



**PRE- EMPLOYMENT REQUIREMENTS CHECKLIST**

<b>Name:</b>	<b>Hiring Date:</b>
<b>Position:</b>	<b>Dept./Business Center:</b>
<b>Rank:</b>	<b>Group:</b>

**INSTRUCTIONS**

Refer to the **Pre-Employment Requirements Guidelines** and ensure that all necessary documents have been attached to avoid any delays in processing. **Please sort the documents by appearance in the Pre-Employment Requirements for Candidates Checklist. All documents that require a signature should be physically signed.** In case the Clearance from Previous Employer and W2 (BIR 2316) are not available prior to joining date, it is important to submit these documents **within 2 months** after your start date so as not to affect your regularization and year-end tax computation. **Non-compliance will result to non-regularization or be subject to disciplinary sanctions including termination.**

- Two (2) 1x1 pictures with white background and proper business attire
- Two (2) 2x2 pictures with white background and proper business attire
- Employee Data Form
- Employment Contract
- Summary of Benefits
- Employee Commitment
- Job Description
- BSP Bio Data (For Officers)
- Notarized BSP AFQ Watchlist Files (For Officers)
- Notarized BSP Fit & Proper Rule Certification (For Officers)
- Form 23 – A (For Officers – SVP and up only)
- Employment Application Form
- Curriculum Vitae
- Authority to Conduct Background Investigation Form



- One (1) Photocopy of Transcript of Records or Copy of Grades
- One (1) Photocopy of Diploma or Certificate of Graduation
- One (1) Photocopy of Certificate of Clearance/Employment Certificate from ALL previous employer/s in the last 5 years including the most recent employer
- One (1) Photocopy of W2 / BIR Form 2316 (year-to-date earnings) from previous employment
- BIR Form 2316 Undertaking Form
- Character References Form
- Residence Sketch
- One (1) Photocopy of Employee's Birth Certificate
- One (1) Photocopy of Marriage Certificate (If applicable)
- One (1) Photocopy of Children's Birth Certificate (If applicable)
- One (1) Photocopy of Parents' Birth Certificate (both Mother & Father) or Parents' Marriage Certificate (If employee is single)
- NBI clearance (Latest and original)
- Any proof of SSS Number (Photocopy of SSS form E-1, SSS I.D. Card or any SSS form reflecting your accurate SSS number).
- Any proof of your Tax Identification Number (Photocopy of TIN card or any BIR form reflecting your accurate TIN)
- Any proof of Pag-IBIG Number (Photocopy of Pag- IBIG Loyalty Card or MDF reflecting your accurate Pag- IBIG number)
- Full Business Disclosure Form
  - If nothing to declare, indicate N/A
  - If with declaration, attach necessary documents
- Accountability Disclosure Form
  - If nothing to declare, indicate N/A
- Data Privacy Employee Notice Form
- Maxicare Form + Applicable Attachments (Refer to Pre-Employment Requirements Guidelines)
- PhilHealth Form + Applicable Attachments (Refer to Pre-Employment Requirements Guidelines)



- BIR 1905 - Duly stamped by BIR or with email confirmation from the BIR that RDO has been changed. It should reflect employee's old RDO and new RDO, which has jurisdiction over the place of employee's residence.
- BIR 1902 + Applicable Attachments (If Applicable. Refer to Pre-Employment Requirements Guidelines)
- ID Application Form (Attach 2x2 picture)
- Application Form for Parking Space (For Officers AVP and up)
- RFID Application Form (For Officers AVP and up)
- Photocopy of OR/CR (For Officers AVP and up)

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**SIGNATURE OVER PRINTED NAME**

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**DATE**