

# 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)