

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	BACKGROUND INVESTIGATION	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-004
TO :	BRANCH MANAGER, AREA MANAGER	JANUARY 05, 2016

OBJECTIVE:

1. To provide guidelines in conducting Background Investigation on all successful candidates.
2. To ensure that successful candidates have no negative records such as but not limited to bad work history, fictitious educational records, criminal records, and bad family background.
3. To avoid unnecessary issues that will later affect the status of the company.

POLICIES:

1. All successful candidates shall undergo Background Investigation.
2. Background Investigation Form(BIF) is a mandatory pre employment requirement which follows: "NO Background Investigation Form (BIF) No Deployment Policy"
3. The Background Investigation Form will only be used by:
 - 3.1. Hiring Managers (Branch Manager, Area Manager, Regional Manager)
 - 3.2. Recruitment Specialists
4. All new hires shall undergo extensive Background Investigation on both residence and previous employer.
 - 4.1. Refusal of any applicant to undergo Background Investigation shall mean termination of his/her application.
5. Hiring Manager must ensure authenticity and validity of the information that will be gathered before, during and after Background Investigation.
6. Deliberate altering or concealing information on the part of the applicant shall mean termination of the recruitment process and perpetual block listing the said applicant from applying to any position in the organization.
7. Failure to validate, deliberately altering or concealing Applicant's information on Background Investigation shall mean applicable disciplinary action on the part of Hiring Manager.
8. The management has the right to continue or discontinue application process when deemed necessary as to its direct impact to business requirements.

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PROCEDURES:

1. Branch Manager

1.1 Once the candidate passes the Final Interview conducted by Area/Regional Manager, the Branch Manager shall conduct Background Investigation to verify pertinent information about the candidate.

1.2 Verification includes actual residence visit and office confirmation.

2. The Background Investigation Form Explanation (See APPENDIX A)

2.1 The Background Investigation Form (BIF) is divided into two parts:

- 2.1.1 Personal information
- 2.1.2 Work History.

2.2 **Personal Information.** This portion will be accomplished by the Branch Manager. Every information required must be completed. There should be at least 3 neighborhood or any barangay officials as reference.

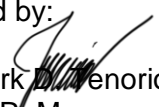
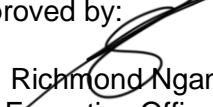
<u>PARTICULAR</u>	<u>EXPLANATION</u>
2.2.1 Name of the Applicant :	-Applicant's Full Name: (Last Name, Given Name, Middle Initial)
2.2.2 Birthday	-Applicant's Birthday (MM-DD-YYYY)
2.2.3 Age	-Indicate Present Age
2.2.4 Contact number	-Include Mobile Number, Landline Number
2.2.5 Present and permanent address	-Indicate Applicant's Complete Address.
2.2.6 Period of Stay	-Applicant's Length of stay in the area (Years-Months)
2.2.7 Type of Occupancy	-Describe whether Owned or Rented

2.2.1 The Sketch of Residence must show the location of applicant's address going to the SYM branch where he/she is intended.

2.2.2 To clarify the educational background of the applicant, the Branch Manager should contact/call the registrar or admin office of the university/college where the applicant graduated.

2.2.3 The Branch Manager will write his/her comment/s or recommendation on the last portion (Remarks of Part I). BM must also put his signature over printed name with the date of accomplishment.

2.2.4 After all the information has been completed, the Background Investigation Form must be send (thru web mail or pouch) to the HR Associate for Recruitment for the completion of the investigation.

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2.3 **Work History.** This part will be accomplished by the HR Associate - Recruitment.

2.3.1 Information must be arranged starting from the latest employer of the applicant.

2.3.2 HR Associate/s will conduct Background Investigation to the applicant's previous Supervisor/Director/HR staff from his/her recent company affiliation. The following information will be gathered and filled out by the assigned HR Associate

2.3.2.1 Company name

2.3.2.2 Inclusive dates that the applicant worked for them

2.3.2.3 Position/s Held

2.3.2.4 Reason of leaving

2.3.2.5 Name of former Supervisor/Director/Manager of the applicant

2.3.2.6 Employment Records (e.g. memorandum given, Certification of Employment)

3. After gathering all the details, the HR Associate will review overall recommendation for the applicant and attached by her signature over printed name and the date she completed the survey.
4. Then the HR manager will review the investigation for final verification and approval.
5. Once approved, the applicant will be informed to complete and secure the pre-employment requirements.

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ANNEX A



MMPI HUMAN RESOURCES DEPARTMENT
222 E. Rodriguez Sr. Avenue, Quezon City
Tel no: 722-3333 | Fax no: 721-1654

BACKGROUND INVESTIGATION FORM

REMINDER: Make sure to fill-out all the information needed.

I. Personal Information (To be accomplished by Branch Manager)				
Name of Applicant	Last name	Given name	Middle name	
Birthday (MM/DD/YY)	Age	Contact No:		
Present Address				
Period of stay	Type of Occupancy	<input type="checkbox"/> Own <input type="checkbox"/> Rent P _____		
Permanent Address				
Period of stay	Type of Occupancy	<input type="checkbox"/> Own <input type="checkbox"/> Rent P _____		
Sketch of Residence				
Educational Background				
Name of University		Course Taken		Year Graduated
Does the candidate reported for any serious misconduct? If Yes, explain.				
Did the university issue TOR and Diploma?			Who is the authorized signatory of the TOR and Diploma?	

Remarks of Part I. _____

Conducted by: _____ Date: _____
Branch Manager

II. Work History (To be accomplished by HR Associate- Recruitment) Start from latest employer. (Use another sheet of paper if necessary.)				
Company Name	Inclusive Dates	Position Held	Reason of Leaving	Name of Supervisor/Director/Manager

Overall Recommendation _____

Conducted by: _____ Date: _____
Signature over printed name

Reviewed by: _____ Date: _____
HR Manager

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Mark D. Menorio
HR Manager

Approved by:

Richmond Ngan
Executive Officer

Effective

February 1, 2016

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