

CIVIL SERVICE COMMISSION – NATIONAL CAPITAL REGION
25 Kaliraya St. Quezon City
740-84-12 (Trunk Line)

Offices and Divisions in the Regional Office

Office of the Regional Head

ATTY. ANICIA MARASIGAN-DE LIMA

Assistant Commissioner

☎ 741-60-97 or local 204

Offices of the Assistant Regional Directors

ATTY. ALMA FLORES-FORONDA

Director III

☎ 781-58-64 or local 209

DIRECTOR MARIA VICTORIA M. SALAZAR

Director III

☎/📠 781-58-86 or local 209

Public Assistance and Liaison Division

Ms. CLAUDIA A. TAN

Chief Personnel Specialist

☎ 740-84-12 locs. 201; 203; 213

Management Services Division

Mr. RODOLFO M. SANTOS

Chief Personnel Specialist

☎ 749-09-80/740-84-12 loc. 211

Examination Services Division

Ms. EVELYN E. VIERNES

Chief Personnel Specialist

☎ 781-58-78

Human Resource Division

Ms. LAURA D. MANGORANGCA

Chief Personnel Specialist

☎ 781-11-56/740-84-12 loc. 224

Policies and Systems Evaluation Division

Mr. HENRY B. PELIÑO

Chief Personnel Specialist

☎ 749-90-26/740-84-12 loc. 205

Legal Services Division

Atty. CIELITO A. MARTINEZ

Attorney V

☎ 781-86-77/740-84-12 loc. 202

CSC Field Offices and Heads

Director LUCILA C. PAGDANGANAN

- CSCFO – Bureau of Internal Revenue
Rm. 210 BIR Bldg., Agham Road, Diliman, Quezon City
☎ 926-55-68
- CSCFO – Commission on Audit
2/F COA Bldg., Commonwealth Ave., Quezon City
☎ 932-71-36
- CSCFO – House of Representatives
Batasang Pambansa Complex, Diliman, Quezon City
☎ 932-61-21

Director EVA F. OLMEDILLO

- CSCFO – Bangko Sentral ng Pilipinas
Rm. 605 EDPC Bldg., BSP Complex, F.B. Harrison St., Manila
☎ 523-22-83
- CSCFO – Department of Foreign Affairs
3/F DFA Bldg., Roxas Blvd., Manila
☎ 834-48-09/834-33-81/834-44-55 Telefax

Director ELNORA B. GOTIS

- CSCFO – Caloocan City Government
2/F Caloocan City Hall, A. Mabini St., Caloocan City
☎ 288-88-21/288-88-24
- CSCFO – Department of Health
San Lazaro Hospital, Sta. Cruz, Manila
☎ 781-43-29/743-83-01 local 2252

Director CARDITO L. CALLANGAN

- CSCFO – Department of Agriculture
G/F DA Bldg., Elliptical Road, Diliman, Quezon City
☎ 920-18-14/928-87-41
- CSCFO – Quezon City Government
5/F Quezon City Hall, Elliptical Road, Diliman, Quezon City
☎ 925-60-45 local 265/264
- CSCFO – University of the Philippines
G/F NEC Bldg., U.P. Campus, Diliman, Quezon City
☎ 981-85-00 local 3022

Director ADORACION F. ARENAS

- CSCFO – Department of the Interior and Local Government
9/F Francisco A Gold Condominium, Mapagmahal St. cor. EDSA, Q.C.
☎/📠 929-96-22/925-91-13

Director VELDA E. CORNELIO

- CSCFO – Department of National Defense
Camp Gen. Aguinaldo, Boni Serrano St., Quezon City
☎ 911-62-64

Director HANS R. ALCANTARA

- CSCFO – Department of Public Works and Highways
Mezzanine Floor DPWH Bldg., Bonifacio Drive, Port Area, Manila
☎ 304-32-92 /304-35-49 ☎/📠 304-33-31

Director JENNIFER L. TIMBOL

- CSCFO – Department of Science and Technology
G/F Chemicals & Minerals Division Bldg.
Industrial Technology & Development Institute
DOST Compound, Bicutan, Taguig City
☎ 837-20-71 local 2278/2279

