

MC No. _____, s. 2014

MEMORANDUM CIRCULAR

TO

HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT

Amendment on the Grant of Eligibility to Sanggunian Members

(RA No. 10156)

In CSC Resolution No. 1400044* promulgated on January 9, 2014 and which took effect on February 15, 2014, the Commission resolved to amend certain provisions of CSC Resolution No. 1300486 on the Implementing Rules and Regulations of Republic Act No. 10156 on the grant of eligibility to Sanggunian Members.

Below are the revisions:

- 1. Section 14 (d) on Documentary Requirements::
 - d. For Sanggunian Members not included in the DILG Master List, Certification of the services rendered by the Sanggunian Member duly signed by an authorized official from the DILG regional office where he/she served as Sanggunian Member using the appropriate form prescribed by the CSC. (agency to agency)
- 2. Section 16 (b) on Duties and Responsibilities:
 - b) The DILG, as the repository and custodian of the records of Sanggunian Members, shall perform the following:
 - b.1. provide CSC with copies of available Master List of Sanggunian Members to the CSCRO concerned covering the elections on May 11, 1992 to May 13, 2013, one month after the signing of the CSC-DILG Memorandum of Agreement dated October 23, 2013;
 - b.2. provide a database of Sanggunian Members to include their service record starting with the elections in 2016 and

thereafter for submission to the CSCRO concerned within six (6) months after each election;

- b.3. issue a Certification on the services rendered by Sanggunian Members who are not included in the DILG Master List using the appropriate form prescribed by the CSC. The certification should be signed by an authorized DILG Official from the regional office (agency to agency);
- b.4. furnish the concerned CSCRO with a list of Sanggunian Members proclaimed by virtue of a recall election and proof of proclamation from the Commission on Elections.

Applicants for the grant of Sanggunian Member Eligibility (SME) shall submit the attached CS Form 101-J (Revised, December 2013), together with the other documentary requirements, to the CSC Regional/Field Office concerned.

Securing of the certification on the services rendered by Sanggunian Members who are not included in the DILG Master List or whose information in the DILG Master List is lacking/incomplete shall be an agency to agency procedure. Certification on the services rendered by Sanggunian Members submitted or hand-carried by the applicants themselves shall NOT be accepted by the CSC. The processing of application for the grant of SME shall be done only upon receipt of the said certification directly coming from the DILG.

All other provisions of CSC Resolution No. 1300486 not affected hereby, shall remain valid and in force.

FRANCISCO T. DUQUE III, MD, MSc Chairman

JUL 0 7 2014

*Published in the Manila Times on January 30, 2014

ERPO/PSD/FMP/LQC/mjd/ccb/mlm SME_Amendment/MC



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 R.A. 10156 (SANGGUNIAN MEMBER ELIGIBILITY)

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: Information may be handwritten, typewritten, or computer printed, provided that the signature of the applicant is handwritten. Digital/scanned signature is strictly not allowed.)

