



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
**(Kagawaran ng Enerhiya)**

## **PRE-EMPLOYMENT REQUIREMENTS**

Our hiring process requires that all successful candidates submit the following pre-employment requirements to the Human Resource Management Division. Please note that your employment with the Department of Energy (DOE) is contingent on submitting all these requirements on time.

For your reference, hereunder are the instructions on how to complete, and when to submit the pre-employment requirements.

### **PRE-EMPLOYMENT CHECKLIST**

**To be submitted one week after the Job Offer or upon receipt of the pre-employment requirements checklist:**

1. Pre-Employment Checklist
2. Medical Certificate/Clearance secured from any Government Physician/Medical Institution (except from the Barangay Level)
3. Authenticated CS Eligibility or Authenticated PRC Board Rating Certificates
4. Personal Data Sheet
5. PSA Birth Certificate
6. Marriage Contract issued by the Philippine Statistics Authority (if applicable)
7. BIR Form 2316 of current year
8. Application for Registration BIR form 1902 with requirements (if newly employed)
9. Stamped BIR form 1905 with requirements (if applicable)
10. PhilHealth Member Registration Form (PMRF) **and** PhilHealth ID
11. Pag-IBIG Members Data Form or Loyalty Card
12. Pag-IBIG Request for Consolidation/Merging of Member's Records
13. Pag-IBIG Loan Voucher Certificate or Statement of Account and Loan Payments
14. GSIS Members Information Sheet (MIS) with picture
15. NBI Clearance
16. Diploma and Transcript of Records

**To be submitted on your assumption date:**

1. Statement of Assets, Liabilities and Net Worth (SALN)
2. Clearance from Previous Employer (for private, if applicable)
3. Service Record, Office Clearance and Certificate of Last Payment (for government)
4. ID Information Sheet to be emailed to HRMD
5. Photocopy of Landbank ATM together with photocopies of one (1) valid government issued ID and affix 3 specimen signatures.

## PERSONAL DATA SHEET

Complete the form in four (4) copies. **Printed in legal size paper duly accomplished with disclosure photo.**

**Submit to HRMD one week after receiving your pre-employment checklist.**

- The PDS must be accomplished using the MS Excel format via typewriter/computer. All the tick boxes will automatically be marked once clicked.
- The PDS must bear the signature of the employee and date of accomplishment at the bottom of every page.
- Do not leave blank entries. Put N/A if not applicable.
- Dates are in numeric format: **mm/dd/yyyy**
- Indicate FULL name of schools. Do not abbreviate.
- For Elementary Level, indicate **PRIMARY EDUCATION** if graduated
- For Secondary Level, indicate **HIGH SCHOOL** if graduated under the old curriculum; or JUNIOR HIGH SCHOOL or SENIOR HIGH SCHOOL if graduated under the K-12 curriculum.
- Indicate in FULL all courses taken in college (e.g. ASSOCIATE IN ARTS, AB ECONOMICS, BS PSYCHOLOGY, MA IN HISTORY).
- Indicate all civil service eligibilities earned with corresponding rating, date and place of examination/conferment, for example;
  - Career Service Professional
  - Career Service Sub-Professional
  - EO132/790 – Veteran Preference Rating
  - PD 907 – Honor Graduate
  - Career Service Executive
  - RA 7883 – Barangay Health Worker Stenographer Barangay Official
  - PD 997 – Scientific and Technological Specialist.
  - For Driver / Chauffeur, indicate Professional Driver's License Number
- If earned eligibility entails a license (RA 1080), indicate the license number and its date of validity.
- Indicate all positions held both in the public and private employment **starting from current work.**
- Inclusive dates are indicated in numeric format: **mm/dd/yyyy**.
- Indicate full position titles and complete name of department/agency/office/company. **Indicate monthly salary in figures (e.g. P21,877).**
- Indicate status of employment (e.g. permanent, temporary, casual, contractual)
- Indicate FULL titles of learning and development (L&D) interventions attended after graduation or during employment. **Indicate list from the most recent L&D.**
- Inclusive dates of attendance, start (from) and end (to) should be in numeric format: **mm/dd/yyyy**.
- **Indicate the number of hours attended for program.**
- Indicate the type of L&D intervention (managerial, supervisory, or technical).
- As agreement to and for completion of the PDS, the employee's signature and right thumb mark should be affixed in the boxes provided.
- Indicate also the government ID number and date of issuance in the boxes provided.
- Lastly, attach a RECENT PASSPORT SIZE (4.5 cm. x 3.5 cm.) picture with COMPLETE AND HANDWRITTEN NAME TAG and SIGNATURE OVER PRINTED NAME. Picture must be taken within the last six (6) months. **Computer generated or photocopied picture is not acceptable.**

