



## PRE-EMPLOYMENT REQUIREMENTS

Our process requires that all successful candidates submit the following pre-employment requirements to Human Resources. Do take note that your employment with us is contingent on passing all these requirements on time.

For your reference, here are the instructions on how to complete and when to submit the pre-employment requirements.

Click on the links below for easier navigation:

- I. Pre-Employment Checklist
- II. [Bureau of Internal Revenue \(BIR\)](#)
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- III. [Social Security System \(SSS\)](#)
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## **PRE-EMPLOYMENT CHECKLIST**

To be submitted a day or two after signing the Job Offer:

- Diploma / Transcript of Records
- Certificate of Employment (from your last two (2) employers)

To be submitted before start date:

- 5 pcs. 2x2
- Photocopy of valid IDs with 3 specimen signatures
- Stamped BIR Form 1905
- BIR Form 2316 (current year)
- Notarized Declaration of Earnings and Deductions (alternative for BIR Form 2316 if with employer for the current year but 2316 is not yet available)
- Notarized Affidavit of No Employer / No Earnings for 2017 (alternative for BIR Form 2316, if with no employer for the current year)
- NSO Birth Certificate
- NBI Clearance
- SSS E-1 / SSS E-4 / Employee Static Print-out / SSS Number Slip
- BIR Form 1902 with requirements (if applicable)
- BIR Form 2305 with requirements
- Pag-IBIG Member's Data Form / Loyalty Card / Transaction Card
- PhilHealth Member Registration Form with requirements
- PhilHealth Member Data Record / PhilHealth ID
- Dependent/s' NSO Birth Certificate (if applicable)



## **BUREAU OF INTERNAL REVENUE**

Provide proof of your TIN record by submitting any of the following:

- Photocopy of processed 1902 / 1905, 2305 & 2316 forms
- TIN ID card

### **BIR Form 1902:**

This form is used if you do not have a TIN prior to employment with CBE Companies PH, Inc.

### **Documentary Requirements**

- NSO Birth Certificate of the applicant; **OR** Passport **OR** any government issued ID with employee name, birthday, address, gender, marital status
- Marriage contract, if **APPLICABLE**
- NSO Certified Birth Certificates of declared dependents, if **APPLICABLE**
- For married females employee – Waiver of husband on his right to claim additional exemptions, if wife will claim exemption of qualified dependent child/ren

Complete the form in two (2) copies. Attach the requirements in each form and a photocopy of two (2) valid IDs with 3 specimen signatures. **Submit to HR before your start date.**

*\*BIR Form 1902 can be downloaded from PH Employment Forms Home Page.*



### **BIR Form 2305:**

This form is used to update your Employer and Employee Information and Update of Exemption (Tax Status).

You must fill-out the following items:

- 1 – Type of Filer; Mark the Employee box
- 2, 3, 4, 5, 6, 6A, 7
- 8 – your signature over printed name
- 9

Kindly mark the box of your applicable status

- Single or Legally separated (check if with or without qualified dependent children)
- Widow / Widower or Married (check if with or without qualified dependent children)
- If married, 10 to 12
- If with qualified dependent children, 13 to 16
- If applicable, 17

### **Documentary Requirements**

- NSO Birth Certificate of the applicant;
- Passport **OR** any government issued ID with employee name, birthday, address, gender, marital status
- Marriage contract, if **APPLICABLE**
- NSO Certified Birth Certificates of declared dependents, if **APPLICABLE**
- For married females employee – Waiver of husband on his right to claim additional exemptions, if wife will claim exemption of qualified dependent child/ren

By rule, the husband is the rightful claimant of qualified dependents. If the wife (CBE employee) is claiming for additional exemption, the following must be submitted:

- If husband is employed - BIR Waiver Form duly signed by her husband and his employer
- If legally separated – attach legal separation documents
- If not legally separated – BIR waiver form (even without the signature of the husband) and attach a letter or explanation. Please indicate the full name and Tax Identification number of the spouse in both the waiver form and Form 2305.
- If husband is unemployed – indicate status of husband as unemployed in the BIR 2305 form



Complete the form in two (2) copies. Attach the requirements in each form and a photocopy of two (2) valid IDs with 3 specimen signatures. **Submit to HR before your start date.**

*\*BIR Form 2305 and BIR Waiver Form can be downloaded from PH Employment Forms Home Page.*



### **BIR Form 1905:**

This form is used to transfer your records from your previous Revenue District Office (RDO) to CBE Companies' RDO (RDO 44).

Steps:

Coordinate with your previous employer to know where your RDO is.