	LITY APPLIED FOR:		ember First Level Eliç	gibility	Sanggunian Memb	er Second Level	Eligibility	
APPLICANT'S NA	ME:	Last name	First	name	Ext. name (e.g. Jr.)	Middle nar	me	Middle initial
	EN NAME:	Last name			First name		Middle na	me
		DRESS:		OF OF BIRTH #4				
		H (mm/dd/yyyy):						
. CIVIL STATUS:	O Single O Mari	ried O Others, spe	city		9. CITIZENSHIP:			
0. TEL. NO.:	(include area code)	_ 11. CELLULAR PHO	ONE NO.:		12. E-MAIL ADDRE	:88:		
3. EDUCATION (Ba	accalaureate/Bachelor	's Degree only)						
Complete Title o	f Course and Major		raduated	If Graduated	Name and A	ddress of Schoo	l Last Attend	ded
Complete fille o	Course and Major	Year last attended	No. of units earned	Date Graduated (mm/dd/yyy)	Transcription and a			
4. SERVICES REN	DERED AS SANGGU	NIAN MEMBER (start	from the most recent)				
Positions	Hold	Municipality/City	1	Province	Date of Election	Period of Service	Ce (mm/dd/yyy) To	No. of Years
						From		Served
		nally accomplished t						
ase/s against me		plication and/or outri		20 .		.		
Done thi	S ua	ay oi		20				
					Signature over pri	nted full name of	the applican	t
O NOT FILL BELOW TH	IS LINE.	me this	dou of	20				
Subscriber	a and sworn to before	me uns	day or	20	 '			
			Signature over p	orinted full name of	Administering Office	r	Office/Pos	ition
NDODCEMENT /on	polication received in t	he CSCFO for indorse	ment to CSCRO or fr	rom CSCRO to oth	er CSCRO to be fille	nd un ONLY as ar	onlicable):	
ENDORSING th	e application of	ile Coci O ioi ilidoisei	to	CSCRO No.	received by (CSCRO/CSCFO-		
on	for approval	and processing of the	grant of Sanggunian	Member Eligibility.	•			
				Signature	over printed full nam	ne of CSC Region	nal/Field Dire	ector and Date
ACTION TAKEN (fo	r Processors only):	O Approved for the	grant of Sangguniar	Member First/Sec	cond Level Eligibility			
	7		y (mm/dd/yyyy)					
I (Evaluation Fee) O.R. No.:	11 (Processing Fee) O.R. No.:	Serial No		Remarks				
Date:	Date:	O Disapproved du	e to					
Amount:	Amount:							
		Cinneture aver	nrinted full name of E	Typhystian Officer/F	Nata Signatura o	ver printed full na	me of Approx	ing Officer /Date
Collecting Officer	Collecting Officer	Signature over	printed full name of E	Evaluation Officer/L	Jale Signature of			
I (Evaluation Fee)	II (Processing Fee)	ACKNOWLEDGME	NT OF APPLICATION					
O.R. No.:	O.R. No.:	Received the applic	ation of					
Date:	Date:		Last Name	First N	ame, Ext. Name	Middle Name		
Amount:	Amount:	for grant of Sanggui	nian First/Second Lev	el Eligibility at the	CSCRO/FO			
							ID Picture	Specification
Collecting Officer	Collecting Officer	Remarks:						
								r to item II. A. 2
			****				at the bac	ck of this form
			Signat	ture over printed fu	II name of Receiving	Officer/Date		
						į		

