



MC No. 11, s. 2014

MEMORANDUM CIRCULAR

TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment on the Grant of Eligibility to Sanggunian Members (RA No. 10156)

In CSC Resolution No. 1400044* promulgated on January 9, 2014 and which took effect on February 15, 2014, the Commission resolved to amend certain provisions of CSC Resolution No. 1300486 on the Implementing Rules and Regulations of Republic Act No. 10156 on the grant of eligibility to Sanggunian Members.

Below are the revisions:

1. Section 14 (d) on Documentary Requirements::
 - d. *For Sanggunian Members not included in the DILG Master List, Certification of the services rendered by the Sanggunian Member duly signed by an authorized official from the DILG regional office where he/she served as Sanggunian Member using the appropriate form prescribed by the CSC. (agency to agency)*

2. Section 16 (b) on Duties and Responsibilities:
 - b) *The DILG, as the repository and custodian of the records of Sanggunian Members, shall perform the following:*
 - b.1. *provide CSC with copies of available Master List of Sanggunian Members to the CSCRO concerned covering the elections on May 11, 1992 to May 13, 2013, one month after the signing of the CSC-DILG Memorandum of Agreement dated October 23, 2013;*
 - b.2. *provide a database of Sanggunian Members to include their service record starting with the elections in 2016 and*

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thereafter for submission to the CSCRO concerned within six (6) months after each election;

b.3. issue a Certification on the services rendered by Sanggunian Members who are not included in the DILG Master List using the appropriate form prescribed by the CSC. The certification should be signed by an authorized DILG Official from the regional office (agency to agency);

b.4. furnish the concerned CSCRO with a list of Sanggunian Members proclaimed by virtue of a recall election and proof of proclamation from the Commission on Elections.

Applicants for the grant of Sanggunian Member Eligibility (SME) shall submit the attached CS Form 101-J (Revised, December 2013), together with the other documentary requirements, to the CSC Regional/Field Office concerned.

Securing of the certification on the services rendered by Sanggunian Members who are not included in the DILG Master List or whose information in the DILG Master List is lacking/incomplete shall be an agency to agency procedure. Certification on the services rendered by Sanggunian Members submitted or hand-carried by the applicants themselves shall NOT be accepted by the CSC. The processing of application for the grant of SME shall be done only upon receipt of the said certification directly coming from the DILG.

All other provisions of CSC Resolution No. 1300486 not affected hereby, shall remain valid and in force.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

JUL 07 2014

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on January 30, 2014

I. QUALIFICATIONS FOR THE GRANT OF SANGGUNIAN MEMBER ELIGIBILITY (SME)

A. Checklist of Qualifications

- 1. Sanggunian Member Positions Held: Vice Governor, City/Municipal Vice Mayor, City/Municipal/Provincial Council
For SME (first level): Served as Sanggunian Member for an aggregate period of six (6) years.
Completed at least 72 units leading to a baccalaureate/bachelor's degree
For SME (second level): Served as Sanggunian Member for an aggregate period of nine (9) years.
Completed a baccalaureate/bachelor's degree
2. Name of applicant is included in the corresponding Master List issued by the concerned DILG Office
3. For applicants with name not included in the DILG Master List, the applicant's services rendered as Sanggunian Member are certified by the DILG with corresponding Certification issued and sent by the DILG directly to the CSC.

B. Evaluation on Qualifications for the Grant of Eligibility

- Qualified (all qualifications set are met). Application for approval.
Not qualified. Application for disapproval. Specify qualification/s not met

II. DOCUMENTARY REQUIREMENTS FOR SUBMISSION (To be accomplished only for qualified applications; Put (x) for lacking items and/or "n/a" for items not applicable)

A. Checklist of GENERAL REQUIREMENTS:

- 1. Properly accomplished CS Form 101-J, Revised December 2013 (all fields properly filled out, with "n/a" indicated in all fields not applicable to the applicant)
2. Three (3) pieces of identical ID pictures with the following specifications:
Passport size (4.5 cm x 3.5 cm or 1.8 in x 1.4 in)
Colored with white background
Printed on good quality photo paper
Taken within three (3) months prior to filing of application
Taken in full-face view directly facing the camera
Showing left and right ears
With neutral facial expression and both eyes open
In bare face (with no eyeglasses, colored contact lens or any accesories that may cover the facial features; facial features not computer enhanced)
In standard close-up shot (from shoulder level up with head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1 inch or 2.54 cm below the chin)
With HANDWRITTEN (not computer generated) name tag legibly showing SIGNATURE OVER PRINTED FULL NAME in the format: First Name, Middle Initial, Last Name, and Extension Name, if any (e.g. PETER S. CRUZ JR.)
3. Original and photocopy of any of the following I.D. cards, which must be valid (not expired upon filing of application), and contains the name, clear picture, date of birth and signature of the applicant, and the name and signature of the issuing agency's current head/ authorized representative (NOTE: Any other I.D. card NOT included in the list shall NOT be accepted. Circle the ID card/s submitted by the applicant.)
Current Office/Company ID
School ID (must be duly validated for the current school year)
Passport (with signature of the applicant)
BIR ID
GSIS ID
SSS ID
Postal ID
Driver's License
PhilHealth ID
Voter's ID
Barangay ID
Police clearance (with picture)
4. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO. In case the NSO Marriage Certificate is not legible, the applicant shall, in addition, submit the original and photocopy of her Marriage Certificate authenticated/issued by the Local Civil Registrar.
5. Certification of No Pending Case/Non-Conviction of Any Offense (Use CSC SPEL Form 1, April 2012); and
6. If filing of application is through a representative:
Authorization letter executed by the applicant; and
Original and photocopy of one (1) valid I.D. card of the representative.

B. Checklist of SPECIFIC REQUIREMENTS:

- 7. For applicant who is a baccalaureate/bachelor's degree holder, original/authenticated and photocopy of Transcript of Record.
8. For Sanggunian Member First Level Eligibility applicant who is not a baccalaureate/bachelor's degree holder, certification on the number of units earned and the baccalaureate/bachelor's degree being/has pursued duly signed by authorized official/registrar of the university/ college
9. Original/Authenticated Master List of qualified Sanggunian Members issued by the DILG (agency to agency concern)
10. For applicants with name not included in the DILG Master List, Certification of services rendered by the Sanggunian Member duly signed by authorized DILG official at the regional level where he/she has served as Sanggunian Member (Use CSC SME Form 1, March 2013). Date received by CSC from DILG
11. Other documents as may be deemed necessary by the CSC in verifying authenticity of information supplied by the applicant.

CERTIFICATION (To be accomplished only for qualified applicants with complete documents):

We certify that we have reviewed the qualifications and all the documentary requirements submitted by _____ on his/her application for grant of the Sanggunian Member _____ Level Eligibility, and found the same to be complete and in order.

Signature over printed full name of Evaluator
Position _____ Date _____

Signature over printed full name of Approving Officer
Position _____ Date _____

CSC Regional Office No. _____ may be reached at the following contact information:

Telephone No. : _____
Cellular Phone No. : _____
Fax No. : _____
E-mail address : _____
Contact Person : _____

CSC _____ Field Office may be reached at the following contact information:

Telephone No. : _____
Cellular Phone No. : _____
Fax No. : _____
E-mail address : _____
Contact Person : _____