

201 FILE CHECKLIST

	Pre-Employment Requirements:	Checked	Verified
1	Employee's Company Orientation Course Acknowledgment Form		
2	Employees' Handbook Acknowledgement Form (new intake)		
3	Pre-employment Medical Records (physical/laboratory)		
4	Application Form Template		
5	Probationary Contract		
6	HRDA (For Monthly)		
7	Interview Evaluation Sheet		
8	Interview Questionnaire Form		
9	Background Investigation Report		
10	Sewing Skills Testing Form (applicants for operator only)		
11	Training Certificate from Training Center (applicants for operator only)		
12	Examination Results (mid-management and non-operators)		
13	Proof of Birth (any 1 of below):		
	NSO/PSA		
14	SSS Documents (any 1 of below):		
	SSS E-1/SSS Employment History		
	PhilHealth ID/MDR		
	PAG-IBIG ID/MDF		
	TIN ID/BIR 2316 or 1902		
15	Marriage Certificate (for married)		
16	Children's Birth Certificate (for married & single parent)		
	Clearances:		
17	NBI Clearance		
18	Proof of Educational Attainment:		
	High School Diploma		
	College Diploma		
	DepEd Form 138-A Report Card		
19	Transcript of Records (TOR) for College Graduate		
20	Certificate of Employment (with previous work experience)		
21	Certificates of Training/Seminar/OJT		
22	Applicant's Profile/Information (any 1 of below):		
	Resume with Updated Photo		
	Biodata with Updated Photo		
23	Application Letter		

Checked by: _____ Verified by: _____
 Recruitment Associate Recruitment Associate
 CCTA Department Factory HRD

Pre-Regularization Requirements:			
1	Employee Regularization Summary Form		
2	Performance Appraisal Form (final)		
3	Performance Appraisal Form (3rd month/early evaluation)		
5	ECSR		

Regularization Requirements:			
1	Regular Appointment Letter		
2	Regularization HRDA		
3	Notice of End of Contract (to those due for EOC)		

Additional Requirements:			
1	Updated Wage Increase Memorandum (if any)		
2	Employee Movement Documents (if Any):		
	ECSR		
	Performance Appraisal Form (year-end/promotion)		
	HRDA		
3	Funeral Authority to Deduct		
4	Healthcare Acknowledgment Form		
5	Updated Employee Information Sheet 2012		
6	Job Description		
7	Oath of Undertaking (for random drug testing)		
8	Acknowledgement Receipt of Employee Handbook (for existing ee)		

Checked by: _____ Verified by: _____
 HR Associate HR Manager/HR Supervisor
 Human Resource Department Human Resource Department

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