

Subject: 30-Day Compliance Period for Mandatory Numbers and Forms

To: All Newly Deployed Employees	Date: March 6, 2026
From: Knowledge Transfer	Memo No:

This is to inform all newly deployed employees (externals) that they are given a **thirty (30) day compliance period** from the date of deployment to complete and submit all required mandatory government numbers and employment documents. In cases where the employee is not yet able to provide the required mandatory numbers upon deployment, a 30-day leeway is granted to allow them to secure and submit these requirements, in accordance with the regulations of the Department of Labor and Employment.

The mandatory requirements include, but are not limited to:

- **SSS Number**
- **PhilHealth Number**
- **Pag-IBIG (HDMF) Number**
- **Tax Identification Number (TIN)**
- Other **employment-related forms** required by the company.

Employees who have not yet completed these requirements upon deployment must ensure that all documents and mandatory numbers are **submitted to the Recruitment Department within the 30-day leeway period.**

Failure to comply within the given period may result in **administrative action and possible benefit processing delays**, as these documents are necessary for proper employment documentation and government compliance.

For assistance, employees may coordinate directly with the **Recruitment Team.**

We encourage everyone to complete these requirements within the given timeframe to avoid any inconvenience.

Thank you for your cooperation.

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