CS FORM 101-D (Revised, September 2013) This Form Is NOT for sale. Reproduction is allowed.

Republic of the Philippines
CIVIL SERVICE COMMISSION
Regional Office No. _____

Application for Grant of Eligibility Pursuant to P.D. No. 907
(Honor Graduate)

ID Picture Specification

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

INSTRUCTIONS: Fill in the required information. <u>Put "n/a" for items not applicable to you.</u> 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.)

1. APPLICANT'S NAME: _____
                           Last name   First name   Ext. name (e.g. Jr.)   Middle name   Middle Initial

2. MOTHER'S MAIDEN NAME: _____
                                Last name   First name   Middle name

3. COMPLETE PERMANENT MAILING ADDRESS: _____ ZIP CODE _____

4. SEX (M/F): _____ 5. DATE OF BIRTH (mm/dd/yyyy): _____ 6. PLACE OF BIRTH (Municipality/City and Province): _____

7. CIVIL STATUS: ○ Single ○ Married ○ Legally Separated ○ Widowed ○ Others, specify _____ 8. CITIZENSHIP: _____

9. TEL. NO.: _____ 10. CELLULAR PHONE NO.: _____ 11. E-MAIL ADDRESS: _____
  (Include area code)

12. EDUCATION (Baccalaureate/Bachelor's Degree only)

Level	Complete Title of Corse & Major	Date of Graduation/ Completion (mm/dd/yyyy)	Honor Received	Name & Address of School Attended	Inclusive Years (from-to)
College/Tertiary	_____	_____	_____	_____	_____

13. EMPLOYMENT (Present & Previous)

Agency/Office	Address	Position/Job Title	Status of Appt./Employment	Inclusive Years (From-To)	Gov't Service (Yes/No)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

14. Other Eligibility/ies: Title of Eligibility 1) _____ Date of Conferment (mm/dd/yyyy) _____
_____ _____

    I declare under oath that I **personally** accomplished this Form, and that the information given are true, correct and complete statements pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I understand that any misrepresentation made in this document shall cause the disapproval of my application and/or outright revocation of the eligibility granted without prejudice to the filing of administrative/criminal case/s against me.

    Done this _____ day of _____ 20_____.

_____
Signature over printed full name of the applicant

DO NOT FILL BELOW THIS LINE.

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

_____ _____
Signature over printed full name of Administering Officer   Office/Position

INDORSEMENT (CSCFO to CSCRO or CSCRO to CSCRO; To be filled up ONLY as applicable):

    ENDORSING the application of _____ to CSCRO No. _____ received by CSCRO No. ____ /CSCFO - _____

on _____, for approval and processing of the grant of Honor Graduate Eligibility.

_____
Signature over printed full name of CSC Regional/Field Director and Date

ACTION TAKEN (for Processors only): ○ **Approved** for the grant of HGE

I (Evaluation Fee)	II (Processing Fee)
O.R. No.: _____	O.R. No.: _____
Date: _____	Date: _____
Amount: _____	Amount: _____
Collecting Officer	Collecting Officer
I (Evaluation Fee)	II (Processing Fee)
O.R. No.: _____	O.R. No.: _____
Date: _____	Date: _____
Amount: _____	Amount: _____
Collecting Officer	Collecting Officer

Date of Effectivity (mm/dd/yyyy) _____ Certificate of Eligibility No. _____
Serial No. _____ Remarks _____
○ **Disapproved** due to _____

_____ _____
Signature over printed full name of Evaluation Officer/Date   Signature over printed full name of Approving Officer /Date

APPLICATION RECEIPT
Received the application of _____
                      Last Name   First Name, Ext. Name   Middle Name

for the grant of Honor Graduate Eligibility (PD 907) at the CSCRO/FO _____.

Remarks: _____

ID Picture Specification

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

_____
Signature over printed full name of Receiving Officer/Date

I. QUALIFICATIONS FOR THE GRANT OF HONOR GRADUATE ELIGIBILITY

A. Checklist of Qualifications

❏ 1. 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

❏ 2. Baccalaureate/Bachelor's degree recognized by Commission on Higher Education (for graduates of private universities/colleges)

❏ 3. Baccalaureate/Bachelor's degree included in charter, or duly approved by Board of Trustees/Regents (for graduates of state/local universities and colleges)

❏ 4. Name of applicant is included in the corresponding Master List issued by the college/university concerned

B. Evaluation on Qualifications for the Grant of Eligibility

○ Qualified (all qualifications set are met). Application for approval.

○ Not qualified. Application for disapproval. Specify qualification/s not met _____

II. 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-D, Revised Sept. 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
- School ID (must be duly validated for the current school year)
- Passport
- BIR ID (ATM type/laminated card with picture type)
- GSIS UMID
- SSS ID
- PRC License
- Driver's License
- PhilHealth ID (ATM type)
- Voter's ID
- Postal ID
- Barangay ID

❏ 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)

❏ 7. If filing of application is through a representative:　❏ Authorization letter executed by the applicant; and
　❏ Original and photocopy of one (1) valid I.D. card of the representative.

B. Checklist of SPECIFIC REQUIREMENTS: Honor Graduate Eligibility

❏ 8. Original and photocopy of Transcript of Record (TOR) of the applicant

❏ 9. Certification from the university/college that the applicant graduated summa cum laude, magna cum laude or cum laude duly signed by the current university/college registrar or authorized official and bearing the university/college seal. (This Certification is not the Diploma and is separate from the Transcript of Record); and

❏ 10. List of Honor Graduates certified and submitted by the School Registrar to the CSC (agency to agency concern)

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 _____on his/her application for grant of the Honor Graduate Eligibility, and found the same to be complete and in order.

_____
Signature over printed full name of Evaluation Officer

Position _____ Date _____

_____
Signature over printed full name of Approving Officer

Position _____ Date _____

CSC Regional Office No. _____ may be reached at the following contact information:

Telephone No.　: _____

Cellular Phone No. : _____

Fax No.　　　: _____

E-mail address　: _____

Contact Person　: _____

CSC _____ Field Office may be reached at the following contact information:

Telephone No.　: _____

Cellular Phone No. : _____

Fax No.　　　: _____

E-mail address　: _____

Contact Person　: _____