



REGIONAL OFFICE NO. \_\_\_\_\_

**Application for Grant of Eligibility Pursuant to R.A. 7160  
(Barangay Official Eligibility)**

ID Picture Specification

Please refer to item II.A.2 at the back of this form

**INSTRUCTIONS :** Fill in the required information. Put "n/a" for items not applicable to you. Submit this Form, together with the documentary requirements, to the CSC Regional/Field Office Concerned. This Form may be accomplished either handwritten, typewritten, or computer printed, provided that the signature of the applicant should be handwritten. Digital/scanned signature is strictly not allowed.

1. APPLICANT'S NAME: \_\_\_\_\_  
Last name First name Ext. name (e.g. Jr.) Middle Name Middle Initial

2. MOTHER'S MAIDEN NAME : \_\_\_\_\_  
Last name First name Middle Name ZIP CODE

3. COMPLETE PERMANENT ADDRESS : \_\_\_\_\_

4. SEX (M/F) : \_\_\_\_ 5. DATE OF BIRTH : \_\_\_\_\_ 6. PLACE OF BIRTH : \_\_\_\_\_  
(mm/dd/yyyy) City/Municipality & Province

7. CIVIL STATUS :  Single  Married  Widowed  Annulled  Legally Separated  Others, specify \_\_\_\_\_ 8. CITIZENSHIP : \_\_\_\_\_

9. TEL. NO. \_\_\_\_\_ 10. CELLULAR PHONE NO.: \_\_\_\_\_ 11. E-MAIL ADDRESS: \_\_\_\_\_

12. EDUCATION (Highest Educational Attainment)  
(include area code)  
 Level of Education:  Elementary  High School  College  Master's  Doctorate  
 Name & address of school attended: \_\_\_\_\_ Inclusive years: \_\_\_\_\_  
 Completion:  Not Graduated Highest Grade/Year/Level/Units earned: \_\_\_\_\_ (from-to)  
 Graduated Date of Graduation/Completion \_\_\_\_\_ Honors received: \_\_\_\_\_  
 Complete Title of Course/Degree (for college/master's/doctorate): \_\_\_\_\_ (mm/dd/yyyy) Major: \_\_\_\_\_

13. EMPLOYMENT (start from most recent):

Agency/Office Name	Address	Position/Job Title	Status of Appt./Employment	Yrs. of Service (from-to)	Gov't Service? (Yes/No)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

14. BARANGAY SERVICE INFORMATION  
 Barangay \_\_\_\_\_ City/Municipality \_\_\_\_\_ Province: \_\_\_\_\_  
 Position held \_\_\_\_\_ Date of Election/Appointment \_\_\_\_\_ Inclusive Dates of completed Term: From: \_\_\_\_\_ to \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy) (mm/dd/yyyy)  
 14.a If under rule on succession, specify assumed position held \_\_\_\_\_ Inclusive dates: From: \_\_\_\_\_ to \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

15. OTHER ELIGIBILITY/IES: Title of Eligibility 1) \_\_\_\_\_ Date of Conferment (mm/dd/yyyy): \_\_\_\_\_  
 2) \_\_\_\_\_ Date of Conferment (mm/dd/yyyy): \_\_\_\_\_

I declare under oath that I **personally** accomplished this Form, and that the information given are true, correct and complete statements pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I understand that any misrepresentation made in this document shall cause the disapproval of my application and/or outright revocation of the eligibility granted without prejudice to the filing of administrative/criminal case/s against me.

Done this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature over full printed name of the applicant

DO NOT FILL BELOW THIS LINE.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature over full printed name of Administering Officer Office/Position

**INDORSEMENT** (application received in the CSC FO for indorsement to CSC RO, or from CSC RO to other CSC RO , to be filled up ONLY as applicable):

ENDORISING the application of \_\_\_\_\_ to CSC RO No. \_\_\_\_\_ /CSC CO as received by CSC FO - \_\_\_\_\_  
 on \_\_\_\_\_, for approval and processing of the grant of Barangay Official Eligibility.