Director CECILIA C. VILLAFUERTE

- CSCFO – Development Bank of the Philippines
6/F DBP Bldg., Gil Puyat cor. Makati Avenues, Makati City
☎/📠 812-63-71 ☎ 818-95-11
- CSCFO – Rizal Technological University
RTU Bldg., Boni Avenue, Mandaluyong City
☎ 534-82-67 local 114

Director ARTURO SJ. PANALIGAN

- CSCFO – Government Service Insurance System
G/F Old GSIS Bldg., Arroceros St., Manila
☎/📠 527-51-26 or 528-05-37

Director JOCELYN PATRICE L. DECO

- CSCFO – National Museum
G/F National Museum Bldg., P. Burgos St., Manila
☎/📠 527-66-15 Telefax

Director ERLINDA G. MAGALONG

- CSCFO – Office of the President
Room# 476 Mabini Bldg., Malacañang, Manila
☎/📠 735-62-01 local 6328/6472

Director PERFECTO B. CARDENAS

- CSCFO – Philippine National Police
2/F DPRM Annex Bldg., Camp Crame, Quezon City
☎ 723-04-01 local 3662/4431

Director HANS R. ALCANTARA

- CSCFO – Social Security System
8/F SSS Bldg., East Avenue, Quezon City
☎ 920-64-01 local 5959 ☎ 924-78-26
- CSCFO – Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
☎ 928-61-90

Services Processed at the Regional Office

The CSC-NCR has a One-Stop Shop (OSS) located at the Ground Floor of the Civil Service Commission – NCR. All requests and applications should be filed with the OSS.

A. LOCAL SCHOLARSHIP PROGRAM : This is processed at the Human Resource Division, 4th Floor

- ***Payment of Allowance to LSP – MDC Scholars***

Requirements

- Certification from the HRD, Civil Service Commission that the individual is a scholar/grantee under the program (only for those claiming allowance for the first time)
- Original and photocopy of registration form/card
- Copy of the Official Receipt (only for reimbursements)

- ***Payment of Tuition Fee of LSP – MDC Scholars***

Requirements

- Billing from the school
- Syllabus
- Photocopy of Registration Form or Official Receipt (only for reimbursements)

- ***Issuance of Certification Regarding Grant of Scholarship***

Requirements

- Original copy of the Contract signed by head of agency, scholar and the CSC Regional Office Head (for initial claim of allowance)
- Original and photocopy of grades (for succeeding claims)

B. CONDUCT OF EXAMINATIONS AND GRANT OF ELIGIBILITY : This is processed at the Mamamayan Muna Action Center or the One-Stop Shop, Ground Floor

▪ ***Processing of applications for all CSC conducted examinations***

Personal filing of application is strictly observed. Applications are accepted on a first-come first-served basis.

General Requirements

- 4 pcs. 1½" x 2" I.D. pictures with full name tag (last name, first name, middle initial). Scanned, digitally-imaged and photocopied pictures will not be accepted.
- One original valid I.D. card and a photocopy of the same I.D. card.
- Examination Fee of :
 - P 350.00 for CS Professional and Subprofessional Paper and Pencil Tests (*PPT*)
 - P 400.00 for CS Professional and Subprofessional Computer-Assisted Tests (*CAT*)
 - P 700.00 for Career Executive Officer Examination (*CEOE*)
- Fully accomplished application form (Form No. 100) in examinee's handwriting
- Other requirements and special qualifications for the CEOE, LSP-MDC, Foreign Service Officer, Fire Officer and Jail Officer Examinations may be browsed at www.csc.gov.ph

▪ ***Processing of applications for grant of eligibility under special laws (P.D. 907; CSC M.C. 11 - Categories I and II; and Barangay Official Eligibility)***

