MEMORANDUM CIRCULAR

TO: HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE/LOCAL UNIVERSITIES AND COLLEGES

SUBJECT: Amendment to CSC Resolution No. 1201763 (Revised Policies on the Grant of Honor Graduate Eligibility)

As contained in CSC Resolution No. 1302214* promulgated on September 27, 2013, the Commission has resolved to amend CSC Resolution No. 1201763 dated October 11, 2012 (Revised Policies on the Grant of Honor Graduate Eligibility).

As provided in CSC Resolution No. 1302214, to be granted a Civil Service Eligibility pursuant to Presidential Decree No. 907, an individual must meet all of the following qualification requirements:

1. Must have graduated summa cum laude, magna cum laude, or cum laude in his/her baccalaureate degree, regardless of the number of years of completion;

2. Must have graduated from school year 1972-1973, and thereafter, and

3. Must have graduated in:

   a. Private Higher Education Institution in the Philippines with baccalaureate/bachelor's degree recognized by the CHED; or

   b. State/Local College or University with baccalaureate/bachelor's degree included in its charter, or baccalaureate/bachelor's degree duly approved by its Board of Trustees/Board of Regents.

Applicants shall submit CS Form 101-D (Revised, September 2013) together with the general and specific documentary requirements to the CSC Regional Office (RCO)/Field Office (FO) having jurisdiction over the university/college where the applicant has graduated, or to the nearest CSCRO/FO where the applicant is currently based.

For the guidance of all concerned.

FRANCISCO T. DUQUE III
Chairman

*Published in the Manila Times on October 18, 2013 and effective on November 2, 2013.
Application for Grant of Eligibility Pursuant to P.D. No. 967
(Honor Graduate)

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. (Note: 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.)

<table>
<thead>
<tr>
<th>1. APPLICANT’S NAME: Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Initial(s)</th>
<th>Aliases (if any)</th>
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<tr>
<td>2. MOTHER’S MIDDLE NAME: Last Name</td>
<td>First Name</td>
<td>Middle Name</td>
<td>Initial(s)</td>
<td>Aliases (if any)</td>
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<tr>
<th>3. COMPLETE PERMANENT MAILING ADDRESS: Last name</th>
<th>First name</th>
<th>Middle name</th>
<th>Initial(s)</th>
<th>Alias (if any)</th>
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<tr>
<td>ZIP CODE:</td>
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<tr>
<th>4. SEX: M/F: Male/Female</th>
<th>5. DATE OF BIRTH (mm/dd/yy):</th>
<th>6. PLACE OF BIRTH (Municipality/City and Province):</th>
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<th>7. CIVIL STATUS: Single</th>
<th>Married</th>
<th>Legally Separated</th>
<th>Widowed</th>
<th>Others, specify</th>
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<td>8. CITIZENSHIP:</td>
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<tr>
<th>9. TEL No.: (include area code)</th>
<th>10. CELLULAR PHONE NO.:</th>
<th>11. E-MAIL ADDRESS:</th>
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<tr>
<th>12. EDUCATION (Graduate/Bachelor’s Degree only)</th>
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<tr>
<td>Level</td>
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<tr>
<th>College/Tertiary Institution</th>
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<th>13. EMPLOYMENT (Present &amp; Previous)</th>
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<td>Agency/Office</td>
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<th>14. Other Eligibilities: Title of Eligibility:</th>
<th>Date of Conferment (mm/dd/yy)</th>
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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 cases against me.

Done this ________ day of ____________, ______

Signature over printed full name of the applicant

Subscribed and sworn to before me this ________ day of ____________, ______

Signature over printed full name of Administering Officer

INDORSEMENT (CSCFO to CSCRO or CSCRO to CSCRO; To be filled up ONLY as applicable):

ENDORSE the application of ____________________________ to CSCRO No. _______ received by CSCRO No. _______ /CSCFO - _______ on __________________ for approval and processing of the grant of Honor Graduate Eligibility.

