CS FORM 101-K (December 2013) This Form Is NOT for sale. Reproduction is allowed.



Republic of the Philippines **CIVIL SERVICE COMMISSION**

Regional Office No. _

ID Picture Specification

Please refer to item II. A. 2 at the back of this form

Application for Grant of Eligibility Pursuant to CSC Resolution No. 1302714 (Foreign School Honor Graduate)

INSTRUCTIONS: Fill in the required information. Put "n/a" for items not applicable to you. Submit this Form, together with the documentary requirements, to the CSC Regional/Field Office concerned. (Note: This Form may be accomplished either handwritten, typewritten, or computer printed, provided that the signature of the applicant should be handwritten. Digital/scanned signature is strictly not allowed.)

I. APPLICANT'S NAMI	E:	Last name	First name	Ext. name (e.g. Jr.)	Middle name	Middle initial
2. MOTHER'S MAIDEN			First name	First name	Middle r	
			ZIP CC			
. SEX (M/F):	5. DATE OF BIRTH	(mm/dd/yyyy):	6. PLACE OF BIRTH	H (Municipality/City and Province):		
7. CIVIL STATUS: OS	Single O Married O	Legally Separated O Widowed	Others, specify	8. CIT	IZENSHIP:	
). TEL. NO.: (include area code) 12. EDUCATION (Bacc Level	alaureate/Bachelor's D		Date of Graduation/	11. E-MAIL ADDRESS: Honor Received Name & Add	ress of School Attended	Inclusive Years
			Completion (mm/dd/yyyy)			(from-to)
College/Tertiary					3	1
3. EMPLOYMENT (Pr	resent & Previous)					
Agency/Offi	ice	Address	Position/Job T	itle Status of Appt./Employm	(From-To)	s Gov't Service (Yes/No)
4. Other Eligibility/ies	: Title of Eligibility 1)			_ Date of Conferment (mm/dd/yyyy)		
he provisions of per shall cause the disa case/s against me.	rtinent laws, rules approval of my app	and regulations of the Repu	ublic of the Philippines. ocation of the eligibility	tion given are true, correct an I understand that any misrep granted without prejudice to	resentation made in	n this documer
DO NOT FILL BELOW THIS	LINE			Signature over printed fu	ıll name of the applica	ant
Subscribed	and sworn to before	me this day o	f	_ 20		
		Sign	nature over printed full na	me of Administering Officer	Office/Po	sition
ENDORSING the	application of	SCRO to CSCRO; To be filled and processing of the grant of	to CSCRO No Foreign School Honor Gr			-
			Sig	nature over printed full name of C	SC Regional/Field Di	rector and Date
Date:	II (Processing Fee) O.R. No.: Date:	O Approved for the grant of FSHGE Date of Effectivity (mm/dd/yyyy) Certificate of Eligibility No Serial No Remarks O Disapproved due to				
Amount:	Amount:	9				
Collecting Officer	Collecting Officer	Signature over printed	full name of Evaluation O	fficer/Date Signature over pri	nted full name of Appr	oving Officer /Da
I (Evaluation Fee) O.R. No.: Date: Amount: Collecting Officer	II (Processing Fee) O.R. No.: Date: Amount: Collecting Officer		Last Name ool Honor Graduate Eligit	bility at the CSCRO/FO	·	ure Specification
		Remarks:		nted full name of Receiving Office	at the	efer to item II. A. 2 back of this form

