

APPLICATION FOR GRANT OF ELIGIBILITY UNDER SPECIAL LAWS & CSC ISSUANCES

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INSTRUCTIONS TO APPLICANTS:

Please fill in the required information and submit the documents required by the CSC Regional Office.

- 1. ELIGIBILITY APPLIED FOR: Honor Graduates (PD 907), Memorandum Circular 11. S. 1996 (SCEP) Category I, II, Barangay Official (CSC Res. 93-366), Barangay Nutrition Scholar (PD 1569), Barangay Health Worker (PD 7883), Scientific and Technological Specialist (PD 997), Electronic Data Processing Specialist (CSC Res. 90-083), Veteran Preference Rating (VPR) (EO 132/790)

2. APPLICANT'S PRINTED NAME: SURNAME FIRST NAME (include ext name:Jr/Sr/IV) MIDDLE NAME MAIDEN NAME, IF MARRIED

3. COMPLETE MAILING ADDRESS Zip Code Tel. No.

4. DATE OF BIRTH (mm/dd/yyyy) 5. PLACE OF BIRTH 6. CIVIL STATUS:

7. SEX 8. CITIZENSHIP

9. EDUCATION: Degree/Highest Educational Attainment: Honors Received Major Field of Study/Area of Specialization (If any): Date of Graduation Name and Address of School Attended

10. For Barangay Official / Barangay Nutrition Scholar / Barangay Health Worker Applicant : Brgy /Zone Nos. Municipality/City Position Held Year elected/appointed No. of Years in the Service

11. For MC 11, s. 1996 Applicant (Category 1) : TESDA Test Passed Date of Test Passed TESDA Certificate No. TESDA Registry Code:

12. For VPR: Name of the Veteran : Surname Given Name Middle Name Relation to the Veteran: Eligibility Applied For : Original Rating : Issuance Date and Certificate of Veteran Status (CVS) No : Basis :

13. OTHER ELIGIBILITY (IES) OF THE APPLICANT:

14. EMPLOYMENT PREFERENCES: FOR GOV'T EMPLOYEES : ARE YOU INTERESTED/WILLING TO TRANSFER TO OTHER GOV'T AGENCIES? FOR PRIVATE EMPLOYEES/NON-EMPLOYED : ARE YOU INTERESTED IN WORKING IN THE GOVERNMENT? IF YES, LIST THREE (3) PREFERRED GOVERNMENT AGENCIES AND PREFERRED PLACES OF WORK/ASSIGNMENT (REGION/CITY/PROVINCE)

I declare under oath that this application has been accomplished in good faith, verified by me and to the best of my knowledge and belief is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

I am fully aware that any false statement made herein will result in disqualification from entering or re-entering government service, dismissal from the government service, and legal prosecution.

Signature of Applicant

Subscribed and sworn to before me this day of , 20.

ADMINISTERING OFFICER (PRINTED NAME/SIGNATURE)

Office/Position

Pre-evaluated :

FOR PROCESSOR/EVALUATOR ONLY : ACTION TAKEN

- for transmittal to CSC-CO-ERPO for compliance : Approved Disapproved due to

O.R. No.

TITLE OF ELIGIBILITY DATE OF EFFECTIVITY

CERT. OF ELIGIBILITY NO. SERIAL NO. REMARKS

Signature over Printed Name of First Processor/Date

Signature over Printed Name of Second Processor/Date

Date:

APPLICATION RECEIPT

To Whom It May Concern:

This is to certify that has applied for grant of special eligibility with CSC Regional Office No/CSC P.O./ F.O.

CASHIER

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Receiving Officer/Date

Note : Please see Back Page for list of documentary requirements

**LIST OF DOCUMENTARY REQUIREMENTS FOR SUBMISSION:**

**General Requirements :**

- 1 Original and photocopy of at least one (1) Valid ID with picture and signature of the applicant (ie. Driver's license, BIR ID, SSS ID, Postal ID, current Office/School ID or Valid Passport).**
- 2 Three identical 1" x 1" pictures with name tag taken within three months before the date of filing of the application.**
- 3 Original and photocopy of Birth Certificate authenticated by the NSO.**

