



Examination Advisory No. 11, s. 2016

ADVISORY

TO : HOLDERS OF CERTIFICATION OF ELIGIBILITY WITH ONE YEAR VALIDITY PERIOD

SUBJECT : Re-issuance of Certification of Eligibility

There are passers of civil service eligibility examinations, beginning with the May 3, 2015 Career Service Examination (Professional and SubProfessional levels), who have been issued a Certification of Eligibility printed on CSC letterhead, free of charge and bearing a validity period of one year from the indicated date of issuance.

Such Certification is in light of the transition toward the use of the CSC Eligibility Card. However, the CSC Eligibility Card is not yet available as procurement procedures are still underway.

In this regard, those whose Certification has expired, or is about to expire, please be advised that a new Certification shall be issued to you. The issuance of the new Certification is being handled by the CSC Regional Offices (CSCROs). For this matter, the new Certification shall be issued upon request of eligibles concerned. Requests for re-issuance of Certification may be acted upon by our Regional Offices commencing August 17, 2016.

The following guidelines shall govern the issuance and claiming of the new Certification:

- 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 the Certification of Eligibility, passers must present the following items:

1. Any of the following I.D. cards, which must be valid (not expired), and contains 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 (if any):

- a. Driver's License;
- b. Passport;
- c. PRC License;
- d. SSS I.D.;
- e. GSIS I.D.
- f. Voter's I.D.;
- g. BIR I.D. (ATM type/TIN card type with picture);
- h. PhilHealth ID (must, at the least, contain the applicant's name, clear picture, signature and PhilHealth number);
- i. Current Company/Office ID;
- j. Current School ID (validated for the current school year/semester/trimester);
- k. Police Clearance;
- l. Postal I.D.;
- m. Barangay I.D.; or
- n. NBI Clearance.

NOTE: Any other I.D. 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 or 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 (with 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.

Lastly, apart from the letterhead-printed Certification, passers may also opt to apply for regular Certification of Eligibility printed on security paper at cost (*Note: Applying for this Certification has a different set of requirements and procedures*).

Please be guided accordingly.

Approved:



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Director IV

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