

FILIPINO MAID BIODATA

 Name: **SHEILA MAE TUNAN**

 Code: **IN-MM-473**

Personal Particulars

Age : 29
 Date of birth : 05 May 1996
 Height (cm) : 157
 Weight (kg) : 55
 Religion : Muslim (Balik Islam)
 Education level : College Level
 Marital status : Single Mother (w/o live-in)
 No. of children : 1
 Age of children : 8
 Husband/Live-in status : Not applicable
 Husband/Live-in job :
 No. of siblings : 4
 Position in family : 3rd
 Provincial city : South Cotabato
 Current living city : South Cotabato

Experience status

☒ First timer ☐ Ex-abroad

Personal Preference for Work Categories

(1 = most preferred 4 = least preferred)

- 1 Housework + Infants/toddlers care
 1 Housework + Children care
 4 Housework + Elderly/disable care
 4 Housework + Bedridden care

Employment History in Origin Country

- City/Province: **GENERAL SANTOS CITY**
 How many: 4 year 4 months
 From what: 2021 year to 2025 year
 Work details: General housework, children care, assist in cooking, car wash, gardening
- City/Province:
 How many: 0 year 0 months
 From what: year to year
 Work details:

Employment History in Overseas

- Country/City:
 How many: 0 year 0 months
 From what: year to year
 Finish contract: ☐ Yes ☐ No
 Work details:
- Country/City:
 How many: 0 year 0 months
 From what: year to year
 Finish contract: ☐ Yes ☐ No
 Work details:
- Country/City:
 How many: 0 year 0 months
 From what: year to year
 Finish contract: ☐ Yes ☐ No
 Work details:



Specific Working Experience & Preference

TYPE OF WORK	DO YOU HAVE EXPERIENCE ? (experience in your country or overseas)	ARE YOU WILLING ?
General Cleaning	☒ Yes ☐ No	☒ Yes ☐ No
Ironing	☒ Yes ☐ No	☒ Yes ☐ No
Cooking	☒ Yes ☐ No	☒ Yes ☐ No
Care for newborn	☒ Yes ☐ No	☒ Yes ☐ No
Care for toddlers (1-3yo)	☒ Yes ☐ No	☒ Yes ☐ No
Care for children (<10yo)	☒ Yes ☐ No	☒ Yes ☐ No
Care for special child	☐ Yes ☒ No	☐ Yes ☒ No
Tutoring children	☒ Yes ☐ No	☒ Yes ☐ No
Care for elderly/disable	☐ Yes ☒ No	☐ Yes ☒ No
Care for bedridden	☐ Yes ☒ No	☐ Yes ☒ No
Care for pets (dogs/cats)	☐ Yes ☒ No	☒ Yes ☐ No
Laundry - handwash	☒ Yes ☐ No	☒ Yes ☐ No
Car wash	☒ Yes ☐ No	☒ Yes ☐ No
Gardening	☒ Yes ☐ No	☒ Yes ☐ No

Cooking

Do you cook in your family in your country?	☒ Yes ☐ No
Are you willing to do cooking for the family of your employer?	☒ Yes ☐ No
Are you willing to learn if the employer want you to learn to cook their food?	☒ Yes ☐ No
How much do you like cooking? (please answer VERY MUCH, AVERAGE or LITTLE)	Average

Pets

Are you willing to take care of pets (dogs/cats) if your employer has pets in the house?	☐ Yes ☒ No
Are you afraid of dogs? Are you afraid of big dogs?	☒ Yes ☐ No ☒ Yes ☐ No

Day Off

Are you willing to work during your rest-day and employer will pay you overtime?	☒ Yes ☐ No
Are you willing to respect your employer's decision if they want you to take your rest day at home and not going out alone?	☒ Yes ☐ No
Are you ok if you do not go to church when you are working for your employer?	☒ Yes ☐ No