**Specific Requirements :**

<p align="center"><b>BARANGAY OFFICIAL (CSC RES. 93-3666)</b></p> <ol style="list-style-type: none"> <li>1. Certification from the Municipal, City, Provincial or Regional DILG officer of the services rendered in the barangay;</li> </ol>	<p align="center"><b>BARANGAY NUTRITION SCHOLAR (PD 1569)</b></p> <ol style="list-style-type: none"> <li>1. Certificate, transcript of record, or any other authentic evidence of completion of education required;</li> <li>2. Copies of monthly accomplishment reports (NNC Form #5) for the last 2 years authenticated by the Nutrition Action Officer concerned, for services rendered from January 1, 1981; or Copies of BNS performance evaluation sheets for the last 2 years authenticated by the Nutrition Action Officer concerned for services rendered from January 1, 1981 and thereafter;</li> <li>3. Certificate of continuous and satisfactory service as BNS by the Nutrition Action Officer concerned and attested by the District City Nutrition Program Coordinator;</li> <li>4. Copies of Memorandum of Agreement or Contract of Service as BNS in the last two years.</li> </ol>
<p align="center"><b>BARANGAY HEALTH WORKER (PD 7883)</b></p> <ol style="list-style-type: none"> <li>1. School Certificate or Transcript of Records (the applicant must have completed at least 2 years of college education leading to a college degree);</li> <li>2. Certificate of Accreditation issued and signed by the Chairman or authorized official of the Barangay Health Worker Registration and Accreditation Committee and the Local Health Boards;</li> <li>3. Certification of at least 5 years continuous and satisfactory service as BHW issued by the Local Health Board; Note : in issuing the certification, it may be necessary for the LHB to require the BHW to present proofs of services duly authenticated by the Rural Health Midwife (RHM) or NGO representative concerned and attested by the Punong Barangay or the Chairman, Committee on Health, Barangay Council of the barangay/s where the BHW rendered health services.</li> </ol>	<p align="center"><b>SCIENTIFIC &amp; TECHNOLOGICAL SPECIALIST (PD 997)</b></p> <ol style="list-style-type: none"> <li>1. Duly certified service record or certification of employment which includes among others, a statement of the head of office/school regarding his/her assessment of the applicant's research or teaching proficiency;</li> <li>2. Transcript of Records and Diploma;</li> <li>3. List of subjects taught/being taught indicating the course number, descriptive title of subjects, and duration of teaching of said subject, duly certified by the Dean or any school authority. For applicants who are teaching/have taught in College or Graduate level, include only subjects relevant to the desired eligibility</li> <li>4. Other documents such as: Published research paper or technical reports for concluded research and progress reports for researchers still in progress. The reports shall be certified true copy by authorities to whom the originals were submitted.</li> <li>5. Certification of Research Proficiency which indicates title of scientific research project/s the applicant has participated in, the duration, nature of participation and / or responsibilities of the applicant in said research project/s.</li> </ol> <p><b>The requirements enumerated above shall be submitted in 5 sets each to the PD 997 Committee, DOST</b></p>
<p align="center"><b>HONOR GRADUATES (PD 907)</b></p> <ol style="list-style-type: none"> <li>1. List of Honor Graduates certified and submitted by the School Registrar.</li> </ol>	<p align="center"><b>EDP SPECIALIST (CSC RES. 90-083)</b></p> <ol style="list-style-type: none"> <li>1. Original and certified copy of the Certificate of Proficiency issued by the National Computer Center on the following courses: System Analysis and Design Computer Programming such as : JAVA; MS-ACCESS and VISUAL BASIC and other programming courses.</li> </ol>
<p align="center"><b>VETERAN PREFERENCE RATING (VPR)</b></p> <ol style="list-style-type: none"> <li>1. Properly accomplished Application Form and Verification Slip (to verify the applicant's examination result)</li> <li>2. Certification of Veteran Status (CVS) to be prepared and issued by the Philippine Veterans Administration Office (PVAO);</li> <li>3. Affidavit of Waiver: to be executed by the Veteran, if still living or Joint Affidavit to be executed by the veteran's surviving husband / wife and children (sample text format to be provided).</li> <li>4. Death Certificate (DC), if veteran is deceased</li> <li>5. Marriage Contract (if applicant is spouse/female-married child of the veteran) and</li> <li>6. Photocopy of Report of Rating in the examination where the VPR shall be applied.</li> </ol>	<p align="center"><b>MC 11, s. 1996 (CATEGORY 1, 2)</b></p> <ol style="list-style-type: none"> <li>1. Category I (e.g. Data Encoder, Auto Mechanic, Machine Shop Foreman, etc). Submission of a Skill Certificate issued by TESDA upon passing a skill test, and letter-endorsement from TESDA (if Registry of Workers Tested and Certified(RWTC) is not yet available).</li> <li>2. Category II (e.g., Laboratory Technician, Well Driller, Weather Observer, etc). Completion of one (1) year very satisfactory actual work performance under temporary status; and upon submission of original and photocopy of the temporary appointment and other relevant documents.</li> </ol>

I certify that I have reviewed all the documentary requirements relative to the grant of \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name of the Processor/Evaluator