

ADVISORY
(Effective July, 2009)

CERTIFICATION OF ELIGIBILITY (for lost original certificate)

1. One piece “1 inch by 1 inch” picture with name tag and signature affixed prior to having the photograph taken
 - Signature must be on top of the printed name.
 - The photograph should have been taken within three (3) months prior to filing of request for Certification of Eligibility.
 - Scanned, computer-generated photo/name/signature will not be accepted.
2. Properly accomplished ERRF
3. Two (2) valid Identification Cards
4. Certification fee: Php100.00 per copy
5. If through a representative or if the requesting party is abroad, please refer to additional requirements below.



AUTHENTICATION OF ELIGIBILITY

1. Original Certificate of Eligibility or Report of Rating
2. Properly accomplished ERRF
3. One (1) valid Identification Card (if requesting party is the examinee/eligible)
Two (2) valid Identification Cards of the examinee/eligible (if request is filed through a representative)
4. Authentication fee: Php50.00 per copy
5. If through a representative or if the requesting party is abroad, please refer to additional requirements below.

Choices for Identification Card/s:

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|------------------|----------------|---------------------|----------------------|
| 1. Company ID | 4. Voter's ID | 7. Driver's License | 10. NBI Clearance |
| 2. Taxpayer's ID | 5. SSS ID | 8. PRC License | 11. Police Clearance |
| 3. Passport | 6. GSIS E-Card | 9. NBT License | |

ADDITIONAL REQUIREMENTS

A. If request for certification or authentication is filed through a Representative:

1. Authorization Letter or Special Power of Attorney (SPA); and
2. One (1) valid Identification Card of the representative.

B. If the requesting party of the certification or authentication Works/Lives Abroad:

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| 1. Copy of Passport; and | } | duly authenticated/validated by the Philippine Embassy |
| 2. Copy of one (1) Identification Card. | } | or Consular Office |