Please complete the following fields:

- 1 – your Taxpayer Identification Number
- 2 – Your current RDO. You may call 981-7000 (BIR Customer Service Hotline) or your previous employer to inquire where your record is currently registered
- 3 – Taxpayer's Name; please indicate your Name
- 4 – Please check Part II Letter E, and then proceed to item 4E. Mark box 1 Transfer of Home RDO, if your RDO is not 44. Mark box 2 Transfer within same RDO, if your RDO is still 44 despite of change of employer
  - Address of CBE Companies PH, Inc. is 10<sup>th</sup> Floor, Bonifacio One Technology Tower, Rizal Drive West cor. 31<sup>st</sup> Street, Fort Bonifacio, Taguig City 1634
- 5 – your signature over printed name above the heading Taxpayer/Authorized Agent.

Complete the form and submit to HR **before your start date.**

*\*BIR Form 1905 can be downloaded from PH Employment Forms Home Page.*



**BIR Form 2316:**

We require employees to submit the BIR form 2316 (ITR) from their last employer if their separation date is **within the current year**.

If the Form 2316 is not available due to the following reasons, complete the applicable forms as stated below and have it notarized. **Submit to HR before your start date.**

- Notarized Summary of Earnings and Deductions if Certificate of Income Tax Withheld on Compensation (BIR Form No. 2316) is not yet available
- Notarized Affidavit of No Earnings / Employer within the calendar year
- Notarized Affidavit of Minimum Wage Earnings (if you were a minimum wage earner which is exempted from tax deductions)

*\*These forms can be downloaded from PH Employment Forms Home Page.*



### **SOCIAL SECURITY SYSTEM**

To ensure that your SSS Number is captured correctly, you are required to **submit to HR before your start date** a proof of your SSS enrolment:

- SSS Digitized ID
- SSS E-1 Form (SSS Number Application Form)
- SSS E-4 Form (Member's Amendment Form)
- Print-out of any SSS related document/ Static Information

Make sure that the information is still readable. You may check your SSS account on-line through [www.sss.gov.ph](http://www.sss.gov.ph)

**New Hires without SSS Number** must personally secure one by visiting any SSS office or secure online via [www.sss.gov.ph](http://www.sss.gov.ph) under E-Services tab.

### **SSS Loans:**

- Provide salary loan vouchers w/ statement of account.
- Submit an Authority to Deduct letter authorizing CBE to deduct a certain amount from your payroll for a certain period of time. Indicate specific amount to be deducted and start and end date of the deduction.
- Please note that you will incur penalties if your loan remains unsettled and not updated.





### **Pag-IBIG**

To ensure that your HDMF Number is captured correctly, you are required to **submit to HR before your start date** a proof of your HDMF enrolment:

- HDMF Member's Data Form
- HDMF Transaction card

If you do not have a number yet, complete the Member Data Form online:

- Log on to: <http://www.pagibigfund.gov.ph>
- Go to E-Services.
- Click Online Membership Registration.
- Welcome message will appear, then click the CONTINUE button at the bottom of the page.
- A code will appear. Type the code in the box provided and click PROCEED.
- Key in your personal and work information – all items with asterisk (\*) are required fields.
- Click SUBMIT button - by clicking the submit button, the registrant certifies that the information provided in the registration is true and correct.
- The successful registration page will appear, then click the PRINT MDF button.
- Provide the HDMF MID (permanent HDMF Number) to HR. You will have to wait for a few days for your MID to be issued.

### **Transfer of Records:**

This form is used to consolidate HDMF contributions into the HDMF office where CBE Companies remits contributions.

- You will personally submit this to Pag-IBIG *SM Aura Branch* after being deducted for your first contribution to Pag-IBIG; processing normally takes 15 working days.
- Supporting documents are not required.

*\*Request for Transfer of Member's Records and Loan Details Form can be downloaded from PH Employment Forms Home Page.*



**Pag-IBIG Loans:**

- Provide salary loan vouchers w/ Statement of Account
- Submit an Authority to Deduct Letter authorizing CBE to deduct a certain amount from your payroll for a certain period of time. Indicate specific amount to be deducted and start and end date of the deduction.
- Ensure that you have submitted and processed the transfer of your records to Pag-IBIG *SM Aura Branch*.
- Please note that you will incur penalties if your loan remains unsettled.



## **PHILHEALTH**

To ensure that your PhilHealth number is captured correctly, you are required to submit a proof of your PhilHealth enrolment by submitting any of the following:

- PhilHealth ID
- Processed M1a Form (PhilHealth Number Application Form)
- MDR (Member's Data Record)
- Print-out of any PhilHealth-related document

If you are not sure if your previous employer was able to obtain a PhilHealth Number for you, you can inquire in any PhilHealth Office. You may check the branch nearest you through [www.philhealth.gov.ph](http://www.philhealth.gov.ph) or call (02) 441-7442.

Please fill out the **PhilHealth Member Registration Form (PMRF)** regardless if you are already a member or not.

