

CIVIL SERVICE COMMISSION REGIONAL OFFICE (CSC RO)

1. Publication of Vacancies

Vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three (3) conspicuous places. All agencies shall submit a list of their vacant positions in electronic and printed copies to the CSC FO concerned. The printed copy shall be posted by the CSC FO in its bulletin board. The electronic copy shall be forwarded to the CSC RO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in Government in the CSC website.

Office or Division:	Public Assistance and Liaison Division, CSC RO			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Government Agencies (NGAs, LGUs, GOCCs, WDs, SUCs, LCUs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of Vacant Position authorized to be filled and their corresponding qualification standards and plantilla item numbers (CS Form 9 Revised 2018) in electronic and printed copies		<ul style="list-style-type: none"> • CS Form 9 Revised 2018 – CSC RO/FO • List Vacant Positions of the agency availing the service 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit CS Form 9 in electronic and printed copies to CSC FO	1.1 Accept and post the printed copy in its bulletin board	None	5 working days (Request will be received Monday-Thursday and Friday is publication day)	CSC FO Focal person
	1.2 Forward electronic copy to the CSC RO			CSC FO Focal person
	1.3 Publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website			Action Officer, Public and Assistance Liaison Division
TOTAL:		None		

2. Attestation/Action on Appointments

Section 12 (14), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall take appropriate action on all appointments and other personnel matters in the Civil Service.

Office or Division:	CSC Regional Office (CSC RO) CSC Field Office (CSC FO)
Classification:	Highly Technical 150 appointments and below =20 working days Above 150 = 40 days working days
Type of Transaction:	G2G – Government to Government
Who may avail:	All Government Agencies (NGAs, LGUs, GOCCs, WDs, SUCs, LCUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Common Requirements for Regulated Agencies</u>	
1) Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Appointment Transmittal and Action Form (CS Form No. 1, Revised 2017	<ul style="list-style-type: none"> • HRM Office of the agency availing the service
2) Three (3) original copies of Appointment Form (CS Form No. 33-A, Revised 2017	<ul style="list-style-type: none"> • HRM Office of the agency availing the service
3) Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017 except for reappointment (renewal) to temporary, contractual, substitute and provisional appointments	<ul style="list-style-type: none"> • HRM Office of the agency availing the service or download from CSC website
4) Original copy of the authenticated certificate of eligibility/rating/license for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment	<ul style="list-style-type: none"> • First and Second Level Career Service Eligibility – Civil Service Commission • Special Eligibility under Special Laws – Civil Service Commission • Third Level Career Service Eligibility – Career Executive Service Board • RA 1080/Practice of Profession – Professional Regulation Commission • Practice of Law – Supreme Court • Driver’s License – Land Transportation Office
5) Position Description Form (DBM-CSC Form No. 1, Revised 2017	<ul style="list-style-type: none"> • HRM Office of the agency availing the service

6) Oath of Office (CS Form No. 32 Revised 2017)	<ul style="list-style-type: none"> • HRM Office of the agency availing the service
7) Certification of Assumption to Duty (CS Form No. 4, s. of 2017)	<ul style="list-style-type: none"> • HRM Office of the agency availing the service
<u>Common Requirements for Accredited/Deregulated Agencies:</u> 1) e-file sent thru email plus 2 printed copies of Report on Appointments issued (RAI) (CS Form No 2, Revised 2018). The RAI shall also serve as the Appointment Transmittal and Action Form.	<ul style="list-style-type: none"> • HRM Office of the agency availing the service
2) Original CSC copy of appointment/s issued (CS Form No. 33-B, Revised 2018)	<ul style="list-style-type: none"> • HRM Office of the agency availing the service
3) Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017 except for reappointment (renewal) to temporary, contractual, substitute and provisional appointments	<ul style="list-style-type: none"> • HRM Office of the agency availing the service or download from CSC website

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4) Original copy of the authenticated certificate of eligibility/rating/license for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment	<ul style="list-style-type: none"> • First and Second Level Career Service Eligibility – Civil Service Commission • Special Eligibility under Special Laws – Civil Service Commission • Third Level Career Service Eligibility – Career Executive Service Board • RA 1080/Practice of Profession – Professional Regulation Commission • Practice of Law – Supreme Court • Driver’s License – Land Transportation Office
5) Position Description Form (DBM-CSC Form No. 1, Revised 2017)	<ul style="list-style-type: none"> • HRM Office of the agency availing the service
6) Oath of Office (CS Form No. 32 Revised 2017)	HRM Office of the agency availing the service
7) Certification of Assumption to Duty (CS Form No. 4, s. of 2017)	HRM Office of the agency availing the service
<p>Common Requirements for Regulated Casual <u>Appointments</u></p> <p>1) e-file sent thru email plus 2 printed copies of Appointment Transmittal and Action Form (CS Form No. 1, Revised 2017)</p>	HRM Office of the agency availing the service
<p>2) Three (3) original copies of Plantilla of Casual Appointment</p> <p>a) CS Form No. 34-A for for NGAs, GOCCs, with original charters and SUCs</p>	HRM Office of the agency availing the service
b) CS Form No. 34-C for LGUs	
c) CS Form No. 34-E for reappointment (renewal) of casual appointees in NGAs, GOCCs with original charters and SUCs	
d) CS Form No. 34-F for reappointment (renewal) casual appointees in LGUs	
e) PDS (CS Form No. 212, Revised 2017)-only for original appointment, reemployment and reappointment (except renewal)	

<p>3) Original copy of the authenticated certificate of eligibility/rating/license for original appointment or reappointment to positions requiring licenses or involving practice of profession</p>	<ul style="list-style-type: none"> • First and Second Level Career Service Eligibility – Civil Service Commission • Special Eligibility under Special Laws – Civil Service Commission • Third Level Career Service Eligibility – Career Executive Service Board • RA 1080/Practice of Profession – Professional Regulation Commission • Practice of Law – Supreme Court • Driver's License – Land Transportation Office
<p><u>Common Requirements for Accredited/Deregulated Casual Appointments</u> 1) e-file sent thru email plus 2 printed copies of Report on Appointments</p>	<ul style="list-style-type: none"> • HRM Office of the agency availing the service
<p>2) issued (RAI) (CS Form No 2, Revised 2017). The RAI shall also serve as the Appointment Transmittal and Action Form.</p>	
<p>3) Original CSC copy of appointment/s issued</p>	<ul style="list-style-type: none"> • HRM Office of the agency availing the service

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a) CS Form No. 34-B for NGAs, GOCCs with original charters and SUCs	
b) CS Form No. 34-D for LGUs	
c) CS Form No. 34-E for reappointment (renewal) of casual appointees in NGAs, GOCCs with original charters and SUCs	
d) CS Form No. 34-F for reappointment (renewal) casual appointees in LGUs	
3) Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017 only for original appointment, reemployment and reappointment (except renewal)	<ul style="list-style-type: none"> • PDS form can be downloaded from CSC website
4) Original copy of the authenticated certificate of eligibility/rating/license for original appointment or reappointment to positions requiring licenses or involving practice of profession.	<ul style="list-style-type: none"> • First and Second Level Career Service Eligibility – Civil Service Commission • Special Eligibility under Special Laws – Civil Service Commission • Third Level Career Service Eligibility – Career Executive Service Board • RA 1080/Practice of Profession – Professional Regulation Commission • Practice of Law – Supreme Court • Driver's License – Land Transportation Office
<u>Special Cases Where Additional Documents are Required</u> a) Erasures or Alterations on Appointments – Certificate of Erasures/Alterations on Appointment Form specifying and authenticating all erasures or alterations signed by the appointing officer/authority or any authorized official	Appointing Officer/Authority or any authorized official of the agency availing the service
b) Appointee With Decided Administrative/Criminal Case i. The appointee had been previously found guilty in an administrative/criminal case – Certified true copy of the decision issued by the office/court/tribunal	Office/Court/Tribunal who issued the decision on the case of the concerned appointee

<p>ii. The appointment by promotion of an employee who had been found guilty in an administrative – Certification issued by the appointing officer/authority as to when the decision rendered became final and when the penalty imposed has been served</p>	<p>Appointing/Authority who issued the Certification on the case of the concerned appointee</p>
<p>c) Discrepancy in Name, Date/Place of Birth as appearing in the Report of Rating or Certificate of Eligibility, appointment, service card and the entries in the Personal Data Sheet – Resolution or Order issued by the Commission/CSC Regional Office (CSC RO) concerned correcting the discrepancy</p>	<p>CSLO/IRMO, CSC Central Office or CSC Regional Office (CSC RO) who issued the Resolution correcting the personal information of the concerned appointee</p>
<p>d) Change of Civil Status on account of: i. Marriage – Original Marriage Contract/Certificate duly authenticated by the Philippine Statistics Authority or the Local Civil Registrar (LCR) of the municipality or city where the marriage was registered or recorded.</p>	<p>Philippine Statistics Authority (PSA)</p>
<p>ii. Annulment or Declaration of Nullity of the same – Authenticated copy of the Court Order and Marriage Certificate/Contract with annotation</p>	<p>PSA</p>
<p>e) Appointments issued by State Universities and Colleges (SUCs) under the National Budget Circular (NBC) No.</p>	<p>Department of Budget and Management</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
461 – Copy of the DBM-approved Notice of Organization, Staffing and Compensation Action (NOSCA) on the reclassification of position based on NBC No. 461 and SUC Board Resolution approving the appointment	
f) Appointments issued by State Universities and Colleges (SUCs) under NBC 461 – Certification issued by the CHED that there is no Master’s degree program in the discipline being offered in the Philippines	Commission on Higher Education
g) Appointments Requiring Board Resolution such as Head of Agency appointed by the Board, SUC President, Local Water District (LWD) General Manager – Copy of said Resolution shall be submitted together with the appointment	Board of concerned agency
h) Ban on Issuance of Appointment During Election Period – Resolution issued by the Commission on Elections (COMELEC) or Regional Election Director, granting exemption from the prohibition	Commission on Elections
i) LGU Appointment ○ All LGU Appointments ▪ Certification issued by the appointing officer/authority that such appointment is issued in accordance with the limitations provided for under Section 325, RA No. 7160	Appointing Officer/Authority of agency availing the service
▪ Certification issued by the Provincial/City/Municipal Accountant that funds are available	LGU Accountant. In case Local Accountant position is vacant, the Local Assistant Accountant. In the absence of such position, designated Local Budget Officer
○ Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions requiring concurrence by the Sanggunian – Sanggunian Resolution embodying the concurrence of the majority of all the members of the Sanggunian as provided for under Section 443 (d), Section 454 (d), and Section 453 (d) of RA No. 7160	Sanggunian of the LGU availing of the service

