

## **UNDERTAKING FOR LACKING PRE-EMPLOYMENT REQUIREMENT/S FOR NEW HIRES**

I, Christine Canete do hereby agree that my employment with Concentrix CVG Philippines, Inc. (the "Company") is subject to my passing the pre-employment medical exam given by the Company's Medical Retainer as well as being cleared with the criminal check and background verification conducted by the Company's background investigation vendor. Furthermore, I undertake to submit/complete the following documents (checked items) to the Recruitment Department.

- **Employment Forms**

- Waiver for BIR Form 2316
- BIR Form 1902 with attachments
- BIR Form 2316 (If employed within the same year)
- Philhealth (PMRF) Form with attachments
- BI Form (For accounts with BGV only)
- Bank Application Form
- Life Insurance Form

- **Type A Requirements**

- Medical:
- SSS Document (3 copies)
- TIN/BIR Document (3 copies)
- TIN (BIR) Verification Slip (for Local Employment)
- Stamped 1904 (for Business Owner/Sole Proprietor)
- Stamped 1905
- Pag-Ibig (HDMF) Document (3 copies)
- Philhealth (PHIC) Document (3 copies)
- Personal Birth Certificate NSO/PSA (4 copies)
- Dependents' Birth Certificate (4 copies)
- Marriage Certificate NSO/PSA (4 copies)
- Photocopy of 1 Government issued ID
- Original Copy of NBI Clearance (valid at least 3 months before expiry)

- **Type B Requirements**

- 2x2 & 1x1 picture (1 copy each)
- COE from last employer/ Signed Clearance Form/ Resignation Letter from your latest employer
- Transcript of Records (TOR)/ Diploma/ Certificate of Graduation (For accounts with BGV only)

- **Other Documents (if applicable)**

- Affidavit for Name discrepancy
- Affidavit for Unreadable Entry
- Annotation on Birth Certificate
- Annotation on Marriage Certificate

I do hereby acknowledge that failure on my part to comply with the above requirement/s within a period of 15 working days after receipt of this letter on 08/10/2021 From start dates 08 23, 21 will result to my non-regularization from the company as provided for in the Employee Regularization Policy and that non-compliance of the same will have implications on my monetary contributions – SSS, BIR and Philhealth benefits, as well as my pay release.

Further, I hereby discharge the company from any liability that may arise from this undertaking.

That in the event however, that I am allowed to commence with my employment with the company, without first having to comply with the foregoing requirements. THAT THE SAME SHALL NOT BE DEEMED A WAIVER ON THE PART OF THE COMPANY. I LIKEWISE undertake to comply therewith within the deadline provided above, otherwise my failure to comply shall constitute a just cause for the termination of my employment for failure to meet minimum company standards.

\*\*Kindly submit your lacking requirement/s to your site Onboarding POC during recruitment hours.

Christine Canete

**Printed Name**

08 11, 21 11:28:36.859 AM PST

**Date and Time**