



GUIDELINES ON THE GRANT OF CAREER SERVICE ELIGIBILITY – PREFERENCE RATING TO SPECIFIC WORKERS IN GOVERNMENT AGENCIES BASED ON LENGTH OF SERVICE AND WORK PERFORMANCE

A. BACKGROUND

As expressed in a number of legislative measures,¹ and as manifested in various meetings and committee hearings in Congress, there has been a persistent clamor for job regularization and promotion of some specific groups of workers in government agencies who have long been in the service and have acquired relevant and on-site work experience, knowledge, and skills in assisting the government in the performance of public functions but do not possess the appropriate civil service eligibility for a regular appointment or promotion. These specific groups include **J**ob **O**rders (JO), **C**ontract of **S**ervice (COS), **C**asual, **C**ontractual, **C**oterminous, employees holding **C**ategory III and **C**ategory IV positions, as enumerated in CSC Memorandum Circular No. 10 dated 16 April 2013,² and **C**areer service employees with first level eligibility (hereinafter collectively referred to as “**JOCOSC6**”).

Along this line, and in recognition of the valuable contributions of the JOCOSC6 workers in the effective delivery of public services, the Civil Service Commission (CSC), pursuant to its rule-making power and mandate over civil service examinations, resolved to set up a mechanism that will allow these workers to become civil service eligibles by way of granting them additional points to their failed rating in the Career Service Examination (CSE) based on length of service and work performance, without sacrificing the quality of government service under the principle of merit and fitness.

B. RATIONALE

1. To recognize the valuable contributions of JOCOSC6 in government and advance their welfare and development; and
2. To provide an opportunity for JOCOSC6 in government to become civil service eligibles for purposes of regular appointment or promotion, without sacrificing the quality of public service under the principle of merit and fitness.

C. COVERAGE

This Guidelines shall cover JOCOSC6 who have taken, but failed in the Career Service Examination (CSE), either CSE - Professional or CSE - Subprofessional level, whether through the Pen-and-Paper Test (PPT) or other test modes,³ beginning with

¹ House Bill (HB) No. 204; HB No. 521; HB No. 1387; HB No. 1514; HB No. 1675; HB No. 2210; HB No. 2916; HB No. 3425; HB No. 3623; HB No. 4348; Senate Bill (SB) No. 131; SB No. 234; SB No. 435; SB No. 1703.

² Revised Policies on the Grant of Eligibility Under CSC MC No. 11, s. 1996, as amended.

³ CSC Computerized Exam (COMEX) or Other Examination Modes that the CSC may adapt thereafter.

the 3 March 2024 CSE and thereafter, and who have rendered an aggregate of at least ten (10) years of service in the government as JOCOSC6 with at least a Very Satisfactory (VS) performance rating or its equivalent in the latest/available two (2) rating periods immediately preceding the date of application for the grant of Career Service Eligibility – Preference Rating (CSE-PR).

D. DEFINITION OF TERMS

For purposes of this Guidelines, the terms shall be construed, as follows:

1. **Aggregate Service Rendered in the Government** - refers to the actual accumulated number of years served as a JOCOSC6 (whether as Job Order, Contract of Service, Casual, Contractual, Coterminous, those occupying Categories III or IV position, Career service employee with first level eligibility, or a combination of any of the aforementioned) in one or more government agencies;
2. **Career service⁴ employee** - refers to an individual holding first level position in government, under permanent status, who meets all the qualification requirements for the position, including the appropriate first-level eligibility;
3. **Casual⁵ worker** - refers to an individual working in a government agency who was issued an appointment under casual status to perform essential and necessary services only where there are not enough regular staff to meet the demands of the service and for emergency cases for an intermittent period not exceeding one year;
4. **Category III position⁶** - refers to positions whose qualification standards require no eligibility in view of the duties and responsibilities attached thereto (e.g., Administrative Services Aide, Dental Aide).
5. **Category IV position⁷** - refers to positions which, for purposes of permanent appointment, shall require appointees to possess the appropriate licenses and meet the other requirements of the positions (e.g., Driver, Security Guard).
6. **Contract of Service⁸ (COS)** - refers to the engagement of an individual as a consultant, learning service provider, or technical expert to undertake a special project or job within a specific period;
7. **Contractor or Service Provider⁹** - refers to an individual who is duly registered and recognized by an authorized government agency(ies) to provide consultancy services in their respective field of expertise;

⁴ Section 2(c), Rule I, Omnibus Rules Implementing Book V of Executive Order (EO) No. 292 and Other Pertinent Civil Service Laws.