<ul style="list-style-type: none"> ○ Appointment to head of department or office, such as Department Head, Administrator, Legal officer, and Information Officer positions not acted upon by the Sanggunian within fifteen (15) days from the date of its submission – Certification issued by the Sanggunian Secretary or HRMO confirming the non-actions by the Sanggunian 	Sanggunian Secretary of the LGU availing of the service
<ul style="list-style-type: none"> ○ Creation and reclassification of positions and appropriations of funds – Sangguniang Panlalawigan/Panglungsod Bayan Ordinance 	Sanggunian of the LGU availing of the service
<p>j) Appointment Involving Demotion which is Non-Disciplinary in Nature</p> <ul style="list-style-type: none"> ○ Certification issued by the agency head that the demotion is not the result of an administrative case; and 	Head of the agency availing of the service
<ul style="list-style-type: none"> ○ Written consent by the employee that he/she interposes no objection to his/her demotion 	Employee of the agency availing of the service

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
k) Temporary Appointment – Certification issued by the appointing officer/authority vouching the absence of an applicant who meets all the qualification requirements of the position (CS Form No. 5, Revised 2018)	Appointing Officer/Authority of the agency availing of the service
l) Reclassification – NOSCA approved by the DBM/Memorandum Order issued by Governance Commission for GOCCs (GCG)	DBM

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>For Regulated Agencies</u> 1. Submit three (3) copies of appointments (CSC, agency and appointee's copy) with supporting documents in the prescribed Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018) indicating the names of the appointees, their position, status and nature of appointment and the corresponding date of issuance	1.1 Accept and preliminarily assess the completeness of appointments and supporting documents, if: <ul style="list-style-type: none"> • <i>Deficient - Inform requesting party of any deficiency and enumerate the missing requirements</i> • <i>Complete – Issue acknowledgement receipt containing unique ID No., name and designation of responsible officer/ employee, date and time of receipt</i> 	None	150 appointments and below =20 working days Above 150 = 40 days working days	CSC FO Receiving staff
	1.2 Evaluate and process appointments			CSC FO Action Officer
	1.3 Act on appointment <i>If appointment is Disapproved, prepare letter informing the agency of the reason/s for disapproval</i>			CSC RO Directors - SG 28 & above CSC FO Directors – SG 26 & below CSC FO Staff with SG 19 & above
2. Receive attested appointment and letter (if disapproved)	2. Release the agency copy of the appointment, and letter of disapproval to the authorized representative, as the case may be			CSC FO Releasing staff
TOTAL:		None		

3. Request for Certified True Copy (CTC) of CSC Decisions/Resolutions

Upon request, the LSD issues certified true copies of CSC RO Decisions/Resolutions to concerned parties or their authorized representatives.

Office or Division:	Legal Services Division, CSC RO	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses G2G – Government to Government	
Who may avail:	<ul style="list-style-type: none"> a. Concerned parties involved in the case; b. Authorized representative of the concerned party; c. Authorized Liaison Officer of the agency; and d. Such other officials or entities duly authorized by competent authorities 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>By concerned parties involved</u>		
1. accomplished LSD Request Form	LSD Request Form is available at the LSD, CSC RO	
2. any valid original government-issued ID	LTO, DFA, PRC, SSS, GSIS, COMELEC, School, PAG-IBIG, Post Office, PSA, CSC, BIR, PNP, NBI, Barangay, DSWD, MARINA	
<u>By authorized representative of the parties concerned, authorized Liaison Officer of agency</u>		
1. accomplished LSD Request Form;	CSLO Request Form is available at the CSLO Office	
2. any valid original government-issued ID of the concerned party;	LTO, DFA, PRC, SSS, GSIS, COMELEC, School, PAG-IBIG, Post Office, PSA, CSC, BIR, PNP, NBI, Barangay, DSWD, MARINA	
3. authorization letter from the requesting concerned party; and	Party availing of the service	
4. any valid original government-issued ID of the representative/Liaison Officer	LTO, DFA, PRC, SSS, GSIS, COMELEC, School, PAG-IBIG, Post Office, PSA, CSC, BIR, PNP, NBI, Barangay, DSWD, MARINA	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit accomplished CSLO request form and one (1) valid original government- issued ID</p> <p><i>If thru authorized representative, submit authorization letter from the requesting concerned party</i></p>	<p>1.1 Accept and preliminarily assess completeness of request form and supporting document/s, if:</p> <ul style="list-style-type: none"> • <i>Deficient - Inform requesting party of any deficiency and enumerate the missing requirements</i> • <i>Complete – Issue acknowledgement receipt containing unique ID No., name and designation of</i> 		2 hours / transaction to include waiting time	Action Officer, LSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>and any valid original government-issued ID of the representative/ Liaison Officer</i></p>	<p><i>responsible officer/ employee, date and time of receipt</i></p>			
	<p>1.2 Retrieve the requested documents, issue order of payment and advise client to pay corresponding fee</p>			Action Officer, LSD
	<p>1.2 Photocopy/reproduce and certify the requested documents while the client pays the corresponding fee</p>			Cashier

2. Pay to the cashier	2. Process payment and issue Official Receipt (O.R.)	P10.00 per page for CTC documents P3.00 per page for photocopy only not CTC		Action Officer, LSD Action Officer, LSD
3. Return to the receiving counter and present O.R.	3. Check O.R and			
4. Receive CTC of CSC Decisions/Resolutions	4. Release CTC of CSC Decisions/Resolutions to client			
TOTAL:			2 hours / transaction to include waiting time	

4. Request for Certified True Copy (CTC) of Case Records

Upon request, the LSD issues certified true copies of case records to concerned parties or their authorized representatives.

Office or Division:	Legal Services Division, CSC RO	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government	
Who may avail:	<ul style="list-style-type: none"> a. Any requesting party as it pertains to his/her personal records; b. The Head of the Agency, the Personnel Officer or the Administrative Officer of the Agency to which the employee concerned belongs; c. Courts and administrative bodies exercising quasi-judicial and/or investigative functions by means of the compulsory process of subpoena duces tecum, in aid of the determination or resolution of pending cases; and d. Such other officials or entities duly authorized by competent authorities 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>By concerned parties involved</u>		
1. accomplished LSD Request Form		LSD Request Form is available at the LSD, CSC RO
2. any valid original government-issued ID		LTO, DFA, PRC, SSS, GSIS, COMELEC, School, PAG-IBIG, Post Office, PSA, CSC, BIR, PNP, NBI, Barangay, DSWD, MARINA
<u>By authorized representative of the parties concerned, authorized Liaison Officer of agency</u>		
1. accomplished LSD Request Form;		CSLO Request Form is available at the CSLO Office
2. any valid original government-issued ID of the concerned party;		LTO, DFA, PRC, SSS, GSIS, COMELEC, School, PAG-IBIG, Post Office, PSA, CSC, BIR, PNP, NBI, Barangay, DSWD, MARINA
3. authorization letter from the requesting concerned party; and		Party availing of the service
4. any valid original government-issued ID of the representative/Liaison Officer		LTO, DFA, PRC, SSS, GSIS, COMELEC, School, PAG-IBIG, Post Office, PSA, CSC, BIR, PNP, NBI, Barangay, DSWD, MARINA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit accomplished request form and one (1) valid original government- issued ID</p> <p><i>If thru authorized representative, submit authorization letter from the requesting concerned party; and any valid original government-issued</i></p>	<p>1.1 Accept and preliminarily assess completeness of the documents attached to the request, if:</p> <ul style="list-style-type: none"> • <i>Incomplete - Inform requesting party of any deficiency and enumerate the missing requirements</i> • <i>Complete – Issue acknowledgement receipt containing unique ID No., name and designation of responsible officer/ employee, date and time of receipt</i> 			Action Officer, LSD
<p><i>ID of the representative/ Liaison Officer</i></p>	<p>1.2 Retrieve the requested records, issue order of payment and advise client to pay corresponding fee, if records are available</p> <p><i>If records are not available, inform the client that requested records are not available.</i></p> <p>1.3 Photocopy/reproduce and certify the requested records</p>			
<p>2. Pay to the cashier</p>	<p>2. Process payment and issue Official Receipt (O.R.)</p>	<p>P10.00 per page for CTC documents P3.00 per page for photocopy only not CTC</p>		Cashier
<p>3. Return to the receiving counter and present O.R.</p>	<p>3. Record O.R. number</p>			Action Officer, LSD
<p>4. Receive CTC of case records</p>	<p>4. Release CTC of case records to client</p>			Action Officer, LSD
TOTAL:			3 working days upon receipt of complete documents	

5. Issuance of Certificate of No Pending Administrative Case (Walk-in)

The Certificate of No Pending Administrative Case is requested by a government official/employee as a requirement for retirement, promotion and other related transactions.

Office or Division:	Legal Services Division, CSC RO
Classification:	Simple; Complex
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Government officials and employees and other authorized individual/officer
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<u>By concerned parties involved</u>	
1. Customer Information Sheet and Request for Certificate of No Pending Administrative Case Form	Request form is available at LSD, CSC RO
<u>By authorized representative of the parties concerned, authorized Liaison Officer of agency</u>	
1. accomplished CSC Request Form;	CSC Request Form can be downloaded from CSC website
2. any valid original government-issued ID of the concerned party;	LTO, DFA, PRC, SSS, GSIS, COMELEC, School, PAG-IBIG, Post Office, PSA, CSC, BIR, PNP, NBI, Barangay, DSWD, MARINA
3. authorization letter from the requesting concerned party; and	Requesting party

4. any valid original government-issued ID of the representative/Liaison Officer			LTO, DFA, PRC, SSS, GSIS, COMELEC, School, PAG-IBIG, Post Office, PSA, CSC, BIR, PNP, NBI, Barangay, DSWD, MARINA			
CLIENT STEPS		AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished request for Certificate of No Pending Administrative Case form and one (1) valid original government- issued ID		1.1 Accept and preliminarily assess completeness of documents attached to request, if <ul style="list-style-type: none"> <i>Incomplete - Inform requesting party of any deficiency and enumerate the missing requirements</i> <i>Complete – Issue acknowledgement receipt containing ID No., name and designation of responsible officer/ employee, date and time of receipt</i> 1.2 Issue charge slip and advise client to pay to the Cashier 1.3 Process request			1 working day (1-15 certificates); 3 working days (16-45 certificates); 7 working days (exceeding 45 certificates)	Action Officer, OLA Records, OLA - For request at Central Office Action Officer, Legal Service Division, CSC RO – For request at the CSC ROs
2. Pay to the cashier		2. Process payment and issue Official Receipt (O.R.)		P100.00		Cashier
3. Return to the receiving counter and present O.R.	3. Record O.R. number					Action Officer
4. Receive the Certificate	4. Release the Certificate					Releasing Officer
TOTAL:						

6. Issuance of Certificate of No Pending Administrative Case (thru Mail)

The Certificate of No Pending Administrative Case is requested by a government official/employee as a requirement for retirement, promotion and other related transactions.