- Affix your signature on pages 1-4 of the PDS, **do not put date yet**. Page 4 can be notarized or can also be signed by Ms. Maria Cecilia Sofia P. Baldos, Chief Administrative Officer of Human Resource Management Division, to be facilitated by HRM Officer

\* *PDS can be downloaded from DOE Pre-Employment Forms Home Page.*  
(<https://www.doe.gov.ph/job-opportunities>)

### **STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)**

Complete the form in three (3) copies. Printed in legal size paper duly accomplished.

#### **Submit to HR on your first day.**

- SALN stands for Statement of Assets, Liabilities, and Net Worth. It is a declaration of assets (i.e., land, vehicles, etc) and liabilities (i.e., loans, debts, etc), including business and financial interests, of an official/employee, of his or her spouse, and of his or her unmarried children under 18 years old still living in their parents' households.
- SALN should be filed within thirty (30) days after assumption of office, statement of which must be reckoned as of the employees first day of service.
- Spouses who are both public officers and employees shall have the option to file their SALN either jointly or separately.
- In case the declarant is single or married but whose spouse is not in the government service, he/she shall tick off the box marked as "**Not Applicable.**"
- **Net worth is the sum of all assets (real and personal) less total liabilities.**
  - In the case of real properties, the acquisition cost shall be used in the computation of the net worth.
  - In the case of personal properties, the acquisition cost or amount/value of money shall be used in the computation of the total net worth.
  - Excluded from the computation of real and personal properties are the properties of unmarried children below 18 years of age living in the declarant's household.
- The declarant, including that of his/her spouse and unmarried children below eighteen (18) years of age living in declarant's household, shall declare their existing interest or connection in any business enterprise or entity, aside from income from government. They shall also indicate the business address, nature of business interest and/or financial connection, and date of acquisition of interest or connection.
- The declarant shall disclose his/her relatives in the government within the 4th civil degree of relationship, either by consanguinity or affinity. The disclosure shall also state his/her relationship with the relative, the position of the relative as well as the name of office/agency and address.

**SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

As of \_\_\_\_\_  
(Required by R.A. 6713)

employees first day of  
service (leave it blank)

**Note:** Husband and wife who are both public officials and employees may file the required statements jointly or separately.  
 Joint Filing     Separate Filing     Not Applicable

<b>DECLARANT:</b>	_____	_____	_____	<b>POSITION:</b>	_____
	(Family Name)	(First Name)	(M.I.)	<b>AGENCY/OFFICE:</b>	_____
<b>ADDRESS:</b>	_____			<b>OFFICE ADDRESS:</b>	_____
	_____				_____
<b>SPOUSE:</b>	_____	_____	_____	<b>POSITION:</b>	_____
	(Family Name)	(First Name)	(M.I.)	<b>AGENCY/OFFICE:</b>	_____
	_____			<b>OFFICE ADDRESS:</b>	_____
	_____				_____

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Declarant)

\_\_\_\_\_  
(Signature of Co-Declarant/ Spouse)

Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of \_\_\_\_\_, affiant exhibiting to me the above-stated government issued identification card.

\_\_\_\_\_  
(Person Administering Oath)

Signed by your Bureau  
Director

\* SALN can be downloaded from DOE Pre-Employment Forms Home Page.  
(<https://www.doe.gov.ph/job-opportunities>)

**MEDICAL CERTIFICATE/CLEARANCE**

To ensure that you are physically fit for the job you are being considered for, and for any eventual job that you may be assigned to in the future, you are required to undergo the Pre-Employment Medical Exam (PEME).

- PEME must be completed within one week upon receipt of the medical endorsement letter.**
- Psychological test and Neuro-Psychiatric Examination** should be taken both.
- PEME endorsement letter can be used to the any private, government hospital or medical institution (except from the Barangay Level).
- Cost of the PEME or any additional medication recommended by the physician will be shouldered by the employee.

