



PRE- EMPLOYMENT REQUIREMENTS

Name: _____

Hiring Date: _____

Position: _____

Rank: _____

Dept./Business Center: _____

Group: _____

Instructions:

The Talent Acquisition Officer will give you the HR documents which you need to submit prior on boarding. All pre-employment requirements must be submitted to HRG Talent Acquisition Division **5 days after you have accepted the job offer.** Follow the guidelines indicated below and ensure that all necessary documents have been attached to avoid delay in payroll processing. In case **Clearance from Previous Employer** and **W2 (BIR 2316)** are not available prior joining date, it is mandatory to submit these documents **NO LATER THAN 2 MONTHS** after your start date so as not to affect your regularization and year-end tax computation. **Non-compliance will result to non-regularization or be subject to disciplinary sanctions including termination.**

I. FOR 201 FILE

➤ **Documents provided by HRG- Talent Acquisition**

- Medical Endorsement Letter
- Employment Contract
- Employee Commitment
- Job Description
- BSP Title Page (For Officer)
- BSP Bio-data (For Officer)
- BSP AFQ Watchlist Files (For Officer)
- BSP Fit & Proper Rule Certification (For Officer)

- Form 23- A (For Officer – SVP and up only)
- Signature Card (For Officer)
- Full Business Disclosure Form
 - If nothing to declare, write down N/A
 - If with declaration, attach necessary documents
- Accountability Disclosure Form
 - If nothing to declare, write down N/A
 - If with declaration, attach necessary documents
- Data Privacy Employee Notice Form

➤ **201 file requirements for new hire submission**

- Two (2) 1x1 pictures with white background, proper business attire
- Two (2) 2x2 pictures with white background, proper business attire
- One (1) photocopy of Transcript of Records or Copy of Grades
- One (1) photocopy of Diploma or Certificate of Graduation
- Original copy of clearance from most recent previous employer (It should state that you are cleared from all accountabilities)
- Photocopy of Clearance/Employment Certificate from ALL previous employer/s in the last 5 years (If applicable)
- One (1) photocopy of W2 / BIR Form 2316 (year-to-date earnings) from previous employment. Also, submit a scanned copy no later than 2 months upon hire to **Compensation & Benefits Manager, Maricar Angeles** (mcangeles@rcbc.com, local 1839) and **COPY your respective Talent Acquisition Officer**. Non-submission will result to non-regularization or be subject to disciplinary sanctions including termination.
- One (1) photocopy of Birth Certificate
- One (1) photocopy of Marriage Contract (If applicable)
- One (1) photocopy of Children's Birth Certificate (If applicable)
- One (1) photocopy of Birth Certificate of parents (If employee is single)

- NBI clearance (Latest and original)
- Any proof of SSS Number (Photocopy of SSS form E-1, SSS I.D. Card or any SSS form reflecting your accurate SSS number)
- Any proof of your Tax Identification Number (Photocopy of TIN card or any BIR form reflecting your accurate TIN)
- Pag-ibig Number
 - For fresh graduates, go online <https://www.pagibigfundservices.com> and create an account.
 - If with previous employer:
 - With online registration, new hire needs to provide their 12-digit Pag-ibig number.
 - With no online registration and no Pag-ibig number, new hire needs to go online and create an account.
 - With no online registration but with Pag-ibig number, new hire needs to go online and create an account and provide payroll his 12-digit Pag-ibig number.

New hire needs to submit a scanned copy reflecting his Pag-ibig number to **Compensation & Benefits Manager, Maricar Angeles (mcangeles@rcbc.com , local 1839) and COPY your respective Talent Acquisition Officer. Non-submission will result to non-regularization or be subject to disciplinary sanctions including termination.**

II. FOR PAYROLL & BENEFITS

- Time Template (To be submitted on the first payroll cut off)
- Employee Data Form
- ID Application Form (Attach 2x2 picture)
- BIR 1902 + Birth certificate of employee and qualified dependent/s + Government-issued ID
- BIR 1905 - Duly stamped by BIR. It should reflect employee's old RDO and new RDO, which has jurisdiction over the place of employee's residence.
- BIR Form 2316 Undertaking
- Maxicare Form + Birth certificate of employee and qualified dependent/s.
 - Ensure to fill out ALL the necessary details on the form.
 - Write in **CAPITAL LETTERS**.

➤ Attach the following documents to the Maxicare form

For Single:

- Birth Certificate of employee
- Birth Certificate of dependent/s

Parents not over 75 years old:

- Parents' Birth Certificate (both Mother & Father) or Parents' Marriage Contract

For Married:

- Birth Certificate of employee
- Birth Certificate of dependent/s
- Marriage Contract
- Child/Children's Birth Certificate



Philhealth Form + Birth certificate of employee and qualified dependent/s + Proof of Philhealth number (photocopy of Philhealth ID, Philhealth MDR). Ensure to fill out ALL the necessary details on the form. Write in **CAPITAL LETTERS**.

- If you have been a member of Philhealth the form is PMRF. Mark "X" on the box provided "For Updating." No need to attach any document. Submit to the Talent Acquisition Officer.

- If not yet a member, the form is ER2. Accomplish the form and submit directly to any Philhealth Office and attach the following whatever is applicable:

For Single:

- Birth Certificate of employee
- Birth Certificate of dependent/s

Parents not over 60 years old:

- Parents' Birth Certificate (Both; Mother & Father) or Parents' Marriage Contract
- Child/Children's Birth Certificate

For Single Parents:

- Child/Children's Birth Certificate

For Married:

- Birth Certificate of employee
- Birth Certificate of dependent/s
- Marriage Contract
- Child/Children's Birth Certificate

RCBC Account Opening via Touch Q - **For Rank & File**, this will serve as your payroll account; **For Officers**, this will serve as your account for reimbursements/loans **ONLY**. New hire will go directly to any RCBC branch to open an account (Payroll account for Rank & File; Employee account for Officers) upon gathering the necessary requirements listed below.

- HR endorsement letter from your Talent Acquisition Officer
- Reference number via RCBC Touch Q.
- Two (2) valid photo-bearing government IDs
- TIN, SSS, Philhealth, and Pag-IBIG numbers

After account opening, request proof of RCBC Account Number and CIF from the branch and then submit a scanned copy to your respective Talent Acquisition Officer through email no later than two (2) days prior start date.

III. FOR BACKGROUND INVESTIGATION

- Authority to Conduct Background Investigation
- Application Form (No need to accomplish if new hire has submitted during the HR interview)
- Resume
- Transcript of Records or Copy of Grades
- Diploma or Certificate of Graduation
- Residence Sketch (Draw or print a vicinity map of your residence. Include landmarks and names of major streets, use an "X" to mark your residence on the map, and write your full name and address on the side.)
- Character Reference Form

IV. FOR PARKING (for Officers AVP and up)

- Application Form for Parking Space
- RFID Application Form
- Photocopy of OR/CR

SIGNATURE OVER PRINTED NAME

DATE