Office or Division:	Legal Services Division, CSC RO			
Classification:	Simple; Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Government officials and employees and other authorized individual/officer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Certificate of No Pending Administrative Case Form		Form can be downloaded from CSC website		
2. Self-addressed stamped envelope or Pouch, and Postal Money Order (PMO)		LBC, Post Office, To Go		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send accomplished request for Certificate of No Pending Administrative Case form and self-addressed stamped envelope or Pouch, and Postal Money Order (PMO)	1.1 Accept and preliminarily assess completeness of attached documents to the request, if <ul style="list-style-type: none"> • <i>Incomplete - Inform requesting party of any deficiency and enumerate the missing requirements</i> • <i>Complete – Issue acknowledgement receipt containing ID No., name and designation of responsible officer/employee, date and time of receipt</i> 1.2 Check if PMO is worth P100.00 1.3 Process request	P100.00	3 working days (1-15 certificates); 7 working days (not exceeding 45 certificates); exceeding 45 certificates (14 working days)	LSD, CSC RO
2. Receive the Certificate	2. Using the self-addressed stamped envelope, mail the Certificate			LSD, CSC RO
TOTAL:		P100.00		

7. Processing of Examination Application (CSE-Pen and Paper Test- Professional and Sub-Professional Level)

An individual wishing to take the CSE-PPT Professional and Sub-Professional to acquire the appropriate civil service eligibility needs to fill out an application form. This provides vital information about the applicant and his/her qualification to take the examination.

Office or Division:	Examination Services Division (ESD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<ul style="list-style-type: none"> • Filipino Citizen, at least 18 years old, and of good moral character. • Has no criminal record, or has not been convicted by final judgment of an offense or crime involving moral turpitude. • Has not been dishonorably discharged from military service, or dismissed for cause from any civilian position in the government. • Has not taken the same level of career service examination within three (3) months from the last examination taken.
WHERE TO SECURE	
<p>1. Fully accomplished application form (CS Form No. 100 Revised September 2016). The spaces for “Signature of Applicant” and “Right Thumbmark” on the form should be left blank. These shall be accomplished in the presence of the CSC processor.</p> <p>2. Four (4) copies of identical pictures with specification as follows:</p> <p>a. Philippine passport size (4.5cm x 3.5cm or 1.78 inches by 1.4 inches)</p> <p>b. Original photo copy of any valid ID containing Applicant’s clear picture, date of birth signature and signature of Authorized Head of the issuing agency as prescribed in CSC MC No. 2, s. 2018 as follows:</p> <ul style="list-style-type: none"> ○ Driver’s License/Temporary Driver’s License (LTO O.R. must be presented together with old Driver’s License; O.R. alone is not allowed)/Student Driver’s Permit; ○ Passport; ○ PRC License; ○ SSS I.D.; ○ GSIS I.D. (UMID); ○ Voter’s I.D./Voter’s Certification; ○ BIR/Taxpayer’s I.D. (ATM type/TIN card type with picture); ○ PhilHealth I.D. (must have the bearer’s name, clear picture, signature and PhilHealth number); ○ Company/Office I.D.; 	<p>1. Examination Services Division (ESD) or www.csc.gov.ph > Downloads > CSC Forms</p> <p>2. Photo-printing services / photo studio</p> <p>LTO</p> <p>DFA</p> <p>PRC</p> <p>SSS</p> <p>GSIS</p> <p>COMELEC</p> <p>BIR</p> <p>PhilHEALTH</p> <p>Requesting party’s Company/Office</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<ul style="list-style-type: none"> ○ School I.D.; ○ Police Clearance/Police Clearance Certificate (with picture); ○ Postal I.D.; ○ Barangay I.D.; ○ NBI Clearance; ○ Seaman's Book; ○ HDMF Transaction Card; ○ PWD I.D.; ○ Solo Parent I.D.; ○ Senior Citizen's I.D.; or ○ Alien Certificate of Registration Identity Card (ACR I-CARD) ○ CSC Eligibility Card 		<p>Requesting party's school PNP PhilPost Barangay where the requesting party resides NBI MARINA HDMF Social Welfare and Development Office of the Municipal/City where the requesting party resides Office of Senior Citizen's Affairs of the Municipal/City where the requesting party resides Bureau of Immigration</p> <p>CSC RO where the requesting party took the exam</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit accomplished application form without affixing signature and thumbprint	<p>1.1 Review and evaluate Application Form and make clarifications, if necessary. Check the following:</p> <ul style="list-style-type: none"> a. Proper accomplishment of the form b. qualification of the applicant (citizenship and age) completeness and validity of supporting documents/ requirements 			Action Officer	
	1.2 Require applicant to affix signature and properly affix thumbmark				
2. Affix signature and thumbprint on the form in the presence of Action Officer.	2,1 Verify examination records of applicant through E-Retaker*/ DIBAR** System.			Action Officer	

	<p>If applicant is qualified to take examination, return application form and advise client to pay the examination fee to the cashier. If applicant is not qualified, inform applicant of the reason for the disqualification, and return the application form.</p>			
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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
3. Pay the examination fee.	3.1 Process payment and issue Official Receipt (OR).	PhP 500.00		Cashier/ Deputized Cashier
4. Present OR and processed application form to Action Officer.	4.1 Give examination receipt slip and Examinee Guide			Action Officer
TOTAL:		PhP 500.00	1 working day upon receipt of complete documents	

8. Issuance of Certificate of Eligibility (CSE- PPT)

The Certificate of Eligibility (COE) is an official document bearing the passing results of the career service examinations, professional and subprofessional levels. This is required when the passer is appointed to a position requiring the same.

Office or Division:	Examination Services Division (ESD), CSC RO	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Those who passed the CS Professional and Subprofessional Examinations and will claim the certificate for the first time	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>1) At least one (1) I.D. card requesting party, preferably valid (not expired) on the date of transaction, as follows:</p> <ul style="list-style-type: none"> ○ Driver’s License/Temporary Driver’s License (LTO O.R. must be presented together with old Driver’s License; O.R. alone is not allowed)/Student Driver’s Permit; ○ Passport; ○ PRC License; ○ SSS I.D.; ○ GSIS I.D. (UMID); ○ Voter’s I.D./Voter’s Certification; ○ BIR/Taxpayer’s I.D. (ATM type/TIN card type with picture); ○ PhilHealth I.D. (must have the bearer’s name, clear picture, signature and PhilHealth number); ○ Company/Office I.D.; ○ School I.D.; ○ Police Clearance/Police Clearance Certificate (with picture); ○ Postal I.D.; ○ Barangay I.D.; ○ NBI Clearance; ○ Seaman’s Book; ○ HDMF Transaction Card; ○ PWD I.D.; ○ Solo Parent I.D.; ○ Senior Citizen’s I.D.; ○ Alien Certificate of Registration Identity Card (ACR I-CARD); or ○ CSC Eligibility Card 		<p>LTO</p> <p>DFA</p> <p>PRC</p> <p>SSS</p> <p>GSIS</p> <p>COMELEC</p> <p>BIR</p> <p>PhilHEALTH</p> <p>Requesting party’s Company/Office Requesting party’s school</p> <p>PNP</p> <p>PhilPost</p> <p>Barangay where the requesting party resides NBI</p> <p>MARINA HDMF</p> <p>Social Welfare and Development Office of the Municipal/City where the requesting party resides</p> <p>Office of Senior Citizen’s Affairs of the Municipal/City where the requesting party resides</p> <p>Bureau of Immigration</p> <p>CSC RO where the requesting party took the exam</p>
<p>(Note: Expired I.D. cards, which shall be used as a last resort, may be accepted provided that, an expired I.D.</p>		

CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
card shall be accepted only within, and until the end of, the year the I.D. card is expiring.)				
2) two (2) pieces picture with complete nametag (preferably the picture used at the time of examination)				Photo Imaging establishments
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the Client Logbook	1.1 Inform the client to wait for his/her name to be called	None		Action Officer, Examination Service Division, CSC RO
2. Present valid I.D. and picture with complete nametag (preferably the picture used at the time of examination).	2.1 Verify identity of the client by comparing the valid ID and the picture presented with the picture and signature appearing on the Picture Seat Plan accomplished during the exam. 2.2 After evaluation, ask the client to indicate the serial number of CoE and sign the copy of the Register of Eligibles.			Action Officer, Examination Service Division, CSC RO
3. Paste picture on the Certificate of Eligibility and affix signature on the space provided for in the Certificate of Eligibility.	3.1 Photocopy Certificate of Eligibility together with the valid I.D. 3.2 Ask the client to sign the photocopy of the Certificate of Eligibility as proof of receipt and affix the official seal of CSC on the original copy of the Certificate Request client to accomplish E-6 form.			Action Officer, Examination Service Division, CSC RO
4. Receive Certificate of Eligibility and submit accomplished E- 6 form	4.1 Release the Certificate of Eligibility to the client and accept the accomplished E-6 Form			Action Officer, Examination Service Division, CSC RO
TOTAL:				1 working day upon receipt of complete documents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ○ Seaman's Book; ○ HDMF Transaction Card; ○ PWD I.D.; ○ Solo Parent I.D.; ○ Senior Citizen's I.D.; or ○ Alien Certificate of Registration Identity Card (ACR I-CARD) ○ CSC Eligibility Card <p>Note: (a) All other I.D. cards not included in the above list shall not be accepted. (b) As a last resort, expired I.D. card may be presented/submitted during filing/processing of application, provided that, the expiry date of the I.D. card is within the preceding months of the year reckoning the date of filing/processing of application.</p> <p>3) For applicants without date of birth in their ID card/s, original and photocopy of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry printed on security paper.</p> <p>4) For applicants holding dual citizenship under R.A. 9225, original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship issued by the Bureau of Immigration.</p>	<p>MARINA HDMF Social Welfare and Development Office of the Municipal/City where the requesting party resides Office of Senior Citizen's Affairs of the Municipal/City where the requesting party resides Bureau of Immigration</p> <p>CSC where the requesting party took the exam</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Computerized Examination System Stage 1: Examination Account Registration				
1. Client Access the COMEX website online and signs up to create a COMEX user account (Suggested Format for Examinee identification by region/exam type, clients should be instructed that username accounts in prescribed format - RO5_PROF_PED RO)	1. System validates age and citizenship of the registrant, records account information details and sends confirmation email.		Based on system response time	
2. Client opens COMEX	2.1 System activates the user account.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>confirmation email and activates COMEX account through corresponding activation link</p> <p>NOTE: Registrants may login to COMEX to view/ update/edit account information. Registrants may also print the corresponding form.</p>	<p>NOTE: System shall send email notices of examination schedules and announcements to successful registrants, who agreed to receive said notices.</p>			
	<p>2.2. System displays the list of online offerings and 'Slot Reservation' confirmation page</p> <p>NOTE: If qualified, system allows reservation; otherwise, blocks the reservation.</p>			
<p>3. Client opens COMEX confirmation email and activates COMEX account through corresponding activation link</p>	<p>3. System sends 'Slot Reservation' confirmation email indicating details of preferred examination such as date and time of examination, and personal appearance.</p> <p>If denial of application/request -</p> <p><i>Send written explanation and grounds for such denial is based</i></p> <p><i>If disapproved - Send a formal notice and cite any violation of the law.</i></p>			
Computerized Examination System Stage 2: Examination Slot Confirmation and Actual Test				
<p>4. Accesses the COMEX website online and logs in to the system</p>	<p>4. System authenticates username and password</p>		Based on system response time	
<p>5. Views examination schedules or online offerings through the examination schedule tab</p>	<p>5. System displays the list of online offerings based on examination</p>			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>Note: Applicants access COMEX website and reserve slot during the scheduled reservation date</i></p>	<p>schedule provided by CSC CO (ERPO)</p>			
<p>6. Selects desired examination schedule from among the list of online offerings, clicks the 'reserve a slot' button, and types the CAPTCHA code</p> <p><i>NOTE: Applicant may print the details of the 'slot reservation' confirmation</i></p>	<p>6.1 System displays the 'Slot Reservation' confirmation page.</p> <p>6.2 System verifies status of applicant against the E- Retaker*, DIBAR** and EDQIS*** databases.</p> <p><i>NOTE: If qualified, system allows reservation; otherwise, blocks the reservation.</i></p>			
<p>7. Opens and prints the 'slot reservation' confirmation email</p>	<p>7. System sends 'slot reservation' confirmation email indicating details of preferred examination such as date and time of examination, and personal appearance.</p>			

