

Name: _____

Hire Date: _____

Submitted / Completed before New Hire Orientation

- _____ Personal Data Sheet
- _____ Character References (*for Directors and up*)
- _____ Interview Sheet
- _____ Job Offer Letter
- _____ PEME and Drug Test
- _____ Background Check (Criminal and OFAC)
- _____ Resume
- _____ Training Bond Agreement
- _____ NBI Clearance
- _____ BDO ATM Application Forms

New Hire Paperwork – To submit within 15 days after start date

- _____ TIN Number
- _____ SSS number and Employment History (with or without work experience)
- _____ Pag-IBIG Number
- _____ Philhealth number and Accomplished PhilHealth Member Registration Form (PMRF)
- _____ 3 Pieces of 1x1 ID Picture
- _____ 3 Photocopies of 2 Valid IDs (with 3 specimen signatures)
- _____ Dependent Birth Certificate

New Hire Paperwork – To submit within 30 days after start date

- _____ Current year BIR 2316 / Notarized Affidavit
- _____ BIR Form 1905 (transfer of RDO)
- _____ High School Diploma
- _____ College Transcript of Records or any Official Proof of Enrolment or Completion (if applicable)
- _____ BIR Form 1902 (if without TIN)
- _____ _____ Processed by Finance Department
- _____ Promissory note

Contract

- _____ Employment Agreement