



REQUEST FOR EMPLOYMENT CONTRACT

Date of Request: _____
Project: _____
Name of Hired Employee / Consultant: _____
Address: _____
Type of Contract: (e.g. Project Staff, Conslutant, Stipend, Job Order) _____
Position: _____
Duration: _____
Salary Rate / Professional Fee: _____
Other Benefits: _____

Noted by:

Project Leader

ATTACHMENTS:

- Copy of Previous Contract with MERF (for old employees)
- Terms of References / Scope of Work Duly Signed by Project Leader

CHECKLIST OF REQUIREMENTS (for New Employees)

- Curriculum Vitae (CV)
- Transcript of Records
- Copy of Birth Certificate from NSO / PSA
- Medical Certificate
- Police / NBI Clearance
- Photocopy of two (2) valid I.Ds
- BIR Form No. 2305 / 2303
- SSS From E-1
- Philhealth Member Registration Form
- Pag-ibig Members Data Form
- PNB ATM savings account no.