



**GRANT OF CIVIL SERVICE ELIGIBILITY
UNDER SPECIAL LAWS AND CSC ISSUANCES**
Re: Guidelines and Procedures,
Revised December 2011

Number: 1101645

Promulgated: 29 DEC 2011

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RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of the Revised Administrative Code of 1987 provides that the Commission shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, a major function of the Civil Service Commission (CSC) is the grant of civil service eligibility under special laws and CSC issuances to individuals, upon meeting of set qualifications and fulfilling of documentary requirements, without taking the regular civil service examinations;

WHEREAS, there are eight (8) types of eligibility granted under special laws and CSC issuances, as follows:

- Honor Graduate – pursuant to Presidential Decree (PD) No. 907
- Scientific and Technological Specialist – pursuant to PD No. 997
- EDP Specialist – pursuant to CSC Resolution No. 90-083
- Barangay Official – pursuant to Republic Act (RA) No. 7160
- Barangay Health Worker – pursuant to RA No. 7883
- Barangay Nutrition Scholar – pursuant to PD No. 1569
- Veteran Preference Rating – pursuant to Executive Order No. 132/790
- Skill Eligibility – pursuant to CSC Memorandum Circular No. 11, s. 1996, as amended

WHEREAS, the CSC Road Map for Development/Reforms 2010-2015 identifies the Grant of Eligibility Under Special Laws and CSC Issuances as among the Commission's thrusts toward developing competent and credible civil servants packaged under Strategic Priority I;

WHEREAS, as a major function of the Commission, the grant of eligibility under special laws and CSC issuances is being carried out by the Examination, Recruitment, and Placement Office (ERPO) and the sixteen (16) CSC Regional Offices;

WHEREAS, a new computer-based program designed for data management on eligibilities granted under special laws and CSC issuances called the Special Eligibility Information System (SPELS) was developed and inducted in December 2010, replacing the Computerized Registration System for windows (CORESwin);

WHEREAS, in CSC Office Memorandum (OM) No. 38, s. 2011 dated June 13, 2011, the Commission has approved the adoption of customized application forms, and the amendment of general documentary requirements and of specific documentary requirements for selected eligibility types, for the grant of special eligibilities;

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WHEREAS, there is a manifest need for revisit/review of the policies and procedures on the grant of eligibility under special laws and CSC issuances contained in CSC Office Memorandum (OM) No. 70, s. 2002 dated May 30, 2002 and CSC OM No. 61, s. 2005 dated July 6, 2005, which dealt largely with the use of CORESwin, to adjust/enhance the same based on the requirements of SPELS;

WHEREAS, guidelines/policies pertaining to the grant of eligibility under special laws and CSC issuances also need revisit/review to keep them abreast of the emerging needs of the time, and to clarify related provisions for uniform interpretation and implementation;

WHEREFORE, to achieve an improved level of consistency and efficiency, the Commission hereby **RESOLVES** to adopt and prescribe the attached Guidelines and Procedures on Grant of Civil Service Eligibility Under Special Laws and CSC Issuances, Revised December 2011, which shall be uniformly observed by ERPO and the sixteen (16) CSC Regional Offices in the implementation of the Commission's program on the grant of eligibility under special laws and CSC issuances.

This Resolution repeals CSC OM No. 70, s. 2002 and CSC OM No. 61, s. 2005, and amends CSC OM No. 38, s. 2011, particularly, pertaining to the general requirement for NBI Clearance, and the specific requirement for authenticated copy of payroll for the payment of honoraria for Barangay Official Eligibility, by deleting the said documents. Corollary, the Customized Application Forms for grant of eligibility under special laws and CSC issuances are hereby revised, as follows:

No.	Form	Type of Eligibility
1	CS Form 101-A (Revised, Dec. 2011)	EDP Specialist
2	CS Form 101-B (Revised, Dec. 2011)	Veteran Preference Rating
3	CS Form 101-C (Revised, Dec. 2011)	Scientific and Technological Specialist
4	CS Form 101-D (Revised, Dec. 2011)	Honor Graduate
5	CS Form 101-E (Revised, Dec. 2011)	Barangay Official
6	CS Form 101-F (Revised, Dec. 2011)	Category I (CSC MC No. 11, s. 1996/CSC MC No. 3, s. 2008)
7	CS Form 101-G (Revised, Dec. 2011)	Category II (CSC MC No. 11, s. 1996/CSC MC No. 3, s. 2008)
8	CS Form 101-H (Revised, Dec. 2011)	Barangay Health Worker
9	CS Form 101-I (Revised, Dec. 2011)	Barangay Nutrition Scholar

This Resolution shall take effect immediately.

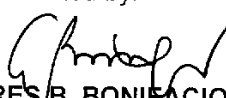
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FRANCISCO T. DUQUE III
 Chairman


MARY ANN Z. FERNANDEZ-MENDOZA
 Commissioner

On Leave
RASOL L. MITMUG
 Commissioner

Attested by:


DOLORES B. BONIFACIO
 Director IV

Commission Secretariat and Liaison Office



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Grant of Civil Service Eligibility Under Special Laws and CSC Issuances,
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A major function of the Civil Service Commission (CSC), as an oversight body on personnel administration in the public sector, is the grant of civil service eligibility under special laws and CSC issuances. Qualified individuals, upon fulfilling of requirements, are granted civil service eligibility without taking the regular civil service examinations. There are eight (8) types of eligibility granted under special laws and CSC issuances.

I. BASIC QUALIFICATIONS FOR GRANT OF ELIGIBILITY UNDER SPECIAL LAWS AND CSC ISSUANCES

Anchored on Sec. 3 and Sec. 6, Rule II of the Omnibus Rules Implementing Book V of Executive Order No. 292 (Revised Administrative Code of 1987), an applicant for any type of eligibility granted under special laws and CSC issuances must meet the following basic qualifications:

- A. Citizen of the Republic of the Philippines;
- B. At least 18 years of age at the time of application;
- C. Has not been found guilty of crime involving moral turpitude or of infamous, disgraceful or immoral conduct, dishonesty, drunkenness or addiction to drugs;
- D. Has not been previously found guilty of offenses relative to, or in connection with the conduct of a civil service examination; and
- E. Has not been dismissed from the service for cause.

Note: Applicable Philippine law and rules shall be observed in resolving issues/concerns on citizenship.

II. ELIGIBILITIES GRANTED UNDER SPECIAL LAWS AND CSC ISSUANCES

A. Honor Graduate Eligibility (HGE) – granted pursuant to Presidential Decree (P.D.) No. 907, dated March 11, 1976, titled “Granting Civil Service Eligibility to College Honor Graduates”.

1. Who are qualified

The following individuals shall be entitled to the grant of HGE upon submission of required documents:

- a. Those who graduated *summa cum laude*, *magna cum laude* or *cum laude*, or an equivalent of any of these honors in their Bachelor's degree, regardless of the number of years of completion, from colleges and universities of good standing from school year 1972-73 and thereafter; and



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b. Those who graduated *summa cum laude*, *magna cum laude* or *cum laude*, or an equivalent of any of these honors in their graduate degree/s (Master's and/or Doctorate), regardless of the number of years of completion, from colleges and universities of good standing from school year 1986-87 and thereafter.

2. Appropriateness of the eligibility

The HGE shall be considered appropriate for first and second level positions in the government that do not involve practice of profession and are not covered by Bar/board/other special laws.

3. Date of effectivity of the eligibility

The date of effectivity of the HGE shall be the date of course completion/graduation (as indicated in the Transcript of Record/school certification that the applicant graduated with honors).

Note: The graduation date does NOT necessarily refer to the graduation rites but to the date of course completion.

4. Period of filing of application

Filing of applications for the grant of HGE is continuous.

5. Other policies on HGE

a. Provided under ERPO Memo No. 1447, s. 2008 dated October 29, 2008 – (Clarificatory Guidelines on the Grant of PD 907 Eligibility)

a.1 Graduates of the University of the Philippines (UP) graduate programs (master's and doctorate degrees) are not qualified to avail of the PD 907 eligibility grant. This is on the basis that UP is not granting the *summa cum laude*, *magna cum laude* and *cum laude* honors or their respective equivalents, and does not issue certification of honors for its graduate programs.

a.2 In case of a female married applicant-grantee, the name to be considered, entered in the Special Eligibility Information System (SPELS), and printed on the Certificate of Eligibility (COE) shall be the applicant-grantee's MARRIED NAME as indicated/appearing on the application form and supported by a marriage certificate issued by the National Statistics Office.



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While the effectivity date of the eligibility shall be the date of course completion/graduation when the grantee's civil status was presumably single, the date of filing of application and of issuance of the COE fall at a time/period when the grantee manifestly uses her married name as her official name. Issuing a COE bearing the grantee's maiden name at a time when the official name being used is her married name may create inconsistency/discrepancy on her present-day circumstances.

This shall not apply, however, to applicants who, though already married, opted to retain their maiden name.

b. Policy on Honor Graduates of Distance Education

PD No. 907, among others, explicitly provides that "it is considered that graduation with honors earned under the competitive atmosphere of the academic community is as good as qualifying mark in a competitive examination to determine merit and excellence for public employment;". (underscoring ours)

Section 4, Article II of Commission on Higher Education Memorandum Order No. 27, s. 2005 defines Distance Education as "a mode of educational delivery whereby teacher and learner are separated in time and space, and instruction is delivered through specially designed materials and methods using appropriate technologies, and supported by organizational and administrative structures and arrangements."

Hence, the nature and workings of distance education, especially the separateness of teacher and learner, is evidently restricted so much so as it reduces the extent of realization and carrying out of a competitive atmosphere that is present in conventional education/schooling.

Furthermore, it is manifest that under distance education, "competitive atmosphere of the academic community", which plays a crucial role and consideration in the grant of HGE, is not being maximized and capitalized on by the stakeholders because of their being separated from one another. In this context, distance education is contended as vulnerable to working under loose safeguards.

Therefore, for purposes of the grant of Honor Graduate eligibility pursuant to PD No. 907, it is ruled that the nature and workings of Distance Education fall short of the contemplation of PD No. 907. Corollary, honor graduates of Distance Education shall not qualify for the grant of HGE.



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- c. Policy on the Distinctions of *Excellentissimus*, *Benemeritus*, *Meritissimus*, and *Beneprobatus*

As explained by the Commission on Higher Education, the distinctions of *Excellentissimus* (Excellent), *Benemeritus* (Very Good), *Meritissimus* (Good), and *Beneprobatus* (Passed) refer only to "**marks/grades** that a student may receive after the completion of his/her **dissertation/thesis paper**". It is worthy to note that a dissertation/thesis paper is merely in partial fulfillment of the requirements for a certain degree program.

In contrast, the Latin honors of *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude* refer to "**honors conferred** based on a student's **scholastic performance and the fulfillment and completion of all the requirements** of the program". Thus, the Latin honors of *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude* are being conferred after all requirements have been completed, including the requirement for thesis/dissertation paper.