\_\_\_\_\_  
Signature over full printed name of CSC Field/Regional Director/Date

**ACTION TAKEN** (for Processors Only):

- Approved** for the grant of Barangay Official Eligibility  
 Date of Effectivity (mm/dd/yyyy): \_\_\_\_\_ Certificate of Eligibility No. \_\_\_\_\_  
 Serial No. \_\_\_\_\_ Remarks \_\_\_\_\_
- Disapproved** due to \_\_\_\_\_

<p>I (Evaluation Fee)</p> <p>O.R No.: _____ Date: _____ Amount: _____</p> <p>Collecting Officer _____</p>	<p>I (Processing Fee)</p> <p>O.R No.: _____ Date: _____ Amount: _____</p> <p>Collecting Officer _____</p>
<p>I (Evaluation Fee)</p> <p>O.R No.: _____ Date: _____ Amount: _____</p> <p>Collecting Officer _____</p>	<p>I (Processing Fee)</p> <p>O.R No.: _____ Date: _____ Amount: _____</p> <p>Collecting Officer _____</p>

\_\_\_\_\_  
Signature over full printed name of 1<sup>st</sup> Processor/Date Signature over full printed name of 2<sup>nd</sup> Processor/Date

**ACKNOWLEDGMENT OF APPLICATION**

Received the application of \_\_\_\_\_  
Last name First name Middle Name  
 for grant of Barangay Official Eligibility at CSC RO/FO \_\_\_\_\_.  
 Remarks: \_\_\_\_\_

ID Picture Specification

Please refer to item II.A.2 at the back of this form

\_\_\_\_\_  
Signature over full printed name of Receiving Officer Date

I. QUALIFICATIONS FOR THE GRANT OF BARANGAY OFFICIAL ELIGIBILITY (BOE)

A. Checklist of Qualifications

- 1. Elective Official: Punong Barangay/Brgy. Captain Brgy. Kagawad/Councilor SK Chairman
Specify inclusive dates of completed term of office: From (mm/dd/yyyy) To (mm/dd/yyyy)
2. Appointive Official: Brgy. Treasurer Brgy. Secretary
Specify inclusive dates of term of office of the concerned appointing Punong Barangay: From (mm/dd/yyyy) To (mm/dd/yyyy)
3. Completed the term of office specified by the prevailing law (for elective official/corresponding to the appointing Punong Barangay (for appointive official)
4. Name of applicant is included in the corresponding Master List issued by the DILG Office concerned
5. If under Rule on Succession, specify assumed position held Inclusive dates: From (mm/dd/yyyy) To (mm/dd/yyyy)

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-E, Revised February 2017 (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 in 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 expressions and both eyes open
In bare face (with no eyeglasses, colored contact lens or any accessories 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 tags positioned at approximately 1 inch or 2.54 cm below the chin)
With full and handwritten (not computer-generated) name tag in the format: First Name, Middle Initial, Last Name, and Extension Name (if any, Peter S. Cruz Jr.) and signature over printed name
3. Original and photocopy of any of the following valid (not expired upon filing of application) ID Card containing applicant's name, clear picture, date of birth, signature, and with the name and signature of authorized issuing officer. Any other ID card NOT included in the list shall NOT be accepted. Circle the ID card/s submitted by the applicant.
Current Office/Company ID GSIS ID Philhealth ID NBI Clearance
School ID (must be duly validated for the current school year) SSS ID Voter's ID
Passport (with signature of the applicant) Postal ID Barangay ID
BIR ID Driver's License Police Clearance (with picture)
4. Original and photocopy of Birth Certificate of the applicant authenticated/issued by the Philippine Statistics Authority (PSA);
[Note: In case where the PSA-issued Birth Certificate is not legible, or the PSA has duly issued a Negative Certification of Birth (PSA CRS Form No. 1) printed in PSA 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.]
5. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the PSA. In case the PSA 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.
6. Certification of No Pending Administrative/Criminal Case (Use CSC SPEL Form 1, April 2012)
7. 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: Barangay Official Eligibility

- 1. 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 1(a), Revised February 2017, for elective barangay officials, or CSC-ERPO BOE Form 1(b), April 2012, for appointive barangay officials
2. Certification from the Barangay Chairman on the services rendered by the barangay official
3. Duly signed oath-taking certificate or other proofs of having been duly elected or appointed such as election returns and appointment paper
4. 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.
5. For appointive barangay officials (Barangay Secretary & Barangay Treasurer), notarized Affidavit stating that the appointive barangay official is not related up to the 4th degree of consanguinity, or of affinity, to the appointing Punong Barangay
6. Original/Authenticated and dry-sealed Master List of Elected/Appointed Barangay Officials issued by the DILG (agency to agency concern; to be submitted by DILG to CSC RO)
7. Other documents as may be deemed necessary by the CSC Regional Office in verifying authenticity of information supplied by the barangay official

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 the grant of the Barangay Official 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 :