1.	A. C	hec	klist of Qualifications	OF S	ANGGUNIAN MEMBER I	ELIGIBILITY	(SME)				
			Sanggunian Member Position	ns He	eld. O Vice Go	vernor O	City/Municipal Vice	Mayor	City/Myminimal/Daysinais		
			O For SME (first level):		Served as Sanggunian M Specify (if more than 6 ye	lember for a	n aggregate period	of six (O City/Municipal/Provincia 6) years.	Council	
					Completed at least 72 un		a baccalaureate/b	achelor	r's degree		
			O For SME (second level):		Served as Sanggunian M Specify (if more than 9 ye	lember for a	aggregate period	of nine	(9) years.		
					Completed a baccalaurea	ate/bachelor	s degree		4-		
,		2.	Name of applicant is included in	the α	prresponding Master List issu	ged by the co	ncerned DILG Offic	ce			
		J 3.	For applicants with name not	inclu	ded in the DILG Master Lis	st, the applic	ant's services rende	ered as	Sanggunian Member are certi	ied by the	
			DIEG with corresponding cer	unca	ion issued and sent by the	DILG direc	ly to the CSC.		- anggaman mombol die corp	icd by the	
	B. E	valu	ation on Qualifications for t	he G	rant of Eligibility		•				
	C	QL	ualified (all qualifications set a	re m	et). Application for approva	al.					
11	DOCL	No	ot qualified. Application for dis	appro	oval. Specify qualification/s	s not met					
II.	for its	IMER	NIARY REQUIREMENTS FOR not applicable)	SUBI	MISSION (To be accompli	shed only fo	or qualified applica	itions;	Put (x) for lacking items and	d/or "n/a"	
	ioi ite		dist of GENERAL REQUIRE								
	7. <u>2</u> 1	1 1	Properly accomplished CS F	orm	<u>13</u> . 101 Davised December	0040 (-11.5)					
			to the applicant)	Offil	101-3, Revised December	2013 (all fle	ds properly filled ou	t, with "	"n/a" indicated in all fields not a	pplicable	
		2.	Three (3) pieces of identical	ID nie	ctures with the following er	accifications:					
			☐ Passport size (4.5 cm x	(3.5)	cm or 1.8 in v. 1.4 in)		والمراجع والمغاطيين والأنبين				
			☐ Taken within three (3) n	nonth	s prior to filing of applicati	on 🗀 Taka	eu with white backgi	round	Printed on good quality ph	oto paper	
			☐ Showing left and right e	ears	o prior to ming or applicati		nutral facial expres	rectly to	acing the camera		
			☐ In bare face (with no even	lasse	s, colored contact lens or any	viui 🖵 viui	neutral facial expres	ssion al	nd both eyes open ires; facial features not computer (
			☐ In standard close-up shot	(fron	shoulder level up with head	and face occ	unving at least 20%	of the ci	icture and with the name tag posi	enhanced)	
			at approximately 1 inch	or 2	.54 cm below the chin)	and lace occ	upying at least 00 % (or the pr	cture and with the name tag posi	ioned	
			☐ With HANDWRITTEN (not c	omputer generated) name	tag legibly s	howing SIGNATUR	E OVE	R PRINTED FULL NAME in th		
			i nocinalne, middle iliili	aı, La	SUNAME. and Extension N	lame itanv	AN PETERS OF	117 ID 1	1		
		3.	Original and photocopy of an	ıy of t	he following I.D. cards, wh	nich must be	valid (not expired u	non fili	nd of application), and contain	s tho	
			maine, clear picture, date of	DITUI	and signature of the applic	cant. and the	name and signatur	e of the	e issuing agancy's current has	41	
			authorized representative (N	OTE	: Any other I.D. card NOT	included in t	he list shall NOT be	accen	ted. Circle the ID card/s submi	ui Hod by	
			the applicant.)		·		no not onall 1101 bo	ассер	tod. Offole the ID card/s submi	lleu by	
			 Current Office/Company 			•	GSIS ID	•	PhilHealth ID		
			 School ID (must be duly 	/ valid	dated for the current school	ol year) +	SSS ID		Voter's ID		
			 Passport (with signature 	e of tl	ne applicant)	•	Postal ID		Barangay ID		
			BIR ID			•	Driver's License	_ i	Dolino algoropae /with at at 1		
	u	4.	For female married applicant	ls, or	ginal and photocopy of Ma	arriage Certi	icate authenticated/	liceuph	by the NSO In some the NCO		
			marriage Certificate is flot let	yıble,	the applicant snall, in add	lition, submit	the original and phe	otocopy	y of her Marriage Certificate		
		_	authenticated/issued by the t	Locai	Civil Registrar.						
		ე. გ	Certification of No Pending C	case/	Non-Conviction of Any Off	ense (Use C	SC SPEL Form 1, A	April 20	12); and		
		0.	If filing of application is throu	gn a	representative: 🚨 Auth	norization let	er executed by the	applica	ant; and		
	B. Ch	eckl	ist of SPECIFIC REQUIREM	ENT	u Orig	linal and pho	tocopy of one (1) va	alid I.D.	. card of the representative.		
	J. <u>V</u>	7	For applicant who is a bacca	laure	<u>2</u> . vate/bacholoric dograp hol	dor original	andhand's state it				
	ū	8	For applicant who is a bacca	et I a	vale/bachelor's degree nor	der, original/	authenticated and p	hotoco	ppy of Transcript of Record.		
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		9.	Original/Authenticated Maste	er Lis	t of qualified Sanggunian !	Memhere ice	ued by the DILC (or	aanau t	to agonal company		
		10.	For applicants with name not i	includ	led in the DILG Master List	Certification	of services rendered	yency i Houtho	o agency concern) Sanggunian Member duly signe		
			authorized DILG official at the	e regi	onal level where he/she ha	as served as	Sanggunian Membe	r/Hea	CSC SME Form 1, March 2013	ea by	
			Date received by CSC from L	JILG)).	
		11.	Other documents as may be	deer	ned necessary by the CSC	in verifying	authenticity of infor	mation	supplied by the applicant		
							<u> </u>		approant.		
EK	HFICA:	I ION	(To be accomplished only for qu	alified	applicants with complete do	cuments):					
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S/H	ег арри	catior	n for grant of the Sanggunian Me	mber	Level Elig	gibility, and for	and the same to be co	mplete	and in order.		
		Si	gnature over printed full name of	f Eval	uator		Signaturo	or print	ted full name of Approving Officer		
	Position		Date								
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