Therefore, the distinctions of *Excellentissimus*, *Benemeritus*, *Meritissimus*, and *Beneprobatus* are not comparable to the Latin honors of *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude* and, hence, do not fall in the ambit of PD No. 907.

- B. Scientific and Technological Specialist Eligibility (STSE)** – granted pursuant to P.D. No. 997, dated September 16, 1976, titled "Conferring Civil Service Eligibilities on Scientific and Technological Specialists on the Bases of Their Qualifications and the Requirements of Public Service".

1. Who are qualified

The STSE is conferred on an S&T Specialist who has at least a Bachelor's degree in areas enumerated in Section 1 of the Rules and Regulations Implementing the Provisions of PD 997 (Revised 2009) **and** who meets any of the following additional requirements:

- At least three (3) years of continuous experience in research and/or teaching in the pertinent field, which may include specialized training in research, or teaching experience at the college level in one's major field or field of specialization, or completion of a patented invention; **or**
- Has earned a master's or doctorate degree in any of the fields of study enumerated under Section 1 of the Rules and Regulations Implementing the Provisions of PD 997 (Revised 2009) from a school recognized by the Commission on Higher Education at the time of filing of application.

2. Appropriateness of the eligibility

The S&TSE shall be considered appropriate for first and second level positions in the government that do not involve practice of profession and are not covered by Bar/board/other special laws.



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3. Date of effectivity of the eligibility

The date of effectivity of the STSE shall be the date of approval of an application by the PD 997 Committee.

4. Period of filing of application

Filing of applications for the grant of STSE is continuous.

5. Other policies (Definition and Coverage of Fields of Study)

Pursuant to Section 1 of the Rules and Regulations Implementing the Provisions of PD 997 (Revised 2009), which is in accordance with Section 2 of PD No. 997, the term "Scientific and Technological Specialist" shall refer to a person who has a highly technical qualifications gained through education and sharpened by research and experience and completed at least a bachelor's degree from a college, university or institution recognized by the Commission on Higher Education, with major or specialization in any of the following fields of study:

a. Natural Sciences

Astronomy
Astrophysics

Biological Sciences
Biology (S & T)
Botany
Ecology
Marine Biology

Microbiology
Molecular Biology and Biotechnology
Physical Anthropology
Zoology

Geological Sciences
Archeology
Geophysics
Paleontology
Seismology

Meteorology
Oceanography
Physics/Applied Physics

b. Engineering Sciences

Biological Engineering
Ceramic Engineering
Computer Engineering
Food Engineering
Geothermal Engineering
Industrial Engineering
Nuclear Engineering

Manufacturing Engineering
Materials Engineering
Mechatronics Engineering
Petroleum Engineering
Railway Engineering
Textile Engineering



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c. Mathematics and Information and Communication Technology

Applied Mathematics
Computer Science
Information Technology
Pure Mathematics
Statistics

d. Other Disciplines

Environmental Science
Food Science

C. Electronic Data Processing Specialist Eligibility (EDPSE) – granted pursuant to CSC Resolution No. 90-083 dated January 22, 1990.

1. Who are qualified

The EDPSE shall be conferred on passers of the proficiency test or training course conducted by the National Computer Center on the following computer programming courses: Systems Analysis and Design, Computer Programming, Java, MS Access, and Visual Basic;

2. Appropriateness of the eligibility

The EDPSE shall be considered appropriate only to positions for which the eligibility was given, to other functionally related positions belonging to the Information Technology/Management Information System Group such as Data Encoder, Data Machine Operator, Auxiliary Machine Operator, Data Encoder-Controller, Computer Programmer, Information Systems Analyst, and to other positions as may be determined by the Commission. *(Provided under Item No. 8, Part V of CSC MC No. 12, s. 2003 re: Revised Policies on Qualification Standards)*

3. Date of effectivity of the eligibility

The date of effectivity of the EDPSE shall be the date of approval of an application by the CSC Central Office.

Note: In case of gap between the dates the 1st Processor and the 2nd Processor have acted upon an application, as indicated on the space provided in the application form, the date of action by the 1st Processor shall be considered and captured in the database as the effectivity date of the EDPSE, provided, that the application is complete and in order.

In case an application is found to be incomplete/lacking requirements, with deficiency/ies, and/or with discrepancy/ies on personal and other relevant data, the date of effectivity of the EDPSE shall be the date of submission by the applicant of the lacking documents/requisites addressing deficiencies/discrepancies, provided the same are found to be satisfactory and in order.



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4. Period of filing of application

Filing of applications for the grant of EDPSE shall be within three (3) years from the date of issuance of the NCC Certificate of Proficiency.

D. Barangay Official Eligibility (BOE) – granted pursuant to Republic Act (R.A.) No. 7160, dated October 10, 1991, otherwise known as the "Local Government Code of 1991", as implemented through CSC Resolution No. 933666 dated September 7, 1993, No. 943635 dated July 7, 1994, No. 020036 dated January 8, 2002, and No. 060089 dated January 20, 2006.

1. Who are qualified

The BOE shall be granted to the following Barangay Officials after they have earned or completed an aggregate five-year service in the barangay:

- Elective Barangay Officials: *Punong Barangay*/Barangay Captain, regular Sangguniang Barangay Members, and Sangguniang Kabataan Chairmen who were elected in the 1982 Elections or thereafter; and
- Appointive Barangay Officials: Barangay Treasurers, and Barangay Secretaries who were appointed by the duly elected Punong Barangay.

Note: Barangay Officials who have been hired by agencies under Job Order status and/or Contract of Service may still avail of/qualify for the grant of BOE on grounds that: a) There is no employer-employee relationship established under Job Order/Contract of Service hiring; b) Services rendered under Job Order/Contract of Service are not credited/considered as government service; and c) Based on its nature characterized by having no employer-employee relationship and being non-government service, payment received by individuals under Job Order/Contract of Service is not considered government service salary/compensation that is derived from plantilla payroll.

2. Appropriateness of the eligibility

The BOE shall be considered appropriate for appointment to first level positions in the career service including those in the Fire and Jail Bureaus, except positions covered by board laws and/or those that require other special eligibilities as determined by the Commission, or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended. (*Provided under Item No. 11, Part V of CSC MC No. 12, s. 2003 re: Revised Policies on Qualification Standards*)

3. Date of effectivity of the eligibility

The date of effectivity of the BOE shall be the date of approval of an application by the CSC Regional Office (RO)/Field Office (FO) concerned.



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Note: In case of gap between the dates the 1st Processor and the 2nd Processor have acted upon an application, as indicated on the space provided in the application form, the date of action by the 1st Processor shall be considered and captured in the database as the effectivity date of the BOE, provided, that the application is complete and in order.

In case an application is found to be incomplete/lacking requirements, with deficiency/ies, and/or with discrepancy/ies on personal and other relevant data, the date of effectivity of the BOE shall be the date of submission by the applicant of the lacking documents/requisites addressing deficiencies/discrepancies, provided the same are found to be satisfactory and in order.

4. Period of filing of application

Filing of applications for the grant of BOE is continuous.
(CSC Resolution No. 020036)

5. Other policies

The BOE may be granted to a barangay official who was not able to finish his/her term of office but was able to meet the five-year service requirement by tacking or adding his/her other services as elective and appointive barangay official. The tacking or adding of years of service in similar or different positions, but from different terms of office, are allowed. (Provided under CSC MC No. 04, s. 2006 dated January 23, 2006, pursuant to CSC Resolution No. 060089 dated January 20, 2006)

E. Barangay Health Worker Eligibility (BHWE) – granted pursuant to R.A. No. 7883, dated February 20, 1995, otherwise known as the “Barangay Health Workers Benefits and Incentives Act of 1995”, and implemented through CSC Resolution No. 992845 dated December 29, 1999.

1. Who are qualified

The BHWE shall be granted to 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 accredited BHW to the community. Services rendered prior to February 20, 1995 or the date of approval of RA 7883 shall not be counted for purposes of the grant.

Note: a. For purposes of the grant of BHW Eligibility, services rendered to the community should meet ALL of the following requisites:

- a.1 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;



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- a.2 The services rendered must be continuous for a minimum period of five years, meaning, the BHW should have served actively and satisfactorily on a full time basis; and
- a.3 The services rendered shall be under accredited status of the BHW, meaning, the applicant-BHW should already had been accredited by the Local Health Board before rendering the five-year service requirement.
- b. BHWs who have been hired by agencies under Job Order status and/or Contract of Service may still avail of/qualify for the grant of BHWE on grounds that: a) There is no employer-employee relationship established under Job Order/Contract of Service hiring; b) Services rendered under Job Order/Contract of Service are not credited/considered as government service; and c) Based on its nature characterized by having no employer-employee relationship and being non-government service, payment received by individuals under Job Order/Contract of Service is not considered government service salary/compensation that is derived from plantilla payroll.

2. Appropriateness of the eligibility

The BHWE shall be considered appropriate for first level positions in government except for the following positions: *(Provided under Section 2 of CSC Resolution No. 992845 on the Implementing Guidelines in the Grant of BHW Eligibility)*

- Positions under Category I of CSC MC No. 11, s. 1996 and CSC MC No. 3, s. 2008, which require passing the TESDA trade tests;
- Positions under Category IV of CSC MC No. 11, s. 1996, as amended by CSC Resolution No. 974554, which require licenses issued by competent authority;
- Stenographer positions for these require special skills and competencies; and
- Positions which require passing Board examinations or those which are governed by special laws.

3. Date of effectivity of the eligibility

The date of effectivity of the BHWE shall be the date of approval of an application by the CSCRO/FO concerned.

Note: In case of gap between the dates the 1st Processor and the 2nd Processor have acted upon an application, as indicated on the space provided in the application form, the date of action by the 1st Processor shall be considered and captured in the database as the effectivity date of the BHWE, provided, that the application is complete and in order.

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In case an application is found to be incomplete/lacking requirements, with deficiency/ies, and/or with discrepancy/ies on personal and other relevant data, the date of effectivity of the BHWE shall be the date of submission by the applicant of the lacking documents/requisites addressing deficiencies/discrepancies, provided the same are found to be satisfactory and in order.

4. Period of filing of application

Filing of applications for the grant of BHWE is continuous.

F. Barangay Nutrition Scholar Eligibility (BNSE) – granted pursuant to P.D. No. 1569, dated June 11, 1978, titled “Strengthening the Barangay Nutrition Program by Providing for a Barangay Nutrition Scholar in Every Barangay, Providing Funds Therefor, and for Other Purposes”.

1. Who are qualified

The BNSE shall be granted to 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.