Cellphone

Do you promise that you will only use your cellphone after you finish all the work for the day?	☒ Yes ☐ No
Are you willing to following the employer's rules about the daily usage of your cellphone?	☒ Yes ☐ No

Personal Commitments

Are you aware that the contract is 2 years and promise to finish the 2 years contract?	☒ Yes ☐ No
Are you ok to work for your employer if they don't have the same religion with you?	☒ Yes ☐ No
Will you have enough patience if your employer is very strict?	☒ Yes ☐ No
Do you promise that you will honest and loyal to your employer?	☒ Yes ☐ No
Did your husband/parents allow you to work in Malaysia as a domestic helper?	☒ Yes ☐ No
Are you ready to separate with your family for the 2 years contract, without going back to your country?	☒ Yes ☐ No
Who will take care of your children when you work in Malaysia?	MY MOTHER
If you feel homesick when you work in Malaysia, what are you going to do?	I WILL KEEP MYSELF BUSY AT WORK

Health Declarations / Dietary Restrictions

Past & existing illness, including chronic ailments and illness requiring medication:

Diabetes (FBS)	☐ Yes ☒ No	Asthma	☐ Yes ☒ No	Depression	☐ Yes ☒ No
High Blood Pressure	☐ Yes ☒ No	Anemia (low red blood)	☐ Yes ☒ No	Heart disease	☐ Yes ☒ No
Gastric	☐ Yes ☒ No	Pneumonia (lung infection)	☐ Yes ☒ No	Epilepsy (seizures)	☐ Yes ☒ No
Migraine	☒ Yes ☐ No	Dysmenorrhea (period pain)	☐ Yes ☒ No	Malaria	☐ Yes ☒ No

Are you allergic to any food or medications?	☐ Yes ☒ No	If YES, pls specify	
Are you currently taking any medications	☐ Yes ☒ No	If YES, pls specify	
Have you undergone any surgery in the past?	☐ Yes ☒ No	If YES, pls specify	year
Have you had any accident or injuries before?	☐ Yes ☒ No	If YES, pls specify	year

Language proficiency

	Good	Average	Poor	No
1 English	☐	☒	☐	☐
2 Bahasa Malaysia	☐	☐	☐	☒
3 Chinese	☐	☐	☐	☒
4 Arabic	☐	☐	☐	☒

Special Skills

	Example: caregiver, other cuisine, baking, sewing, etc.
1	Cleaning
2	

Additional Courses Attended

Course name	Duration
Example: caregiver, baking, cooking, etc.	e.g. 6 months
1	
2	

Personal Habits

Habits	Past	Present
Smoking	☐	☐
Vaping	☐	☐
Drinking alcohol (beer, etc.)	☐	☐
Tattoo (show photo is any)	☐	☐

Hobbies

	Example: cooking, baking, gardening, reading, etc.
1	Reading
2	

Personal Statement to Future Employer

< Write something that you wish to tell your future employer about yourself >

TO MY FUTURE EMPLOYER PLEASE CHOOSE ME AS YOUR HOUSEMAID BECAUSE I AM HARDWORKING, HONEST AND LOYAL PERSON AND I AM EASILY TO LEARN.

APPLICANT DECLARATIONS

My name is **SHEILA MAE TUNAN** (passport no. **P0263052C**) I hereby confirm that all information and details given on this document is, to the best of my knowledge, true and complete. I acknowledge that I have not withheld any information which might preclude me from working abroad in Malaysia.

I have given the above information at my own will and I hereby granting my full consent to

Agensi Pekerjaan Innovedge Sdn Bhd as my agency in my country and also to as my agency in Malaysia, to display my personal information and photos/interview video in their website (and other relevant platforms) to facilitate in getting a job and finding an employer for me in Malaysia.

I wish to testify and confirm that I want to work in Malaysia as a domestic helper. I further affirm that I shall, to the best of my abilities to complete my TWO(2) YEARS contract with my employer.

Signature & thumb print :
of applicant



Date: 27-September-2025

Additional Photos