Examination Slot Confirmation

<p>8. Client appears at the testing center on the scheduled date and time of personal appearance and secures queuing number.</p>	<p>8. Guard checks name of applicant against the List of Applicants with Reserved Slots and issues queuing number.</p>			<p>CSC Guard on Duty</p>
<p>Proceeds to processing area to do the following:</p> <p>9.1 Present queuing number and documents to the Processor/Action Officer</p>	<p>Processor does the following:</p> <p>9.1 Receive the number, verifies applicant's identity and validates documents submitted.</p>			<p>ESD Processor</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>If validated, instructs applicant to pay the examination fee in the cashier</i>			
9.2 Pay to the cashier	9.2 NB: Cashier issues Official Receipt (O.R.)	PhP 680.00		Cashier
9.3 Present O.R. to the processor	9.3 Encode payment details			
	9.4 Prepare name tag based on specifications			
	9.5 Take applicant's photo			
9.4 Sign in the signature tablet, then places thumb in the biometric scanner	9.6 Capture signature and fingerprint			
9.5 Sign the examination application form	9.7 Print the examination application form			
9.6 Receive CSID, then proceeds to waiting area for authentication process	9.8 Print and issue the CSID			
ACTUAL TEST				
10.1 Places thumb in the biometric scanner for authentication of identity	10.1 System authenticates examinee identity and Local Server (LS) Administrator generates and prints the Examinee Attendance Sheet (EAS) and Picture- Seat Plan (PSP) after all examinees' identity have been authenticated.			ESD Processor
10.2 Listens to orientation/ briefing	10.2 Room Examiner (or RE) conducts orientation/briefing.			Room Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
10.3 Signs the EAS and PSP	10.3 Room Proctor (or RP), RE, and Supervising Examiner (or SE) sign the EAS and PSP after all examinees have signed.			RP/RE/SE
11. Proceeds to the COMEX Room	11. RP guides examinee to the assigned seat/ testing machine. RP routes the PSP among the examinees [N.B.: RP, RE and SE sign the EAS and PSP after all examinees have signed.			RP
12. Takes the test	12. RE and RP administer the test.		3 hours and 10 minutes for CSE Professional; 2 hours and 40 minutes for CSE Sub Professional	
TOTAL		PhP 680.00	1 working day upon receipt of complete documents	

10. Issuance of Certification of Eligibility (CSE-PPT) and Computerized Examination/CSC COMEX)

The Certification of eligibility is issued to passers of both examinations (CSE-PPT and Comex) in lieu of the CSC Eligibility Card.

Office or Division:	Examination Services Division (ESD), CSC RO	
Classification:	Simple (CSE-PPT); Complex (COMEX)	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Those who passed the Career Service Professional and Subprofessional Examinations.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Any of the following Identification (ID) cards, which must be valid (not expired):</p> <ul style="list-style-type: none"> ○ Driver's License/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit; ○ Passport; ○ PRC License; ○ SSS I.D.; ○ GSIS I.D. (UMID); ○ Voter's I.D./Voter's Certification; ○ BIR/Taxpayer's I.D. (ATM type/TIN card type with picture); ○ PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number); ○ Company/Office I.D.; ○ School I.D.; ○ Police Clearance/Police Clearance Certificate (with picture); ○ Postal I.D.; ○ Barangay I.D.; ○ NBI Clearance; ○ Seaman's Book; ○ HDMF Transaction Card; ○ PWD I.D.; ○ Solo Parent I.D.; ○ Senior Citizen's I.D.; ○ Alien Certificate of Registration Identity Card (ACR I-CARD); ○ CSC Eligibility Card 		<p>LTO</p> <p>DFA PRC SSS GSIS COMELEC BIR PhilHEALTH</p> <p>Requesting party's Company/Office Requesting party's school PNP PhilPost Barangay where the requesting party resides NBI MARINA HDMF Social Welfare and Development Office of the Municipal/City where the requesting party resides Office of Senior Citizen's Affairs of the Municipal/City where the requesting party resides Bureau of Immigration CSC RO where the requesting party took the CS exam</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid I.D.	1.1 Accept and validate authenticity of the documents attached to the request, if: <ul style="list-style-type: none"> • <i>Deficient - Inform requesting party of any deficiency and enumerate the missing requirements</i> • <i>Complete – Issue acknowledgement receipt containing unique ID No., name and designation of responsible officer/ employee, date and time of receipt</i> 			Action Officer, ESD, CSC RO
	1.2 Retrieves Certification of Eligibility from storage file			
	1.3 Validate identity by comparing client's data, including picture on the ID card presented against the data on the retrieved examination records <i>If disapproved/denial of application /request – Provide notice stating the reason for the disapproval/denial.</i>			Action Officer, ESD, CSC RO
	1.4 Upon validation of identity, retrieves Certification of Eligibility from storage file			Action Officer, ESD, CSC RO
2. Review Certification of Eligibility	2.1 Present to the eligible for review 2.2 Affix the CSC official seal on the original and photocopy of the Certification 2.3 Affix “released” and “received” stamps on the photocopy of the Certification			Action Officer, ESD, CSC RO
3. Receive Certification of Eligibility and sign on the Receipt of COE and the photocopy of COE	3. Release Certification of Eligibility to the client and request client to acknowledge receipt			Action Officer, ESD, CSC RO
TOTAL:			3 working days (CSE-PPT) upon receipt of complete documents 7 working days (COMEX) upon receipt of complete documents	

11. Issuance of Verified Civil Service Eligibility

Verification of civil service eligibility is done to validate the authenticity of the eligibility. This involves electronic/manual searching of the eligibility data of an individual from the eligibility database or from the physical files of the master list or register of eligible.

Office or Division:	Examination Services Division (ESD), CSC RO
Classification:	Complex (Local/Within the Region); Highly Technical (Inter-Regional)
Type of Transaction:	G2G – Government to Government
Who may avail:	<ol style="list-style-type: none"> 1. Those who passed the Career Service Professional and Subprofessional Examination 2. Those granted the following: <ul style="list-style-type: none"> ○ Fire Officer Eligibility; ○ Penology Officer Eligibility; ○ Career Foreign Service Officer Eligibility; and ○ Meat Inspector Eligibility; and 3. Those granted the following special eligibilities under special laws and CSC issuances: <ul style="list-style-type: none"> ○ Honor Graduate Eligibility; ○ Scientific and Technological Specialist Eligibility; ○ Electronic Data Processing Specialist Eligibility; ○ Sanggunian Member Second Level Eligibility; ○ Sanggunian Member First Level Eligibility; ○ Foreign Honor Graduate Eligibility; ○ Barangay Official Eligibility; ○ Barangay Health Worker Eligibility; ○ Barangay Nutrition Scholar Eligibility; ○ Veteran's Preference Rating Eligibility; and ○ Skills Eligibility (Category II pursuant to CSC MC 11, s. 1998 as amended by CSC MC 10, s. 2013).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly filled up Agency Request for Verification/ Validation Form (ARVF)	ARVF can be downloaded from CSC website
2. Copy of Certificate of Eligibility	Requesting party
3. Properly accomplished Personal Data Sheet (PDS) (CS Form 212, Revised 2017)	PDS can be downloaded from CSC website

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Mail letter request, accomplished ARVF, copy of Certificate of Eligibility and properly accomplished PDS	<ol style="list-style-type: none"> 1.1 Accept and preliminarily assess completeness of documents attached to the request, if <ul style="list-style-type: none"> • <i>Deficient - Inform requesting party of any deficiency and enumerate the missing requirements</i> • <i>Complete – Issue acknowledgement receipt containing unique ID No., name and designation of responsible officer/</i> 	None	7 days (Local/Within the Region); 20 days (Inter-Regional)	Action Officer, ESD, CSC RO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>employee, date and time of receipt</i>			
	1.2 Verify/validate eligibility information from records/documents on file 1.3 Review verified eligibility sign the transmittal list of verified eligibility			Action Officer, ESD, CSC RO
2. Receive mailed transmittal list of verified eligibility	2. Mail transmittal list of verified eligibility through registered mail or special courier			Action Officer, ESD, CSC RO
TOTAL:			7 working days (Local/Within the Region); 20 working days (Inter-Regional) Upon receipt of complete documents	

12. Issuance of Certification of Eligibility (Walk-in, for lost certificates)

The Certification of Eligibility is an official document confirming an eligible's unavailable original Certificate/Certification of Eligibility or Report of Rating, based on validated records on file.

Office or Division:	CSC CO/RO	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Government officials and employees and other authorized individual/officer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Duly accomplished Examination Records Request Form (ERRF) and Declaration Form (DF)		ERRF and DF can be downloaded from CSC website to be accomplished by the requesting party
2) 1 pc. 1x1 ID picture with name tag and signature over name affixed prior to having the photograph taken <ul style="list-style-type: none"> • Signature must be on top of the printed name. • Photograph should have been taken within 3 months prior to filing of request for Certification of Eligibility. • Scanned, computer-generated photo/ name/signature will not be accepted. 		