Note: 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 on grounds that: a) There is no employer-employee relationship established under Job Order/Contract of Service hiring; b) Services rendered under Job Order/Contract of Service are not credited/considered as government service; and c) Based on its nature characterized by having no employer-employee relationship and being non-government service, payment received by individuals under Job Order/Contract of Service is not considered government service salary/compensation that is derived from plantilla payroll.

2. Appropriateness of the eligibility

The BNSE is a first level eligibility and may be considered for appointment to positions which do not require written examination, provided the appointee meets the education, training, experience and other requirements of the position. (*Provided under CSC MC No. 4, s. 2001*)

3. Date of effectivity of the eligibility

The date of effectivity of the BNSE shall be the date of approval of an application by the CSCRO/FO concerned.

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Note: In case of gap between the dates the 1st Processor and the 2nd Processor have acted upon an application, as indicated on the space provided in the application form, the date of action by the 1st Processor shall be considered and captured in the database as the effectivity date of the BNSE, provided, that the application is complete and in order.

In case an application is found to be incomplete/lacking requirements, with deficiency/ies, and/or with discrepancy/ies on personal and other relevant data, the date of effectivity of the BNSE shall be the date of submission by the applicant of the lacking documents/requisites addressing deficiencies/discrepancies, provided the same are found to be satisfactory and in order.

4. Period of filing of application

Filing of applications for the grant of BNSE is continuous.

G. Skills Eligibilities (Categories I and II) – granted pursuant to CSC MC No. 11, s. 1996, as amended

1. Who are qualified

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.

2. Categories of skills eligibilities

- a. Category I – refers to positions listed under CSC MC No. 11, s. 1996, as amended by CSC MC No. 3, s. 2008 and CSC MC No. 6, s. 2010, the required eligibility for which can be obtained only by passing the appropriate Skills Test conducted by the Technical Education and Skills Development Authority (TESDA).
- b. 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.



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3. Appropriateness of the eligibility

The skills eligibilities shall be appropriate for specific categories of positions corresponding to a skill eligibility as listed under CSC MC No. 11, s. 1996, as amended.

Note: Skills eligibilities are not equivalent/comparable to Career Service SubProfessional and Professional eligibilities.

4. Date of effectivity of the eligibility

The date of effectivity of a Skill eligibility shall be the date of approval of an application by the CSCRO/FO concerned.

Note: In case of gap between the dates the 1st Processor and the 2nd Processor have acted upon an application, as indicated on the space provided in the application form, the date of action by the 1st Processor shall be considered and captured in the database as the effectivity date of the Skill eligibility, provided, that the application is complete and in order.

In case an application is found to be incomplete/lacking requirements, with deficiency/ies, and/or with discrepancy/ies on personal and other relevant data, the date of effectivity of the skill eligibility shall be the date of submission by the applicant of the lacking documents/requisites addressing deficiencies/discrepancies, provided the same are found to be satisfactory and in order.

5. Period of filing of application

a. For Category I

Filing of applications for the grant of skills eligibilities under Category I shall be within the validity period indicated in the corresponding skill certificate issued by TESDA.

b. For Category II

Filing of applications for the grant of skills eligibilities under Category II may be done not earlier than one (1) week before the expiration of the one-year temporary appointment.

Filing of applications after expiration of the one-year temporary appointment may be allowed provided the applicant is still in the service holding the same position title as that of the one-year temporary appointment invoked.



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6. Other policies

Reference must be made to the following related issuances:

- a. CSC Office Memorandum No. 61, s. 2008 dated October 17, 2008 (Revised Guidelines on the Grant of Eligibility Under Category II of CSC MC No. 11, s. 1996, as Amended, and CSC MC No. 3, s. 2008).
- b. ERPO Memo No. 1761, s. 2009 dated October 21, 2009 (Clarificatory Guidelines on Performance Certification for Grant of Eligibility Pursuant to Category II of CSC MC No. 11, s. 1996 and CSC MC No. 3, s. 2008)

H. Veteran Preference Rating Eligibility (VPRE) – granted under Executive Order (EO) No. 132 dated 1948 and EO No. 790 dated April 3, 1982.

1. Who are qualified

The following individuals are qualified to avail of the VPRE:

- a) The veteran himself/herself; or
- b) The veteran's spouse; or
- c) Any one of the veteran's children.

2. Appropriateness of the eligibility

The appropriateness of the VPRE depends on the kind/level of examination to which the VPR is applied.

3. Date of effectivity of the eligibility

The date of effectivity of the VPRE shall be the date of approval of an application by the CSC Central Office.

Note: In case of gap between the dates the 1st Processor and the 2nd Processor have acted upon an application, as indicated on the space provided in the application form, the date of action by the 1st Processor shall be considered and captured in the data base as the effectivity date of the VPRE, provided, that the application is complete and in order.

In case an application is found to be incomplete/lacking requirements, with deficiency/ies, and/or with discrepancy/ies on personal and other relevant data, the date of effectivity of the VPRE shall be the date of submission by the applicant of the lacking documents/requisites addressing deficiencies/discrepancies, provided the same are found to be satisfactory and in order.

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4. Period of filing of application

Filing of applications for the grant of VPRE is continuous.

5. Other policies

- a. Under the VPR, ten (10) points are added to the failed examination rating of a veteran, his/her spouse, or any one of his/her children to pass the examination.
- b. For purposes of the VPR grant, a veteran is defined pursuant to CSC Memorandum Circular No. 8, s. 2006, as follows:

“a ‘veteran’ shall include any person who has served in the regularly constituted Armed Forces of World War II or in the non-regularly organized unit in the Philippines during World War II and whose services are duly recognized by the Government.”

- c. The VPR may be applied to the failed rating of the following examinations:

- c.1 Career Service Professional
- c.2 Career Service SubProfessional
- c.3 Fire Officer
- c.4 Penology Officer

- d. The following are disqualified from availing of the VPR grant:

- Veterans not falling within the definition of a “veteran” for purposes of the VPR grant; and
- Relative/s of the veteran other than the spouse and children.

III. AUTHORITY TO GRANT CIVIL SERVICE ELIGIBILITY UNDER SPECIAL LAWS AND CSC ISSUANCES

- A. The **CSC Central Office**, through the Examination, Recruitment, and Placement Office (ERPO), shall have the authority to grant the following eligibilities:
 1. Honor Graduate (for graduates of foreign universities/colleges);
 2. Scientific and Technological Specialist;
 3. EDP Specialist; and
 4. Veteran Preference Rating.



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- B. The **CSC Regional Offices**, through the Examination Services Division (ESD), shall have the authority to grant the following eligibilities:
1. Honor Graduate (for graduates of local universities/colleges);
 2. Barangay Official;
 3. Barangay Health Worker;
 4. Barangay Nutrition Scholar; and
 5. Skills eligibilities under Categories I and II.

IV. JURISDICTION OF THE CSC REGIONAL OFFICES

The authority to grant eligibility under special laws and CSC issuances shall rest on the CSC Regional Office that has the jurisdiction:

- Over the university or college from which an applicant has graduated (for Honor Graduate Eligibility);
- Over the Barangay where an applicant has rendered services (for Barangay Official, Barangay Nutrition Scholar, and Barangay Health Worker eligibilities); and
- Over the TESDA office where an applicant took a skill test, or the agency where an applicant has completed one year of very satisfactory actual work performance under temporary status of appointment (for skills eligibility).

V. DATA PROGRAM FOR GRANT OF ELIGIBILITY UNDER SPECIAL LAWS AND CSC ISSUANCES

Eligibility records for all types of eligibility granted under special laws and CSC issuances shall be managed using the Special Eligibility Information System (SPELS) version 1.0, as released December 2010. As provided under CSC OM No. 69, s. 2010, ERPO and the CSC Regional Offices, as end users of the SPELS, may refer to the Manual on the Special Eligibility Information System in operating the system, and that technical, operational, and all other related queries may be referred to ERPO, who shall be the SPELS Administrator.

VI. DATE OF ISSUANCE OF CERTIFICATE OF ELIGIBILITY UNDER SPECIAL LAWS AND CSC ISSUANCES

The date of issuance of the corresponding Certificate of Eligibility for all types of eligibility granted under special laws and CSC issuances shall be the date of posting of the eligibility record in the eligibility database of the SPELS.

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VII. DOCUMENTARY REQUIREMENTS FOR GRANT OF ELIGIBILITY UNDER SPECIAL LAWS AND CSC ISSUANCES

A. General Documentary Requirements – shall apply for all types of eligibility

The general documentary requirements to be submitted by applicants are, as follows:

1. Properly accomplished Application Form:

Form	Type of Eligibility
CS Form 101-A (Revised, Dec. 2011)	EDP Specialist
CS Form 101-B (Revised, Dec. 2011)	Veteran Preference Rating
CS Form 101-C (Revised, Dec. 2011)	Scientific and Technological Specialist
CS Form 101-D (Revised, Dec. 2011)	Honor Graduate
CS Form 101-E (Revised, Dec. 2011)	Barangay Official
CS Form 101-F (Revised, Dec. 2011)	Category I (CSC MC No. 11, s. 1996, as amended)
CS Form 101-G (Revised, Dec. 2011)	Category II (CSC MC No. 11, s. 1996, as amended)
CS Form 101-H (Revised, Dec. 2011)	Barangay Health Worker
CS Form 101-I (Revised, Dec. 2011)	Barangay Nutrition Scholar

2. Three (3) pieces of identical I.D. pictures taken within the last three months prior to filing of application with specifications, as follows:
 - a. Passport size (4.5 cm x 3.5 cm)¹;
 - 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 eye glasses/colored contact lens, or any accessory that may cover facial features; facial features not computer-enhanced);
 - f. Showing left and right ears; and

¹ The requirement for passport size I.D. pictures shall take effect/be observed upon issuance/release of the new security form for the Certificate of Eligibility that bears the new size, format, and new CSC logo. Meantime, please submit 1" x 1" I.D. picture. (PLEASE VERIFY WITH THE CSC CENTRAL/REGIONAL/FIELD OFFICE BEFORE HAVING PICTURE TAKEN)




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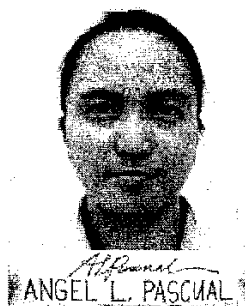
g. With full name tag:

- The name tag must legibly show the applicant's signature over 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.

Note: The following pictures shall NOT be accepted:

- Scanned, computer-enhanced, photocopied, and cut-out pictures;
- Pictures not in white background;
- Pictures showing subject applicant not in standard close-up shot (lower than shoulder level with the head and face occupying less than 80% of the picture, making the same appear far and small; please see item 2d of General Requirements), or with eye glasses/colored contact lens/any accessory covering facial features, and/or with both or either of the ears covered;
- Pictures, with the name on the name tag not written in proper order/format;
- Pictures with incomplete and/or computer-generated and/or illegible name tag; and
- Pictures without name tag.

