

CHECKLIST

103

EMPLOYEE NAME: JONAH YPIL

POSITION:

DATE HIRED: Jan. 9, 2017

STATUS:

- ATTENDANCE POLICY FORM
- BIRTH CERTIFICATE
- CERTIFICATION FROM PREVIOUS EMPLOYER
- CODE OF CONDUCT AND DISCIPLINE
- CONTRACT
- EMPLOYEE PERSONAL DATA SHEET
- GOVERNMENT ISSUED NUMBERS/IDs

PAG-IBIG	<u>1670-0046-4073</u>
PHILHEALTH	<u>12-050437038-6</u>
SSS	<u>06-2498527-1</u>
TIN	<u>238-261-702</u>

- MEDICAL CERTIFICATE
- NBI/POLICE CLEARANCE
- RESUME
- VALID ID
- OTHERS