3) At least one (1) I.D. card of the requesting party, preferably valid (not expired) on the date of transaction, as follows:

- Driver's License/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- PRC License;
- SSS I.D.;
- GSIS I.D. (UMID);
- Voter's I.D./Voter's Certification;
- BIR/Taxpayer's I.D. (ATM type/TIN card type with picture);
- PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D.;
- School I.D.;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D.;
- Barangay I.D.;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction Card;
- PWD I.D.;

LTO
DFA
PRC
SSS
GSIS
COMELEC

BIR
PhilHEALTH
Requesting party's
Company/Office
Requesting party's school
PNP
PhilPost
Barangay where the requesting party
resides NBI
MARINA
HDMF
Social Welfare and Development

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Solo Parent I.D.; ○ Senior Citizen's I.D.; ○ Alien Certificate of Registration Identity Card (ACR I-CARD); or ○ CSC Eligibility Card 		Office of the Municipal/City where the requesting party resides Office of Senior Citizen's Affairs of the Municipal/City where the requesting party resides Bureau of Immigration CSC RO where the requesting party took the CS exam		
if the requesting party works/lives abroad: <ul style="list-style-type: none"> • Two (2) valid ID Cards or (1) copy of passport duly authenticated by the Philippine Embassy or Consular Office; and (2) copy of 1 valid ID Card (Note: Expired I.D. cards, which shall be used as a last resort, may be accepted provided that, an expired I.D. card shall be accepted only within, and until the end of, the year the I.D. card is expiring.)		Valid ID same as enumerated in #2 above Philippine Embassy or Consular Office		
Special Requirement: PSA-issued Marriage Contract for women who married after taking the examination. What are the Additional Requirements if request is filed through a Representative: 1) Authorization Letter or Special Power of Attorney (SPA); and 2) 1 valid ID Card of the representative		PSA Requesting Party or Notary Public Any valid ID as enumerated in #2 above.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Eligibility/Exam Records Request Form (ERRF), Declaration Form (DF), one (1) 1x1 ID picture and valid ID <i>If thru authorized representative, submit authorization letter or Special Power of Attorney from the requesting</i>	1.1 Accept ERRF, DF, ID picture and valid ID and preliminarily assess completeness of attachments, if: <ul style="list-style-type: none"> • <i>Deficient - Inform requesting party of any deficiency and enumerate the missing requirements</i> • <i>Complete – Issue acknowledgement receipt containing unique ID No., name and designation of responsible officer/ employee, date and time of receipt</i> 			Action Officer, Examination Service Division, CSC RO
	1.2 Process Request <i>If disapproved/denial of application/request – Provide</i>			Action Officer, Examination Service

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>concerned party; and valid ID of the representative</i>	<i>notice stating the reason for the disapproval/denial.</i>			Division, CSC RO
	1.3 Advise client to pay to the Cashier			Cashier, MSD, CSC RO
2. Pay to the Cashier	2. Process payment and issue Official Receipt	P100.00 per copy		Releasing Officer, Examination Service Division, CSC RO
3. Present OR	3. Record OR number			
4. Affix signature on the release portion of the ERRF and receive Certification of Eligibility	4. Request client to acknowledge receipt and release Certification of Eligibility			
		TOTAL:	1 working day upon receipt of complete documents	

13. Grant of Eligibility Under Special Laws and CSC Issuances

Apart from passing written examination, individuals may acquire civil service eligibilities provided under special laws and other CSC issuances.

Office or Division:	Examination Services Division (ESD)
Classification:	Simple; Highly Technical (For request from Tawi-Tawi and other island- based and far-flung areas)
Type of Transaction:	G2G – Government to Government
Who may avail:	<ul style="list-style-type: none"> • Citizen of the Republic of the Philippines; • At least 18 years of age at the time of application; • Has not been found guilty of crime involving moral turpitude or of infamous, disgraceful or immoral conduct, dishonesty, drunkenness or addiction to drugs; • Has not been previously found guilty of offenses relative to, or in connection with the conduct of a civil service examination; and • Has not been dismissed from the service for cause.

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

GENERAL REQUIREMENTS

General Requirements and Special Requirements depending on the type of eligibility applied for:
(shall apply to all types of eligibility granted under special laws and CSC issuances)

1. Properly accomplished Application Form:

Form	Type of Eligibility
CS Form 101-A (Revised, Data December 2011)	Electronic Data Processing Specialist Eligibility (EDPSE)
CS Form 101-B (Revised, December 2011)	Veteran Preference Rating Eligibility (VPRE)
CS Form 101-C (Revised, December 2011)	Scientific and Technological Specialist Eligibility (STSE)
CS Form 101-D (Revised, September 2013)	Honor Graduate Eligibility (HGE)
CS Form 101-E (Revised, February 2017)	Barangay Official Eligibility (BOE)
CS Form 101-H (Revised, December 2011)	Barangay Health Worker Eligibility (BHWE)
CS Form 101-G (Revised, September 2013) Category II (CSC MC 11, s. 1996, as Amended)	Skills Eligibility – Category II
CS Form 101-K (December 2013)	Foreign School Honor Graduate Eligibility (FSHGE)
CS Form 101-I (December 2011)	Barangay Nutrition Scholar Eligibility (BNSE) CS
Form No. 101-J (Revised, Dec. 2018)	Sanggunian Member Eligibility (SME)

