|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Hire Date: |  |
| Position: |  | Internal Recruiter: |  |

**PRE-EMPLOYMENT CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRITICAL REQUIREMENTS (Must be submitted on or before the 15th working day after Hire Date.)** | | | | |
| **Document** | | **Copies** | **Date Received** | **Authorized Signatory** |
| **Pre-onboarding Documents** *NOTE: The signatory for these documents is your assigned Internal Recruiter.* | | | | |
| Contracts | a. Job Offer | 2 |  |  |
| b. Probationary Contract | 2 |  |  |
| c. Confidentiality / Non-solicitation | 2 |  |  |
| d. Pre-Employment Compliance Agreement | 2 |  |  |
| Application Form/s | a. BPI ATM Application Form | 1 |  |  |
| b. 2 Valid Government Issued IDs | 1 per ID |  |  |
| c. 1x1 ID photo (any background) | 1 |  |  |
| d. Tax Certification / Waiver Form | 1 |  |  |
| **Human Resource and Payroll Documents**  *NOTE: Only HR Personnel can sign this section.* | | | | |
| PSG Issued Documents | a. Employee Information Sheet | 1 |  |  |
| b. AWOL Agreement Form | 1 |  |  |
| c. Handbook Receipt Form | 1 |  |  |
| Government Mandated Forms and Numbers | a. **SSS Number** (any validated SSS form) | 1 |  |  |
| b. **PhilHealth Number** (any validated PHIC form) | 1 |  |  |
| c. **Pag-IBIG Number** (any validated HDMF form) | 1 |  |  |
| d. **Tax Identification Number** (any valid BIR form) | 1 |  |  |
| d.1 **Filled-out** **1902 Form** (For TIN enrollment) | 1 |  |  |
| d.2 **Stamped 1905 Form** (If with existing TIN) | 1 |  |  |
| d.3 **Filled-out 2305 Form** (If with existing TIN) | 1 |  |  |
| e. **Valid** **NBI Clearance** | 1 |  |  |
| f. **Birth Certificate** (NSO) | 2 |  |  |
| f.1 **Dependents Birth Certificate** (If needed) | 2 |  |  |
| f.2 **Marriage Certificate** (If applicable) | 2 |  |  |
| **NON-CRITICAL REQUIREMENTS** | | | | |
| Other Forms and Numbers | 1. BIR - 2316 Form (Must show current year) | 1 |  |  |
| 2. PHIC - Member's Data Record (updated for PSG) | 1 |  |  |
| 3. School Records (Diploma/TOR) | 1 |  |  |
| 4. Proof of previous employment (COE/Clearance) | 1 |  |  |

*\*Failure to submit these requirements may result to non-endorsement to Operations.\*Please note that any salary adjustments after graduation from Training will only be processed upon completion of your pre-employment requirements.* **\*\**Default Tax Status is Zero Tax Exemption***

|  |  |
| --- | --- |
| Conforme: |  |
|  | Signature over Printed Name |