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

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<th>ACTION TAKEN (For Processors only)</th>
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<td>O.K. No.:</td>
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Signature over printed full name of Evaluation Officer/Date

Signature over printed full name of Approving Officer/Date

APPLICATION RECEIVED

Received the application of ____________________________ for the grant of Honor Graduate Eligibility (PD 967) at the CSCRO/FO _______.

Remarks:

Signature over printed full name of Receiving Officer/Date

ID Picture Specification

ID Picture Specification

Please refer to item II A. 2 at the back of this form
I. QUALIFICATIONS FOR THE GRANT OF HONOR GRADUATE ELIGIBILITY

A. Checklist of Qualifications

☐ 1. Graduated from baccalaureate degree from school year 1972-73 and thereafter: (Circle the honors conferred on the applicant)
   - Summa cum laude
   - Magna cum laude
   - Cum laude

☐ 2. Baccalaureate/Bachelor's degree recognized by Commission on Higher Education (for graduates of private universities/colleges)

☐ 3. Baccalaureate/Bachelor's degree included in catalog, or duly approved by Board of Trustees/Regents (for graduates of statistical universities and colleges)

☐ 4. Name of applicant is included in the corresponding Master List issued by the college/university concerned

B. Evaluation on Qualifications for the Grant of Eligibility

☐ Qualified (all qualifications are met) Application for approval

☐ Not qualified Application for reapplication. Specify qualifications not met __________________________________________________________________________

II. DOCUMENTARY REQUIREMENTS FOR SUBMISSION (To be accomplished only for qualified applicants; Put asterisk [*] for items that are not applicable or not being asked)

A. Checklist of General Requirements:

☐ 1. Properly accomplished CSR Form 101-D, Revised Sept. 2013 (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:
   - PASPORT SIZE: (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)
   - COLOR PHOTOS with white background
   - Printed on good quality photo paper
   - Taken within three (3) months prior to filing of application
   - Taken in full face view directly facing the camera
   - Showing 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)
   - Instantly close-up shot (from shoulder level up with head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1 inch or 2.5 cm above the chin)
   - With HANDWRITEN (not computer generated) name tag legibly showing SIGNATURE OVER PRINTED FULL NAME in the format:
     First Name, Middle Initial, Last Name, Extension Name, if any (e.g. Peter B. Cruz Jr.)

☐ 3. Original and photocopy of any of the following I.D. cards, which must be valid (not expired) upon filing of application, and contains the name, clear picture, date of birth and signature of the applicant, and the name and signature of the issuing agency's current head or authorized representative (NOTE: Any other I.D. card NOT included in the set shall NOT be accepted. Cards the ID cards submitted by the applicant:
   - Current Office/Company ID
   - Government ID
   - Driver's License
   - Passport
   - BRT ID
   - SSN ID
   - Voter's ID
   - PRC License
   - Bar License

☐ 4. Original and photocopy of Birth Certificate of the applicant authenticated and issued by the NSO (Note: In case the NSO Birth Certificate is not legible, the NSO has duly issued a new certification of birth (NSO CRS Form No. 1) in proper security form, the applicant shall, in addition, submit the original and photocopy of her/his birth certificate authenticated and issued by the Local Civil Registrar)

☐ 5. For female married applicants, original and photocopy of Marriage Certificate authenticated and issued by the NSO (Note: In case the NSO Marriage Certificate is not legible, the applicant shall, in addition, submit the original and photocopy of her Marriage Certificate authenticated and issued by the Local Civil Registrar)

☐ 6. Certification of no pending or non-compliance of any offense (using 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: Honor Graduate Eligibility

☐ 8. Original and photocopy of Transcript of Record (TOR) of the applicant

☐ 9. Certificate from the university/college that the applicant graduated summa cum laude, magna cum laude or cum laude duly signed by the current university/college registrar or authorized official and bearing the university/college seal. (This Certificate is not the Diploma and is separate from the Transcript of Record)

☐ 10. List of Honor Graduates certified and submitted by the School Registrar to the CSC (agency to agency concurrence)

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 ________________ for another application for grant of the Honor Graduate Eligibility, and found them to be complete and in order.

__________________________________________________________
Signature over printed full name of Evaluation Officer
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: __________________________________________