

PRE-EMPLOYMENT CHECKLIST

DUE: FRIDAY AUG. 6, 2021

- Medical Clearance
- Drug Test Certification
- Dental Certificate
- 1x1 Pic - Red Bg (3pcs)
- 2x2 Pic - Red Bg (3 pcs)
- SSS Number (Photocopy E1 Form)
- Birth Certificate (Photocopy)
- Mayor's Permit
- Health card
- Police Clearance
- Barangay Clearance
- Cedula
- Diploma (Photocopy)
- Certificate of Employment

GOVERNMENT FORMS

- Tin Number (Photocopy of ID/Form 1902)
- Pag Ibig Number
- Philhealth Number
- 2 valid ID's with signature (photocopy)