Illustration:



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✗

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3. Original and photocopy of any of the following I.D. cards, which must be valid (not expired) upon filing of application, and bears the applicant's complete name, picture and signature, and the issuing officer's name and signature:
- a. Current Office/Company I.D.
 - b. School I.D (must be duly validated for the current school year)
 - c. GSIS UMID
 - d. SSS I.D.
 - e. Passport (with signature of the applicant)
 - f. Driver's License
 - g. PRC License
 - h. BIR/TIN I.D. (ATM type/laminated card with picture type)
 - i. Police Clearance (with picture)
 - j. Voter's I.D.
 - k. PhilHealth I.D. (ATM type)
 - l. Postal I.D.
 - m. Barangay I.D.

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

4. Original and photocopy of Birth Certificate of the applicant authenticated/issued by the National Statistics Office (NSO);

Note: In case where the NSO-issued Birth Certificate is not legible, or the NSO has duly issued a Negative Certification of Birth (NSO CRS Form No. 1) printed in NSO security form, the applicant shall, in addition, be required to submit the original and photocopy of his/her Birth Certificate that is authenticated/issued by the Local Civil Registrar (LCR).

The place of birth to be captured in the data program for purposes of the grant of eligibility shall be the name of the city/municipality and of the province as appearing in the corresponding numbered box/field found in the birth certificate, regardless of any eventual geographical re-categorization, re-naming and/or relocation of the city/municipality and the province.

5. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO; and

Note: In case where the NSO-issued Marriage Certificate is not legible, the applicant shall, in addition, be required to submit the original and photocopy of his/her Marriage Certificate that is authenticated/issued by the Local Civil Registrar (LCR).

6. If 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 no. 3 hereof.



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B. Specific Documentary Requirements – shall apply depending on the type of eligibility

The specific documentary requirements for each type of eligibility to be submitted by applicants concerned are, as follows:

1. Honor Graduate Eligibility

- a. Original and photocopy of Transcript of Record (TOR) of the applicant;

Note: The requirement for TOR shall be dispensed with in implementing the directive on the immediate grant of eligibility upon graduation contained in CSC OM No. 5, s. 1990.

- b. Certification from the university/college that the applicant graduated *summa cum laude*, *magna cum laude* or *cum laude*, or an equivalent of any of these honors (This Certification is separate from and on top of the Transcript of Record); and
- c. List of Honor Graduates certified and submitted by the School Registrar to the CSC (agency to agency concern).

2. S&T Specialist Eligibility

- a. Duly certified statement of duties and responsibilities;
- b. Original and photocopy of transcript of records and diploma. The original copy shall be returned to the applicant after authentication of the photocopy;
- 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;
- 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
- e. Other documents, such as:
- 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; and
 - Certificate of patented invention, if available.



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3. EDP Specialist Eligibility

- a. For Training Course
 - 1. Original and certified copy of the Certificate of Proficiency issued by the National Computer Center on the following computer programming courses: Systems Analysis and Design; Computer Programming; Java; MS Access; and Visual Basic;
 - 2. Original and photocopy of the Certificate of Completion issued by the National Computer Institute (NCI); and
 - 3. Original and photocopy of the Grade Slip issued by NCI.
- b. For Proficiency Test
 - 1. Original and certified copy of the Certificate of Proficiency issued by the National Computer Center on the following computer programming courses: Systems Analysis and Design; Computer Programming; Java; MS Access; and Visual Basic; and
 - 2. Original and photocopy of the Notification Slip issued by NCI.

4. Barangay Official Eligibility

- a. 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 BOE Form No. 1, January 2011 (see Annex A);
- b. Certification from the Barangay Chairman on the services rendered by the barangay official;

Note: In case of discrepancy/inconsistency between the DILG and the Barangay Chairman certifications, the DILG Certification shall prevail.

- c. Duly signed oath-taking certificate or other proofs of having been duly elected or appointed, such as election returns and appointment paper;
- d. 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;

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Note: For purposes of the requirement for Notarized Affidavit, the phrase "was not employed in the government" shall mean that the Barangay Official was not issued any appointment, whether permanent, temporary, substitute, coterminous, contractual, or casual, and that he/she did not receive any salary/compensation derived from any government agency plantilla payroll, during his/her term of office, or service requirement.

Salary/compensation shall not include allowances such as meal allowance, transportation allowance, and the like.

- e. Original/Authenticated and dry-sealed Master List of Elected/Appointed Barangay Officials issued by the DILG (agency to agency concern; to be submitted by the DILG to CSCRO); and
- f. Other documents as may be deemed necessary by the CSC Regional Office in verifying authenticity of information supplied by the barangay official.

5. BHW Eligibility

- a. School certificate or transcript of record (applicant must have completed at least two (2) years of college education leading to a college degree);
- b. 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 should have been issued on or before the start of the five-year voluntary service);
- c. Certification of at least five (5) years of continuous and satisfactory service as an accredited BHW issued by the Local Health Board;
- d. 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;

Note: For purposes of the requirement for Notarized Affidavit, the phrase "was not employed in the government" shall mean that the BHW was not issued any appointment, whether permanent, temporary, substitute, coterminous, contractual, or casual, and that he/she did not receive any salary/compensation derived from any government agency plantilla payroll, during his/her service requirement.

Salary/compensation shall not include allowances such as meal allowance, transportation allowance, and the like.

- e. Authenticated/certified copy of Annual Accomplishment Reports
- f. Original/authenticated and dry-sealed Registry of Accredited BHW issued by DOH (agency to agency concern; to be submitted by DOH to CSCRO)



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6. BNS Eligibility

- a. Diploma or authentic evidence of completion of high school course;
- b. Certification of residency in the barangay for at least six (6) years, and can speak the dialect;
- c. Certification of completion of the prescribed 10-day training course and 20-day practicum in the barangay where applicant is assigned;
- d. Certification that the applicant has obtained a passing mark in the accomplishment of targets set in the action plan;
- e. Copies of monthly accomplishment report (NNC Form 5) for the last two years authenticated by the nutrition action officer;
- f. Copies of BNS performance evaluation sheets for the last two years authenticated by the nutrition action officer for services rendered from January 1, 1981;
- g. 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;
- h. Copies of MOA or contract of service as BNS for the last two years;

Note: The MOA or contract of service must, at the least, include provisions on the following key elements:

- 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.
- i. 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;



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Note: For purposes of the requirement for Notarized Affidavit, the phrase "was not employed in the government" shall mean that the BNS was not issued any appointment, whether permanent, temporary, substitute, coterminous, contractual, or casual, and that he/she did not receive any salary/compensation derived from any government agency plantilla payroll, during his/her service requirement.

Salary/compensation shall not include allowances such as meal allowance, transportation allowance, and the like.

- j. 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).

7. Skill Eligibility (Category I)

- a. Original and photocopy of Skill Certificate issued by TESDA upon passing a skill test;

Note: TESDA skill certificate should be a National Certificate except for Automotive Electrical Component Servicing where a Certificate of Competency is accepted.

- b. Certification on Skill Test Passed issued by TESDA (this is separate from and on top of the skill certificate and the RWAC).

Note: The Certification on skill test passed should be issued by the TESDA and not by the accredited testing center. Certifications issued by accredited testing centers shall not be considered and accepted.

- c. Original/authenticated copy of Registry of Workers Assessed and Certified (RWAC) issued by TESDA (agency to agency concern; to be submitted by TESDA to CSCRO).

8. Skill Eligibility (Category II)

- a. Original and photocopy of Appointment Paper of the applicant, specifically indicating the status of appointment as "Temporary";

Note: 1. No status of appointment other than "Temporary" shall be considered for the grant of eligibility under Category II (for positions that belong to Category II).

2. For positions concerned under Category III (no eligibility required), an appointee to the position should apply for the appropriate eligibility for purposes of promotion, or appointment to other functionally related positions, after completion of one-year of very satisfactory actual work performance.

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To illustrate, an appointee to the position of Laboratory Technician I (Category III) may apply for the Laboratory Technician Eligibility for purposes of promotion to the position of Laboratory Technician II (Category II) after completion of one-year of very satisfactory actual work performance as Laboratory Technician I. In which case, the appointee shall submit his/her Appointment Paper, which should indicate his/her position title as Laboratory Technician I under permanent status of appointment.

Since permanent appointment to the position of Laboratory Technician I does not require any eligibility, in no instance should the Laboratory Technician Eligibility be granted to an appointee of Laboratory Technician I position for purposes of permanent appointment to the same position.

- b. Certification (using the prescribed CSC-ERPO Cat. II Form No. 1, Revised Oct. 2009 – see Annex B) 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;
- c. Statement of Actual Duties and Responsibilities (using the prescribed CSC-ERPO Cat. II Form No. 2, January 2011 – see Annex C) of the applicant executed by the applicant's immediate supervisor; and
- d. 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.

9. VPR Eligibility

- a. Original and photocopy of Birth Certificate of the Veteran (NSO or LCR authenticated);
- b. Original and photocopy of Marriage Contract of the Veteran (NSO or LCR authenticated);
- c. 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;
- d. Original and photocopy of Death Certificate of the veteran, if deceased;

Note: The requirement for Death Certificate also includes that of the veteran's spouse and/or any child, if deceased.

- e. Original and photocopy of Marriage Contract of the Applicant (if the applicant is either the spouse or a female married child of the veteran);
- f. Official Transcript of Record of the applicant (authenticated copy);



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- g. Original and Photocopy of the Report of Rating in the CS examination where the VPR shall be applied; and
- h. Verification Slip of the applicant's examination result/rating issued by CSC-IRMO/CSC Regional Office concerned.

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):
 - 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.

VIII. VERIFICATION AND VALIDATION OF DOCUMENTARY REQUIREMENTS FOR GRANT OF ELIGIBILITY UNDER SPECIAL LAWS AND CSC ISSUANCES

Photocopies of all documents submitted by applicants shall be verified and validated against the originals.

For this purpose, the following definitions shall apply:

- Verification shall mean the actual act of counter checking the photocopy against the original of a document;
- Validation shall mean making the necessary marking/notation "Original Copy Presented" or "Verified Against Original" on the photocopy after verification has been completed, and affixing the verifier's printed name and signature, position/office and the complete date; and
- As used in, and for purposes of, this section, the term "originals" of documentary requirements shall include authenticated copy/ies of documentary requirements, and copy/ies certified as true by the issuing office, provided the certified/authenticated stamp marking and the name/signature of the certifying/authenticating officer are original.



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The 1st Processor shall do the verification and validation of documents. In validating a photocopy, the 1st Processor shall mark the document, as follows:

Original Presented (or Verified Against Original):
Signature _____
Printed Name _____
Position/Office _____
Date _____

The originals of the documentary requirements shall be returned to applicants immediately after verification and validation of the photocopies.

Only the verified and validated photocopy of documents shall be retained and attached to the application form.

