



## Ka-trabaho Komunity

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# Job Requirements Checklist for First-Time Jobseekers

### Most Common Job Requirements (Private Companies)

Done	Document Name	Why you need it
<input type="checkbox"/>	Resume	First impression, quick screening tool for recruiters
<input type="checkbox"/>	NBI Clearance	National background check, required by most employers
<input type="checkbox"/>	Police Clearance	For local background check and sometimes a step before NBI
<input type="checkbox"/>	Barangay Clearance	Proves you're a good resident with no local records
<input type="checkbox"/>	At least 1–2 Valid IDs	Needed for most applications and other requirements
<input type="checkbox"/>	SSS Number	For contributions to Social Security benefits
<input type="checkbox"/>	Pag-IBIG Number	For housing, savings, and employer deductions
<input type="checkbox"/>	PhilHealth Number	For health insurance and medical support
<input type="checkbox"/>	Medical Certificate	Proves you're physically fit to work
<input type="checkbox"/>	BIR TIN	For income tax and salary compliance
<input type="checkbox"/>	Medical Certificate	Confirms you are physically fit to work
<input type="checkbox"/>	Transcript of Records (TOR)	Verifies academic performance and background
<input type="checkbox"/>	Diploma	Confirms graduation and educational level
<input type="checkbox"/>	Bank Account (Payroll)	Required for salary deposit

*Para sa bawat Pilipinong may pangarap  
– kasama mo ang **Katrabaho Komunity**.*



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### Common Job Requirements in Government Agencies

Done	Document Name	Why you need it
<input type="checkbox"/>	Civil Service Eligibility Certificate	First impression, quick screening tool for recruiters
<input type="checkbox"/>	Certificates of Training/Seminars Attended (If any)	Proves you're a good resident with no local records
<input type="checkbox"/>	Curriculum Vitae (CV)	For local background check and sometimes a step before NBI
<input type="checkbox"/>	Application Letter	National background check, required by most employers
<input type="checkbox"/>	At least 1–2 Valid IDs	Needed for most applications and other requirements
<input type="checkbox"/>	NBI Clearance	National background check, required by most employers
<input type="checkbox"/>	Transcript of Records (TOR)	Verifies academic performance and background
<input type="checkbox"/>	Diploma	Confirms graduation and educational level
<input type="checkbox"/>	PDS (if asked)	Standard form used by government agencies to evaluate your full profile

#### Notes & Final Reminder:

- SSS, Pag-IBIG, PhilHealth, and TIN are not always required during the application stage – but you'll need them right away once hired. So, prepare them in advance.
- Keep multiple copies of all documents – both printed and scanned versions.
- Bring extra 1x1 or 2x2 ID photos. Most requirements still ask for these.

#### Why This Checklist Works

You might be asking: "Bakit kailangan kong gawin ito ngayon pa lang?"

Simple. Hiring is fast-paced. Kung kumpleto ka na sa requirements, ikaw ang unang ma-aapprove, ma-iinterview, at possibly – ma-hire.

We created this checklist based on real-life experience from recruiters and applicants who have been through this process many times.

*Tip: Print this out or use a digital checklist to track your progress!*

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