⁵ Section 9 (g), Rule 4, 2017 Omnibus Rule on Appointments and Other Human Resource Actions (ORAOHRA), as amended.

⁶ CSC Memorandum Circular (MC) No. 10 dated 16 April 2013.

⁷ CSC MC No. 10 dated 16 April 2013.

⁸ Item 5.1 of COA-DBM Joint Circular (JC) No. 2, s. 2020.

⁹ Item 5.2 of COA-DBM JC No. 2, s. 2020.



8. **Contractual¹⁰ worker** - refers to an individual working in a government agency who was issued an appointment under contractual status to perform tasks under a special contract to undertake local or foreign-assisted projects or a specific work or job requiring special or technical skills not available in the employing agency to be accomplished within a specific period;
9. **Coterminous¹¹ worker** - refers to an individual who was issued a coterminous appointment whose term is limited to a period specified by law or whose continuity in service is based on the trust and confidence of the appointing authority;
10. **Eligibility** - refers to the privilege conferred to an individual, to be considered for a regular appointment in government, as a result of passing the Civil Service Examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission (CSC), or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations conducted by either the Professional Regulations Commission (PRC), or Supreme Court (SC), or Career Executive Service Board (CESB) or the Maritime Authority (MARINA);
11. **Failed Rating** - refers to the general rating obtained by an examinee in the Civil Service Examination that is below the passing grade of 80.00;
12. **First Level Eligibility¹²** - refers to the type of civil service eligibility that is appropriate for appointment to first-level positions in government;
13. **First Level Position¹³** - refers to the class of position that includes clerical, trades, crafts, and custodial service, positions which involve non-professional or sub-professional work in a non-supervisory or supervisory capacity, requiring less than four years of collegiate studies;
14. **“Government agency” or “agency of the government” or “agency”** - refers to any department, bureau, or office of the National Government or any of its branches and instrumentalities, Local Government Units, State Universities and Colleges, Local Universities and Colleges, as well as any government-owned or controlled corporations with original charters, including its subsidiaries, or other self-governing board or commission of the government; and
15. **Job Order (JO) worker** - refers to an individual directly hired/engaged by a government agency/office or through Human Resources recruitment agencies/firms to perform piece work (i.e. *“pakyaw”*) or intermittent or emergency jobs such as clearing debris on the roads, canals, waterways, etc. after natural/man-made disasters/occurrences, and other manual/trades and crafts services such as carpentry, plumbing, electrical, the like. These jobs are of short duration and for a specific piece of work without an employer-employee relationship with the government.

¹⁰ Section 9 (f), Rule 4 of 2017 ORAOHRA, as amended.

¹¹ Section 9 (d), Rule 4 of 2017 ORAOHRA, as amended.

¹² Section 72, Part V of 2017 ORAOHRA, as amended.

¹³ Section 2(a), Rule II, Omnibus Rules Implementing Book V of EO No. 292 and Other Pertinent Civil Service Laws.

E. QUALIFICATION REQUIREMENTS

To qualify for the grant of CSE-PR, the applicant shall meet the following requirements:

1. he/she must have rendered or is rendering services in the government as a JOCOSC6 (whether as Job Order, Contract of Service, Casual, Contractual, Coterminal, occupying Categories III or IV position, Career service employee with first level eligibility, or a combination of any of the aforementioned), for at least ten (10) aggregate years on the date of filing of the application for the grant of CSE-PR;
2. he/she must have applied and taken the scheduled CSE, beginning with the 3 March 2024 CSE and thereafter, either CSE - Professional or CSE - Subprofessional level, whether through PPT or other test modes,¹⁴ and obtained a failed rating of not lower than 70.00;
3. he/she must have at least a Very Satisfactory (VS) performance rating, or its equivalent, in the latest/available two (2) rating periods preceding the date of filing for the grant of CSE-PR; and
4. he/she must file the application for the grant of CSE-PR using the appropriate application form (CSE-PR Application Form)¹⁵ with complete requirements within six (6) months from the date of release of the results of the CSE taken.