General Requirements

- 3 pcs. 1" x 1" I.D. pictures with full name (last name, first name, middle initial) tag. Scanned, digitally-imaged and photocopied pictures will not be accepted.
- One original valid I.D. card with picture and signature and photocopy of the same I.D. card.
- Original and photocopy of birth certificate authenticated by the National Statistics Office (*NSO*)
- Fully accomplished application form (Form No. 101-A) in examinee's handwriting
- Processing fee of P 150.00

Additional requirements shall be submitted for the grant of the following Eligibilities

▪ **P.D. 907** (for those who graduated as summa cum laude, magna cum laude and cum laude)

- Original Certification from the school Registrar w/ school seal
- Original and photocopy of Transcript of Records w/ school seal

* Only applications of honor graduates from schools located in CSC-NCR will be processed by this Regional Office.

▪ **CSC MC. 11 (Category I)**

- Original and photocopy of Certificate of Competency from TESDA
- Letter endorsement from TESDA if Registry of Workers Tested and Certified (*RWTC*) is not yet available.

* Applications to be submitted at the CSC-NCR

- **CSC MC. 11 (Category II)**

- ☑ Original and certified photocopy of the Temporary appointment
- ☑ Certified true copy of Performance Evaluation Form pertaining to the period of temporary appointment being considered and during which the applicant obtained a VS rating.

* Applications to be submitted to the CSC Field Office where the agency is clustered.

- **Barangay Official Eligibility** (for elective officials up to Kagawad, SK Chairman, Barangay Secretary and Barangay Treasurer who complete an aggregate of 5 years of service)

- ☑ Original Certification from the DILG w/ Department seal
- ☑ Certified photocopy of Oath of Office
- ☑ Service Record
- ☑ Certified photocopy of appointment (only for appointed Barangay Secretary and Treasurer)
- ☑ Certified photocopy of Barangay Resolution (only for appointed Barangay Secretary and Treasurer)

* Applications to be submitted at the CSC-NCR

- **Issuance of Certification of Rating and Authentication of Rating** (This is issued at the Examination Services Division, 4/F)

Requirements

- ☑ 1 pc. 1x1 ID picture w/ complete nametag and signature. Signature should be similar to that used at the time of taking the examination
- ☑ One original valid I.D. card with picture and signature and photocopy of the same I.D.
- ☑ Fully accomplished request form
- ☑ Fee of P 100.00 for Certification of Rating and P 50.00 per copy of the Certificate of Eligibility authenticated

* Applications must be personally submitted at the CSC-NCR, otherwise a Special Power of Attorney must be presented.

- **Release of Certificate of Eligibility** (This is released at the One-Stop Shop, G/F)

- ☑ One original valid I.D. card with picture and signature
- ☑ One piece 1" x 1" or 1½" x 2" I.D. picture with full name tag (last name, first name, middle initial). Scanned, digitally-imaged and photocopied pictures are not accepted.

* Eligible must personally claim his/her eligibility at the CSC-NCR.

C. ACCREDITATION OF SERVICE

- **Evaluation of Requests for Accreditation of Government Service**

Only officials and employees who have rendered actual services pursuant to defective appointments or without any appointment except those who have already retired may request for accreditation of services.

Where to File

Requests should be submitted at the Civil Service Commission Field Office where the agency of the employee is clustered. Processing Fee is P 300.00.

Requirements for those with Defective/Disapproved Appointments

- Updated service record signed by the Personnel/Administrative Officer of the agency where the services sought to be accredited were rendered;
- Copy of the defective/disapproved appointment ; and
- Any of the following:
 - Index of salary payments;
 - Payroll;
 - Vouchers;
 - Copy of the leave cards;
 - Daily Time Records or bundy cards;
 - Copies of payroll/voucher on the payment of loyalty bonus/overtime pay/salary differentials;
 - Income Tax Returns;
 - Withholding tax receipts;
 - GSIS Insurance Policy; and
 - Remittance records of contributions made either by the employee or the employer to the PAG-IBIG Fund, GSIS and other institutions, or remittance records of salary/multipurpose loan deduction, subject to verification with said institution.

