







## E. QUALIFICATION REQUIREMENTS

To qualify for the grant of CSE-PR, the applicant shall meet the following requirements:

1. he/she must have rendered or is rendering services in the government as a JOCOSC6 (whether as Job Order, Contract of Service, Casual, Contractual, Coterminous, occupying Categories III or IV position, Career service employee with first level eligibility, or a combination of any of the aforementioned), for at least ten (10) aggregate years on the date of filing of the application for the grant of CSE-PR;
2. he/she must have applied and taken the scheduled CSE, beginning with the 3 March 2024 CSE and thereafter, either CSE - Professional or CSE - Subprofessional level, whether through PPT or other test modes,<sup>14</sup> and obtained a failed rating of not lower than 70.00;
3. he/she must have at least a Very Satisfactory (VS) performance rating, or its equivalent, in the latest/available two (2) rating periods preceding the date of filing for the grant of CSE-PR; and
4. he/she must file the application for the grant of CSE-PR using the appropriate application form (CSE-PR Application Form)<sup>15</sup> with complete requirements within six (6) months from the date of release of the results of the CSE taken.

## F. PREFERENCE RATING TO QUALIFY AS CAREER SERVICE ELIGIBLE

1. The qualified applicant for the grant of career service eligibility via CSE-PR shall be given a maximum of ten (10) points, which will be added to the failed rating, to meet the passing rate of 80.00 and become eligible. Thus, the Preference Rating that will appear in the applicant's Certificate of Eligibility (COE) shall not be higher than 80.00.

### Illustration:

CSE Level	Failed Rating	Maximum CSE-PR Points to be Awarded	Rating to be Indicated in the COE
CSE – Professional	70.00	10.00	80.00
CSE – Professional	75.50	4.50	80.00
CSE – Subprofessional	78.00	2.00	80.00
CSE – Subprofessional	79.10	0.90	80.00

2. Simultaneous with the release of the CSE results, the Examination, Recruitment, and Placement Office (ERPO) shall generate the List of Candidates (LOC)<sup>16</sup> who, based on examination rating, may be qualified for the grant of CSE-PR. The CSC

<sup>14</sup> CSC COMEX or Other Examination Modes that the CSC may adapt, thereafter.

<sup>15</sup> CS Form 101-CSE-PR, 07 December 2023.

<sup>16</sup> CSE-PR Form 4 LOC, 07 December 2023. The List of Candidate (LOC) of qualified JOCOSC6 shall be generated and submitted to the CSC Regional Offices during the processing of CSE results.



Regional Offices (CSC ROs) shall be furnished a copy of the LOC as a reference in the proper evaluation of applications for CSE-PR.

3. The resulting eligibility shall be based on the level of CSE taken:
  - a. **Career Service Subprofessional Eligibility (CSSE)** – for qualified applicants of CSE-PR who took the CSE - Subprofessional level; and
  - b. **Career Service Professional Eligibility (CSPE)** – for qualified applicants of CSE-PR who took the CSE - Professional level.

**Illustrative Example A (on the maximum CSE-PR points to be awarded and the resulting eligibility):**

*Worker A works as Administrative Assistant III (SG-9) for Government Agency X for the last fifteen (15) years and has a Career Service Subprofessional Eligibility. To be promoted to the technical position of Administrative Officer II (SG-11), which requires Career Service Professional Eligibility (CSPE), he took the 3 March 2024 CSE – Professional Level and obtained a rating of 77. Given his failed rating is not below the threshold of 70.00, his name was included in the List of Candidates (LOC) for the grant of CSE-PR. Then, Worker A applied for the grant of CSE-PR and was awarded additional CSE-PR points of 3.00 to meet the passing rate of 80.00 and obtain CSPE.*

4. The resulting eligibility's date of effectivity shall be the date of approval of the Supplemental Register of Eligibles (SROE).<sup>17</sup>
5. The grant of CSE-PR shall only be availed once. The JOCOSC6 worker who applied for and was granted the CSSE shall be disqualified from applying anew for the grant of CSPE via CSE-PR.

