

To : **All Concerned**

From :  Araceli Peñaola, HR Manager

Noted :  Angelina T. Natividad, VP for Operations
9/26/23

Re : OOT Background Investigation guidelines

Date : September 21, 2023

Cc : Team Leaders, Finance

We wish to inform you of the guidelines for our Background Investigation (BI) for out-of-town (OOT) applicants.

1. The Recruitment Officer will contact the Team Leader and forward the details such as house sketch and background investigation (BI) form if there is a need for background investigation;
2. The Recruitment Officer shall discuss the BI fee with the Team Leader before a Background check is conducted and request approval for a budget for BI based on the established BI Fee Matrix;
3. Finance will process the budget request and the budget will be released after two (2) working days from the date of request. Weekends and holidays do not count as processing time for a payment. When the payment date falls on a holiday or weekend, the budget will be released on the next working day;
4. Finance will transfer the BI fee to the GCash account provided by the Recruitment Officer;
5. Once the Team Leader receives the house sketch and the BI form, she will then contact the BI person and send the details to him. BI starts on the 3rd day from the date the budget is requested. When BI is completed on a Sunday, the earliest process date of payment is on the next working day;
6. The BI person will be given three (3) days from receipt of details to conduct the background investigation. The results of the investigation must be returned to the Team Leader on or before the 4th day from receipt of details;
7. Once the BI is completed, the BI person will submit the result to the assigned SJI store/TL and payment shall be made to the BI person upon receipt of the BI result;
8. The Team Leader will send through email the scanned copies of the BI result and acknowledgment receipt of payment to the Recruitment Officer.

For your information and guidance.

Thank you.