



MC No. 02, s. 2018

**MEMORANDUM CIRCULAR**

**TO :** ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

**SUBJECT :** Unified List of Accepted I.D. Cards and Acceptance of Expired I.D. Cards for Civil Service Examinations, Grant of Eligibility Under Special Laws and CSC Issuances, and Certification/Authentication of Eligibility

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Based on CSC Resolution No. 1800124 promulgated on January 31, 2018, the unified list of accepted I.D. cards for transactions involving civil service examinations, grant of eligibility under special laws and CSC issuances, and certification/authentication of eligibility shall include the following:

1. Driver's License/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
2. Passport;
3. PRC License;
4. SSS I.D.;
5. GSIS I.D. (UMID);
6. Voter's I.D./Voter's Certification;
7. BIR/Taxpayer's I.D. (ATM type/TIN card type with picture);
8. PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number);
9. Company/Office I.D.;
10. School I.D.;
11. Police Clearance/Police Clearance Certificate;
12. Postal I.D.;
13. Barangay I.D.;
14. NBI Clearance;
15. Seaman's Book;
16. HDMF Transaction I.D.;
17. PWD I.D.;
18. Solo Parent I.D.;
19. Senior Citizen's I.D.;
20. Alien Certificate of Registration Identity Card (ACR I-CARD); and
21. CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*).

All other I.D. cards not included in the above list shall not be accepted. Moreover, at least one (1) I.D. card shall be required to be presented/submitted for any transaction on examination, grant of special eligibility, and certification/authentication of eligibility. Preferably, the I.D. card is valid (not expired) on the date of transaction.

On the other hand, expired I.D. cards may be accepted for examination, grant of special eligibilities, and certification/authentication of eligibility transactions, provided that, an expired I.D. card shall be accepted only within, and until the end of, the year the I.D. card is expiring. For emphasis, the expired I.D. card shall be used as a last resort.

Please be guided accordingly.

  
ALICIA dela ROSA-BALA  
Chairperson

08 FEB 2018

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**UNIFIED LIST OF ACCEPTED I.D. CARDS  
AND ACCEPTANCE OF EXPIRED I.D. CARDS  
FOR CIVIL SERVICE EXAMINATIONS,  
GRANT OF ELIGIBILITY UNDER SPECIAL LAWS  
AND CSC ISSUANCES, AND CERTIFICATION/  
AUTHENTICATION OF ELIGIBILITY**

Number: 1800124

Promulgated: 31 JAN 2018

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**RESOLUTION**

**WHEREAS**, Article IX-B, Section 2 (2) of the 1987 Philippine Constitution provides that appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, and, except to positions which are policy-determining, primarily confidential or highly technical, by competitive examinations;

**WHEREAS**, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of the Administrative Code of 1987, provides that the Civil Service Commission (CSC) shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

**WHEREAS**, Section 12 (7), Chapter 3, Subtitle A, Title I, Book V of the Administrative Code of 1987, provides further that the CSC shall have the power to control, supervise, and coordinate civil service examinations;

**WHEREAS**, the CSC, through the Examination, Recruitment and Placement Office (ERPO), the CSC Regional Offices (CSC ROs), and the CSC Field Offices (CSC FOs), administers civil service examinations via pen and paper test (CSE-PPT) mode such as, but not limited to, Career Service Examination (CSE) for Professional and SubProfessional levels, Fire Officer Examination (FOE), Penology Officer Examination (POE), and Career Service Examination for Foreign Service Officer (CSE-FSO). The CSE Professional and SubProfessional levels are also being conducted via the CSC Computerized Examination (CSC COMEX);

**WHEREAS**, the CSC, through the CSC ROs, grants civil service eligibility under special laws and CSC issuances to individuals upon meeting of set qualifications and fulfilling of documentary requirements without taking the civil service examination. These special eligibilities include: Honor Graduate Eligibility; Scientific and Technological Specialist Eligibility; Electronic Data Processing Specialist Eligibility; Sanggunian Member Second Level Eligibility; Foreign Honor Graduate Eligibility; Sanggunian Member First Level Eligibility; Barangay Official Eligibility; Barangay Health Worker Eligibility; Barangay Nutrition Scholar Eligibility; Veteran Preference Rating Eligibility; Skills Eligibility (Category II pursuant to CSC MC No. 11, s. 1996 as amended by CSC MC No. 10, s. 2013);

**WHEREAS**, the CSC, through the Integrated Records Management Office (IRMO) and the CSC ROs, attends to and issues Certification and/or Authentication of eligibility;

