

PRE-EMPLOYMENT REQUIREMENTS

Submission must be on the date of commencement.

1. PRIMARY Documents

- 2pcs 1x1 and 1 pc 1x1 picture with white background
- Pre-Employment Medical Exam and Drug Test (Basic 5)
- Original copy of NBI Clearance
- Photocopy of Birth Certificate
- Photocopy of Marriage contract, if married
- Photocopy of Birth Certificate/s of Dependents (if any)
- Photocopy of Philhealth ID or PMRF
- Photocopy of Pagibig ID or MDF with verification of Pag-Ibig ID No.
- Photocopy of UMID ID, E1 Form or any proof of SSS Member
- Photocopy of TIN ID or BIR 1902

2. SECONDARY Documents

- Photocopy of Diploma
- Photocopy of Transcripts of Records
- Photocopy of Awards and Training Certificate
- Photocopy of Certificate of Employment from previous employer
- **Note: for Drivers (photocopy of driver's license)**
- **Note: for Professionals (Photocopy of PRC ID)**

You voluntarily agree also to submit yourself to background investigation and authorize Starport Ph Holdings Inc. HR Department or its representative to verify and validate your employment, education, credit records and other information that the company deems necessary for background checks.

ACKNOWLEDGEMENT

EMPLOYEE'S SIGNATURE OVER PRINTED NAME: _____

POSTION: _____

DATE: _____