**Illustrative Example B (on the one-time availment of the grant of CSE-PR):**

*Worker B has no civil service eligibility but has been assigned as a COS worker to Government Agency Y for seven (7) years and Government Agency Z for three (3) years, respectively. He took the 3 March 2024 CSE – Subprofessional Level and obtained a rating of 75. Then, he applied for the grant of Career Service Subprofessional Eligibility (CSSE) via CSE-PR which was approved. He later applied and took the 11 August 2024 Career Service Examination – Professional Examination and obtained a rating of 79. Given that Worker B already has a civil service eligibility (i.e., CSSE) via CSE-PR, he can no longer apply for the grant of a Career Service Professional Eligibility via CSE-PR.*

## **G. APPROPRIATENESS OF THE ELIGIBILITY**

The appropriateness of the resulting eligibility via CSE-PR shall be the same as that of CS Professional and CS Subprofessional Eligibility.

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<sup>17</sup> CSE-PR Form 5 SROE, 07 December 2023.



## H. PERIOD OF FILING OF APPLICATION

The filing of applications for the grant of CSE-PR should be made within six (6) months from the date of release of the results of the CSE taken.

## I. DOCUMENTARY REQUIREMENTS

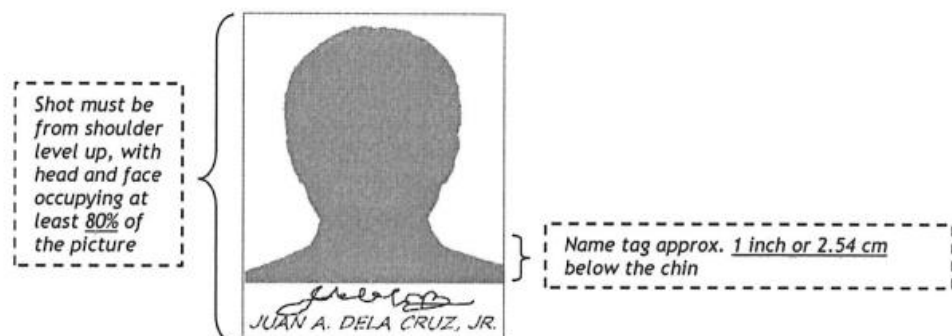
The following must be submitted by the applicant for the grant of CSE-PR:

1. Duly accomplished CSE-PR Application Form;<sup>18</sup>
2. Three (3) pieces of identical I.D. pictures taken within the last three (3) months prior to the filing of the application with specifications, as follows:
  - a. passport size (4.5 cm x 3.5 cm);
  - b. printed on quality photo paper;
  - c. in white background;
  - d. in standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1" below the chin);
  - e. in bare face (without eyeglasses/colored contact lens, or any accessory that may cover facial features; facial features not computer-enhanced);
  - f. showing left and right ears; and
  - g. with full name tag.

### Note:

- The name tag must legibly show the applicant's signature over the complete printed name in the format First Name-Middle Initial-Last Name-Extension Name (if any); and
- The name tag should not be computerized, meaning, the applicant should have his/her picture taken while holding his/her written name tag.

### Illustration:



3. Original and photocopy of any of the following I.D. cards, which must be valid (not expired) upon the filing of the application, bearing the applicant's complete name, picture, and signature, and the issuing officer's name and signature:

<sup>18</sup> CS Form 101-CSE-PR, 07 December 2023.

- a. 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;
- b. Passport (with signature of the applicant);
- c. SSS I.D. Card;
- d. GSIS UMID Card;
- e. Voter's I.D./Voter's Certification Card;
- f. BIR/Taxpayer's I.D. Card (ATM type/laminated card with picture type);
- g. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- h. Current Company/Office I.D. Card;
- i. School I.D. Card (must be duly validated for the current school year);
- j. Police Clearance/Police Certificate (with picture);
- k. Postal I.D. Card;
- l. Barangay I.D. Card;
- m. NBI Clearance;
- n. Seaman's Book;
- o. HDMF Transaction I.D. Card;
- p. PWD I.D. Card;
- q. Solo Parent I.D. Card;
- r. Senior Citizen's I.D. Card; or
- s. PhilSys ID Card.

**Note:** Any other I.D. card NOT included in the above list shall NOT be accepted. Alumni association membership, and health I.D. cards, including ATM cards, shall NOT be accepted.

