

Job Seeker Document Checklist (Philippines)

The pre-employment documents Filipino job seekers are usually asked for, what each needs, and which are free for first-time job seekers.

YOUR DOCUMENTS, IN THE USUAL ORDER

DOCUMENT	WHERE	NOTES
☐ Barangay clearance / first-time job seeker certificate FREE ONCE*	Your barangay hall	Valid ID, proof of residence (6 months for FTJS), oath of undertaking for FTJS
☐ Valid government IDs	PSA, LTO, DFA, SSS/GSIS...	PhilID must be accepted by law (RA 11055)
☐ NBI clearance FREE ONCE*	clearance.nbi.gov.ph	2 IDs, ₱130 + e-payment charge
☐ National Police Clearance FREE ONCE*	pnpclearance.ph	1 ID, ₱150 + convenience fee
☐ PSA birth certificate FREE ONCE*	PSA	Often required by employers
☐ TIN / UMID FREE ONCE*	BIR / SSS-GSIS	If the employer asks
☐ RTC, MTC or prosecutor's clearance	Clerk of Court / Prosecutor	Only if the office asks
☐ DFA apostille	apostille.gov.ph (appointment only)	Only for documents used abroad: ₱100 regular / ₱200 expedited

*Free once for first-time job seekers under RA 11261 (Section 4), within one year of the barangay certification. Passport, apostille/authentication, licensure exams, the Civil Service Exam and driver's licenses are not covered (Section 8).

FIRST-TIME JOB SEEKER? DO THIS FIRST

1. Go to your barangay hall and ask for the **First Time Jobseeker certification (RA 11261)**. You must have lived in the barangay for at least 6 months.
2. Sign the **oath of undertaking** in front of a barangay official.
3. Use the certification within **one year**. Each free document can be claimed **once**.

Your employer's checklist decides which documents you actually need. Ask for the exact names before you apply.

Guides: papelesph.com/documents/ · papelesph.com/first-time-job-seeker/

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