F. PREFERENCE RATING TO QUALIFY AS CAREER SERVICE ELIGIBLE

1. The qualified applicant for the grant of career service eligibility via CSE-PR shall be given a maximum of ten (10) points, which will be added to the failed rating, to meet the passing rate of 80.00 and become eligible. Thus, the Preference Rating that will appear in the applicant's Certificate of Eligibility (COE) shall not be higher than 80.00.

Illustration:

CSE Level	Failed Rating	Maximum CSE-PR Points to be Awarded	Rating to be Indicated in the COE
CSE – Professional	70.00	10.00	80.00
CSE – Professional	75.50	4.50	80.00
CSE – Subprofessional	78.00	2.00	80.00
CSE – Subprofessional	79.10	0.90	80.00

2. Simultaneous with the release of the CSE results, the Examination, Recruitment, and Placement Office (ERPO) shall generate the List of Candidates (LOC)¹⁶ who, based on examination rating, may be qualified for the grant of CSE-PR. The CSC

¹⁴ CSC COMEX or Other Examination Modes that the CSC may adapt, thereafter.

¹⁵ CS Form 101-CSE-PR, 07 December 2023.

¹⁶ CSE-PR Form 4 LOC, 07 December 2023. The List of Candidate (LOC) of qualified JOCOSC6 shall be generated and submitted to the CSC Regional Offices during the processing of CSE results.



Regional Offices (CSC ROs) shall be furnished a copy of the LOC as a reference in the proper evaluation of applications for CSE-PR.

3. The resulting eligibility shall be based on the level of CSE taken:
 - a. **Career Service Subprofessional Eligibility (CSSE)** – for qualified applicants of CSE-PR who took the CSE - Subprofessional level; and
 - b. **Career Service Professional Eligibility (CSPE)** – for qualified applicants of CSE-PR who took the CSE - Professional level.

Illustrative Example A (on the maximum CSE-PR points to be awarded and the resulting eligibility):

Worker A works as Administrative Assistant III (SG-9) for Government Agency X for the last fifteen (15) years and has a Career Service Subprofessional Eligibility. To be promoted to the technical position of Administrative Officer II (SG-11), which requires Career Service Professional Eligibility (CSPE), he took the 3 March 2024 CSE – Professional Level and obtained a rating of 77. Given his failed rating is not below the threshold of 70.00, his name was included in the List of Candidates (LOC) for the grant of CSE-PR. Then, Worker A applied for the grant of CSE-PR and was awarded additional CSE-PR points of 3.00 to meet the passing rate of 80.00 and obtain CSPE.

4. The resulting eligibility's date of effectivity shall be the date of approval of the Supplemental Register of Eligibles (SROE).¹⁷
5. The grant of CSE-PR shall only be availed once. The JOCOSC6 worker who applied for and was granted the CSSE shall be disqualified from applying anew for the grant of CSPE via CSE-PR.

Illustrative Example B (on the one-time availment of the grant of CSE-PR):

Worker B has no civil service eligibility but has been assigned as a COS worker to Government Agency Y for seven (7) years and Government Agency Z for three (3) years, respectively. He took the 3 March 2024 CSE – Subprofessional Level and obtained a rating of 75. Then, he applied for the grant of Career Service Subprofessional Eligibility (CSSE) via CSE-PR which was approved. He later applied and took the 11 August 2024 Career Service Examination – Professional Examination and obtained a rating of 79. Given that Worker B already has a civil service eligibility (i.e., CSSE) via CSE-PR, he can no longer apply for the grant of a Career Service Professional Eligibility via CSE-PR.

G. APPROPRIATENESS OF THE ELIGIBILITY

The appropriateness of the resulting eligibility via CSE-PR shall be the same as that of CS Professional and CS Subprofessional Eligibility.

