



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

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

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

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**.)

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 Course & 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):

ENDORISING the application of _____ to CSCRO No. _____ received by CSCRO No. _____/CSCFO - _____
on _____, for approval and processing of the grant of Foreign School 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 FSHGE
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

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

Received the application of _____
Last Name First Name, Ext. Name Middle Name
for the grant of Foreign School Honor Graduate Eligibility at the CSCRO/FO _____
Remarks: _____

Signature over printed full name of Receiving Officer/Date

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

I. 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)
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.
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-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:
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
4. Original and photocopy of Birth Certificate of the applicant authenticated/issued by the NSO.
5. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO.
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:

B. Checklist of SPECIFIC REQUIREMENTS: Foreign School Honor Graduate Eligibility

- 8. 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.
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 _____ on 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 Evaluation Officer

Signature over printed full name of Approving Officer

Position _____ Date _____

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 : _____