

Subject: Clarification of Responsibilities for Mandatory Government Registrations

To: All Expedise Employees	Date: 06-Mar-2026
From: Knowledge Transfer	Memo No: 002

This is to clarify the responsibilities of the Recruitment Team, particularly the **Pooler/Onboarder**, in assisting employees with their mandatory government registrations.

The assigned **Pooler/Onboarder** shall be responsible for assisting newly hired employees in completing their **SSS** (Social Security System) and **Pag-IBIG Fund** registrations. They are expected to provide hands-on support, ensure completion of requirements, and monitor submission within the required onboarding timeline.

For **TIN** (Tax Identification Number) and **PhilHealth** registration, the **Pooler/Onboarder** shall provide proper guidance and instructions to employees. In cases where the employee is a **first-time job seeker**, the employer, through the Pooler/Onboarder, will take a more active role in guiding and assisting the employee throughout the registration process to ensure compliance.

For **existing employees** who have rendered at least one (1) year of service, the employer, through the assigned **Customer Care**, shall also extend assistance and guidance in completing any pending or missing mandatory registrations.

This initiative aims to strengthen compliance, ensure **completeness** of employee records, and provide a more efficient onboarding and employee support process.

For guidance and strict compliance.

Thank you.

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