4. Original and photocopy of the Birth Certificate of the applicant issued/authenticated by the then National Statistics Office (NSO), now Philippine Statistics Authority (PSA). In case the NSO or PSA Birth Certificate is not legible, or if the NSO or PSA has duly issued a negative certification of birth (NSO or PSA CRS Form No. 1) printed in NSO or PSA security form, the applicant shall, in addition, submit the original and photocopy of his/her Birth Certificate issued/authenticated by the Local Civil Registrar;
5. For married female applicants, the original and photocopy of Marriage Certificate issued/authenticated by the NSO or PSA. In case the NSO or PSA Marriage Certificate is not legible, or if the NSO or PSA has duly issued a negative certification of marriage printed in the NSO or PSA security form, the applicant shall, in addition, submit the original and photocopy of her Marriage Certificate issued/authenticated by the Local Civil Registrar;
6. Printed copy of the Report of Rating, as generated by the Online Career Service Examination Result Generation System (OCSEGRS), or any CSE result generation application on the CSC Website ([www.csc.gov.ph](http://www.csc.gov.ph));
7. Notarized Certificate of Actual Services Rendered<sup>19</sup> signed by the Head of Office or the highest Human Resource Management Officer (HRMO) of the employing private contractor or service provider of the applicant indicating the period of employment as JOCOSC6 worker covering the concerned aggregate period; or

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<sup>19</sup> CSE-PR Form 1 CAS, 07 December 2023.



Certificate of Actual Services Rendered signed by the Head of Office or the highest HRMO in case the applicant is directly employed by a government agency as JOCOSC6 covering the concerned aggregate period;

8. Copy of the notarized employment contract/s, appointment/s, or other evidence of employment as JOCOSC6 in any government agency covering the concerned aggregate period, certified as a true copy by the Head of Office or the highest HRMO of the employing agency or private contractor or service provider;
9. Copy of the notarized Performance Rating or its equivalent, as JOCOSC6 worker covering the latest/available two (2) rating periods immediately preceding the filing of an application for the grant of CSE-PR with at least a Very Satisfactory (VS) rating, certified by the Head of Office or the highest HRMO concerned;
10. Original/authenticated copy and photocopy of the Order/Resolution/Decision issued by the CSC or the Court on the correction of the name of the applicant (if the applicant's name has been changed);
11. If the filing of the application is through a representative:
  - a. Authorization letter executed by the applicant; and
  - b. Original and photocopy of at least one (1) valid I.D. card of the representative as listed under Item I (3) hereof.

## **J. WHERE TO FILE THE APPLICATION**

1. The properly accomplished CSE-PR Application Form, together with the pictures, and other documentary requirements, must be submitted to the CSC RO concerned, or to any of its CSC Field Offices (CSC FOs), which has jurisdiction over any of the government agencies where the JOCOSC6 is/was assigned or stationed.
2. The date of the actual receipt/acknowledgement by the CSC of the CSE-PR application and supporting documents, regardless of the mode of filing of the application, shall be considered as the date of the official receipt thereof.

## **K. MODES OF FILING OF APPLICATION**

Pursuant to Rule IX of the Guidelines and Procedures on the Grant of Civil Service Eligibility Under Special Laws and CSC Issuances (Revised December 2011),<sup>20</sup> the filing of an application for the grant of CSE-PR may be done through any of the five (5) modes, to wit:

1. By the Applicant in Person

This mode of filing an application involves the applicant himself/herself going to the CSC RO concerned, or to any of its CSC FOs, to personally submit his/her application and documentary requirements. This is the most recommended mode

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<sup>20</sup> CSC Resolution No. 1101645, s. 2011.



of application filing, as this will allow an interview of the applicant as to his/her qualifications and other circumstances relevant to his/her application for an eligibility grant.

## 2. Through a Representative

- a. This mode involves a representative of the applicant going to the CSC RO concerned, or to any of its CSC FOs, to submit the application and documentary requirements.
- b. Filing of the application through a representative shall require the submission of the following additional documents:
  - i. Authorization Letter executed by the applicant; and
  - ii. Original and photocopy of at least one (1) valid I.D. card of the representative.

**Note:** While the filing of the application may be coursed through a representative, the applicant shall be required to appear personally before the CSC for the proper issuance and acceptance of the COE, should the application be approved. Representative/s shall not be allowed to receive the COE on behalf of the applicant-grantee.

## 3. Through a Conduit CSC Regional Office

- a. This mode involves applicants who have moved to or are presently based in another region that is far from the authorized CSC RO having jurisdiction over their cases.
- b. In this instance, an applicant concerned, or his/her representative, may file the application to the CSC RO nearest the applicant's present place of residence or work. Said CSC RO shall act as a conduit between the applicant and the authorized CSC RO in facilitating acceptance of the application, and release of the corresponding COE should the application for eligibility grant be approved.
- c. This mode of application filing takes time, considering that communications between the conduit CSC RO and the authorized CSC RO are dispatched at least via registered mail.

