

LIST OF PRE-EMPLOYMENT REQUIREMENTS

PRIMARY

- 1 EMPLOYEE DATASHEET
- 2 PROOF OF SSS NUMBER
- 3 PROOF OF TAX IDENTIFICATION NUMBER
- 4 PROOF OF PHILHEALTH NUMBER
- 5 PROOF OF PAG-IBIG NUMBER
- 6 PAYROLL ACCOUNT NUMBER
- 7 PROOF OF EDUCATIONAL ATTAINMENT
DIPLOMA & TOR NOT APPLICABLE FOR
PROMOTER POSITION

SECONDARY

- 8A PHYSICAL EXAM WITH FIT TO WORK
- 8B MEDICAL EXAM: CHEST X-RAY, DRUG TEST, CBC, URINALYSIS, FECALYSIS
- 9 BARANGAY CLEARANCE
- 10 NBI CLEARANCE
- 11 BIRTH CERTIFICATE
- 12 CERTIFICATE OF EMPLOYMENT / CLEARANCE FROM PREVIOUS COMPANY

IF APPLICABLE ONLY

- 13 MARRIAGE CERTIFICATE
- 14 BIRTH CERTIFICATE OF EACH QUALIFIED DEPENDENTS