



Name:	Date Hired:
Rank:	Group:

PRE-EMPLOYMENT REQUIREMENTS CHECKLIST

1. Please prepare and submit a hard copy of all the documents listed below.
2. Sort the documents by order of appearance.
3. All the RCBC and BSP Forms should be physically signed.

Important: Submit this form to your TA Officer with signature.

	Documents
Part A. Submit Soft/Scanned Copy and Hard Copy	<input type="checkbox"/> 1. BSP Bio-Data (For Officers)
	<input type="checkbox"/> 2. BSP Authorization Form - Notarized
	<input type="checkbox"/> 3. Employment Contract
	<input type="checkbox"/> 4. Benefits Summary
	<input type="checkbox"/> 5. Curriculum Vitae
	<input type="checkbox"/> 6. Employment Application Form
	<input type="checkbox"/> 7. Authority to Conduct Background Investigation Form
	<input type="checkbox"/> 8. Transcript of Records or Copy of Grades
	<input type="checkbox"/> 9. Diploma or Certificate of Graduation
	<input type="checkbox"/> 10. Certificate of Clearance from ALL previous employer/s in the last 5 years including the most recent employer
	<input type="checkbox"/> 11. NBI Clearance
	<input type="checkbox"/> 12. Proof of SSS Number (Photocopy of SSS ID or SSS E-1 Form or Any Government Issued Document with SSS Number)
	<input type="checkbox"/> 13. Proof of Tax Identification Number (Photocopy of TIN ID Card or TIN Verification Slip)
	<input type="checkbox"/> 14. Proof of Pag-IBIG Number (Photocopy of Pag-IBIG Loyalty Card or MDF or Any Government Issued Document with Pag-IBIG Number)
	<input type="checkbox"/> 15. Proof of PhilHealth Number (Photocopy of PhilHealth ID or Members Data Record)
	<input type="checkbox"/> 16. ID Request Form
	<input type="checkbox"/> 17. 2x2 Pictures
	Part B. Submit Hard Copy
<input type="checkbox"/> 19. Employee Commitment	
<input type="checkbox"/> 20. Job Description	
<input type="checkbox"/> 21. BSP Fit and Proper Rule Form - Notarized	
<input type="checkbox"/> 22. BIR 2316 Undertaking Form	
<input type="checkbox"/> 23. Full Business Disclosure Form	
<input type="checkbox"/> 24. Data Privacy Notice and Consent Form	
<input type="checkbox"/> 25. Birth Certificate of Employee	
<input type="checkbox"/> 26. BIR 1902 Form (if applicable)	
<input type="checkbox"/> 27. PhilHealth Form with applicable requirements	
<input type="checkbox"/> 28. Maxicare Form with applicable requirements	

COMMITMENT

I commit to submit the lacking documents within 3 months after my hiring date. Moreover, I understand that non-submission of any of the pre-employment requirements in this checklist may result to a delay in regularization and be subject to disciplinary sanctions including termination.

SIGNATURE OVER PRINTED NAME

DATE