## 4. Through Registered Mail / Courier

- a. This mode involves the applicant sending his/her application and documentary requirements (including originals) to the CSC RO concerned through either registered mail or courier. This mode takes time in view of the anticipated exchange of communications.
- b. Delays or loss of documents through the negligence of the courier is beyond the control of the CSC RO concerned.



## 5. Through Electronic Mail or Email

- a. This mode involves the applicant sending the scanned copies of his/her application and documentary requirements, including the scanned copy of the Proof of Payment, to the CSC RO concerned through electronic mail.
- b. During evaluation and/or prior to the release of the COE of an approved application, the CSC RO concerned shall require the applicant to present the original copies of documents.

## L. STAGES OF THE APPLICATION

**Stage 1 - EVALUATION OF APPLICATION** – This includes the submission of the application and its requirements by the applicant or his/her representative and the evaluation and verification thereof by the CSC RO/FO concerned; and

**Stage 2 - PROCESSING OF CERTIFICATE OF ELIGIBILITY** – This involves the processing and release of COE to a qualified JOCOSC6 worker. The COE shall be released to the applicant himself/herself only regardless of the mode of application taken.

## M. EVALUATION AND PROCESSING FEES AND OTHER CHARGES

1. Applicants for the grant of CSE-PR must pay an Evaluation and Processing Fee amounting to Php500.00.<sup>21</sup>
2. The Evaluation and Processing Fee shall be paid to the CSC RO concerned, or to any of its Field Offices (FOs), which has jurisdiction over any of the government agencies where the JOCOSC6 worker is/was assigned or stationed.
3. Approved application at the CSC FO shall be forwarded to the CSC RO concerned for review and final evaluation, and processing of the COE.
4. Applications filed through Conduit CSC RO/FO or through Mail (registered mail, or courier) should include a Postal Money Order (PMO) or cheque payable to the order of the CSC RO concerned.
5. Applications filed through electronic mail should include the scanned copy of Proof of Payment of the Evaluation and Processing Fee.



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<sup>21</sup> Two hundred pesos (Php200.00) Evaluation Fee and Three hundred pesos (Php300.00) Processing Fee, based on CSC Resolution No. 1100975, s. 2011 (Grant of Civil Service Eligibility Under Special Laws and CSC Issuances - Schedule of Fees. Revised 2011).

## **N. REMEDIES FOR DISAPPROVED APPLICATIONS BY CSC ROs**

The applicant for the grant of CSE-PR, whose application was deficient or lacking may be directed, through a Notice of Deficiency (NOD),<sup>22</sup> to comply with the specific documentary requirements. Failure to do so shall cause the disapproval of the application and/or declaration of disqualification for the grant. A disapproved/disqualified applicant by the CSC RO may file a Motion for Reconsideration (MR) with the CSC RO concerned within fifteen (15) days from receipt of the Notice of Disapproval/Disqualification.<sup>23</sup> Further, an applicant has the option to file an Appeal to the Commission within fifteen (15) days from receipt of the notice denying the MR.

## **O. PENAL CLAUSE**

Government officials and employees who are involved in the fraudulent acquisitions of the resulting eligibility herein and/or those involved in irregular transactions relating to the grant thereof shall be charged with misconduct, dishonesty, and/or conduct prejudicial to the best interest of the service, and shall be meted the appropriate administrative penalty, including perpetual disqualification from taking the CSE, after due notice and hearing, in accordance with the provisions of applicable administrative laws, rules, and regulations, without prejudice to the institution of civil and/or criminal actions.

If applicable, the applications of private individuals who are involved in the fraudulent acquisitions of the resulting eligibility herein and/or those involved in irregular transactions relating to the grant thereof shall be disapproved, without prejudice to the institution by the CSC of the appropriate civil and/or criminal actions before the courts.

## **P. REVIEW**

The CSC, through ERPO, shall undertake an annual review of the policy from its date of effectivity. Following such review, the CSC may continue or discontinue the grant of CSE-PR to JOCOSC6 workers.

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<sup>22</sup> CSE-PR Form 2 NOD, 07 December 2023.

<sup>23</sup> CSE-PR Form 3 NDQ, 07 December 2023.

