

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	PRE- EMPLOYMENT REQUIREMENTS	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-005
TO :	BRANCH MANAGERS, AREA MANAGERS, REGIONAL MANAGERS	JANUARY 05, 2016

OBJECTIVE:

1. To provide standard guidelines in securing pre-employment requirements.
2. To ensure completeness of mandatory pre employment requirements prior deployment.

POLICIES:

1. The applicant must be oriented by the Branch Manager on all the Pre-employment Requirements that are required for deployment.
2. The applicant must secure and submit all the Pre-employment Requirements within **Five (5)** working days.
3. Complete documentation is required prior deployment. This means that submission of incomplete pre employment requirements shall mean no deployment.
4. Applicants with incomplete requirements will not be deployed regardless of the urgency of the position except for the following conditions:
 - 4.1 In the case of Fresh Graduates who came from Universities that do not issue TOR and Diploma upon graduation, Claim Stub/ Breakdown of Grades and Certification of Graduation must be submitted.
 - 4.2 In the case of applicants who have previous employer that cannot issue a Certification of Employment (COE) upon request, the applicant must submit a certificate coming from previous employer's Head Office stating that his/her clearance is still on process, date of release and signed by HR Manager/ Owner.
 - 4.3 In the case of applicants who have "HIT" in NBI, receipt/ claim stub must be submitted provided it has the date of release.
 - 4.4 The conditions mentioned above must be supported by a commitment letter made by the applicant who states that he/she will submit the actual requirements/ documents within 15 days of his training period.
 - 4.5 In the case of BIR (Tax Identification Number), applicants with previous employer must submit BIR 2305 for updating.
5. Non Compliance to this policy shall mean termination of the application process.

Prepared by:  Mark D. Menorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective February 1, 2016	Page 1 of 3
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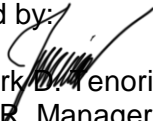
PROCEDURES:

1. Branch Manager

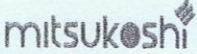
- 1.1 Once the applicant passed the screening process, Branch Manager shall provide applicant the Pre- employment Requirements checklist. (See Annex A)
- 1.2 Review and validate completeness and authenticity of the documents.
- 1.3 Once validated, the documents will be scanned and emailed to HR- Recruitment via recruitment@mitsukoshimotors.com/ rieanne.maaba@mitsukoshimotors.com

2. HRD Personnel

- 2.1 The HR Recruitment Associate will inform the applicant for the on-boarding/ deployment date.
- 2.2 HR Recruitment will weekly publish list of Newly Hired Employees to all branches which include the deployment date of New Hires.

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ANNEX A



MMPI HUMAN RESOURCES DEPARTMENT
 222 e. Rodriguez Sr. Avenue Quezon City
 Contact no: 722-3333/ 09175461496

PRE-EMPLOYMENT REQUIREMENTS CHECKLIST

NAME: _____

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

POSITION: _____ BRANCH/DEPT: _____

HIRING DATE (MM/DD/YY): _____

To facilitate your employment with us, you are required to secure and submit the following within five (5) working days upon getting hired.

****Bring both ORIGINAL and PHOTOCOPIES of your requirements. The original copy will be returned to the applicant after verification.**

Needed Requirement	Guidelines	Check if done)
BIR	If with TIN: Photocopy of TIN ID or photocopy of received application by the BIR If without TIN: SINGLE: 1.) 3 copies of Application form (BIR 1902); 2.) Photocopy of applicant's NSO Birth Certificate; 3.) Photocopy of Parent's Birth Certificate (60 years old and above) MARRIED: 1.) 3 copies of Application form (BIR 1902); 2.) Photocopy of Marriage Contract; (NSO/Authenticated by civil registrar) 3.) Photocopy of Children's NSO Birth Certificate; 4.) Photocopy of Parent's Birth Certificate (60 years old and above) 3 Copies of BIR 2305 with photocopy of Birth Certificate (if single) / and marriage contract with birth certificates of dependents (if married) (For applicant with previous employer)	
SSS	Social Security System Number (SSS No.) You may submit any of the following documents to validate your SSS No. () SSS Digitized ID () E1/E4 form () SSS Static Form () SSS Loan Voucher	
PAG-IBIG	Members Data Form (print out of online registration form) www.pagibigfund.gov.ph > E Services > Online Membership Registration () Pag-ibig ID	
PhilHealth	For members: Member Data Record (MDR) () Philhealth ID/ MDR For non-members: PhilHealth Member Registration Form (PMRF) with Supporting Documents (3 copies each) • Single – birth certificate • Solo Parent – birth certificate; birth certificate of children • Married – birth certificate; marriage certificate, birth certificate of children Note: Go to the nearest PhilHealth Office to submit documentation for your Philhealth number	
NBI	Original NBI Clearance Tear upper part of NBI Clearance and submit. If with "hit": submit O.R. and indicate release date	
School Credentials	Transcript of Records and Diploma For Fresh Graduates: send claim stub and certification of graduation	
Birth Certificate	Should be NSO Authenticated	
Marriage Contract and Dependents	If Married: Submit Marriage Contract Dependent Birth Certificate • Parents (60 yrs. old and above) • Siblings (18 yrs. old and below) • Children (18 yrs. old and below)	
Drivers License	Applicable for positions involving field work (Branch Manager, Account Counselor, Liaison, Field Auditor) Submit an Updated professional driver's license with. res. 1 Student Permit: attach commitment letter to renew after expiration date.	
Certification of Employment	Submit all COEs from previous employer (From first job- latest employer). *If the Previous Employer cannot issue the COE upon request, submit a certificate coming from Head Office's previous employer which states that clearance is still on process, date of release and signed by HR Manager/ Owner.	
Medical Results	Go to the nearest authorized Medical Clinic for medical examination. • Chest X-ray • HEPA B Screening • Drug Test • For Female: include Pregnancy Test • Medical certificate of Fit to Work	
Pictures w/ name tag	2 pcs. 2x2 pictures 2 pcs. 1x1 pictures	

Date Submitted (mm/dd/yy): _____

Received by (Branch/ Head Office Personnel): _____

Date Received(mm/dd/yy): _____

Applicant's contact no: _____

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