1. Four (4) copies of identical pictures with specification as follows:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>a. Philippine passport size (4.5cm x 3.5cm or 1.78 inches by 1.4 inches)</p> <p>2. Original photo copy of any valid ID containing Applicant's clear picture, date of birth signature and signature of Authorized Head of the issuing agency as prescribed in CSC MC No. 2, s. 2018 as follows:</p> <ul style="list-style-type: none"> ➤ Driver's License/ Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit; ➤ Passport; ➤ PRC License; ➤ SSS I.D.; ➤ GSIS I.D. (UMID); ➤ Voter's I.D./Noter's Certification; ➤ BIR Taxpayer's I.D. (ATM type/TIN card type with picture); ➤ PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number); ➤ Company/Office I.D.; ➤ School I.D., ➤ Police Clearance/Police Clearance Certificate; ➤ Postal I.D.; ➤ Barangay I.D.; ➤ NBI Clearance; ➤ Seaman's Book; ➤ HDMF Transaction I.D., ➤ PWD I.D., ➤ Solo Parent I.D.; ➤ Senior Citizen's I.D., ➤ Alien Certificate of Registration Identity Card (ACR I-CARD); and ➤ CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSEPPT). <p>3. Original and photocopy of Birth Certificate of the applicant authenticated/issued by the Philippine Statistics Authority (PSA); N.B.: In case where the PSA Birth Certificate is not legible, or the PSA has duly issued a negative certification of birth (PSA CRS Form No. 1) printed in PSA security form, the applicant shall, in addition, submit the original and photocopy of his/her PSA birth certificate authenticated/issued by the Local Civil Registrar (LCR).</p> <p>4. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the PSA; N.B.: In case where the PSA authenticated Marriage</p>	<p>LTO</p> <p>DFA PRC SSS GSIS COMELEC BIR PhilHEALTH</p> <p>Requesting party's Company/Office Requesting party's school</p> <p>PNP PhilPost Barangay where the requesting party resides NBI MARINA HDMF Social Welfare and Development Office of the Municipal/City where the requesting party resides Office of Senior Citizen's Affairs of the Municipal/City where the requesting party resides Bureau of Immigration CSC RO where the requesting party took the exam PSA</p> <p>PSA</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Certificate is not legible, the applicant shall, in addition, submit the original and photocopy of her Marriage Certificate authenticated/issued by the LCR.</p> <p>5. Certification of No Pending Case/Non-Conviction of Any Offense (CSC SPEL Form 1, April 2012); and</p> <p>6. If the application is filed through a representative:</p> <ol style="list-style-type: none"> a. Authorization letter or SPA executed by the applicant; and b. Original and photocopy of at least one (1) valid I.D. card of the representative, as listed under Item No. 3 above. 	<p>CSC RO/CSC Central Office – Office for Legal Affairs</p>
SPECIFIC DOCUMENTARY REQUIREMENTS (Shall apply depending on the type of eligibility)	
A. ELECTRONIC DATA PROCESSING SPECIALIST (EDPS) ELIGIBILITY	
<p>Who can apply?</p> <ul style="list-style-type: none"> ✓ Passers of the proficiency test, or training course conducted by the Information and Communications Technology Office [ICTO] (formerly National Computer Center) on the following: Systems Analysis and Design, Computer Programming, Java, MS Access, or Visual Basic; C# and V.B. Net <p>Specific Requirements:</p> <p>For Training Course:</p> <ol style="list-style-type: none"> 1. Original and certified copy of the Certificate of Proficiency issued by the DICT on the following computer courses: Systems Analysis and Design, Computer Programming, Java, MS Access, or Visual Basic; C# and V.B. Net 2. Original and photocopy of the Certificate of Completion issued by the DICT; and 3. Original and photocopy of the Grade Slip issued by DICT. <p>For Proficiency Test:</p> <ol style="list-style-type: none"> 1. Original and certified copy of the Certificate of Proficiency issued by the DICT on the following computer courses: Systems Analysis and Design, Computer Programming, Java, MS Access, or Visual Basic; C# and V.B. Net 2. Original and photocopy of the Notification Slip issued by DICT. 	<p>DICT</p> <p>DICT</p> <p>DICT</p>
VETERAN PREFERENCE RATING (VPR) ELIGIBILITY	
<p>Who are qualified?</p>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Any of the following individuals, in the alternative, is qualified to avail of the VPRE:</p> <ul style="list-style-type: none"> ✓ The veteran himself/herself; or ✓ The veteran's spouse; or ✓ Any one of the veteran's children. <p>Specific Requirements:</p> <ol style="list-style-type: none"> 1. Original and photocopy of Birth Certificate (PSA or LCR authenticated) of the Veteran; 2. Original and photocopy of Marriage Contract (PSA or LCR authenticated) of the Veteran; 3. Affidavit of Waiver to be executed by the veteran only if still alive; or Joint Affidavit of Waiver by the veteran's surviving spouse and other children, if the veteran is deceased and one of his/her children is availing of the grant; 4. Original and photocopy of Death Certificate (PSA or LCR authenticated) of the veteran, if deceased; N.B. The requirement for Death Certificate also includes that of the veteran's spouse and/or any child, if deceased.) 5. Original and photocopy of Marriage Contract (PSA or LCR authenticated) of the Applicant (if the applicant is either the spouse, or a female married child of the veteran) 6. Original and photocopy of the Report of Rating in the CS examination where the VPR shall be applied; and 7. Verification Slip of the applicant's examination result/rating issued by CSC-IRMO/CSC Regional Office concerned <p>Other Requirements: Original/Authenticated copy and photocopy of the following (if the applicant's name has been changed, or has discrepancy with the name of the veteran):</p> <ul style="list-style-type: none"> ▪ Order/Resolution/Decision issued by the CSC or the Court on the correction of name of the applicant; and ▪ Affidavit/s used/presented to support the CSC/Court Order on the correction of name of the applicant (may be executed by the applicant, or other disinterested parties); and ▪ Other documents as may be deemed necessary upon evaluation of the VPR application. 	<p>PSA</p> <p>PSA</p> <p>Requesting Party</p> <p>PSA</p> <p>PSA</p> <p>CSC-IRMO/CSC Regional Office concerned</p> <p>SC-IRMO/CSC Regional Office concerned</p> <p>CSC-IRMO/CSC Regional Office or Court concerned</p> <p>Requesting Party</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>SCIENTIFIC AND TECHNOLOGICAL SPECIALIST (STS) ELIGIBILITY</p> <p>Application for the grant of Scientific and Technological Specialist Eligibility is filed, evaluated and processed at the Department of Science and Technology (DOST).</p> <p>The Certificate of Eligibility for STSE is claimed at the CSC Regional Office concerned.</p> <p>Who can apply?</p> <p>✓ An applicant must have at least a Bachelor's degree in areas enumerated in Section 1 of the IRR (Revised 2009):</p> <ul style="list-style-type: none"> A. Natural Sciences Astronomy Astrophysics Biological Sciences Biology (S & T) <ul style="list-style-type: none"> Microbiology Botany Molecular Biology and Biotechnology Ecology Physical Anthropology Marine Biology Zoology Geological Sciences Archeology Geophysics Paleontology Seismology Meteorology Oceanography Physics/Applied Physics B. Engineering Sciences Biological Engineering Manufacturing Engineering Ceramic Engineering Materials Engineering Computer Engineering Mechatronics Engineering Food Engineering Petroleum Engineering Geothermal Engineering Railway Engineering Industrial Engineering Textile Engineering Nuclear Engineering C. Mathematics and Information and Communication Technology <ul style="list-style-type: none"> Applied Mathematics Computer Science Information Technology 	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Pure Mathematics Statistics</p> <p>D. Other Disciplines Environmental Science Food Science</p> <p>✓ Has met any of the following additional requirements:</p> <ol style="list-style-type: none"> 1. At least three (3) years of continuous experience in research and/or teaching in the pertinent field, provided that the following conditions are further met: <ol style="list-style-type: none"> i. The applicant must be holding a part-time or full- time teaching position having at least nine (9) units per semester in CHED recognized schools/state colleges and universities (SUCs) and/or actively doing research at the time of filing the application; ii. The teaching experience should be in the academe (College Level at the least) in his/her major field of specialization and academic in nature, leading to a baccalaureate/master/doctorate degree; <p style="margin-left: 40px;">Subjects being taught must be intermediate or advance in nature as determined by the PD ((& Committee;</p> iii. In case of research, experience must meet and satisfy the definitions as provided under Section 2 hereof; <p style="margin-left: 40px;">His/her duties/responsibilities/participation must be technical in nature as determined by the PD 997 Committee;</p> <p style="text-align: center;">or</p> 2. Has earned a master’s degree with thesis/special project or doctorate degree in any of the fields of study enumerated under Section 1 hereof from a school recognized by the Commission on Higher Education at the time of filing of application. <p style="text-align: center;">or</p> 3. Has a commercialized patented invention as the major inventor and as certified by intellectual Property Office of the Philippines. <p>A. Upon Filing of application</p> <p>B. Specific documentary requirements to be submitted at the DOST Central Office, Taguig City (through the PD 997 Secretariat), or at the DOST Regional Office:</p>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Duly accomplished CS Form 101-C, Dec. 2011</p> <p>Three (3) pieces of identical I.D. pictures (Refer to Item No. 2 of the General Documentary Requirements for specifications)</p> <p>3. Assessment fee of P200.00 payable to DOST; and</p> <p>4. Five (5) copies each of the following documents:</p> <p>a. Duly certified statement of duties and responsibilities</p> <p>b. Original and photocopy of Transcript of Records (TOR) and diploma</p> <p>c. Recommendation from head of office or school on the application for PD 997 eligibility, which shall include a statement regarding his/her assessment of the applicant's research or teaching proficiency</p> <p>d. List of S&T subjects taught/being taught and the duration of teaching said subjects, duly certified by the Dean of the school; and</p> <p>e. Other documents such as:</p> <ul style="list-style-type: none"> - Published research paper/technical reports for concluded scientific research, or progress reports for researches still in progress. The reports must be certified as true copy by authorities to whom the original copies were submitted. - Certification of research proficiency indicating the title of scientific research project/s the applicant has participated in and the duration and nature of participation and/or responsibilities of the applicant in the research project. <p><i>B. Upon Claiming of Certificate of Eligibility at the Civil Service Commission</i></p> <p>Specific documentary requirements to be submitted at the CSC:</p> <p>1. Original and photocopy of valid I.D. card (Refer to Item No. 3 of the General Documentary Requirements for the list of I.D. cards accepted)</p> <p>2. Original and photocopy of Birth Certificate of the applicant authenticated/issued by the PSA [Note: In case the PSA Birth Certificate is not legible, or the PSA has duly issued a Negative Certification of Birth (NSO CRS Form No. 1) printed in PSA security form, the applicant shall, in addition, submit the original and photocopy of his/her Birth Certificate authenticated/issued by the Local Civil Registrar.] 50</p>	<p>CSC Website or CSC Regional Office/Field Office Requesting Party</p> <p>Company/School concerned School concerned Company/School concerned</p> <p>School concerned</p> <p>Requesting Party</p> <p>Company/School concerned</p> <p>Requesting Party</p> <p>PSA</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>3. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the PSA (Note: In case the PSA authenticated Marriage Certificate is not legible, the applicant shall, in addition, submit the original and photocopy of her Marriage Certificate authenticated/issued by the Local Civil Registrar.)</p> <p>4. Certification of No Pending Case/Non-Conviction of Any Offense (CSC SPEL Form 1, April 2012).</p>	<p>PSA</p> <p>CSC RO/CSC Central Office – Office for Legal Affairs</p>
HONOR GRADUATE ELIGIBILITY (HGE)	
Who are qualified?	
<ul style="list-style-type: none"> ✓ Those who graduated summa cum laude, magna cum laude or cum laude, in their baccalaureate degree, regardless of the number of years of completion; ✓ Those who graduated from school year 1972-1973, and thereafter; and ✓ Those who graduated in: <ul style="list-style-type: none"> - Private Higher Education Institution in the Philippines with baccalaureate/bachelor's degree recognized by the CHED; or - State/Local College or University with baccalaureate/bachelor's degree included in its charter, or baccalaureate/ bachelor's degree duly approved by its Board of Trustees/Board of Regents. 	
1. Original and photocopy of Transcript of Record (TOR) of the applicant;	School concerned
2. Certification from the university/college that the applicant graduated summa cum laude, magna cum laude, or cum laude. (This certification is separate from and on top of the Transcript of Record); and	School concerned
3. List of Honor Graduates certified and submitted by the School Registrar to the CSC (agency to agency concern).	School concerned
BARANGAY OFFICIAL ELIGIBILITY (BOE)	
Who are qualified?	
<p>The BOE shall be granted effective August 1, 2012 to the following Barangay Officials based strictly on completion of term of office:</p>	
<ul style="list-style-type: none"> ✓ Elective Barangay Officials: Punong Barangay/Barangay Captain, regular Sangguniang Barangay Members, and Sangguniang Kabataan Chairmen; and 	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>✓ Appointive Barangay Officials:</p> <p>Barangay Treasurers, and Barangay Secretaries who were appointed by the duly elected Punong Barangay.</p> <ol style="list-style-type: none"> 1. Certification from authorized DILG official at the municipal, city , provincial or regional level of the services rendered by the barangay official, using the prescribed CSC-ERPO Form 1a (February 2017), for elective barangay officials, or CSC-ERPO Form 1b (April 2012) for appointive barangay officials. 2. Certification from the Barangay Chairman on the services rendered by the barangay official 3. Duly signed oath-taking certificate or other proofs of having been duly elected or appointed such as election returns and appointment paper; 4. Notarized Affidavit stating that the barangay official was not employed in the government during his/her term of office, or service requirement, and that he/she did not receive any form of salary/compensation, except honorarium for holding a position in an ex-officio capacity, during his/her term of office or service requirement <p>*For purposes of the requirement for Notarized Affidavit, the phrase “was not employed in the government” shall mean that the Barangay Official has not been issued any appointment, whether permanent, temporary, substitute, co- terminous, contractual, or casual, and that he/she has not received any salary/compensation derived from any government agency plantilla payroll, during his/her term of office, or service requirement;</p> <ol style="list-style-type: none"> 5. For appointive barangay officials (Barangay Secretary & Barangay Treasurer), notarized Affidavit stating that the appointive barangay official is not related up to the 4th degree of consanguinity, or of affinity, to the appointing Punong Barangay; 6. Original/Authenticated and dry-sealed Master List of Elected/Appointed Barangay Officials issued by the DILG (agency to agency concern; to be submitted by DILG to CSCRO); and 7. Other documents as may be deemed necessary by the CSC Regional Office in verifying authenticity of information supplied by the barangay official 	<p>DILG</p> <p>Barangay concerned</p> <p>Barangay concerned</p> <p>Requesting Party</p> <p>DILG</p> <p>DILG</p>
<p>BARANGAY HEALTH WORKER (BHW) ELIGIBILITY</p> <p>Who are qualified?</p> <p>✓ Local Health Board-accredited barangay health worker who has completed at least two (2) years of college education leading to a college degree and has voluntarily rendered at least five (5) years of continuous active and satisfactory service as an</p>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>accredited BHW to the community. Services rendered prior to February 20, 1995, or the date of approval of RA No. 7883 shall not be counted for purposes of the grant.</p> <p>For purposes of the grant of BHW Eligibility, services rendered to the community should meet ALL of the following requisites:</p> <ul style="list-style-type: none"> i. The services must be voluntary, meaning, the BHW has not been employed and has not received any form of salary, or compensation, except honorarium, in the entirety of the five-year period for service requirement; ii. The services rendered must be continuous for a minimum period of five (5) years, meaning, the BHW should have served actively and satisfactorily on a full time basis; and iii. The services rendered shall be under accredited status of the BHW, meaning, the applicant-BHW should already have been accredited by the Local Health Board before rendering the five-year service requirement. iv. BHW who had been hired by agency under Job Order status and/or Contract of Service, may still avail of/qualify for the grant of BHW. <ol style="list-style-type: none"> 1. School certificate or transcript of record [applicant must have completed at least two (2) years of college education leading to a college degree 2. Certificate of Accreditation issued and signed by the chairman or authorized official of the Barangay Health Worker Registration and Accreditation Committee and of the Local Health Board (the Certificate of Accreditation must have been issued on or before the start of the five- year voluntary service) 3. Certification of at least five (5) years of continuous and satisfactory service as an accredited BHW issued by the Local Health Board 4. Notarized Affidavit stating that the BHW was not employed in the government during his/her service requirement, and that he/she did not receive any form of salary/compensation, except honorarium, during his/her service requirement <p>*For purposes of the requirement for Notarized Affidavit, the phrase “was not employed in the government” shall mean that the BHW has not been issued any appointment, whether permanent, temporary, substitute, co-terminous, contractual, or casual, and that he/she has not received any salary/ compensation derived from any government agency plantilla payroll, during his/her service requirement</p>	<p>School Concerned</p> <p>Barangay Health Worker Registration and Accreditation Committee and of the Local Health Board concerned</p> <p>Local Health Board concerned</p> <p>Requesting Party</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>5. Authenticated/Certified copy of Annual Accomplishment Reports</p> <p>6. Original/Authenticated and dry-sealed Registry of Accredited BHW issued by the Department of Health (agency to agency concern; to be submitted by DOH to CSCRO)</p>	<p>Barangay</p> <p>concerned</p> <p>Department of</p> <p>Health</p>
<p>SKILL ELIGIBILITY (Category II)</p> <p>Who are qualified?</p> <p>The various skills eligibilities under CSC MC No. 11, s. 1996, as amended, are granted to individuals who meet the requirements of positions, qualifications for which are not measurable by written tests, such as plant electrician, automotive mechanic, heavy equipment operator, laboratory technician, shrine curator, carpenter, draftsman, plumber, and others.</p> <p>Category II - refers to positions listed under CSC MC No. 11, s. 1996, as amended, including CSC MC No. 3, s. 2008, the required eligibility for which can be obtained by completing one year of very satisfactory actual work performance under temporary status of appointment.</p>	