IX. FILING OF APPLICATIONS FOR GRANT OF ELIGIBILITY UNDER SPECIAL LAWS AND CSC ISSUANCES

An application for grant of eligibility under special laws and CSC issuances may be filed through any of the following modes:

A. By the Applicant in Person;

This mode of filing an application involves the applicant himself/herself going to the CSC Regional Office concerned, or to any of its Field Offices, for applications on HGE (local schools), BOE, BHWE, BNSE and Skills Eligibility (Categories I and II), and to the CSC Central Office for applications on HGE (foreign schools), S&TSE, EDPSE and VPPE, to personally submit his/her application and documentary requirements. This is the most recommended mode of application filing, as this will allow interview of the applicant as to his/her qualifications and other circumstances relevant to his/her application for eligibility grant.

B. Through Representative;

This mode involves a representative of the applicant going to the CSC Regional Office concerned, or to any of its Field Offices, for applications on HGE (local schools), BOE, BHWE, BNSE and Skills Eligibility (Categories I and II), and to the CSC Central Office for applications on HGE (foreign schools), S&TSE, EDPSE and VPPE, to submit the application and documentary requirements.

Filing of application through a representative shall require the submission of the following additional documents:

- Authorization Letter executed by the applicant; and
- Original and photocopy of at least one (1) valid I.D. card of the representative as listed under Item A (3), Part VII hereof.

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C. Through Conduit CSCRO (ERPO Memo No. 1496, s. 2008); and

This mode involves applicants who have moved to or are presently based in another region that is far-off from the authorized CSCRO having jurisdiction over their cases.

In this instance, an applicant concerned, or his/her representative, may file the application to the CSCRO nearest the applicant's present place of residence or work. Said CSCRO shall act as conduit between the applicant and the authorized CSCRO in facilitating acceptance of the application, and release of the corresponding Certificate of Eligibility (COE) should the application for eligibility grant be approved.

This mode of application filing takes time, considering that communications between the conduit CSCRO and the authorized CSCRO are dispatched at least via registered mail.

The alternative on conduit CSCRO is anchored on the tenet that the function of evaluating and processing applications, and of printing and issuing corresponding COEs, rightfully belongs to the authorized CSCRO having jurisdiction over the cases of applicants concerned.

ERPO Memo No. 1496, s. 2008, discusses in detail the uniform procedure on grant of eligibility under special laws for applicants who have moved to/are based in another region, as well as the responsibilities of the applicant, the conduit CSCRO, and the authorized CSCRO as the three key players in the process.

D. Through Mail.

This mode involves the applicant sending his/her application and documentary requirements (including originals) to the CSC Regional Office concerned or to the CSC Central Office through either registered mail or courier. This mode takes time in view of anticipated exchange of communications.

X. SCHEDULE OF FEES

(Pursuant to CSC Resolution No. 1100975/CSC OM No. 59, s. 2011)

The schedule of fees for the grant of eligibility under special laws and CSC issuances, which covers two (2) stages, is, as follows:

Stages of the Grant	Title of Fee	Amount of Fee	When to be Paid
Stage 1: Evaluation of Application	Evaluation Fee	Php200.00	Upon <u>filing</u> of application
Stage 2: Processing of Certificate of Eligibility	Processing Fee	Php300.00	Only upon <u>approval</u> of application



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- Note: 1. The Evaluation Fee shall not apply for the grant of Scientific and Technological Specialist (STS) Eligibility pursuant to Presidential Decree (PD) No. 997 since applications for said eligibility are initially forwarded to the Department of Science and Technology, through the PD 997 Committee, for assessment/evaluation as to approval or disapproval for the grant of eligibility. Only approved applications are officially endorsed by the PD 997 Committee to the CSC for the grant of STS Eligibility. Hence, only the Processing Fee shall be charged the applicants concerned upon their claiming of their Certificate of Eligibility at the CSC through the Examination, Recruitment, and Placement Office.
2. Applications filed at the CSCFO shall be charged only the Evaluation Fee considering that the applications will be forwarded to the CSC Regional Office (RO) for review and final evaluation, and processing of Certificate of Eligibility.

In forwarding applications to the CSCRO, a copy of the O.R. for Evaluation Fee should be attached for reference. It shall be the CSCRO who shall collect the Processing Fee upon approval of an application by sending a written notice to the applicant concerned of the approval of his/her application, with instructions to send a Postal Money Order for the Processing Fee borne in the name of the CSCRO concerned.

XI. AUTHORIZED PROCESSORS

Personnel concerned of the Programs and Standards Division (in case of ERPO), and of the Examination Services Division (in case of CSCROs) shall be the authorized processors to act on applications for grant of eligibility under special laws and CSC issuances.

Note: In case where personnel other than those from the Programs and Standards Division (in case of ERPO), and of the Examination Services Division (in case of CSCROs) be assigned/delegated to serve as processor, a corresponding Office Order signed by the Director IV/III concerned, must be issued.

To ensure that each and every grant of eligibility under special laws and CSC issuances is proper and in order, there shall be two processors:

- a. **1st Processor** – shall be tasked to make initial evaluation on the following areas: Qualifications of the applicant; General and specific documentary requirements; and Completeness and accurateness of information indicated by the applicant in the application form, including the proper filling in of all items/fields and indicating “n/a” on items not applicable to him/her.

First and second level employees, up to Supervising Personnel Specialist, may act as the 1st Processor.



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- b. **2nd Processor** – shall be tasked to review and make final evaluation on the qualifications of the applicant, compliance with the general and specific documentary requirements, and particularly the validness of the approval/disapproval of an application.

The 2nd Processor shall be the Chief Personnel Specialist. However, in case the Chief Personnel Specialist is not available, the Supervising Personnel Specialist shall take over as 2nd Processor. In no instance a personnel below the position of Supervising Personnel Specialist shall be allowed to act as 2nd Processor.

- Note:
1. If an application is filed/submitted to the CSC Field Office, the Director II or his/her staff shall act only as the 1st Processor. Since final evaluation/action on an application, including the printing of the Certificate of Eligibility, is undertaken by the Examination Services Division of the Regional Office, the 2nd Processor shall be the CSCRO-ESD Chief Personnel Specialist.
 2. If an application is filed/submitted through a Conduit CSCRO, the 1st and 2nd Processors shall be the personnel concerned from the Authorized CSCRO. (Refer to ERPO Memo No. 1496, s. 2008)
 3. To establish check and balance, in no instance shall the 1st Processor and the 2nd Processor be one and the same person. Corollary, no personnel shall act and serve both as the 1st Processor and 2nd Processor.
 4. CSC Field Office personnel (Director II or staff) can accomplish the Action Taken portion only as 1st Processor. As such, they could collect the Evaluation Fee, issue Official Receipt for Evaluation Fee, and fill out the Application Receipt portion, then forward to the CSC Regional Office the application form and documents for review and final evaluation.

XII. THE CERTIFICATE OF ELIGIBILITY (COE) FOR SPECIAL LAWS AND CSC ISSUANCES

A. Authorized Signatories of COE for Special Laws and CSC Issuances

There shall be three authorized signatories for the COE for special laws and CSC issuances, as follows:

- 1) The Chairman of the CSC as the main signatory whose electronic signature shall be used on the COE;
- 2) The Director IV/Regional Director (or duly designated Director IV/Regional Director) as the second signatory; and
- 3) The Director III/Assistant Regional Director (or duly designated Director III/Assistant Regional Director) as the third signatory.

The second and the third signatories shall affix their actual signatures on the COE.

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For this matter, in case the Director IV is not available, or the position of Director IV is vacant, the Director III (or duly designated Director III) shall take the place of the Director IV and the Chief Personnel Specialist of the Programs and Standards Division (in case of CSC-ERPO) or the Examination Services Division (in case of CSC Regional Office) shall take the place of the Director III to complete the set of the required number of signatories. In no instance a personnel below the position of Chief Personnel Specialist shall be allowed as signatory for the COE, except when designated in an acting/caretaker/officer in charge capacity with corresponding Office Order.

Should both the Director IV and the Director III are not available, signing of the COE shall be deferred/put on hold until both, or at least one, of the said Directors is available.

B. Printing of COE for Special Laws and CSC Issuances

The COE for special laws and CSC issuances shall be printed on security form, which shall be officially procured by ERPO. The COE printing shall be handled by the personnel concerned of the PSD (in case of ERPO) or the ESD (in case of CSCRO), using the printing facility of the SPELS.

C. Contents of the COE for Special Laws and CSC Issuances

The COE for special laws and CSC issuances shall contain the following key data:

1. The CSC logo and Office identification;
2. The security form serial number;
3. The COE's citation, which includes information on the name of the eligible, type of eligibility granted, the COE number, the date of issuance of the COE, the date of effectivity of the eligibility granted, and the eligibility appropriateness clause;
4. The signatures of the CSC authorized signatories;
5. The signature, and date and place of birth of the eligible; and

Note: The place of birth of the eligible that shall be captured in the data program (SPELS) and be reflected in the COE shall be the city/municipality and the province as appearing in the corresponding numbered box/field found in the NSO Birth Certificate, regardless of any eventual geographical re-categorization, re-naming and/or relocation of the city/municipality and the province.

6. The alteration warning clause.

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D. Dry Sealing of the COE for Special Laws and CSC Issuances

The CSC dry seal shall be affixed on the COE for special laws and CSC issuances, at the portion covering at least 80% of the eligible-grantee's picture pasted on the form. Two (2) photocopies of the same shall also be dry sealed and shall serve as the receiving copies in releasing the COE to the eligible-grantee.

E. Claiming and Releasing of COE for Special Laws and CSC Issuances

1. Claiming of COE for Special Laws and CSC Issuances

The eligible-grantee shall be required to appear in person before the ERPO or the CSCRO concerned in claiming his/her COE. Representative/s shall not be allowed to claim the COE in behalf of the eligible-grantee notwithstanding a Special Power of Attorney.

The eligible-grantee shall claim his/her COE from the ERPO, the CSCRO concerned, or the Conduit CSCRO in case of those who have moved to/are based in another region, as the case may be.

In claiming the COE, the eligible-grantee shall present the following documents to establish his/her identity:

- a. At least two valid I.D. cards, one of which is the original of the validated copy of his/her I.D. card attached to his/her application;
- b. Original CSC Official Receipt;
- c. Application Receipt; and
- d. Advisory/notification letter from the CSC (ERPO/CSCRO concerned/Conduit CSCRO), if any.

The eligible-grantee shall affix his/her signature on the COE, receive the COE on its dry sealed photocopies on the corresponding space provided thereof, and sign on the Logbook of eligibilities granted under special laws and CSC issuances.

2. Receiving Copies of COE for Special Laws and CSC Issuances

The COE, bearing the signatures of the CSC authorized signatories and with the eligible-grantee's picture pasted, shall be photocopied in two copies. The two photocopies shall be dry sealed in the same way as the COE and shall serve as the receiving copies.

