: Mother's Full
Name: LORENZA PACLIWAN	Age: 02	

EMERGENCY CONTACT PERSON

Emergency Contact Person : JEGOR TOPE	
Home Address : LUBO, KIBUNGAN BENGUET	
Mobile No. : 09674831408	Relationship with you : HUSBAND

APPLICANT'S WHO IS MARRIED OR WITH LIVE-IN PARTNER

Husband's Full Name : JEGOR TOPE	Age: 31
Home Address: LUBO, KIBUNGAD BENGUET	
Mobile No. : 09674831408	Occupation: FARMER

APPLICANT'S WHO HAVE KID/S; LIST DOWN ATLEAST (2) PERSON WHO WILL TAKE CARE YOUR KID/S WHILE YOU ARE WORKING IN MALAYSIA ASIDE FROM YOUR HUSBAND OR LIVE-IN PARTNER

(1) Full Name : JEGOR TOPE	Age: 31
Home Address: LUBO, KIBUNGAD BENGUET	
Mobile No. : 09674831408	Occupation: FARMER
Relationship with you : HUSBAND	
(2) Full Name : LILY PACLIWAN	Age: 35
Home Address: LUBO, KIBUNGAD BENGUET	
Mobile No. : 09101178817	Occupation: HOUSEKEEPER
Relationship with you : SISTER	

Signature of the Applicant: 

Date: APRIL 5, 2024