**Bawat Kawani, Lingkod Bayani**

**WHEREAS**, in the processing of applications for examinations, certification/authentication of eligibility, and grant of eligibility under special laws and CSC issuances, an identification (I.D.) card is a fundamental tool being required to be presented by applicants and used by CSC processors/action officers in establishing and validating the identity of applicants, thereby, making the I.D. card a crucial instrument that supports the preservation of the integrity of civil service examination and civil service eligibility;

**WHEREAS**, under CSC OM No. 68, s. 2016 dated September 22, 2016 and CSC Resolution No. 1701012 promulgated on June 16, 2017, the existing list of I.D. cards accepted for civil service examinations and grant of special eligibilities covers 14 kinds/types, as follows: Driver's License; Passport; PRC License; SSS I.D.; GSIS I.D. (UMID); Voter's I.D.; BIR I.D. (ATM type/TIN card type with picture); PhilHealth ID (must, at the least, contain the applicant's name, clear picture, signature and PhilHealth number); Company/Office I.D.; School I.D.; Police Clearance/Police Clearance Certificate; Postal I.D.; Barangay I.D.; and NBI Clearance. As posted on the CSC website, similar list of I.D. cards is accepted for certification and/or authentication of eligibility, except PhilHealth I.D., School and Barangay I.D.s and, in addition, NBT License and Senior Citizen's I.D.;

**WHEREAS**, customarily, the CSC requires that the I.D. card to be presented for examination and eligibility related transactions must be valid, that is, not expired. However, there are applicants of civil service examinations, particularly the Career Service Examination for Professional and SubProfessional levels, who are faced with the dilemma and difficulty of presenting a valid (i.e. not expired) I.D. card. This is true particularly for students, fresh graduates and unemployed, taking into account that securing a new, or renewing an existing, I.D. card, entails expenditure. Toward this end, the acceptance and use of expired I.D. card within a reasonable period could help alleviate such plight;

**WHEREAS**, at present, the I.D. cards accepted for examination/grant of special eligibilities and for certification/authentication of eligibility transactions are not standardized such that there are I.D. cards accepted for the former but not for the latter, and vice versa. Such situation creates confusion and misunderstanding among CSC processors/action officers and the clientele, thus, the manifest need to standardize the set of I.D. cards to be accepted for examination, grant of special eligibilities, and certification/authentication of eligibility transactions;

**WHEREFORE**, the Commission hereby **RESOLVES**, as follows:

1. Adopt and prescribe a unified list of I.D. cards to be accepted for transactions involving civil service examinations, grant of eligibility under special laws and CSC issuances, and certification/authentication of eligibility, which shall be the following:
  - 1.1 Driver's License / Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed) / Student Driver's Permit;
  - 1.2 Passport;
  - 1.3 PRC License;
  - 1.4 SSS I.D.;
  - 1.5 GSIS I.D. (UMID);
  - 1.6 Voter's I.D./Voter's Certification;
  - 1.7 BIR/Taxpayer's I.D. (ATM type/TIN card type with picture);
  - 1.8 PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number);
  - 1.9 Company/Office I.D.;
  - 1.10 School I.D.;



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- 1.11 Police Clearance/Police Clearance Certificate;
- 1.12 Postal I.D.;
- 1.13 Barangay I.D.;
- 1.14 NBI Clearance;
- 1.15 Seaman's Book;
- 1.16 HDMF Transaction I.D.;
- 1.17 PWD I.D.;
- 1.18 Solo Parent I.D.;
- 1.19 Senior Citizen's I.D.;
- 1.20 Alien Certificate of Registration Identity Card (ACR I-CARD); and
- 1.21 CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*).

All other I.D. cards not included in the above list shall not be accepted.

2. Require at least one (1) I.D. card to be presented/submitted for any transaction on examination, grant of special eligibility, and certification/authentication of eligibility. Preferably, the I.D. card is valid (not expired) on the date of transaction.
3. Allow the acceptance of expired I.D. cards for examination, grant of special eligibilities and certification/authentication of eligibility transactions, provided that, an expired I.D. card shall be accepted only within, and until the end of the year the I.D. card is expiring. It should be emphasized that the expired I.D. card shall be used as a last resort only.

All other policies, rules and regulations, or any part or provision thereof, inconsistent with this Resolution are hereby repealed or modified accordingly.

This Resolution shall take effect immediately.

Quezon City.

  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**ROBERT S. MARTINEZ**  
Commissioner

  
**LEOPOLDO ROBERTO W. VALDEROSA JR.**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office