¹⁷ CSE-PR Form 5 SROE, 07 December 2023.



H. PERIOD OF FILING OF APPLICATION

The filing of applications for the grant of CSE-PR should be made within six (6) months from the date of release of the results of the CSE taken.

I. DOCUMENTARY REQUIREMENTS

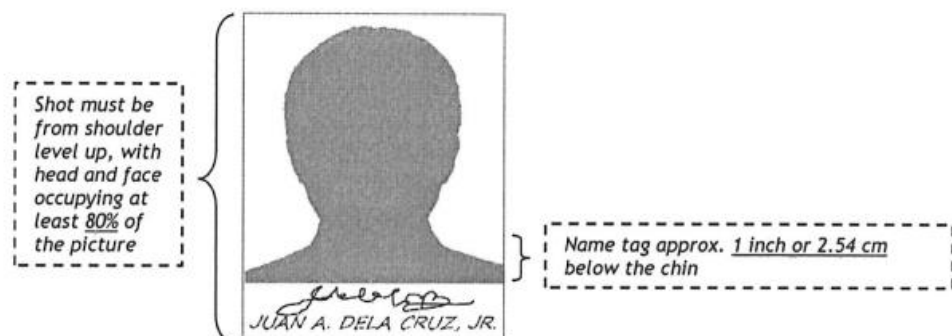
The following must be submitted by the applicant for the grant of CSE-PR:

1. Duly accomplished CSE-PR Application Form;¹⁸
2. Three (3) pieces of identical I.D. pictures taken within the last three (3) months prior to the filing of the application with specifications, as follows:
 - a. passport size (4.5 cm x 3.5 cm);
 - b. printed on quality photo paper;
 - c. in white background;
 - d. in standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1" below the chin);
 - e. in bare face (without eyeglasses/colored contact lens, or any accessory that may cover facial features; facial features not computer-enhanced);
 - f. showing left and right ears; and
 - g. with full name tag.

Note:

- The name tag must legibly show the applicant's signature over the complete printed name in the format First Name-Middle Initial-Last Name-Extension Name (if any); and
- The name tag should not be computerized, meaning, the applicant should have his/her picture taken while holding his/her written name tag.

Illustration:



3. Original and photocopy of any of the following I.D. cards, which must be valid (not expired) upon the filing of the application, bearing the applicant's complete name, picture, and signature, and the issuing officer's name and signature:

¹⁸ CS Form 101-CSE-PR, 07 December 2023.

- a. 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;
- b. Passport (with signature of the applicant);
- c. SSS I.D. Card;
- d. GSIS UMID Card;
- e. Voter's I.D./Voter's Certification Card;
- f. BIR/Taxpayer's I.D. Card (ATM type/laminated card with picture type);
- g. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- h. Current Company/Office I.D. Card;
- i. School I.D. Card (must be duly validated for the current school year);
- j. Police Clearance/Police Certificate (with picture);
- k. Postal I.D. Card;
- l. Barangay I.D. Card;
- m. NBI Clearance;
- n. Seaman's Book;
- o. HDMF Transaction I.D. Card;
- p. PWD I.D. Card;
- q. Solo Parent I.D. Card;
- r. Senior Citizen's I.D. Card; or
- s. PhilSys ID Card.

Note: Any other I.D. card NOT included in the above list shall NOT be accepted. Alumni association membership, and health I.D. cards, including ATM cards, shall NOT be accepted.

