



Examination Advisory No. 07, s. 2016

ADVISORY

TO : ALL PASSERS OF THE MARCH 13, 2016 FIRE OFFICER EXAMINATION (FOE) & PENOLOGY OFFICER EXAMINATION (POE)

SUBJECT : Clarification on the Issuance of Certification of Eligibility

Please be advised that the Certification of Eligibility printed on CSC official letterhead, free of charge shall be issued through the CSC Regional Offices (CSCROs) upon printing and availability.

Thus, the Certification may be claimed even before May 24, 2016, the starting date of issuance of Certification indicated in Examination Advisory No. 06, s. 2016 (Examination Results) issued earlier. For this matter, please coordinate directly with the CSCRO concerned and verify the availability of the certification. A complete directory of CSCROs can be accessed in the CSC website www.csc.gov.ph, or through the link http://excell.csc.gov.ph/cscweb/dir_ro.html for reference.

With this, the following provisions of Examination Announcement No. 06, s. 2016 are reiterated:

- Issuance and Claiming of Certification of Eligibility

Passers must personally claim their Certification of Eligibility at the CSCRO concerned. Representatives are not allowed to claim on behalf of the passers. In claiming Certification of Eligibility, passers must present the following items:

1. At least one identification (I.D.) card, preferably the same I.D. card presented during filing of application, or any of the other accepted I.D. cards in which case the I.D. card must be valid i.e. not expired. The I.D. card must contain the holder's name, clear picture, date of birth (if any) and signature, and the name and signature of the issuing agency's current head/authorized representative.

Note: ID cards accepted are: Driver's License, SSS ID, GSIS ID, PhilHealth ID (must contain the holder's name, picture, signature and PhilHealth number), current Company/Office ID, School ID (must be validated for the current school year/semester/trimester), Postal ID, BIR ID (ATM type/TIN card type with picture), Barangay ID, Voter's ID, Passport, PRC ID, and Police Clearance. Any other ID card not included in the above list shall NOT be accepted.

2. Application receipt, if available.

- Claiming of Certification of Eligibility at Conduit CSCRO/FO

In case of passers who have moved to/are based in another region, they may personally claim their Certification of Eligibility at the CSC Regional or Field Office (conduit CSCRO/FO) nearest their present place of residence or work.

To facilitate the matter, they must send a written request to the authorized CSCRO that has jurisdiction over the testing center/venue where they took the examination to forward their Certification of Eligibility to the conduit CSC Regional/Field Office where they would like to claim the same. In their written request, they must also cite their reasons for the request.

- Certification of Eligibility on Security Paper

Apart from the letterhead printed Certification, passers may also opt to apply for regular Certification of Eligibility that is printed on security paper at cost (*Note: Applying for regular Certification has a different set of requirements and procedures. Please coordinate with the CSCRO concerned*). The security paper printed Certification may be more preferred by government agencies as supporting document for employment application, including promotion and other human resource movements.

Approved:



FERNANDO M. PORIO

Director IV

Examination, Recruitment and Placement Office

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