<ol style="list-style-type: none"> 1. Original and photocopy of Appointment Paper of the applicant, specifically indicating the status of appointment as “Temporary” (NOTE: No status of appointment other than “Temporary” shall be considered for the grant of eligibility under Category II) 2. Certification (using the prescribed CSC-ERPO Cat. II Form No. 1, Revised Oct. 2009) from the agency head/highest HRMO that the appointee obtained at least Very Satisfactory rating for the two rating periods during the one-year temporary appointment 3. Statement of Actual Duties and Responsibilities (using the prescribed CSC-ERPO Cat. II Form No. 2, Jan. 2011) of the applicant executed by the applicant’s immediate supervisor 4. Authenticated copy of the applicant’s Performance Rating Form, duly confirmed by the agency’s Performance Evaluation and Review Committee (PERC), for the two rating periods covered by the one-year temporary appointment. 	<p>Agency concerned</p> <p>Agency concerned</p> <p>Agency/Office concerned</p> <p>Agency/Office concerned</p>
<p>FOREIGN SCHOOL HONOR GRADUATE ELIGIBILITY (FSHGE)</p> <ol style="list-style-type: none"> 1. Transcript of Record certified as true copy by the foreign school (with English translation as applicable) and duly authenticated by a Philippine Foreign Service Post with jurisdiction over the foreign school; 	<p>School concerned</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>2. Certification on the honors received and baccalaureate degree earned, duly signed by the authorized official/registrar of the foreign school/college/university bearing the seal of the college/university, and duly authenticated by a Philippine Foreign Service Post. The Certification must state/indicate the equivalent Latin honor in cases of honors with name/title different from the Latin honors summa cum laude, magna cum laude, or cum laude. (This certification is not the Diploma and is separate from the Transcript of Record);</p> <p>3. Certification from the Commission on Higher Education (CHED) on the comparability/equivalency of the course/degree taken abroad with a course/degree earned in the Philippines duly signed by the authorized CHED official, affixed with CHED official dry-seal, and printed on CHED official letterhead (agency to agency); and</p> <p>4. Certification from the Department of Foreign Affairs (DFA) on the status of operation of the foreign school duly signed by authorized DFA official, affixed with DFA official dry-seal, and printed on DFA official letterhead (agency to agency).</p>	<p>School concerned and Philippine Foreign Service Post</p> <p>CHED</p> <p>DFA</p>
<p>BARANGAY NUTRITION SCHOLAR (BNS) ELIGIBILITY</p> <p>Who are qualified?</p> <ul style="list-style-type: none"> ✓ Barangay-based volunteer workers for rendering at least two (2) years of continuous and satisfactory nutrition services and other related activities, such as community health, backyard food production, environmental sanitation, culture, mental feeding, and family planning to the barangay. ✓ BNS who have been hired by agencies under Job Order status and/or Contract of Service may still avail of/qualify for the grant of BNSE. <p>1. Diploma or authentic evidence of completion of high school course</p> <p>2. Certification of residency in the barangay for at least six (6) years, and can speak the dialect</p> <p>3. Certification of completion of the prescribed 10-day training course and 20-day practicum in the barangay where applicant is assigned</p> <p>4. Certification that the applicant has obtained a passing mark in the accomplishment of targets set in the action plan</p> <p>5. Copies of monthly accomplishment report (NNC Form 5) for the last two years authenticated by the nutrition action officer</p>	<p>School concerned</p> <p>Barangay concerned</p> <p>Barangay concerned</p> <p>Barangay concerned</p> <p>Nutrition Action Officer concerned</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>6. Copies of BNS performance evaluation sheets for the last two years authenticated by the nutrition action officer for services rendered from Jan. 1, 1981</p> <p>7. Certification of at least two-year continuous and satisfactory service as BNS by the nutrition action officer and attested by the district city nutrition program coordinator</p> <p>8. Copies of Memorandum of Agreement or contract of service as BNS for the last two years which includes the provisions on the following key elements:</p> <ul style="list-style-type: none"> - Name of the parties entering into the agreement, or contract, including their addresses; - Duration/term/period of agreement, or contract, stating beginning and ending dates; - Statement/definition of duties and responsibilities of the parties involved; - Date of execution; - Signatures of the parties; - Witnesses; and - Notary <p>9. Notarized Affidavit stating that the BNS was not employed in the government during his/her service requirement, and that he/she did not receive any form of salary/compensation, except honorarium, during his/her service requirement</p> <p>*For purposes of the requirement for Notarized Affidavit, the phrase “was not employed in the government” shall mean that the BNS has not been issued any appointment, whether permanent, temporary, substitute, co-terminous, contractual, or casual, and that he/she has not received any salary/ compensation derived from any government agency plantilla payroll, during his/her service requirement</p> <p>10. Original/Authenticated and dry-sealed List of BNS issued by the National Nutrition Council (agency to agency concern; to be submitted by NNC to CSCRO)</p>	<p>Nutrition Action Officer concerned</p> <p>Nutrition action officer concerned and attested by the district city nutrition program coordinator</p> <p>Barangay concerned</p> <p>National Nutrition Council</p>
<p>SANGGUNIAN MEMBER ELIGIBILITY (SME)</p> <p>Who are qualified?</p> <ul style="list-style-type: none"> ✓ For SME (First Level) <ul style="list-style-type: none"> - Those who served as Sanggunian Member for an aggregate period of six (6) years; and - Those who have completed at least seventy-two (72) units leading to a baccalaureate/bachelor’s 	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>degree program recognized by CHED from a Private Higher Education Institution in the Philippines or from a State/Local College with baccalaureate/bachelor's degree included in its charter, or baccalaureate/bachelor's degree duly approved by its Board of Trustees/Board of Regents</p> <p>✓ For SME (Second Level)</p> <ul style="list-style-type: none"> - Those who served as Sanggunian Member for an aggregate period of nine (9) years; and - Those who have completed a baccalaureate/bachelor's degree program recognized by CHED from a Private Higher Education Institution in the Philippines or from a State/Local College with baccalaureate/bachelor's degree included in its charter, or baccalaureate/bachelor's degree duly approved by its Board of Trustees/Board of Regents <ol style="list-style-type: none"> 1. For applicant who is a baccalaureate/bachelor's degree holder, original/authenticated and photocopy of Transcript of Records; 2. For Sanggunian Member First Level Eligibility applicant who is not a baccalaureate/bachelor's degree holder, certification on the number of units earned and the baccalaureate/bachelor's degree being/has pursued duly signed by authorized official/registrar of the university/college; 3. Original/Authenticated Master List of qualified Sanggunian Members issued by the DILG (agency to agency concern); 4. For Sanggunian Members not included in the DILG Master List, Certification of services rendered by the Sanggunian Member duly signed by authorized DILG official at the regional level where he/she has served as Sanggunian Member (Use CSC SME Form 1, March 2013); and 5. Other documents as may be deemed necessary by the CSC in verifying authenticity of information supplied by the applicant. 	<p>School concerned</p> <p>School concerned</p> <p>DILG</p> <p>DILG</p>
<p>The grant of eligibility under special laws and CSC issuances involves two (2) stages – Evaluation of Application, and Processing of Certificate of Eligibility.</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
STAGE 1: Evaluation of Application				
<p>1. File duly accomplished form and documentary requirements at the</p>	<p>1. Preliminary Assessment Any Deficiency - Inform applicant or</p>			<p>1st Processor</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CSC Regional Office thru the Examination Services Division (ESD)	<p>requesting party and enumerate the missing requirements</p> <p>No Deficiency - Assign unique ID No. and Acknowledgement Receipt</p>			
2. Pay the evaluation fee* at the CSC Cashier	2. Process payment and issue Official Receipt	PhP 200.00		Cashier
3. Return to ESD and present O.R. and application form to the attending Action Officer	3.1 Receive the O.R. and process the application form			1st Processor
	<p>3.2 Check if the name of the applicant is included in the corresponding master list provided by the agency concerned, including the consistency of all of the applicant's data indicated therein, affix initials and date opposite the applicant's data entry</p> <ul style="list-style-type: none"> • Fill out the jurat, if applicable <p>3.3 Accomplish the "Action Taken" portion on the application form, fill the eligibility data on space provided as applicable, and affix signature over printed name and date on space provided for 1st Processor</p> <p>3.4 Review the application and documentary requirements, affix initials on the masterlist,</p>			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>make final evaluation on validity of the application's approval, and affix signature over printed name and date on space provided for 2nd Processor on application form</p> <ul style="list-style-type: none"> Encode the data in the Special Eligibility System. 			
<p>4. Pay the processing fee* at the Cashier</p> <p><i>*The processing fee shall be paid by the applicant upon approval of application.</i></p>	<p>4. Give the duly evaluated and approved application form and instruct the client to pay the processing fee at the Cashier</p>	<p>PhP 300.00</p>		<p>1st Processor; Cashier</p>
STAGE 2: Processing of Certificate of Eligibility (CoE)				
<p>5. Return to ESD and present OR and application form to the attending Action Officer.</p>	<p>5.1 Receive the OR and process the application form.</p> <p>5.2 Print the CoE draft on paper</p>			<p>1st Processor; Cashier</p>
<p>6. Review the draft CoE (particularly as to his/her name and date and place of birth) and affix signature on the draft CoE and signature over printed name and the date on the "Checked by" portion.</p>	<p>6.1 Stamp the draft CoE with "Checked by" and present the same to the applicant for review.</p> <p>6.2 Print the CoE on security form</p>			<p>1st Processor</p>
<p>7. Paste picture and affix signature on appropriate spaces on the security form</p>	<p>7.1 Check proper and accurate printing of the CoE on security form and endorse the same, together with the rest of the documents, to the Directors for signature</p>			<p>2nd Processor</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	7.2 Reviewing the documents, and sign the CoE			Directors/ Authorized Signatory
	7.3 Record the application data on the corresponding Logbook, and prepare the receiving photocopies of the CoE			1 st Processor
8. Receive the original CoE and ORs and sign the receiving copies and the Logbook	8. Release the fully accomplished original CoE to the applicant, together with the original ORs and the application receipt stub and accomplish appropriate portion in the receiving copies			
	TOTAL	PhP 500.00		

Note: Application Form is available FREE OF CHARGE at any CSC office, or may be downloaded from the CSC website www.csc.gov.ph

The grant of eligibility for Scientific and Technological Specialist involves three (3) stages – Evaluation of Application by DOST, Evaluation and Processing of Certificate of Eligibility by CSC

For the grant of **SCIENTIFIC AND TECHNOLOGICAL SPECIALIST (STS) ELIGIBILITY**

STAGE 1: Filing and evaluation of application for STSE is conducted at the DOST. After assessment by PD 997 Committee, all documentary requirements of approved/qualified applicants are forwarded at the CSC Regional Office concerned for the processing of the Certificate of Eligibility.

