



MAN GREAT SECURITY AGENCY CORP.

Unit H. La Azalea Building, 8262 Dr. A Santos Ave. Parañaque City

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PRE-EMPLOYMENT REQUIREMENTS CHECKLIST

In Order Please!!! / **Show originals (for verification only)**

1. Latest 2x2 Picture in White Uniform & White Background (No Cap)
2. Security License (**LESP**) ID / Temporary / **SBR** / Order of Payment (**OP**)
3. TRAINING CERTIFICATE (**PLTC / RTC / SO**)
ENHANCEMENT CERTIFICATE
 - a) OPENING & CLOSING REPORT
 - b) General Knowledge Examination (G.K.E)
 - c) List of Graduates
4. FIRING CERTIFICATE
5. NBI CLEARANCE (**Updated**)
6. DI CLEARANCE (**Updated**)
7. COURT CLEARANCE (**Updated**)
8. POLICE CLEARANCE (**Updated**)
9. BARANGAY CLEARANCE (**Updated**)
10. NEURO Psychology Result (**Updated**)
11. DRUG TEST Result (**Updated**)
12. HIGH SCHOOL / COLLEGE Diploma with (**T.O.R**)
13. EMPLOYMENT CERTIFICATE (**Latest Employer**)
14. BIRTH & MARRIAGE CERTIFICATE (**PSA**)
15. E-1 SSS / DIGITAL ID **Xerox**
16. PHILHEALTH NUMBER (**MDR**) **Xerox**
17. PAG-IBIG NUMBER (**ID Xerox**)
18. BIR-TAX IDENTIFICATION NUMBER (**T.I.N.**) **Xerox**
19. **SSS & PAG-IBIG Loan Verification (Updated)**
20. COMMUNITY TAX CERTIFICATE
21. MEDICAL CERTIFICATE
22. Sketch from MGSAC office to House

Interviewer 1 _____

Interviewer 2 _____