Procedure No: ADM-PROC-0002
Procedure Title: Submission of Employment Documents
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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:
Step 1: An applicant who is declared hired during the final interview will be requested to submit the following employment documents.

1. 2x2 ID picture
2. Authenticated Transcript of Records
3. Certificate of Employment from previous employers
4. Certificates of training 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)

Step 2: The newly hired employee is given certain number of days to submit all the requirements.

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.

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.

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
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