If the eligible-grantee is a waiting party, he/she shall also be required to sign on the COE prior to its photocopying. This shall be dispensed with in cases where the eligible-grantee is not a waiting party and not actually available to sign on the COE, in which case, he/she shall be required to sign on the COE upon releasing of the same.



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On the lower left side of the receiving copies shall be stamped the "released by" portion which shall be accomplished by the releasing officer and shall contain the following:

Released by:
Signature _____
Printed name _____
Position/Office _____
Date _____

On the opposite lower right side of the receiving copies shall be stamped the "received original" portion which shall be accomplished by the eligible-grantee and shall contain the following:

*Received Original:
Signature _____
Printed name _____
Date _____

3. Releasing of COE for Special Laws and CSC Issuances

The personnel concerned of the ERPO, the CSCRO concerned, or the Conduit CSCRO shall act as the releasing officer of the COE for special laws and CSC issuances.

Except in cases of waiting grantees (eligibles), the releasing officer, prior to releasing the COE, shall establish the identity of the eligible-grantee by requiring him/her to present the documents as identified under Item XII.E.1 hereof.

Upon establishing the identity of the eligible-grantee, the releasing officer shall release the COE, accomplish the "released by" portion on the receiving copies, and require the eligible-grantee to accomplish the "received original copy" portion on the receiving copies and to sign on the Logbook of eligibilities granted under special laws and CSC issuances.

In cases where the COE shall be released through conduit CSCROs, the Logbook shall be accomplished by the personnel concerned from the authorized CSCRO, indicating instead on the portion for the signature of the eligible-grantee the remark "COE release coursed through CSCRO No. _____ as conduit CSCRO".

4. Transmittal of COE Photocopy to the Integrated Records Management Office (IRMO)

One of the two dry-sealed photocopies of the accomplished COE, duly released by the CSCRO's/CSCCO's releasing officer and received by the eligible-grantee, shall be transmitted to the IRMO, together with the corresponding Register of Eligibles, during the prescribed period which is within the first 15 days of the ensuing month. The mode of transmittal shall be either through courier or registered mail.



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Note: In cases of COEs release of which shall be coursed through the CSCFO/Conduit CSCRO, photocopies of the same for transmittal to IRMO as attachment to the ROE/s need not be dry-sealed and signed/received by the eligible/s concerned.

F. Unclaimed COEs for Special Laws and CSC Issuances

The CSC Records Disposition Schedule contained in CSC OM No. 35, s. 2004, provides that applications and supporting documents for eligibilities under special laws and CSC issuances, except VPR, shall be in active file for five (5) years and in storage area for another five (5) years for a total retention period of 10 years, after which disposal is authorized.

Based on the said provision, Certificates of Eligibility (COEs) for all types of eligibility under special laws and CSC issuances, except VPR, that have been printed and processed by the CSCCO/CSCRO but remained unclaimed by the grantees concerned for a period of 10 years from the date of printing, shall be disposed of after the said period, guided by CSC OM No. 35, s. 2004. Unclaimed COEs for VPR eligibility shall be disposed of after 20 years from the date of printing.

XIII. THE REGISTER OF ELIGIBLES (ROE) FOR SPECIAL LAWS AND CSC ISSUANCES

A. Authorized Signatories of ROE for Special Laws and CSC Issuances

The ROE for special laws and CSC issuances shall have three authorized signatories to include the Chief Personnel Specialist of PSD (in case of ERPO) or of ESD (in case of CSCRO), the Director III/Assistant Regional Director, and the Director IV/Regional Director.

Considering that the Chief Personnel Specialist already forms part of the authorized signatories for the ROE, replacing of signatories based on hierarchy shall not apply in case of unavailability of a signatory. For this matter, the ROE shall have at least two signatories, with the unavailable signatory properly tagged, as follows:

“On Leave” – if there is an incumbent who is on authorized leave. This shall cover sick leave, vacation leave, special leave, study leave, maternity/paternity leave, rehabilitation leave, solo parent leave, and such other types of leave authorized by law, including family visit;

“On Official Business” – if there is an incumbent who is not necessarily on leave but is attending to official schedules which is outside of the office premises. This may include attendance to official meetings, training, seminars, workshops, conventions, conferences, and the likes;

“Designated” – if there is an incumbent but is officially designated to another position in either acting, officer in charge, or caretaker capacity; and



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“Vacant” – if there is no incumbent.

In no instance a personnel below the position of Chief Personnel Specialist shall be allowed as signatory for the ROE, except when designated in an acting/caretaker/officer in charge capacity with corresponding Office Order.

B. Generation and Printing of ROE for Special Laws and CSC Issuances

The ROE for special laws and issuances shall be generated and printed within the first working day, with leeway of up to the third working day, of the ensuing month to cover eligibilities granted and issued for the current month.

The ROE for special laws and CSC issuances shall be printed on legal sized bond paper in two copies. The ROE generation and printing shall be handled by the personnel concerned of the PSD (in case of ERPO) or the ESD (in case of CSCRO), using the printing facility of the SPELS.

Upon signing of the ROE by the authorized signatories, the CSC dry seal shall be affixed on the form, covering the name and signature of the Director IV.

The first copy of the duly signed and dry sealed ROE shall be properly filed at the CSCRO by type of eligibility. The second copy shall be transmitted to the Integrated Records Management Office (IRMO), together with the corresponding soft/electronic copy, within the first fifteen (15) days of the ensuing month. The mode of transmittal shall be either through courier, or registered mail.

C. Contents of the ROE for Special Laws and CSC Issuances

The ROE for special laws and CSC issuances shall contain the following key data:

1. The CSC logo and Office identification;
2. The term “Register” shall be used to stress the state of having been registered/recorded;
3. The Basis of the eligibility grant, title of eligibility, and the covered month and year of the Register;
4. The total number of eligibles covered by the ROE;
5. The main body of the ROE which shall come in tabular/matrix format and shall include columns for the following information: Sequence number; Certificate number/Issue date/Security paper serial number; Effectivity date of eligibility; Name/Address of eligible; Sex of eligible; Date/Place of birth of eligible; and Eligibility information depending on the type of eligibility.



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6. The page footer of the ROE which shall indicate the name of the personnel who generated the register (for original printing) or the name of the personnel who reprinted the ROE (for reprinting), the date and time the register was generated and printed or reprinted, the system version used in the generation, and the indicator for number of pages of the register.

XIV. CORRECTION AND/OR CANCELLATION OF ELIGIBILITY RECORD

Correction and/or cancellation of any eligibility record in the SPELS Database shall not be allowed unless there is a corresponding Order duly issued by the CSCRO concerned in case of eligibilities granted at the regional level, or the CSCCO (ERPO) in case of eligibilities granted at the central office level, or a corresponding Resolution issued by the Commission for cancellation of eligibility per se resulting from imposition of penalty/accessory penalty for an administrative offense.

XV. CERTIFICATION AND/OR AUTHENTICATION OF ELIGIBILITY UNDER SPECIAL LAWS AND CSC ISSUANCES

The Integrated Records Management Office (IRMO) or the CSCRO granting the eligibility shall administer the certification and/or authentication process for eligibilities granted under special laws and CSC issuances, guided by CSC OM No. 10, s. 2008, and other pertinent guidelines as set by the IRMO or the CSCRO concerned.

XVI. PROCEDURE IN ACTING UPON/PROCESSING OF APPLICATIONS FOR GRANT OF ELIGIBILITY UNDER SPECIAL LAWS AND CSC ISSUANCES (under normal circumstances²)

STAGE 1: EVALUATION OF APPLICATION

1. Applicant files to the CSC CO/RO/FO duly accomplished application form and documentary requirements.
2. 1st Processor requires the applicant to pay the evaluation fee³ (Php200.00) at the CSC Cashier.

Note: In cases of applications filed through Mail, or Conduit CSCRO, the applicant shall pay the evaluation fee through Postal Money Order (PMO) borne in the name of the CSCCO or the CSCRO concerned.

3. Applicant pays the evaluation fee at the CSC Cashier, then presents the Official Receipt (O.R.) to the 1st Processor.

² "Under normal circumstances" would mean the applicant filing his/her application for eligibility in person at the CSC Regional Office, or at the CSC Central Office.

³ The evaluation fee shall be paid by the applicant upon filing of application.



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4. 1st Processor photocopies the O.R. (evaluation fee), attaches the said photocopy to the application form, and returns the original O.R. (evaluation fee) to the applicant.
5. 1st Processor makes initial evaluation on the following areas:
 - a. Qualification of the applicant for the grant of eligibility applied for;
 - b. General and specific documentary requirements; and
 - c. Completeness and accurateness of information indicated by the applicant in the application form ("n/a" shall be written by the applicant on all items not applicable to him/her).

Note:

- All personal and other relevant data of the applicant appearing in all the documents presented must be consistent (i.e. first name, middle name/initial, last name, date and place of birth, sex, bases of application for eligibility, etc.).
 - In case of inconsistency/discrepancy of data indicated in the documentary requirements, return all application documents and advise applicant to address/resolve the matter, without prejudice to re-submitting the application.
 - In case of doubt on the authenticity of documents submitted by the applicant, refer the matter to the Legal Services Division (in case of CSCRO) or the ERPO-Legal Concerns Unit (in case of CSCCO), which shall conduct the necessary investigation.
6. 1st Processor verifies and validates photocopies of the general and specific documentary requirements submitted by the applicant against its originals pursuant to Item VIII hereof.
 7. If applicable, 1st Processor checks 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, and affixes initials and date opposite the applicant's data entry to indicate that the same has been duly verified.
 8. 1st Processor checks the following:
 - If all fields in the application form were accomplished by the applicant, indicating 'n/a' for fields not applicable. In case there is any data in the application form not filled out, immediately return the application form to the applicant for him/her to complete all information.
 - If the applicant affixed his/her signature on space provided in the application form.



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- If the *jurat* was accomplished, either by a notary public, the HRMO/Personnel Officer of the government agency concerned, or the ERPO-PSD/CSCRO-ESD/CSCFO personnel, whichever the case may be, the printed name, signature, position and office of the administering officer, and the date the *jurat* was administered must be indicated.

Note: An application form with incomplete data/not properly and fully filled out shall not be accepted.

For Approved Applications:

1. 1st Processor does the following:
 - a. Accomplish the "Action Taken" portion on the application form by ticking the "approved" box;
 - b. Fill in the eligibility data on space provided as applicable (Title of Eligibility and Date of Effectivity); and
 - c. Affix signature over printed name and date on space provided for 1st Processor.

Note: In cases of applications filed at the CSCFO, the same shall be forwarded, together with a copy of the O.R. (Evaluation Fee), to the CSCRO concerned for review and final evaluation, and processing of COE.