STAGE 2: Processing of the Certificate of Eligibility

1. The received documents will undergo Preliminary Assessment by the CSC RO.
Any Deficiency - Inform applicant or requesting party and enumerate the missing requirements No Deficiency - Assign unique ID No. and Acknowledgement Receipt
2. The CSC RO concerned will inform the client that the request for STS Certificate of Eligibility is ready for processing.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the evaluation fee* at the CSC Cashier	1. Process payment and issue Official Receipt	PhP 200.00		Cashier
2. Return to ESD and present O.R. and application form to the attending Action Officer	2.1 Receive the O.R. and process the application form			1st Processor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Check if the name of the applicant is included in the corresponding master list provided by the agency concerned, including the consistency of all of the applicant's data indicated therein, affix initials and date opposite the applicant's data entry			
	<ul style="list-style-type: none"> • Fill out the jurat, if applicable 2.3 Accomplish the "Action Taken" portion on the application form, fill the eligibility data on space provided as applicable, and affix signature over printed name and date on space provided for 1st Processor 2.4 Review the application and documentary requirements, affix initials on the masterlist, make final evaluation on validity of the application's approval, and affix signature over printed name and date on space provided for 2nd Processor on application form <ul style="list-style-type: none"> • Encode the data in the Special Eligibility System. 			
3. Pay the processing fee* at the Cashier	3. Give the duly evaluated and approved	PhP 300.00		1 st Processor; Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
*The processing fee shall be paid by the applicant upon approval of application.	application form and instruct the client to pay the processing fee at the Cashier			
STAGE 3: Processing of Certificate of Eligibility (CoE)				
4. Return to ESD and present OR and application form to the attending Action Officer.	4.1 Receive the OR and process the application form. 4.2 Print the CoE draft on paper			1 st Processor; Cashier
5. Review the draft CoE (particularly as to his/her name and date and place of birth) and affix signature on the draft CoE and signature over printed name and the date on the "Checked by" portion.	5.1 Stamp the draft CoE with "Checked by" and present the same to the applicant for review. 5.2 Print the CoE on security form			1 st Processor
6. Paste picture and affix signature on appropriate spaces on the security form	6.1 Check proper and accurate printing of the CoE on security form and endorse the same, together with the rest of the documents, to the Directors for signature			2 nd Processor
	6.2 Reviewing the documents, and sign the CoE			Directors/ Authorized Signatory
	6.3 Record the application data on the corresponding Logbook, and prepare the receiving photocopies of the CoE			1 st Processor
7. Receive the original CoE and ORs and sign the receiving copies and the Logbook	7. Release the fully accomplished original CoE to the applicant, together with the original ORs and the application receipt stub and accomplish appropriate portion in the receiving copies		3 working days upon receipt of complete documents; 20 working days for CSC FO-Tawi-Tawi and other Island-Based Field Offices (upon receipt of complete documents)	
	TOTAL	PhP 500.00		

14. Request for In-House Training

Upon request of a government agency, CSC conducts in-house training subject to agreed terms and conditions including payment of appropriate fees.

Office or Division:	Human Resource Division (HRD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government Agencies requesting Conduct of Resource Person services			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to HRD	1.1 Receive request and assign client transaction no. if applicable			Receiving Staff (PALD)
	1.2 Forward letter request to HRD			Receiving Staff (PALD)
	1.3 Receive request and assign client transaction no.			HRD (Evaluation Officer)
	1.4 Prepare Acknowledgement Letter			
	1.5 Conduct preliminary assessment and evaluation <i>Any Deficiency - Inform applicant or requesting party and enumerate the missing requirements</i> <i>No Deficiency - Assign unique ID No. and Acknowledgement Receipt</i>			
	1.6 Review and approve application/request			Director III/IV

<p>2. Client pay appropriate fee for training</p>	<p>2. Conduct conversation with requesting agency thru phone and agreement with requesting party</p> <p><i>If denial of application/request - Send written explanation and grounds for such denial is based</i></p> <p><i>If disapproved - Send a formal notice and cite any violation of the law</i></p>			<p>HRD (Evaluation Officer)</p>
	<p>TOTAL</p>	<p>Appropriate fee</p>	<p>20 working days upon confirmation of the conduct of the training</p>	

15. Issuance of Certified Copies of Documents - (Appointment papers, Service Cards, CSC Records and CSC Issuances/ Resolutions)

Authorized parties may request copies of their personal records in the Commission to be used for specific purposes.

Office or Division:	Public Assistance and Liaison Division, CSC Regional Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government G2B – Government to Business	
Who may avail:	1) Any requesting party as it pertains to his/her personal records; 2) The Head of the Agency, the Human Resource Management Officer or the Administrative Officer of the Agency to which the employee concerned belongs; 3) Courts and administrative bodies exercising quasi-judicial and/or investigative functions by means of the compulsory process of <i>subpoena duces tecum</i> , in aid of investigation and/or determination or resolution of pending cases; and 4) Such other officials or entities duly authorized by competent authorities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Accomplished Personnel Records Request Form (PRRF) 2) One (1) valid identification (ID) Card <ul style="list-style-type: none"> ○ Driver's License/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student's Driver's Permit ○ Passport ○ PRC License ○ SSS I.D. ○ GSIS I.D. (UMID) ○ Voter's I.D./Voter's Certification ○ BIR/Taxpayer's I.D. (ATM type/TIN card type with I.D. picture) ○ PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number) ○ Company/Office I.D. ○ School I.D. ○ Police Clearance/Police Clearance Certificate (with picture) ○ Postal I.D. ○ Barangay I.D. ○ NBI Clearance ○ Seaman's Book ○ HDMF Transaction Card ○ P.W.D. I.D. ○ Solo Parent I.D. ○ Senior Citizen's I.D. 		<ul style="list-style-type: none"> ○ Public Assistance and Liaison Division (PALD), CSC Regional Office ○ LTO ○ DFA ○ PRC ○ SSS ○ GSIS ○ COMELEC ○ BIR ○ PhilHealth ○ Requesting party's company/office ○ Requesting party's school ○ PNP ○ Phil. Postal Corporation where the requesting party resides ○ Barangay where the requesting party resides ○ NBI ○ Marina ○ HDMF ○ Social Welfare and Development Office at the Municipality/City where the requesting party resides

- Alien Certificate of Registration Identity Card (ACR I-CARD), and CSC Eligibility Card (note: implemented only beginning with the May 3, 2015 CSE-PPT)
- 3) If the request is filed through a representative, an authorization letter or special power of Attorney (SPA) and one (1) valid ID of the representative

- Office of the Senior Citizen Affairs at the Municipality/City where the requesting party resides
- Bureau of Immigration
- CSC RO where the requesting party took the exam
- Requesting party
- SPA - requesting party
- ID - same as indicated above

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit PRRF/ and 1 valid ID Card to PALD	1.1 Accept and review the accomplished form	Appointment - PhP 30;		PALD Focal Person
	1.1 Retrieve the requested records, issue Order of Payment and advise client to pay the corresponding fee if records are available. ● If records are not available, inform the client that requested records are not available.	Service Card/Record - PhP 40.00		PALD Focal Person
2. Pay the corresponding fee	2. Collecting Officer process payment and issues Official Receipt (O.R.) ● While the client pays the corresponding fee, PALD staff reproduce the requested records			PALD Focal Person
3. Present O.R.	3. Record the O.R. No.			PALD Focal Person

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive the document requested	4. Release certified copy of requested record to client. <ul style="list-style-type: none"> ● If denial of application/request Send written explanation and grounds for such denial is based ● If disapproved - Send a formal notice and cite any violation of the law 			PALD Focal Person
TOTAL:		Appointment - PhP 30; Service Card/Record - PhP 40.00	1 working day upon receipt of complete documents	

16. Handling of queries/ request for assistance on Civil Service Matters

RO-PALD provides general information on civil service matters and handles requests for assistance on CSC services.

Office or Division:	CSC RO-PALD, Regional Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Get queuing number and wait for it to be called. 2. Inform the Action Officer regarding the query or request for assistance. 	<ol style="list-style-type: none"> 1. Assign client transaction number and attend to client's inquiry 2. Provide reply to simple queries/ request for assistance <ul style="list-style-type: none"> • <i>for complex queries/ requests for assistance, advise client that the matter will be referred to the appropriate office</i> • <i>request the client to fill out request form</i> 			CSC RO-PALD Action Officer

<p>3. For concerns to be referred to other CSC office, fill out a request form.</p> <p>4. Fill-out a Customer Feedback Sheet.</p>	<p>3. Prepare a referral letter and forward the concern to the concerned office within the day.</p> <p><i>(The receiving office will provide concrete action within three working days. If request is denied/disapproved – the receiving office will send a written notice citing the ground for denial/disapproval of the request.)</i></p>	<p>None</p>	<p>1 Working Day</p>	<p><i>(CSC Office receiving the concern)</i></p>
<p style="text-align: right;">TOTAL:</p>		<p>None</p>	<p>1 Working Day</p>	

17. Response to Job Applications

This describes the procedures employed by the RO-HRD in handling Job application submitted by individuals who are interested to join the CSC workforce. *(Receipt and reply to application letters.)*

Office or Division:	CSC RO -HRD	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Application letter with complete set of requirements, as follows:</p> <ol style="list-style-type: none"> Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size); the PDS should be subscribed and sworn to before the highest ranking HRMO in the agency, any officer authorized to administer oath, or a notary public Work Experience Sheet Photocopy of performance rating of at least VS in the last rating period (if applicable); Photocopy of certificate of eligibility/rating/ license; and Photocopy of Transcript of Records. 		<ul style="list-style-type: none"> Can be downloaded at www.csc.gov.ph Can be downloaded at www.csc.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit application letter together with the complete set of requirements (items a to e) Hand in or send through email their application to:</p> <p>DIRECTOR IV ANNABELLE B. ROSELL Civil Service Commission Caraga Doongan Road Butuan City, Email address: cscpalcaraga@gmail.com</p>	<p>1.1 Accept and record the application to the database of applicants and forward the application to the AO in-charge of the vacancy</p> <p>1.2 Assess completeness of documents</p> <p>1.2.1 Incomplete Issue acknowledgment receipt containing missing requirements</p> <p>1.2.2 Complete Issue acknowledgement receipt containing</p> <ul style="list-style-type: none"> • Unique ID no. • Name and designation of responsible officer/ employee <p>Date and time of receipt</p>	None		<p>Principal: Chief HRS of HRD</p> <p>Alternate: Supervising HRS of HRD</p> <p>Action Officers at HRD</p>
	TOTAL:	None	3 working days upon receipt of complete documents	