

**PRE-EMPLOYMENT REQUIREMENTS**

**SUBMIT** the following credentials fastened in a **LONG FOLDER**:

1. Photocopy of the following:  
(Bring original copy for verification)
  - a. College diploma
  - b. Transcript of records
  - c. Board rating
  - d. PRC Certificate
  - e. PRC License ID
  - f. Certificate of employment /Certificate of Good Moral Character
  - g. Recommendation Letter
2. Photocopy of the following:
  - a. SSS E-1 & SSS Digitized ID or Static information
  - b. Tax Identification Number (BIR Form 1902 or BIR Form 2305 -2 pcs./2316)
  - c. Philhealth No. (PMRF 2 pcs. and MDR 1 copy./ID)
  - d. Pag-ibig online registration (print one copy) MDF/ID.
  - e. NBI Clearance (updated)
  - f. PSA Birth Certificate (if single, 3 copies) **or**  
PSA Marriage Certificate (3 copies)
  - g. PSA Birth Certificate of dependents (3 copies)
3. Psychometric exams (For full time Faculty only)
4. Medical certificate issued by the DLSUMC Industrial Clinic