**BACKGROUND INVESTIGATION (BI) FORM 2**

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| **Applicants under BI (to be filled by the Action Officer)** | | **Respondent** | |
| Name |  | Name |  |
| Organization |  | Position |  |
| Position |  | Work relationship to the applicant (Please tick the appropriate box | * Applicant’s Supervisor |
| Position Applied For |  | * Applicant’s Peer/Co employee |
| * Applicant’s Subordinate |

1. **On Functional Areas:**

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| --- | --- | --- |
| **Functional Areas** | **Please put a check mark where the applicant can perform effectively** | **Remarks (if any)** |
| Accounting |  |  |
| Audit |  |  |
| Corporate Communication |  |  |
| Information Technology |  |  |
| Legal Management |  |  |
| Policy Management |  |  |
| Record Management |  |  |
| Training |  |  |
| Other functional/technical qualification requirement of the position (Please indicate): |  |  |

**II. On Performance and Other Relevant Information:**

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| 1. Please tell us about the work performance of the applicant for the last three (3) years. What are the applicant’s outstanding accomplishments, recognition or citations received, and significant contribution to your office, if any? |
| 1. What do you think are the challenges or difficulties of the applicant in performing his/her duties and responsibilities in his/her position? How did the applicant cope with these challenges? |
| 1. In terms of compliance with office rules and regulations, please provide us information on the applicant’s attendance and punctuality, filing of leave application, records of tardiness and undertime, leave without pay, attendance to flag ceremonies/retreats, and other Office programs and activities? |
| 1. Other relevant information/data (critical incidents: family background, health profile, habits, vices, membership in unions/association and in what capacity; or derogatory record) about the applicant, if any. |

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| **DATA PRIVACY NOTICE: Data and information in this form are intended exclusively for the purpose of this activity. This will be kept by the process owner for the purpose of verifying and authenticating identity of the participants. Serving other purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information explicitly consenting the process owner to serve its purpose.** |