

OFFICE NAME
REQUEST FOR ELIGIBILITY/EXAMINATION RECORDS

Certification of Eligibility
(no/lost original certificate; attach Declaration) **Authentication of Eligibility**
(attach original certificate) **Others**

PERSONAL INFORMATION (Please print.)
Name Used at the Time of Issuance/Exam: _____ of Issuance/Exam: Last Name First Name Middle Name
Presently employed? s
Civil Status: _____
If yes, please specify:
Current Name: _____ Company: _____
Address Used at the Time of Issuance/Exam: _____ Address: _____
Current Address: _____
Date of Birth: _____ Place of Birth: _____
Purpose/s of Request: Employment Replacement of Lost Certificate Did Not Receive Original Certificate
 Promotion Replacement of Old/Torn/Worn-out Certificate Others _____

ELIGIBILITY/EXAMINATION DATA (Please print.)
Title of Eligibility/Exam: _____ Rating Obtained: _____ Date of Effectivity: _____
Date of Issuance/Exam: _____ Registration/Certificate/Card/Resolution No.: _____
Place of Issuance/Exam: _____ Registration/Certificate/Card/Resolution Date: _____
Requested By:
Signature of the Eligible/Examinee _____ Right Thumb Print _____ Authorized Representative _____
Contact No. _____ Signature at the Time of Issuance/Exam _____ (Examinee/Eligible) _____ Contact No. _____
(Printed Name & Signature)

ACTION TAKEN
 CHECKED DATA AGAINST THE ML
Book No. _____ Page No. _____ Seq./Line No. _____
School Code/Batch No. _____ Examinee/Reg. No. _____
Date Issued/Released: _____
 NO AVAILABLE RECORD
REMARKS _____
Name/Signature/Initials: _____
1st Verifier: _____ 2nd Verifier: _____
Date: _____ Date: _____

CHECKED DATA AGAINST THE PSP
In Order **Not In Order**
Photo/Picture
Signature
Date of Birth
REMARKS _____
Security Form No.: _____
1st Validator: _____ 2nd Validator: _____
Date: _____ Date: _____

RELEASE OF REQUEST/S
Fee: _____ O.R. No.: _____ Released by _____ Received by _____
Date: _____ Action Officer _____ Signature of Eligible/Representative _____
Date: _____ Time: _____

(Please see Guide and Checklist of Requirements at the back page.)

(Revised 10032012)

A. CERTIFICATION OF ELIGIBILITY (for no/lost original certificate)

1. One piece 1" x 1" photo with printed name and signature affixed prior to having the picture taken
 - Printed married name (for married women);
 - Signature must be on top of the printed name.
 - Photo should have been taken within three (3) months prior to filing of request for Certification of Eligibility;
 - Scanned, computer-generated photo/name/signature will not be accepted;
2. Original and properly accomplished ERRF and Declaration Form (DF). DF should be handwritten and personally accomplished by the eligible.
3. Original copy of two (2) valid government issued ID Cards, or if the requesting party is abroad, please refer to additional requirements below;
4. Original and clear photocopy of Marriage Contract (for married women);
5. Certification fee: Php 100.00 per copy; and
6. If through a representative, please refer to additional requirements below.



B. AUTHENTICATION OF ELIGIBILITY

1. Original Certificate of Eligibility or Report of Rating;
2. Original and properly accomplished ERRF;
3. Original copies of two (2) valid government issued ID Cards of the eligible, or if the requesting party is abroad, please refer to additional requirements below;
4. Original and clear photocopy of Marriage Contract (for married women);
5. Authentication fee: Php 50.00 per copy; and
6. If through a representative, please refer to additional requirements below.

Choices for Government Issued ID Card/s:

- | | | | |
|------------------|---------------------|---------------------|-------------------------|
| 1. Office ID | 4. SSS/GSIS or UMID | 7. NBI Clearance | 10. Voter's ID |
| 2. Taxpayer's ID | 5. Driver's License | 8. Police Clearance | 11. NBT License |
| 3. Passport | 6. PRC License | 9. Postal ID | 12. Senior Citizen's ID |

ADDITIONAL REQUIREMENTS

A. If request for certification or authentication is filed through a Representative:

1. Original Special Power of Attorney (SPA) or Authorization letter with hand-printed name and signature of authorized representative; and
2. Original copy of one (1) valid ID Card of the representative.

B. If the requesting party of the certification or authentication Works/Lives Abroad:

1. Clear photocopy of Passport; and } duly authenticated/validated by the Philippine Embassy or
2. Clear photocopy of one (1) valid ID Card. } Consular Office

The accomplished forms (ERRF and Declaration Form) may be submitted or sent through mail, together with the other requirements to the CSC Regional Office which conducted the examination or to the Integrated Records Management Office, Civil Service Commission, Constitution Hills, Quezon City