2. 2nd Processor reviews the application and documentary requirements including the eligibility data, makes final evaluation particularly on the validness of the approval of an application, and affixes signature over printed name and date on space provided for 2nd Processor on application form. The 2nd Processor also affixes initials and date opposite the applicant's data entry in the corresponding master list, if any.
3. 1st Processor requires the applicant to pay the processing fee⁴ (Php300.00) at the CSC Cashier.
4. Applicant pays the processing fee at the CSC Cashier, then presents the O.R. (processing fee) to the 1st Processor.

Note: In cases of applications filed at the CSCFO, and through Mail, Representative, or Conduit CSCRO, the applicant shall be notified in writing of the approval of his/her application with instructions to send his/her payment for the Processing Fee in the form of Postal Money Order borne in the name of the CSCRO concerned, or of the CSCCO, as the case may be.

⁴ The processing fee shall be paid by the applicant only upon approval of application.



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For Applications with Incomplete/Lacking Requirement/s and/or Discrepancies on Personal/Other Relevant Data:

1. 1st Processor does the following:
 - a. Accomplish the *Action Taken* portion on the application form by ticking the "For compliance" box, and indicate the lacking requirements on space provided; and
 - b. Affix signature over printed name and date on space provided.
2. 2nd Processor reviews the application and documentary requirements particularly the lacking requirements and/or discrepancies indicated, and affix signature over printed name and date on space provided on application form.
3. 1st Processor records the subject application in a corresponding Logbook "Applications with Requisites for Compliance: Grant of Eligibility Under Special Laws and CSC Issuances", indicating therein the particulars of the requisites for compliance, and the O.R. (evaluation fee) number, amount and date.

Note: The Logbook "Applications with Requisites for Compliance" shall be used as reference when the applicant re-submits his/her application upon securing the requisites for compliance.

4. 1st Processor returns the application form and documentary requirements to the applicant, and advises him/her to secure the lacking requirements, and/or requisites to address discrepancies on personal/other relevant data and re-submit the application, including the O.R. (evaluation fee) that was paid earlier, upon completion of all the requisites.

Note: In cases of applications submitted at the CSCFO, and through Mail, Representative, or Conduit CSCRO, the application form and supporting documents shall be returned to the applicant (via registered mail or courier at the address appearing on the application form), together with a written notice of the lacking documents, and/or of the discrepancies on personal/other relevant data and the requisites to address the same, advising the applicant to resubmit his/her application upon securing of the lacking documents and/or of the requisites addressing the discrepancies, including the O.R. (evaluation fee), which was paid earlier.

In case an applicant with lacking requirements/discrepancies on personal/relevant data re-submits his/her application upon securing the lacking requirements/requisites to address discrepancies, the applicant concerned shall no longer be required to pay the evaluation fee again.

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For Disapproved Applications:

1. 1st Processor does the following:
 - a. Accomplish the *Action Taken* portion on the application form by ticking the "Disapproved due to" box, and indicate the reason/s for disapproval on space provided;
 - b. Affix signature over printed name and date on space provided.

Note: In case applications were disapproved at the CSC Field Office, the same shall be forwarded to the CSC Regional Office for final evaluation and validation of the disapproval.

2. 2nd Processor reviews the application and documentary requirements particularly the validness of the disapproval, and affix signature over printed name and date on space provided on application form.
3. 1st Processor records the disapproved application in a corresponding Logbook "Disapproved Applications: Grant of Eligibility Under Special Laws and CSC Issuances", indicating therein the reason/s for disapproval.

Note: The Logbook "Disapproved Applications" shall be used as reference when the applicant re-files his/her application upon meeting the qualification requirement for the grant of eligibility.

4. 1st Processor returns the application form and documentary requirements to the applicant, and advises the applicant that the disapproval is without prejudice to re-filing of application should the reason/s for disapproval is sufficiently complied with (i.e. If disapproval is due to not meeting the qualification requirement for the number of years of service as in the BHW eligibility, the applicant may re-file his /her application after he/she completes the five-year service requirement.).

Note: In cases of applications submitted at the CSCFO, and through Mail, Representative, or Conduit CSCRO, including applications initially disapproved at the Field Office level, the application form and supporting documents shall be returned to the applicant (via registered mail or courier at the address appearing on the application form), together with a written notice of the disapproval of his/her application, citing the reason/s therefor and advising further that the disapproval is without prejudice to re-filing of application should the reason/s for disapproval be sufficiently addressed (i.e. If disapproval is due to not meeting the qualification requirement for the number of years of service as in the BHW eligibility, the applicant may re-file his /her application after he/she completes the five-year service requirement.).

In case an applicant, whose application has earlier been disapproved, re-files application for the same type of eligibility upon meeting the qualification requirement, such application shall be regarded as new and the applicant shall be required again to pay the evaluation fee.



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STAGE 2: PROCESSING OF CERTIFICATE OF ELIGIBILITY

A. Preparation and Printing of COE

1. Upon presentation of the O.R. (processing fee) by the applicant, 1st Processor photocopies the O.R., attaches the photocopy to the application form, and returns the original O.R. to the applicant.
2. 1st Processor encodes personal and eligibility data of the applicant in the transaction database of the Special Eligibility Information System (SPELS).
3. 1st Processor prints the Proofing Report on A4 bond paper and affixes his/her signature on the corresponding space.
4. 1st Processor submits to the 2nd Processor the Proofing Report, together with the application form and other documents.
5. 2nd Processor reviews the Proofing Report, indicates his/her corrections (if any) and ticks the appropriate box found at the upper right corner of the form.
(N.B.: 2nd Processor shall affix his/her signature over printed name and date on the corresponding space if the Proofing Report is final.)
6. If the Proofing Report has been ticked "final copy, for posting", 1st Processor proceeds with posting the transaction data in the SPELS eligibility database, and affixes his/her signature over printed name and date on corresponding space on the Proofing Report.

If the Proofing Report has been ticked "with error, for reprinting", 1st Processor encodes the correct data, reprints the Proofing Report, and submits the same anew to the 2nd Processor for review. (This shall be the cycle until the Proofing Report be marked "final copy, for posting".)

7. After posting, 1st Processor prints the COE on draft paper and on security form.

Note: If the eligible is a waiting party, the COE printed on draft paper shall be stamped with "Checked by" and presented to the eligible for his/her review, after which the eligible shall affix his/her signature on the COE draft, and his/her signature over printed name and date on the stamped "Checked by" portion. (This step shall be dispensed with if the eligible is not a waiting party.)

If there is no correction, COE shall be printed on the security form.

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8. Pasting of eligible's photo on and signing of the COE:
 - a. If the eligible is a waiting party:
 - a.1 1st Processor requires the applicant-grantee to paste his/her photo and to sign on corresponding spaces provided on the security form.
 - a.2 1st Processor fills in the COE number and security form serial number on the application form; and
 - a.3 2nd Processor checks whether or not the printing of the COE was properly/accurately done, including completeness and accurateness of eligibility data, then endorses the same, together with the rest of the application documents, to the Directors for signature/appropriate action.
 - b. If the eligible is not a waiting party:
 - b.1 1st Processor pastes the eligible's photo on the space provided on the security form.
 - b.2 2nd Processor checks whether or not the printing of the COE was properly/accurately done, then endorses the same, together with the rest of the application documents, to the Directors for signature/appropriate action.
9. Director III conducts second review of the application documents, including the COE, and affixes his/her signature on corresponding space on the COE, and his/her initials and the date opposite the eligible's data entry in the corresponding master list, if any.
10. Director IV conducts final review of the application and other documents, including the COE, and affixes his/her signature on corresponding space on the COE, and his/her initials and the date opposite the eligible's data entry in the corresponding master list, if any.
11. 1st Processor photocopies (two copies) the fully accomplished COE.
12. 1st Processor affixes the CSC seal on the original accomplished COE and its two photocopies at the portion covering the eligible's picture (see Item D, Part XII hereof).

**GUIDELINES AND PROCEDURES ON
GRANT OF CIVIL SERVICE ELIGIBILITY
UNDER SPECIAL LAWS AND CSC ISSUANCES,
Revised December 2011**

B. Release of COE

1. 1st Processor does the following:
 - a. Records the application data on the corresponding Logbook "Approved Applications: Grant of Eligibility Under Special Laws and CSC Issuances".
 - b. Stamps "Released by" at the lower left portion of the two dry-sealed COE photocopies.
 - c. Stamps "Received Original" at the lower right portion (opposite the "Released by") of the two dry-sealed COE photocopies.
2. 1st Processor releases the COE to the eligible, then accomplishes the "Released by" portion on the two dry-sealed COE photocopies. The application receipt stub shall also be cut and given to the eligible.
3. Eligible accepts the COE, then acknowledges receipt of the same by accomplishing the "Received Original" portion on the two dry-sealed COE photocopies, and affixes his/her signature over printed name and date opposite his/her entry on the Logbook.
4. 1st Processor files accordingly the duly received (dry-sealed) photocopies of the COE, together with the application form, draft COE (if any), and validated copies of the general and specific documentary requirements.

Note: In cases of eligibles who are based in the regions/distant provinces, the release of the COE shall be coursed through the CSCRO/CSCFO concerned, guided by applicable provisions of ERPO Memo No. 1496, s. 2008 (Facilitation of Grant of Eligibility Under Special Laws for Applicants Who Have Moved to/are Based in Another Region).

The original COE (in security form) for release and its (two) dry-sealed photocopies, which serve as receiving copies, shall be sent to the Conduit CSCRO/CSCFO via courier, or registered mail.

The release of the COE shall be done by the personnel concerned of the Conduit CSCRO/CSCFO, which shall send back to the Authorized CSCRO/CSCCO, via courier or registered mail, the duly accomplished receiving copies of the COE and other pertinent documents.

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**GUIDELINES AND PROCEDURES ON
GRANT OF CIVIL SERVICE ELIGIBILITY
UNDER SPECIAL LAWS AND CSC ISSUANCES,
Revised December 2011**

C. Generation of Register of Eligibles (ROE)

1. Chief Personnel Specialist of PSD (in case of ERPO) or of ESD (in case of CSCRO) executes the Close Month Transaction (CMT) in the SPELS on the first working day of the ensuing month covering all eligibilities issued for the current month and prints the Report on Issued Eligibility (RIE).

Note: The CMT is advised to be executed within the first three working days of the ensuing month.

