

HUMAN RESOURCE MANAGEMENT OFFICE
Philippine Science High School
Diliman, Quezon City

EMPLOYMENT REQUIREMENTS

A. NEWLY HIRED JO/COS

- 2 Personal Data Sheet (PDS)
 - 2 recent photos (2x2 or passport size)
 - 1 Transcript of Records
 - 1 Birth Certificate, if married, include 1
Marriage Contract
 - 2 BIR 2316 (previous employee for the past 1 year) or 1902 for NEW TIN
 - 1 medical certificate (Chest x-ray, urinalysis, CBC)
 - NBI Clearance
 - SSS Member's Data Form
 - PHILIHEALTH FORM (new registration/updating) ONLINE
-

Received by: _____ Date: _____
Remarks : _____

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