Topserve Applicant Requirements

**Priority pre-employment requirements**

1. Resume / Bio-data

2. SSS (E1, E4, E6, ID, Stat Info)

3. Philhealth (ID, MDR)

4. Pag-Ibig (ID, MDF)

5. TIN (ID, BIR Form 1902)

6. NBI

7. Birth Certificate

**Secondary pre-employment requirements**

8. Diploma / Transcript of Records / Copy of Grades / Certification (School)

9. Marriage Certificate/Contract (if applicable)

10. Dependents Birth Certificate (if applicable)

11. Certificate of Employment / Company Clearance

**Pre-employment Medical Examination (choose one)**

1. Drug Test

2. Basic 3

3. Basic 5

4. Basic 7