

PRE-EMPLOYMENT REQUIREMENTS

NAME: _____

DATE: _____

POSITION: _____

FIRST DAY: _____

Completion date and remarks

- | | |
|---|-------|
| <input type="checkbox"/> Accomplished 201 form | _____ |
| <input type="checkbox"/> Transcript of Records | _____ |
| <input type="checkbox"/> Certificate of Graduation or Diploma | _____ |
| <input type="checkbox"/> 2 PCS 1x1 IDS (COLORED) | _____ |
| <input type="checkbox"/> NBI Clearance | _____ |
| <input type="checkbox"/> Barangay Clearance | _____ |
| <input type="checkbox"/> PSA Birth Certificate | _____ |
| • Birth Certificate of Children (if any) | |
| • Marriage Contact (if married) | |
| <input type="checkbox"/> ID's-Any Valid Government Issued ID's & Secondary ID's | _____ |
| <input type="checkbox"/> SSS number | _____ |
| <input type="checkbox"/> TIN/Tax Identification Number | _____ |
| <input type="checkbox"/> COE from last Employee | _____ |
| <input type="checkbox"/> HDMF (Pag-ibig) | _____ |
| <input type="checkbox"/> Philhealth Number | _____ |
| <input type="checkbox"/> Medical Clearance (from hospital or clinic) | _____ |

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- CBC/Urinalysis/Drug Test/Chest X-ray/Visual Acuity/Physical Exam/Pregnancy Test for Female/Fecalalysis

- ☐ Sketch of current address

HR & Admin Assistant

HR Manager