

	<h1>Pre-Employment Requirements Checklist</h1> <h2>Forms and Templates</h2>		<b>Document Number:</b>  FM-SS-05.14
	<b>Department:</b> Human Resources	<b>Effective Date:</b> January 14, 2023	<b>Revision No</b> 1

 		<b>PRE-EMPLOYMENT REQUIREMENTS CHECKLIST</b>		DOCUMENT NO: FM-SS-05.14 EFFECTIVE DATE: REVISION NO: 1 DEPARTMENT: Human Resources
<b>PERSONAL DATA</b> Name:				Date Hired:
LAST NAME		FIRST NAME		MIDDLE NAME
<b>REQUIREMENTS</b>				
No.		Document	Received by	Date
1	<input type="checkbox"/>	Pre-employment Physical Medical Result (PPE) – Basic 5 procedure and COVID-19 Negative Antigen Test Result (Instructions will be provided by HR-in-charge)		
2	<input type="checkbox"/>	(1 pc) 4R portrait half body picture (yellow collared shirt with white background for company id purposes)		
3	<input type="checkbox"/>	Any proof of SSS Number (Photocopy of SSS form E-1, SSS I.D. Card or any SSS form reflecting your accurate SSS number)		
4	<input type="checkbox"/>	Any proof of Pag-IBIG Number (Photocopy of Pag-IBIG Loyalty Card or MDF reflecting your accurate Pag-IBIG number)		
5	<input type="checkbox"/>	Any proof of PHILHEALTH Number (Photocopy of PHILHEALTH Member's Data Record and PHILHEALTH ID reflecting your accurate PHILHEALTH Number)		
6	<input type="checkbox"/>	BIR 2316 Form (if worked within same calendar year)		
7	<input type="checkbox"/>	Any proof of your Tax Identification Number (Photocopy of TIN card or any BIR form reflecting your accurate TIN)		
8	<input type="checkbox"/>	NBI Clearance (One-year validity)		
9	<input type="checkbox"/>	PSA Birth Certificate (photocopy)		
10	<input type="checkbox"/>	PSA Birth Certificate of Dependent/s (if applicable) (photocopy)		
11	<input type="checkbox"/>	Marriage Contract (if applicable) (photocopy)		
12	<input type="checkbox"/>	Certificate of Employment from previous employer (if applicable)		
13	<input type="checkbox"/>	Certificate of Clearance from previous employer (if applicable)		
14	<input type="checkbox"/>	Photocopy of Diploma or Certificate of Graduation (if applicable)		
15	<input type="checkbox"/>	Photocopy of Transcript of Records or Copy of Grades for fresh graduates (if applicable)		
16	<input type="checkbox"/>	Copy of the Certificate of Good Morals from the University for Fresh Graduates (if applicable)		
17	<input type="checkbox"/>	3 sets of clear photocopies of 2 government issued valid IDs with 3 specimen signatures		
18	<input type="checkbox"/>	Residence Sketch		
19	<input type="checkbox"/>	Barangay San Dionisio Working Permit (for Head-office based employees only)		
20	<input type="checkbox"/>	Cash Payment of Php 100 for ATM payroll processing		
<p><i>I undertake to complete these requirements within 30 days after my hiring date. Failure to submit the documentary requirements for employment shall constitute sufficient grounds for the termination of my employment with F2 Logistics Philippines Inc. or F2 Global Logistics Inc.</i></p> <p>_____</p> <p style="text-align: center;"><i>Signature over Printed Name/ Date</i></p>				

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

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