Requirements for Those Without Any Appointment

- Updated service record signed by the Personnel/Administrative Officer of the agency where the services sought to be accredited were rendered
 - Index of Salary Payments; and
 - Any of the following:
 - Payroll or vouchers;
 - Copy of the leave cards;
 - Daily Time Records or bundy cards;
 - Copies of payroll/voucher on the payment of loyalty bonus/overtime pay/salary differentials;
 - Income Tax Returns;
 - Withholding tax receipts;
 - GSIS Insurance Policy; and
 - Remittance records of contributions made either by the employee or the employer to the PAG-IBIG Fund, GSIS and other institutions, or remittance records of salary/multipurpose loan deduction, subject to verification with said institution.
- * Any affidavit or certification issued that the employee concerned was employed in said agency during the subject period for accreditation will not be sufficient to prove the rendition of services, but the same may be considered as supporting document to corroborate any of the requirements submitted by the employee.
- * All documents to be submitted should bear the required Certification pursuant to CSC MC No. 5, s. of 1999.

D. LEGAL CONCERNS

- ***Filing of Complaint (Disciplinary)***

- The complaint (3 copies) must be under oath and shall contain the following:

- Full name and address of the complainant;
- Full name and address, position and office of the person complained of;
- A narration of the relevant and material facts which shows the acts/omissions allegedly committed by the civil servant; and
- Statement/certificate of non-forum shopping.

- Certified copies of documentary evidence and affidavits of complainant's witnesses, if any;

- Proof of Payment of the filing fee of P 500.00

N.B. Complaints against 3rd level non-presidential appointees and/or CSC Proper personnel may be brought directly to the Commission Proper.

- ***Appeal on Disciplinary Cases should be filed directly with the Commission Proper***

- ***Appeals on Other Personnel and Non-Disciplinary Cases***

- 3 copies of Appeal containing the following:

- Certified true copy of decision; and
- Certified copies of documents/evidence, if any.

- Proof of service of the appeal to the Head of Department or Agency concerned

- Statement/certificate of non-forum shopping

- Proof of payment of the appeal fee of P 500.00

N.B. Pursuant to CSC MC 15, s. 2002, appointments invalidated or disapproved by the CSC Field Office (CSCFO) may be appealed to the CSC Regional Office (CSCRO) while those invalidated or disapproved by the CSCRO may be appealed to the Commission Proper within 15 days from receipt of the invalidation/disapproval.

Motions for Reconsideration filed with the CSCRO on invalidated or disapproved appointments shall be treated as an appeal and all records thereof including the comments of the CSCRO shall be forwarded to the Commission Proper.

- ***Correction of Personal Information***

Where to Submit Request

At the CSC-Central Office: when the existing and/or requested date of birth fall within 5 years before mandatory retirement of the requesting party.

At the CSC-NCR: all other requests made earlier than 5 years from date of retirement.

At the CSC Field Office where the agency is clustered if the requesting individual is still in government service.

At the CSC – NCR: for private individuals who would like to correct their personal information related to examinations administered by the CSC-NCR.

Requirements

- ☑ Original copy of Birth Certificate authenticated by the National Statistics Office and a photocopy of the same
- ☑ Original copy of Affidavit of Discrepancy (notarized) explaining said discrepancy
- ☑ One original valid I.D. card and photocopy of the same I.D.
- ☑ Original and photocopy of Marriage Contract, if married
- ☑ Original copy of Service Record (for government employees only)
- ☑ Certified true copy of Service Record Card secured from the Civil Service Field Office where the employee's agency is clustered
- ☑ Original and photocopy of Report of Rating/Certificate of Eligibility (for purposes of correction of examination records upon application with the Examination Services Division)
- ☑ Proof of Payment of the processing fee of P 200.00
- ☑ Other proofs/documents, in case of late registration of birth certificate:
 - Original of Joint Affidavit of Two Disinterested Persons
 - Original and photocopy of Baptismal Certificate
 - In lieu of Baptismal Certificate:
 - Photocopy of Personal Data Sheet (old file);
 - School records (Transcript of records/diploma)
 - Voter's Registration
 - Other employment records
 - Personal records