4. Original and photocopy of the Birth Certificate of the applicant issued/authenticated by the then National Statistics Office (NSO), now Philippine Statistics Authority (PSA). In case the NSO or PSA Birth Certificate is not legible, or if the NSO or PSA has duly issued a negative certification of birth (NSO or PSA CRS Form No. 1) printed in NSO or PSA security form, the applicant shall, in addition, submit the original and photocopy of his/her Birth Certificate issued/authenticated by the Local Civil Registrar;
5. For married female applicants, the original and photocopy of Marriage Certificate issued/authenticated by the NSO or PSA. In case the NSO or PSA Marriage Certificate is not legible, or if the NSO or PSA has duly issued a negative certification of marriage printed in the NSO or PSA security form, the applicant shall, in addition, submit the original and photocopy of her Marriage Certificate issued/authenticated by the Local Civil Registrar;
6. Printed copy of the Report of Rating, as generated by the Online Career Service Examination Result Generation System (OCSEGRS), or any CSE result generation application on the CSC Website (www.csc.gov.ph);
7. Notarized Certificate of Actual Services Rendered¹⁹ signed by the Head of Office or the highest Human Resource Management Officer (HRMO) of the employing private contractor or service provider of the applicant indicating the period of employment as JOCOSC6 worker covering the concerned aggregate period; or

¹⁹ CSE-PR Form 1 CAS, 07 December 2023.



Certificate of Actual Services Rendered signed by the Head of Office or the highest HRMO in case the applicant is directly employed by a government agency as JOCOSC6 covering the concerned aggregate period;

8. Copy of the notarized employment contract/s, appointment/s, or other evidence of employment as JOCOSC6 in any government agency covering the concerned aggregate period, certified as a true copy by the Head of Office or the highest HRMO of the employing agency or private contractor or service provider;
9. Copy of the notarized Performance Rating or its equivalent, as JOCOSC6 worker covering the latest/available two (2) rating periods immediately preceding the filing of an application for the grant of CSE-PR with at least a Very Satisfactory (VS) rating, certified by the Head of Office or the highest HRMO concerned;
10. Original/authenticated copy and photocopy of the Order/Resolution/Decision issued by the CSC or the Court on the correction of the name of the applicant (if the applicant's name has been changed);
11. If the filing of the application is through a representative:
 - a. Authorization letter 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 I (3) hereof.

J. WHERE TO FILE THE APPLICATION

1. The properly accomplished CSE-PR Application Form, together with the pictures, and other documentary requirements, must be submitted to the CSC RO concerned, or to any of its CSC Field Offices (CSC FOs), which has jurisdiction over any of the government agencies where the JOCOSC6 is/was assigned or stationed.
2. The date of the actual receipt/acknowledgement by the CSC of the CSE-PR application and supporting documents, regardless of the mode of filing of the application, shall be considered as the date of the official receipt thereof.

K. MODES OF FILING OF APPLICATION

Pursuant to Rule IX of the Guidelines and Procedures on the Grant of Civil Service Eligibility Under Special Laws and CSC Issuances (Revised December 2011),²⁰ the filing of an application for the grant of CSE-PR may be done through any of the five (5) modes, to wit:

1. By the Applicant in Person

This mode of filing an application involves the applicant himself/herself going to the CSC RO concerned, or to any of its CSC FOs, to personally submit his/her application and documentary requirements. This is the most recommended mode

²⁰ CSC Resolution No. 1101645, s. 2011.

of application filing, as this will allow an interview of the applicant as to his/her qualifications and other circumstances relevant to his/her application for an eligibility grant.

2. Through a Representative

- a. This mode involves a representative of the applicant going to the CSC RO concerned, or to any of its CSC FOs, to submit the application and documentary requirements.
- b. Filing of the application through a representative shall require the submission of the following additional documents:
 - i. Authorization Letter executed by the applicant; and
 - ii. Original and photocopy of at least one (1) valid I.D. card of the representative.

Note: While the filing of the application may be coursed through a representative, the applicant shall be required to appear personally before the CSC for the proper issuance and acceptance of the COE, should the application be approved. Representative/s shall not be allowed to receive the COE on behalf of the applicant-grantee.

3. Through a Conduit CSC Regional Office

- a. This mode involves applicants who have moved to or are presently based in another region that is far from the authorized CSC RO having jurisdiction over their cases.
- b. In this instance, an applicant concerned, or his/her representative, may file the application to the CSC RO nearest the applicant's present place of residence or work. Said CSC RO shall act as a conduit between the applicant and the authorized CSC RO in facilitating acceptance of the application, and release of the corresponding COE should the application for eligibility grant be approved.
- c. This mode of application filing takes time, considering that communications between the conduit CSC RO and the authorized CSC RO are dispatched at least via registered mail.

