



Pre - Employment Checklist

Name of Applicant:

			STATUS	DATE-RECEIVED	REMARKS
Set 1:	Present Original & Photocopy upon submission				
	Medical	Medical certificate with fit to work (Urinalysis, Fecalysis, CBC, X - ray , Physical examination)			
	Drug Test	Look for nearest drug check philippines			
	NBI / Police Clearance	Any of two			
	Barangay Clearance	Original copy			
	NSO birth certificate	Photocopy			
	Birth certificate of dependents	Photocopy			
	2x2 picture (2 pcs)	Latest picture with white background			
	Photocopy of SSS number	SSS ID, E1 form, employee static or any proof of existing SSS number			
	Photocopy of TIN number	TIN ID, 2316 or any proof of existing TIN number (not applicable for those who are not yet registered)			
	Photocopy of Philhealth number	Philhealth ID, MDR , or any proof of existing Philhealth number)			
	Photocopy of Pag ibig number	Pag ibig ID or any proof of existing Pag ibig number			
	Photocopy of TOR/Diploma	Any of two			
	BIR 2305 form with stamp	married attach marriage contract, birth certificate of dependents if applicable. (Qualified dependents must be below 21 years old only. For female must attach waiver with signature of her husband.			
	1905 with stamp	Accomplished BIR 1905 form, proceed to your current BIR office / RDO, fill out the form then transfer your RDO from your current to RDO 048 then let the BIR stamp the form, 1 copy for BIR then 1 copy for NFPI.			
	1902 with stamp	Applicable only to those who do not have TIN #			
	PMRF (Philhealth Member Registration Form)	Get PMRF form from HR department, fill out then attach birth certificate, if married attach marriage contract, birth certificate of dependents if applicable (Qualified dependents must be parents 60 years old and above, spouse and children below 21 years old).			
	MDR (Pag ibig online registration)	Log in at : https://www.pagibigfundservices.com/PubReg/Starter_Page.aspx (print out the form , make sure you have the MID number and tracking number, present employer must be <u>New Born Food Products Inc.</u>			
	SSS loan verification	Accomplished through online (web print out) or proceed to the nearest SSS branch			
	Folder & Envelope	White Folder / Long Brown Envelop (LONG)			
Set 2:	Present Original & Photocopy upon submission				
	Photocopy of Certificate of Employment (COE)	From previous employer(to be submitted within 60 days upon start date.			
	Photocopy of Clearance	From previous employer(to be submitted within 60 days upon start date.			
	2316 of the current year	If employed in other company within the current year (to be submitted within 60 days upon start date.)			

To be submitted atleast 3 days before the start date. If you have questions and clarifications, do not hesitate to call 234 - 2146 and kindly look for Mr. JR Fraga/ Ms. Ena Abad/ Ms. Charm Oquendo