- Submit to HRMD one week after receiving your pre-employment checklist.
- All test results must be scanned and emailed to DOE Clinic ([jdrynromero@doe.gov.ph](mailto:jdrynromero@doe.gov.ph)) with subject and file name: **NEWLY HIRED\_ Last Name First Name Middle Name**

## **BIRTH CERTIFICATE AND MARRIAGE CERTIFICATE (IF APPLICABLE)**

Request for your PSA (formerly NSO) birth certificate, a marriage certificate, from the Philippine Statistics Authority. After confirmation of payment, PSA certificates will be delivered anywhere in the Philippines within 2 to 7 working days depending on your location.

**Submit to HRMD one week after receiving your pre-employment checklist.**

## **BUREAU OF INTERNAL REVENUE**

Provide proof of your TIN record by submitting any of the following:

- Photocopy of BIR Forms (2316, 1902 or 1905)
- TIN ID card

### **BIR Form 2316:**

We require employees to submit the BIR form 2316 (ITR) from their last employer if their separation date is **within the current year**.

If Form 2316 is not available due to the following reasons;

- No previous employer from previous year
- Form 2316 under current year is not yet available.

Download BIR Waiver Form and have it notarized or complete the applicable forms as stated below. **Submit to HR before your start date.**

- Notarized Summary of Earnings and Deductions if Certificate of Income Tax Withheld on Compensation (BIR Form No. 2316 under current year) is not yet available.
- Notarized Affidavit of No Earnings / Employer within the calendar year
- Notarized Affidavit of Minimum Wage Earnings (if you were a minimum wage earner which is exempted from tax deductions)

*\*BIR Waiver Form can be downloaded from DOE Pre-Employment Forms Home Page.*

### **BIR Form 1902:**

This form is used if you do not have a TIN prior to employment with the Department of Energy.

#### **Documentary Requirements**

- PSA Birth Certificate of the applicant; **OR** Passport **OR** any government issued ID with employee name, birthday, address, gender, marital status
- Marriage contract, if **APPLICABLE**
- PSA Certified Birth Certificates of declared dependents, if **APPLICABLE**
- For married females employee – Waiver of husband on his right to claim additional exemptions, if wife will claim exemption of qualified dependent child/ren

Complete the form in two (2) copies. Attach the requirements in each form and a photocopy of two (2) valid IDs with 3 specimen signatures. **Submit to HR before your start date.**

*\*BIR Form 1902 can be downloaded from DOE Pre-Employment Forms Home Page.*

### **BIR Form 1905:**

This form is used if you have been unemployed for a long period of time and also to transfer your records from your previous Revenue District Office (RDO) to the Department of Energy's RDO (RDO 44).

Steps:

Coordinate with your previous employer to know where your RDO is.

Please complete the following fields:

- 1 – your Taxpayer Identification Number
- 2 – Your current RDO. You may call 981-7000 (BIR Customer Service Hotline) or your previous employer to inquire where your record is currently registered
- 3 – Taxpayer's Name; please indicate your Name
- 4 – Please check Part II Letter E, and then proceed to item 4E.
  - Mark box 1 Transfer of Home RDO, if your RDO is not 44.
  - Mark box 2 Transfer within same RDO, if your RDO is still 44 despite of change of employer
    - Address of the Department of Energy is **Energy Center, Rizal Drive, Bonifacio Global City, Taguig City 1634**
- 5 – your signature over printed name above the heading Taxpayer/Authorized Agent.

Complete the form and submit it to HR **before your start date.**

*\*BIR Form 1905 can be downloaded from DOE Pre-Employment Forms Home Page.*

### **PAG-IBIG**

To ensure that your HDMF Number is captured correctly, you are required to **submit to HR before your start date** a proof of your HDMF enrolment:

- HDMF Member's Data Form, or
- HDMF Loyalty Card

If you do not have a number yet, complete the Member Data Form online:

- Log on to: <http://www.pagibigfund.gov.ph>
- Go to E-Services.
- Click Online Membership Registration.
- Welcome message will appear, then click the CONTINUE button at the bottom of the page.
- A code will appear. Type the code in the box provided and click PROCEED.
- Key in your personal and work information – all items with asterisk (\*) are required fields.
- Click SUBMIT button - by clicking the submit button, the registrant certifies that the

- information provided in the registration is true and correct.
- The successful registration page will appear, then click the PRINT MDF button.
- Provide the HDMF MID (permanent HDMF Number) to HR but **you will have to wait for a few days for your MID to be issued.**

### **Transfer of Records:**

This form is used to consolidate HDMF contributions into the HDMF office where the Department of Energy remits contributions.

