

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Fill-out Eligibility/Exam Records Request Form (ERRF).	Receive/review accomplished ERRF and DF, and issue Order of Payment.	1 minute	ESD personnel		ERRF (Revised 100312); DF and Order of Payment
2	Wait for the request to be processed.	Verify/validate data and information based on the records. If record is accurate, encode examination and personal details and print certification. Review data/findings and affix initials on the file copy of certification. Affix signature on the certification. Photocopy the certification and Identification Cards. Issue order payment and advise client to pay at the Cashier	15 minute 5 minutes 3 minutes 2 minutes 1 minute	ESD personnel ESD personnel ESD personnel Director ESD personnel ESD personnel		
3	Pay to the Cashier.	Process payment and issue Official Receipt.	1 minute	Cashier	P100.00/ copy	Official Receipt
4	Present OR and affix signature on the release portion of the ERRF or file copy.	Release the Certification of Eligibility to client.	2 minutes	ESD personnel		Certification of Eligibility
END OF TRANSACTION						

Note: Forms are available at the CSC Regional Office and CSC website www.csc.gov.ph.

The 30-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.