(For CSC Processor/s Only) QUALIFICATIONS FOR THE GRANT OF FOREIGN SCHOOL HONOR GRADUATE ELIGIBILITY A. Checklist of Qualifications □ 1. Filipino Citizen 2. Graduated from his/her Bachelor's degree from school year 1972-73 and thereafter with: (Circle the honors conferred on the applicant) Summa cum Laude honors Magna cum Laude honors Cum Laude honors An equivalent honors. Specify _ □ 3. Graduated from reputable foreign school as verified/certified by the Department of Foreign Affairs (DFA) □ 4. Graduated with Bachelor's Degree certified by the Commission on Higher Education (CHED) as comparable with a Bachelor's Degree earned in the Philippines ☐ 5. Has no pending case and has not been found guilty/convicted of any administrative offense and/or crime B. Evaluation on Qualifications for the Grant of Eligibility • Qualified (all qualifications set are met). Application for approval. O Not qualified. Application for disapproval. Specify qualification/s not met ___ DOCUMENTARY REQUIREMENTS FOR SUBMISSION (To be accomplished only for qualified applications; Put asterisk (*) for lacking items and/or "n/a" for items not applicable) A. Checklist of GENERAL REQUIREMENTS: □ 1. Properly accomplished CS Form 101-K, Dec. 2013 (all fields properly filled out, with "n/a" indicated in all fields not applicable to the applicant) □ 2. Three (3) pieces of identical ID pictures with the following specifications: Passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches) ☐ Colored with white background ☐ Printed on good quality photo paper Taken within three (3) months prior to filing of application ☐ Taken in full-face view directly facing the camera Showing left and right ears ☐ With neutral facial expression and both eyes open In bare face (with no eyeglasses, colored contact lens or any accesories that may cover the facial features; facial features not computer enhanced) In standard close-up shot (from shoulder level up with head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1 inch or 2.54 cm below the chin) With HANDWRITTEN (not computer generated) name tag legibly showing SIGNATURE OVER PRINTED FULL NAME in the format: First Name, Middle Initial, Last Name, and Extension Name, if any (e.g. PETER S. CRUZ JR.) □ 3. Original and photocopy of any of the following I.D. cards, which must be valid (not expired upon filing of application), and contains the name, clear picture, date of birth and signature of the applicant, and the name and signature of the issuing agency's current head/authorized representative (NOTE: Any other I.D. card NOT included in the list shall NOT be accepted. Circle the ID card/s submitted by the applicant.) Current Office/Company ID GSIS UMID PhilHealth ID (ATM type) School ID (must be duly validated for the current school year) SSS ID Voter's ID PRC License Postal ID Driver's License Barangay ID BIR ID (ATM type/laminated card with picture type) 4. Original and photocopy of Birth Certificate of the applicant authenticated/issued by the NSO. [Note: In case the NSO Birth Certificate is not legible, or the NSO has duly issued a negative certification of birth (NSO CRS Form No. 1) printed in NSO security form, the applicant shall, in addition, submit the original and photocopy of his/her birth certificate authenticated/issued by the local civil registrar. 🗖 5. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO. (Note: In case the NSO Marriage Certificate is not legible, the applicant shall, in addition, submit the original and photocopy of her Marriage Certificate authenticated/issued by the Local Civil Registrar.) □ 6. Certification of no pending case/non-conviction of any offense (using CSC SPEL Form 1, April 2012) ☐ Authorization letter executed by the applicant; and ☐ 7. If filing of application is through a representative: Original and photocopy of one (1) valid I.D. card of the representative. B. Checklist of SPECIFIC REQUIREMENTS: Foreign School Honor Graduate Eligibility Certification on the honors received and baccalaureate degree earned, duly signed by the authorized official/registrar of the foreign school/college/ university bearing the seal of the college/university, and duly authenticated by a Philippine Foreign Service Post. The Certification must state/indicate the equivalent Latin honor in cases of honors with name/title different from the Latin honors summa cum laude, magna cum laude and cum laude. This Certification is not the Diploma and is separate from the Transcript of Record; 9. Transcript of Record certified as true copy by the foreign school. (with English translation as applicable) and duly authenticated by a Philippine Foreign Service Post with jurisdiction over the Foreign School; 10. Certification from CHED on the comparability/equivalency of the course/degree taken abroad with a course/degree earned in the Philippines duly signed by the authorized CHED official, affixed with CHED official dry-seal, and printed on CHED official letterhead (agency to agency); and 11. Certification from DFA on the status of operation of the foreign school duly signed by authorized DFA official, affixed with DFA official dry-seal, and printed on DFA official letterhead (agency to agency). **CERTIFICATION** (To be accomplished only for qualified applicants with complete documents): We certify that we have reviewed the qualifications and all the documentary requirements submitted by _ his/her application for grant of the Foreign School Honor Graduate Eligibility, and found the same to be complete and in order. Signature over printed full name of Approving Officer Signature over printed full name of Evaluation Officer

__ Date Field Office may be reached at the CSC CSC Regional Office No. _____ may be reached at the following contact information: following contact information: Telephone No. Telephone No. Cellular Phone No. : _____ Cellular Phone No. : _____ Fax No. Fax No. E-mail address : E-mail address : Contact Person : __ Contact Person : __