



## Philippines Recruitment

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Dear, **Angelo Christian Sevileno** -

Welcome to IBM!

Further to your contract of employment below are useful information & resources.

### Additional Employment Details

IBM Legal Entity : **IBM Solutions Delivery, Inc.**  
Employee Serial Number : **P1011QPH1**  
People Manager (As of start date) : **Mitos Garcia**

### New Hire Itinerary

Date	Time	Activity	Location	Contact Person & Number
9 September 2019	10:00AM	New Hire's Day 1	3F Bldg J, UP Ayala Technohub, Commonwealth, QC	Devices @ IBM
10 September 2019	9:00AM	Project Start Date	ABS-CBN Office, ELJCC Bldg, Mother Ignacia Street, QC	Mitos Garcia <0920 982 5333> Gigi Abella <0917 528 4486>

### Key Tasks

What	When	How
Processing of <b>ID Badge</b>	Day 1	Please proceed to Security Control Center <b>GF Bldg E UP Technohub or Client Site</b>
Submission of <b>HMO Enrollment Form</b>	Within the first seven (7) days of employment	E-mail accomplished HMO Form to <a href="mailto:hmorep@ph.ibm.com">hmorep@ph.ibm.com</a>
Submission of <b>BIR 2316</b>	Within the first thirty (30) days of employment / on or before Sept 30	E-mail scanned copy of BIR 2316 to <a href="mailto:isdpay@ph.ibm.com">isdpay@ph.ibm.com</a>
Submission of <b>Loan Vouchers</b> <i>If has active loan with the ff:</i>  <b>SSS</b> - Loan Voucher & Proof of Payment  <b>Pag-Ibig</b> - Loan Voucher & HDMF Statement of Account	If applicable, within the first seven (7) days of employment	E-mail scanned copy of loan voucher & supporting documents to <a href="mailto:isdpay@ph.ibm.com">isdpay@ph.ibm.com</a>

### Recruitment Contacts

Role	Contact
Recruitment Partner	<b>Marian Advento &lt;0918 907 6648&gt;</b> <b>9advenm@ph.ibm.com</b>
Onboarding Partner	<a href="mailto:Recruitment.OB@ph.ibm.com">Recruitment.OB@ph.ibm.com</a>

Yours sincerely,

**PH Recruitment**