**Accomplished the form and attached required documents as stated.**

*\*Request for Transfer of Member's Records can be downloaded from DOE Pre-Employment Forms Home Page.*

### **Pag-IBIG Loans:**

- Provide salary loan vouchers w/ Statement of Account which can be requested to any Pag-IBIG Branch
- Submit an Authority to Deduct Letter authorizing DOE to deduct a certain amount from your payroll for a certain period. Indicate specific amount to be deducted and start and end date of the deduction.
- Ensure that you have submitted and processed the transfer of your records to any Pag-IBIG *Branch, nearest is SM Aura.*
- Please note that you will incur penalties if your loan remains unsettled.

### **PHILHEALTH**

To ensure that your PhilHealth number is captured correctly, you are required to submit a proof of your PhilHealth enrolment by submitting any of the following:

- PhilHealth ID
- Processed M1a Form (PhilHealth Number Application Form)
- MDR (Member's Data Record)
- Print-out of any PhilHealth-related document

If you are not sure if your previous employer was able to obtain a PhilHealth Number for you, you can inquire in any PhilHealth Office. You may check the branch nearest you through [www.philhealth.gov.ph](http://www.philhealth.gov.ph) or call (02) 441-7442.

Please fill out the **PhilHealth Member Registration Form (PMRF)** **regardless** if you are already a member or not.

Please make sure to complete all details on the form. The following are the **qualified dependents** under PhilHealth:

- Legitimate spouse who is not a member;
- Child or children - legitimate, legitimated, acknowledged and illegitimate (as appearing in

birth certificate) adopted or stepchild or stepchildren below 21 years of age, unmarried and unemployed.

- Children who are twenty-one (21) years old or above but suffering from congenital disability, either physical or mental, or any disability acquired that renders them totally dependent on the member for support, as determined by the Corporation;
- Foster child as defined in Republic Act 10165 otherwise known as the Foster Care Act of 2012;
- Parents who are sixty (60) years old or above, not otherwise an enrolled member, whose monthly income is below an amount to be determined by PhilHealth in accordance with the guiding principles set forth in the NHI Act of 2013; and,
- Parents with permanent disability regardless of age as determined by PhilHealth, that renders them totally dependent on the member for subsistence.

#### **Acceptable Identification Documentation:**

Clear copy of Birth Certificate / Baptismal Certificate or ANY of the following valid ID issued by the Government

- Passport;
- Driver's License;
- Professional Regulation Commission (PRC) ID;
- National Bureau of Investigation (NBI) Clearance;
- Police Clearance;
- Postal ID;
- Voter's ID;
- Barangay Certification;
- Social Security System (SSS) Card;
- Senior Citizen's Card;

#### **Documentary Requirements for Dependents:**

- Spouse** – Marriage Certificate / Contract with registry number
  - o For marriage which took place abroad, MC stamped "Received" by the Philippine Embassy or consular office exercising jurisdiction over the place of marriage.
- Muslim Spouse** – Affidavit of Marriage issued by the Office of the Muslim Affairs (OMA), which passed through the Shari'a Court and must be registered / authenticated in the National Statistics Office (NSO)
- Legitimate or illegitimate children below 21 years old** – Birth Certificate with registry number or Baptismal Certificate reflecting the name of the member as parent
  - o For birth which took place abroad, Birth Certificate stamped "Received" by the Philippine Embassy or consular office exercising jurisdiction over the place of birth.
- Adopted children below 21 years old** – Court Decree / Resolution of Adoption or Birth Certificate of the adopted child/ren in which adoption is annotated thereto
- Stepchildren below 21 years old** – Marriage Certificate with registry number between biological parents and stepfather / stepmother and Birth Certificate with registry number of the stepchild/ren
- Mentally or physically disabled children who are 21 years old and above** – Birth Certificate with registry number and original Medical Certificate issued by the attending physician within the past 6 months stating and describing the extent of disability