4. Through Registered Mail / Courier

- a. This mode involves the applicant sending his/her application and documentary requirements (including originals) to the CSC RO concerned through either registered mail or courier. This mode takes time in view of the anticipated exchange of communications.
- b. Delays or loss of documents through the negligence of the courier is beyond the control of the CSC RO concerned.



5. Through Electronic Mail or Email

- a. This mode involves the applicant sending the scanned copies of his/her application and documentary requirements, including the scanned copy of the Proof of Payment, to the CSC RO concerned through electronic mail.
- b. During evaluation and/or prior to the release of the COE of an approved application, the CSC RO concerned shall require the applicant to present the original copies of documents.

L. STAGES OF THE APPLICATION

Stage 1 - EVALUATION OF APPLICATION – This includes the submission of the application and its requirements by the applicant or his/her representative and the evaluation and verification thereof by the CSC RO/FO concerned; and

Stage 2 - PROCESSING OF CERTIFICATE OF ELIGIBILITY – This involves the processing and release of COE to a qualified JOCOSC6 worker. The COE shall be released to the applicant himself/herself only regardless of the mode of application taken.

M. EVALUATION AND PROCESSING FEES AND OTHER CHARGES

1. Applicants for the grant of CSE-PR must pay an Evaluation and Processing Fee amounting to Php500.00.²¹
2. The Evaluation and Processing Fee shall be paid to the CSC RO concerned, or to any of its Field Offices (FOs), which has jurisdiction over any of the government agencies where the JOCOSC6 worker is/was assigned or stationed.
3. Approved application at the CSC FO shall be forwarded to the CSC RO concerned for review and final evaluation, and processing of the COE.
4. Applications filed through Conduit CSC RO/FO or through Mail (registered mail, or courier) should include a Postal Money Order (PMO) or cheque payable to the order of the CSC RO concerned.
5. Applications filed through electronic mail should include the scanned copy of Proof of Payment of the Evaluation and Processing Fee.



²¹ Two hundred pesos (Php200.00) Evaluation Fee and Three hundred pesos (Php300.00) Processing Fee, based on CSC Resolution No. 1100975, s. 2011 (Grant of Civil Service Eligibility Under Special Laws and CSC Issuances - Schedule of Fees. Revised 2011).

N. REMEDIES FOR DISAPPROVED APPLICATIONS BY CSC ROs

The applicant for the grant of CSE-PR, whose application was deficient or lacking may be directed, through a Notice of Deficiency (NOD),²² to comply with the specific documentary requirements. Failure to do so shall cause the disapproval of the application and/or declaration of disqualification for the grant. A disapproved/disqualified applicant by the CSC RO may file a Motion for Reconsideration (MR) with the CSC RO concerned within fifteen (15) days from receipt of the Notice of Disapproval/Disqualification.²³ Further, an applicant has the option to file an Appeal to the Commission within fifteen (15) days from receipt of the notice denying the MR.

O. PENAL CLAUSE

Government officials and employees who are involved in the fraudulent acquisitions of the resulting eligibility herein and/or those involved in irregular transactions relating to the grant thereof shall be charged with misconduct, dishonesty, and/or conduct prejudicial to the best interest of the service, and shall be meted the appropriate administrative penalty, including perpetual disqualification from taking the CSE, after due notice and hearing, in accordance with the provisions of applicable administrative laws, rules, and regulations, without prejudice to the institution of civil and/or criminal actions.

If applicable, the applications of private individuals who are involved in the fraudulent acquisitions of the resulting eligibility herein and/or those involved in irregular transactions relating to the grant thereof shall be disapproved, without prejudice to the institution by the CSC of the appropriate civil and/or criminal actions before the courts.

P. REVIEW

The CSC, through ERPO, shall undertake an annual review of the policy from its date of effectivity. Following such review, the CSC may continue or discontinue the grant of CSE-PR to JOCOSC6 workers.

²² CSE-PR Form 2 NOD, 07 December 2023.

²³ CSE-PR Form 3 NDQ, 07 December 2023.

