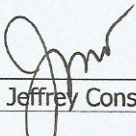


Procedure No:	ADM-PROC-0002
Procedure Title:	Submission of Employment Documents
Related Policy:	ADM-POL-0002 Issuance of Appointment Paper and Employment Contract Policy
Date of Issuance:	S.Y. 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	This procedure will facilitate the hiring and appointment of a new employee.
Areas of Responsibility:	Human Resources Department Recruitment Officer Director of the Human Resources Department
Procedure Details:	<p>Step 1: An applicant who is declared as hired during the final interview will be requested to submit the following employment documents.</p> <ol style="list-style-type: none"> 1. 2x2 ID picture 2. Authenticated Transcript of Records 3. Certificate of Employment from previous employers 4. Certificates of trainings and seminars attended (for the last 2 years) 5. NBI Clearance 6. SSS Number 7. Philhealth Number 8. Tax Identification Number 9. BIR Form 2316 10. Authenticated Birth Certificate 11. Baptismal Certificate 12. Catholic Marriage Certificate (if married) 13. Professional Identification Cards (CPA, LET, Engineers, Law, Medical Professionals) 14. Medical Certificate which includes Drug Testing Result from the Colegio's Authorized Health Services Provider. 15. Alien Certificate of Registration (If Non-Filipino) <p>Step 2: The newly hired employee is given certain number of days to submit all the requirements.</p> <p>Step 3: In case the newly hired employee fails to submit all the required employee documents on the given deadline, he could seek for an extension to the Human Resources Department.</p> <p>Step 4: A newly hired employee who fails to submit the employment documents within the second deadline will no longer be hired in the Colegio.</p>
Procedure Approval Authority:	Director of the Human Resources Department
References:	Employee Manual 2009 Pre-Employment Checklist Form
Definition:	Employment Documents – These refers to the list of documents that the Human Resources Department require among newly-hired employees.
Help Page:	Human Resources Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Jeffrey Consignado
Date of Approval:	

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