



Accu-map™
www.accu-map.com
Tel: 725-6262

HUMAN RESOURCES ADMINISTRATION

PRE-EMPLOYMENT REQUIREMENTS CHECKLIST

DCN: 13HRADFRM017.3

PERSONAL DATA

Name:

LAST NAME,

FIRST NAME

MIDDLE NAME

Starting Date:

REQUIREMENTS

	Document	Received by	Date	Remarks
<input type="checkbox"/>	Pre-employment Physical Exam Result (PPE) – Basic 5 procedure			
<input type="checkbox"/>	1x1 I.D. Picture (1 pc.) and 2x2 I.D. Picture (1 pc.) White Background			
<input type="checkbox"/>	SSS E-1/E-4/ Copy of Digitized SSS ID			
<input type="checkbox"/>	PAG-IBIG Number / ID Card (photocopy)			
<input type="checkbox"/>	Philhealth Number / ID Card (photocopy)			To be processed by ASIATYPE, INC. (where applicable)
<input type="checkbox"/>	Taxpayer's Identification Number (TIN)			To be processed by ASIATYPE, INC. (where applicable)
<input type="checkbox"/>	BIR WTH 2316 Form (if worked in same year hired)			
<input type="checkbox"/>	NBI Clearance (One-year validity)			
<input type="checkbox"/>	Community Tax Certificate (CEDULA) (One-year validity)			
<input type="checkbox"/>	NSO Birth Certificate / Certified True Copy from Civil Registrar Record			
<input type="checkbox"/>	Birth Certificate of Dependent/s (where applicable) <i>NSO Birth Certificate / Certified True Copy from Civil Registrar Record</i>			
<input type="checkbox"/>	Marriage Contract (where applicable)			
<input type="checkbox"/>	Certificate of Employment (where applicable)			
<input type="checkbox"/>	Diploma			
<input type="checkbox"/>	Transcript of Records			
<input type="checkbox"/>	BIR1905 Form with TIN Number			
<input type="checkbox"/>				

Received and Validated by: _____

(Signature over Printed Name of HRAD Representative)

Date: _____