- Parent/s 60 years old and above** – Birth Certificate with registry number of both registrant and parent (in the absence of Birth Certificate of parent, any proof attesting to the date of birth of parents)
- Stepparents 60 years old and above** – Marriage Certificate / Contract with registry number between biological parent of the member-child and the step-parent, Birth Certificate of the stepparent, Birth Certificate of the member-child indicating the name of his / her biological parent, Death Certificate of member's deceased biological parent
- Adoptive parents 60 years old and above** – Court Decree / Resolution of Adoption or photocopy of Birth Certificate of the child in which the adoption is annotated thereto; and Birth Certificate/s of adoptive parents or in its absence, a notarized affidavit of 2 disinterested persons attesting to the date of birth

Complete the form in two (2) copies. Attach the requirements in each form and a photocopy of two (2) valid IDs with 3 specimen signatures. **Submit to HR before your start date.**

*\*PhilHealth Membership Registration Form (PMRF) can be downloaded from DOE Pre-Employment Forms Home Page.*

### GSIS Members Information Sheet

Please make sure to complete all details on the form, you are required to **submit to HR on your start date.**

- For Date of Original Appointment and Date of Effectivity of Present Salary, please put your assumption date.
- For other data, please refer to your appointment paper.

### NBI CLEARANCE

The NBI Clearance should be valid on your start date.

- Please provide the original "Employer Copy" of your NBI Clearance.
- In case your NBI Clearance is not yet available, please provide a copy of the receipt and indicate the date when you can submit your NBI Clearance.

**Submit to HR before your start date.**

### LANDBANK APPLICATION FORM

Open a Payroll Account thru the LANDBANK Digital Onboarding System (DOBS) by proceeding to PEZA Taguig Extension Office **on your first day.**

- Bring your original referral letter to Landbank, which will be given on your first day.
- Bring photocopy of 2 valid IDs with 3 specimen signatures

Below is the list of IDs that Landbank considers as valid:

- Driver's License ID
- NSO Birth Certificate
- NBI Clearance
- Police Clearance
- Postal ID

- Passport
- SSS ID
- TIN ID
- Voter's ID

**Submit to HRMD the stamped Endorsement letter with your account number or photocopy of your ATM card upon availability.**

### **ID INFORMATION SHEET**

Submit the hardcopy and scanned copy of your ID request form to [mddelacruz@doe.gov.ph](mailto:mddelacruz@doe.gov.ph)  
copy furnish [evolante@doe.gov.ph](mailto:evolante@doe.gov.ph)  
with subject and filename **ID REQUEST – (Last name, First name, Middle initial)**

- For Employee Number and GSIS Number, just leave it blank.
- Please affix signature using black sign pen

**Submit to HR on your start date.**

*\*ID Information Sheet can be downloaded from DOE Pre-Employment Forms Home Page.*

### **AUTHENTICATION OF CERTIFICATE OF ELIGIBILITY**

Please provide the **authenticated** Certificate of Eligibility or Certificate of Board Rating from Civil Service Commission or Professional Regulation Commission, respectively.

**Original copy of the certificate of eligibility or report of rating in your possession needs to be authenticated by CSC or PRC.**

**Submit to HR before your start date.**

#### **Requirements:**

1. Properly accomplished Eligibility/Exam Records Request Form (ERRF)
2. Original Certificate/Certification of Eligibility or Report of Rating
3. Pay prescribed fees at the Cashier CSC Certification fee
4. Two (2) valid Identification (ID) Cards or if the requesting party works/lives abroad:
  - Copy of passport; and
  - Copy of one (1) Identification Card
  - Both duly authenticated/validated by the Philippine Embassy or Consular Office

**Note:** Valid ID contains applicant's clear picture, date of birth, signature, and signature of the authorized head of the issuing agency such as Driver's License, SSS ID, GSIS ID, Philhealth ID, current Company/Office ID, current School ID, Postal ID, BIR ID, Barangay ID, Voter's ID, Valid Passport, or Police Clearance. *Any ID not included in the list shall **NOT** be accepted.*

#### **Special Requirement:**

1. **NSO-Issued Marriage Contract for women who got married after taking the examination**

*What are the Additional Requirements if request is filed through a representative:*

- Authorization Letter or Special Power of Attorney (SPA);
- One (1) valid Identification Card of the Representative

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## **REMINDER!**

**Once we have received and reviewed all the necessary documents, we will proceed with the preparation of your appointment paper. Subsequently, it will be forwarded to the appropriate authority for the Energy Secretary's signature.**

**Please understand that the timeline for this process may vary based on the efficiency of document submission and the availability of the Energy Secretary. We are committed to expediting the process as much as possible and will keep you informed of any updates or changes to the assumption date.**

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