2. After execution of the CMT, the personnel concerned of PSD (in case of ERPO) or of ESD (in case of CSCRO) generates and prints the Checklist of ROEs for Printing using A4 bond paper.
3. Using the printed Checklist of ROEs for Printing as guide, the personnel concerned of PSD (in case of ERPO) or of ESD (in case of CSCRO) generates and prints, in two copies, each of the ROEs listed in the said Checklist using legal sized bond paper.
4. After successful printing of each ROE, the personnel concerned saves ROE printing history in the SPELS, then marks the corresponding tick box on the Checklist.
5. After all ROEs have been successfully printed and saved in the SPELS, the personnel concerned affixes his/her signature over printed name and position, and date on the space provided in the Checklist.
6. Personnel concerned backs up the data files, copies the same either in diskette or CD, and labels the diskette/CD accordingly.
7. Personnel concerned prepares and prints [in two (2) copies] related transmittal letter/memo to the Integrated Records Management Office (IRMO).
8. Personnel concerned submits the printed ROE/s, together with the transmittal letter/memo, the back-up diskette/CD and the dry-sealed, duly received photocopy of the COEs of concerned eligibles, to the Division Chief, the Director III, and the Director IV, for their respective review/signature.
9. The Division Chief, Director III and Director IV respectively review and sign the ROE/s on the corresponding space provided. The Division Chief and the Director III shall affix their initials on the second copy of the transmittal letter/memo to IRMO.
10. Personnel concerned affixes the CSC seal on each ROE, specifically at the portion to cover the name and signature of the main signatory who is the Director IV.



**GUIDELINES AND PROCEDURES ON
GRANT OF CIVIL SERVICE ELIGIBILITY
UNDER SPECIAL LAWS AND CSC ISSUANCES,
Revised December 2011**

11. Personnel concerned packs a complete set of the printed ROE/s, together with the first copy of the transmittal letter/memo to IRMO, the back-up diskette/CD and the dry-sealed, duly received photocopies of the COEs of concerned eligibles; prepares and prints related transmittal sheet; and dispatches the parcel through the Office's mailing center.

Note: In cases of COEs release of which shall be coursed through the CSCFO/Conduit CSCRO, photocopies of the same for transmittal to IRMO as attachment to the ROE/s need not be dry-sealed and signed/received by the eligible/s concerned.

Duly accomplished ROE/s must be transmitted to IRMO within the first fifteen (15) days of the ensuing month, together with the corresponding data file (soft/electronic copy) and the dry-sealed, duly received photocopies of the COEs, or plain photocopies of the COEs of concerned eligibles, as the case may be. The mode of transmittal shall be either through courier, or registered mail.

12. Personnel concerned files the second set of ROEs accordingly.

XVII. EFFECTIVITY CLAUSE

These guidelines and procedures shall take effect upon approval by the Civil Service Commission.

XVIII. SEPARABILITY CLAUSE

If any provision of these guidelines and procedures be declared invalid or be amended, the remaining provisions hereof not affected thereby shall remain in force and effect.

XIX. REPEALING CLAUSE

These guidelines and procedures supersede CSC Office Memorandum (OM) No. 61, s. 2005, and CSC OM No. 70, s. 2002. All other rules and regulations or any part or provision thereof, inconsistent with these guidelines and procedures, are hereby repealed or modified accordingly.

W



**CERTIFICATION
on Performance Rating***

This is to certify that (complete name of temporary appointee) has rendered Very Satisfactory actual work performance under temporary status from (complete date indicated on the appointment paper) to (complete date concluding the one-year temporary appointment being invoked or the entire rating period) as (complete title of position indicated in the appointment paper including parenthetical title, if any) in the (complete name of office/department/division/section/unit) of the (complete name and address of the agency), with the following details:

1st Rating Period (minimum of 3 months)

From : (complete date with month, day, and year)
To : (complete date with month, day, and year)
Numerical Rating : _____
Adjectival Rating : _____

2nd Rating Period (minimum of 3 months)

From : (complete date with month, day, and year)
To : (complete date with month, day, and year)
Numerical Rating : _____
Adjectival Rating : _____

This Certification is issued in support of the evaluation/processing of application for grant of eligibility pursuant to Category II of CSC MC No. 11, s. 1996, as amended, and CSC MC No. 3, s. 2008.

(Signature over full printed name of agency head or highest HRMO/PO)

(Complete position title of the signatory)

(Date)

NOTE: The two rating periods shall cover at least 10 months to be considered for the grant of eligibility. In no case shall the two rating periods be less than 10 months or be more than 12 months.

*To be printed on agency official letterhead.



(CSC-ERPO BOE Form 1, January 2011)

**CERTIFICATION
on Services Rendered in the Barangay***

This is to certify that (complete name of the Barangay official) has rendered services in Barangay (complete name of the Barangay), City/Municipality of (complete name of the city or municipality), Province of (complete name of the province), with the following details:

A. Elective Barangay Position/s

Position Held	Inclusive Period		Duration Served		
	From (mm/dd/yyyy)	To (mm/dd/yyyy)	No. of Years Served	No. of Months Served	No. of Days Served
Sub-TOTAL A					

B. Appointive Barangay Position/s

Position Held	Inclusive Period		Duration Served		
	From (mm/dd/yyyy)	To (mm/dd/yyyy)	No. of Years Served	No. of Months Served	No. of Days Served
Sub-TOTAL B					

**C. Total Aggregate Number of Years, Months and Days Served
(Sub-Total A + Sub-Total B)**

Total No. of Years : _____
 Total No. of Months : _____
 Total No. of Days : _____

This Certification is issued in support of the evaluation/processing of the application of Mr./Ms. (last name of the Barangay official) for the grant of Barangay Official Eligibility pursuant to CSC Resolution No. 93-3666.

(city/municipality and province), (complete date).

 (Signature over full printed name of
 Authorized DILG official)

 (Complete position title of the signatory)

*To be printed in DILG official letterhead

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Explanatory Notes:

1. The Certification on Services Rendered in the Barangay shall be signed by the authorized DILG Official at the municipal, city, provincial, or regional level, and printed on official letterhead of the DILG issuing Office.
2. Complete name of the Barangay Official shall refer to First Name, Middle Initial, Last Name, and Extension Name, if any.
3. Elective Barangay positions include *Punong Barangay*/Barangay Captain, regular Sangguniang Barangay Members, and Sangguniang Kabataan Chairmen who were elected in the 1982 Elections or thereafter.
4. Appointive Barangay positions include Barangay Treasurers, and Barangay Secretaries who were appointed by the duly elected *Punong Barangay*.
5. The "From" and "To" columns shall refer to the inclusive period the Barangay Official has served a certain barangay position. These shall be written numerically in the month-day-year format.
6. The columns for "Duration Served" shall account for the length of time (in years, months and days) covered by the dates indicated under the columns for Inclusive Period.

To compute for the Duration Served, the following formula shall be used:

$$\begin{array}{r}
 {}^1\text{YYYY} / \text{MM} / \text{DD} \text{ (the date indicated under "To" as the minuend)} \\
 \text{less } \text{YYYY} / \text{MM} / \text{DD} \text{ (the date indicated under "From" as the subtrahend)} \\
 \hline
 \text{YYYY} / \text{MM} / \text{DD} \text{ (duration served)}
 \end{array}$$

Illustration 1:

$$\begin{array}{r}
 2007 / 11 / 30 \\
 \text{less } 2004 / 03 / 15 \\
 \hline
 0003 / 08 / 15 \text{ – duration served is 3 years, 8 months and 15 days}
 \end{array}$$

Illustration 2:

$$\begin{array}{r}
 2007 / 03 / 15 \\
 \text{less } 2004 / 11 / 30 \\
 \hline
 \text{-----}
 \end{array}$$

Since the column for DD cannot be subtracted because the subtrahend (30 days) is bigger than the minuend (15 days), the equivalent number of days for the month of March (i.e. 31 days) shall be added to the DD column (i.e. 15 days + 31 days); thus, making it 46 days for the DD column, while the 03 under the MM column will be reduced to 02, as follows:

$$\begin{array}{r}
 2007 / 02 / 46 \\
 \text{less } 2004 / 11 / 30 \\
 \hline
 \text{-----} \\
 \text{ / 16}
 \end{array}$$

¹ YYYY = Years; MM = Months; DD = Days



Similarly, since the column for MM cannot be subtracted because the subtrahend is bigger than the minuend, the equivalent number of months for one year (i.e. 12 months) shall be added to the MM column (i.e. 02 months = 12 months); thus, making it 14 months for the MM column, while the 2007 under the YYYY column will be reduced to 2006, as follows:

2006 / 14 / 46
less 2004 / 11 / 30

/ 03 / 16

Since the remaining column for YYYY can be subtracted, the solution will be, as follows:

2006 / 14 / 46
less 2004 / 11 / 30

0002 / 03 / 16 – duration served is 2 years, 3 months and 16 days

- 7. Sub-Total A shall refer to the sum of the numbers under the column of each for number of years served, number of months served, and number of days served, covering the elective position/s held.
- 8. Sub-Total B shall refer to the sum of the numbers under the column of each for number of years served, number of months served, and number of days served, covering the appointive position/s held.
- 9. The Total Aggregate Number of Years indicated under Item C should NOT be less than five (5) years.

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**CERTIFICATION
on Performance Rating***

This is to certify that (complete name of temporary appointee) has rendered Very Satisfactory actual work performance under temporary status from (complete date indicated on the appointment paper) to (complete date concluding the one-year temporary appointment being invoked or the entire rating period) as (complete title of position indicated in the appointment paper including parenthetical title, if any) in the (complete name of office/department/division/section/unit) of the (complete name and address of the agency), with the following details:

1st Rating Period (minimum of 3 months)

From : (complete date with month, day, and year)
To : (complete date with month, day, and year)
Numerical Rating : _____
Adjectival Rating : _____

2nd Rating Period (minimum of 3 months)

From : (complete date with month, day, and year)
To : (complete date with month, day, and year)
Numerical Rating : _____
Adjectival Rating : _____

This Certification is issued in support of the evaluation/processing of application for grant of eligibility pursuant to Category II of CSC MC No. 11, s. 1996, as amended, and CSC MC No. 3, s. 2008.

(Signature over full printed name of agency head or highest HRMO/PO)

(Complete position title of the signatory)

(Date)

NOTE: The two rating periods shall cover at least 10 months to be considered for the grant of eligibility. In no case shall the two rating periods be less than 10 months or be more than 12 months.

*To be printed on agency official letterhead.



(CSC-ERPO Cat. II Form No. 2, January 2011)

***STATEMENT OF
ACTUAL DUTIES AND RESPONSIBILITIES**

This is to state that (complete name of temporary appointee) performed the following actual duties and responsibilities during his/her temporary appointment from (complete date indicated on the appointment paper) to (complete date concluding the one-year temporary appointment) as (complete title of position indicated in the appointment paper including parenthetical title, if any) in the (complete name of office/department/division/section/unit) of the (complete name and address of the agency) :

(enumerate actual duties and responsibilities)

This Statement is issued in support of the evaluation/processing of application for grant of eligibility pursuant to Category II of CSC MC No. 11, s. 1996, as amended, and CSC MC No. 3, s. 2008.

(Signature over full printed name of
Immediate Supervisor)

(Complete position title of the signatory)

(Date)

*To be printed on agency official letterhead.