Please make sure to accomplish all details in the form. The following are the **qualified dependents** under PhilHealth:

- Legitimate spouse who is not a member;
- Child or children - legitimate, legitimated, acknowledged and illegitimate (as appearing in birth certificate) adopted or stepchild or stepchildren below 21 years of age, unmarried and unemployed.
- Children who are twenty-one (21) years old or above but suffering from congenital disability, either physical or mental, or any disability acquired that renders them totally dependent on the member for support, as determined by the Corporation;
- Foster child as defined in Republic Act 10165 otherwise known as the Foster Care Act of 2012;
- Parents who are sixty (60) years old or above, not otherwise an enrolled member, whose monthly income is below an amount to be determined by PhilHealth in accordance with the guiding principles set forth in the NHI Act of 2013; and,
- Parents with permanent disability regardless of age as determined by PhilHealth, that renders them totally dependent on the member for subsistence.

### **Acceptable Identification Documentation:**

Clear copy of Birth Certificate / Baptismal Certificate or ANY of the following valid ID issued by the Government

- Passport;
- Driver's License;
- Professional Regulation Commission (PRC) ID;
- National Bureau of Investigation (NBI) Clearance;

- Police Clearance;
- Postal ID;
- Voter's ID;
- Barangay Certification;
- Social Security System (SSS) Card;
- Senior Citizen's Card;

#### **Documentary Requirements for Dependents:**

- **Spouse** – Marriage Certificate / Contract with registry number
  - For marriage which took place abroad, MC stamped "Received" by the Philippine Embassy or consular office exercising jurisdiction over the place of marriage.
- **Muslim Spouse** – Affidavit of Marriage issued by the Office of the Muslim Affairs (OMA), which passed through the Shari'a Court and must be registered / authenticated in the National Statistics Office (NSO)
- **Legitimate or illegitimate children below 21 years old** – Birth Certificate with registry number or Baptismal Certificate reflecting the name of the member as parent
  - For birth which took place abroad, Birth Certificate stamped "Received" by the Philippine Embassy or consular office exercising jurisdiction over the place of birth.
- **Adopted children below 21 years old** – Court Decree / Resolution of Adoption or Birth Certificate of the adopted child/ren in which adoption is annotated thereto
- **Stepchildren below 21 years old** – Marriage Certificate with registry number between biological parents and stepfather / stepmother and Birth Certificate with registry number of the stepchild/ren
- **Mentally or physically disabled children who are 21 years old and above** – Birth Certificate with registry number and original Medical Certificate issued by the attending physician within the past 6 months stating and describing the extent of disability
- **Parent/s 60 years old and above** – Birth Certificate with registry number of both registrant and parent (in the absence of Birth Certificate of parent, any proof attesting to the date of birth of parents)
- **Stepparents 60 years old and above** – Marriage Certificate / Contract with registry number between biological parent of the member-child and the step-parent, Birth Certificate of the stepparent, Birth Certificate of the member-child indicating the name of his / her biological parent, Death Certificate of member's deceased biological parent
- **Adoptive parents 60 years old and above** – Court Decree / Resolution of Adoption or photocopy of Birth Certificate of the child in which the adoption is annotated thereto; and Birth Certificate/s of adoptive parents or in its absence, a notarized affidavit of 2 disinterested persons attesting to the date of birth



Complete the form in two (2) copies. Attach the requirements in each form and a photocopy of two (2) valid IDs with 3 specimen signatures. **Submit to HR before your start date.**

*\*PhilHealth Membership Registration Form can be downloaded from PH Employment Forms Home Page.*



### **NBI Clearance**

The NBI Clearance should be valid on your start date.

- Please provide the original "Employer Copy" of your NBI Clearance.
- In case your NBI Clearance is not yet available, please provide a copy of the receipt and indicate the date when you can submit your NBI Clearance.
- **Submit to HR before your start date.**

### **Medical Clearance**

To ensure that you are physically fit for the job you are being considered and for any eventual job that you may be assigned to in the future, you are required to undergo the Pre-Employment Medical Exam (PEME).

- PEME must be completed within the time frame indicated in the confirmation slip.
- PEME confirmation slip will be sent to your personal email.
- Cost will be shouldered by the company.

### **BDO Application Form**

Requirements (**submit to HR before your start date**):

- 5 pcs. 2x2 picture
- Photocopy of 2 valid IDs with 3 specimen signatures (no specific background color required)

Below is the list of IDs that BDO considers as valid:

- Driver's License ID
- NSO Birth Certificate
- Barangay Clearance
- NBI Clearance
- Police Clearance
- Postal ID
- Passport
- SSS ID
- TIN ID
- Voter's ID

### **Background Check**

Submit a copy (scanned or hardcopy) of the following additional requirements **at least a day or two after you have signed the Job Offer** for your background check:

- Diploma / TOR
- Certificate of Employment (from the last 2 previous employers)