**File Maintenance**
**\*Branch**
      **FIELDS**
          -Branch Code
          -Description (i.e. Head Office, Blossom Spa, Handy Man)

**\*Department** this will indicate kung anong module lang yung pwede ma access ng user
      **FIELDS:**
          -Department Code
          -Description (i.e. Accounting Department, HR Department, Legal Department etc.)
**\*User**
      **FIELDS:**
          -User Code
          -Password
          -Name (Last Name, First Name, Middle Initial)
          -E-mail address
          -Department (Selection) mag base lang sa kung anong mga department lang yung na add sa
           Department entry

**\*Employee Status**
      **FIELDS:**
          -Employee Status Code
          -Description (i.e Applicant, Provisionary, Regular etc.)

**201 File**

**EMPLOYEE**
      **PERSONAL INFORMATION**
          -ID Number
          -Name (Last Name, First Name, Middle Initial)
          -Contact Number
          -Address
          -Date of Birth
          -E-Mail Address
          -Date Hired
          -department
          -Position
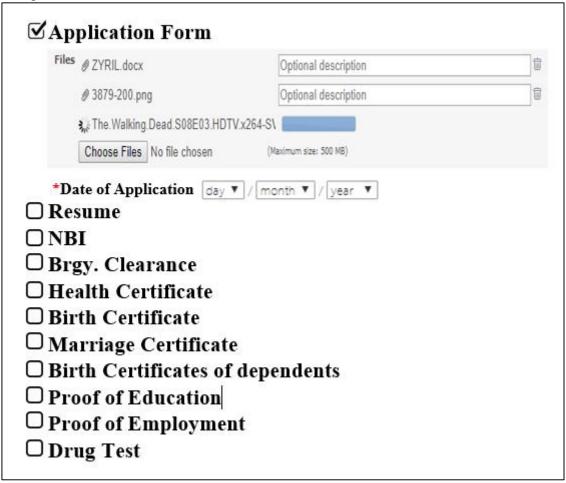          -Branch (Selection) mag base lang sa kung anong mga branches lang yung na add sa
           Branch Entry
          -Employee Status

      **PRE-EMPLOYMENT REQUIREMENTS**
          -Application Form
          -Resume
          -NBI
          -Brgy. Clearance
          -Health Certificate

-Birth Certificate
-Marriage Certificate
-Birth Certificates of dependents
-Proof of Education
-Proof of Employment
-Drug Test



☑ **Application Form**

Files  🔗 ZYRIL.docx    [Optional description] 🗑

🔗 3879-200.png    [Optional description] 🗑

⚡ The.Walking.Dead.S08E03.HDTV.x264-S\ [_____]

[Choose Files] No file chosen    (Maximum size: 500 MB)

\*Date of Application [day ▼] / [month ▼] / [year ▼]

☐ **Resume**
☐ **NBI**
☐ **Brgy. Clearance**
☐ **Health Certificate**
☐ **Birth Certificate**
☐ **Marriage Certificate**
☐ **Birth Certificates of dependents**
☐ **Proof of Education**
☐ **Proof of Employment**
☐ **Drug Test**

**GOVERNMENT REQUIREMENTS**
-SSS
-TIN
-Philhealth
-Pagibig

**SPECIAL REQUIREMENTS**
**(Note\*** This Field will only show if the Department is Blossom Spa**)**
-NCI
-NCII
-DOH License
-Yellow Card Health Certificate