

Honor Graduate Eligibility (HGE)

- granted pursuant to [Presidential Decree \(P.D.\) No. 907](#), dated March 11, 1976, titled "Granting Civil Service Eligibility to College Honor Graduates".

WHO ARE QUALIFIED FOR THE GRANT OF HGE

The following individuals shall be entitled to the grant of HGE upon submission of required documents:

- a. Those who graduated *Summa Cum Laude*, *Magna Cum Laude* or *Cum Laude*, in their baccalaureate degree, regardless of the number of years of completion either from conventional mode of learning or open distance learning (ODL);
- b. Those who graduated from school year 1972-1973, and thereafter for conventional mode of learning; or from school year 2015-2016, and thereafter for ODL; and
- c. Those who graduated in:
 - c.1. Private Higher Education Institution in the Philippines with baccalaureate/bachelor's degree recognized by the CHED; or
 - c.2. State/Local College or University with baccalaureate/bachelor's degree included in its charter, or baccalaureate/ bachelor's degree duly approved by its Board of Trustees/Board of Regents; or
 - c.3. For honor graduates through ODL, open university/college/institution recognized by the CHED as a degree-granting HEI. The said university/college/institution should have at least level III accreditation or CHED equivalent in the programs offered in the conventional classroom or traditional mode of learning, pursuant to Section 3 (g) of R.A. No. 10650.

APPROPRIATENESS OF HGE

The HGE shall be considered appropriate for first and second level positions in the government that do not involve practice of profession and are not covered by bar/board/other special laws.

DATE OF EFFECTIVITY OF HGE

The date of effectivity of the HGE shall be the date of course completion/graduation (as indicated in the Transcript of Record/school certification that the applicant graduated with honors).

PERIOD OF FILING OF APPLICATION FOR HGE

Filing of applications for the grant for honor graduate of both conventional mode of learning and ODL is continuous.

OTHER POLICIES ON HGE

A. **Provided under ERPO Memo No. 1447, s. 2008 dated October 29, 2008 – (Clarificatory Guidelines on the Grant of PD 907 Eligibility)**

PD No. 907, explicitly provides among others, that "it is considered that graduation with honors earned under the competitive atmosphere of the academic community is as good as qualifying mark in a competitive examination to determine merit and excellence for public employment;"

B. Policy on Honor Graduates of Open Distance Learning (pursuant to CSC Resolution No. 2300615 dated 28 July 2023 re Inclusion of Honor Graduates of Bachelor's Degree through Open Distance Learning in the Grant of Honor Graduate Eligibility)

Republic Act (R.A.) No. 10650, or the Open Distance Learning (ODL) Act, provides for the merging the methods of "open learning" and "distance education" into one with the concepts of open and flexible learning. The law states that all courses or subjects offered in the ODL shall be equivalent in challenges and depth to the conventional classroom or traditional programs in nonconventional delivery.

On 28 July 2023, the Commission promulgated CSC Resolution No. 2300615, which extends the coverage of the grant of Honor Graduate Eligibility (HGE) to bachelor's degree graduates who earned distinctions of *Summa Cum Laude*, *Magna Cum Laude*, or *Cum Laude* through ODL programs from colleges and universities accredited by the Commission on Higher Education (CHED).

C. Policy on the Distinctions of *Excellentissimus*, *Benemeritus*, *Meritissimus*, and *Beneprobatus* (pursuant to CSC Resolution No. 1101645)

As explained by the Commission on Higher Education, the distinctions of *Excellentissimus* (Excellent), *Benemeritus* (Very Good), *Meritissimus* (Good), and *Beneprobatus* (Passed) refer only to "marks/grades that a student may receive after the completion of his/her dissertation/thesis paper". It is worthy to note that a dissertation/thesis paper is merely in partial fulfillment of the requirements for a certain degree program.

In contrast, the Latin honors of *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude* refer to "honors conferred based on a student's scholastic performance and the fulfillment and completion of all the requirements of the program". Thus, the Latin honors of *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude* are being conferred after all requirements have been completed, including the requirement for thesis/dissertation paper.

Therefore, the distinctions of *Excellentissimus*, *Benemeritus*, *Meritissimus*, and *Beneprobatus* are not comparable to the Latin honors of *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude* and, hence, do not fall in the ambit of PD No. 907.

DOCUMENTARY REQUIREMENTS FOR SUBMISSION BY APPLICANTS

1. Properly accomplished Application Form ([CS Form 101-HGE, Revised 28 July 2023](#));
2. Three (3) pieces of identical I.D. pictures with the following specifications:
 - a. Philippine passport size (4.5 cm x 3.5 cm);
 - b. Colored with white background;
 - c. Printed on quality photo paper;
 - d. Taken within (3) months prior to filing of application;
 - e. Taken in full-face view directly facing the camera;
 - f. Showing left and right ears;
 - g. With neutral facial expressions and both eyes open;
 - h. In bare face (with no eyeglasses, colored contact lens or any accessories that may cover the facial features (facial features not computer enhanced));
 - i. In standard close-up shot (from shoulder level up with head and face occupying at least 80% of the picture and with the name tags positioned at approximately 1 inch or **2.54** cm

below the chin); and

- j. 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 valid (not expired upon filing of application) I.D. card containing applicant's name, clear picture, date of birth, signature, and with the name and signature of authorized issuing officer. Any other ID card NOT included in the list shall NOT be accepted:

- a. Alien Certificate of Registration Card;
- b. Barangay I.D. Card;
- c. BIR/Taxpayer's I.D. Card;
- d. Company/Office I.D. Card;
- e. CSC Eligibility Card;
- f. Driver's License/Temporary Driver's License/Student Driver's Permit;
- g. GSIS I.D. Card;
- h. HDMF Transaction I.D. Card;
- i. NBI Clearance;
- j. Passport Postal I.D. Card;
- k. Philhealth I.D. Card;
- l. PhilID Card;
- m. Police Clearance/Police Clearance Certificate;
- n. PRC License;
- o. PWD I.D. Card;
- p. School I.D. Card;
- q. Seaman's Book;
- r. Senior Citizen's I.D. Card;
- s. Solo Parent I.D. Card;
- t. SSS I.D. Card; or
- u. Voter's I.D./Voter's Certification Card.

4. Original and photocopy of the Birth Certificate of the applicant issued/authenticated by the then National Statistics Office (NSO) now Philippine Statistics Office (PSA). In case the NSO or PSA Birth Certificate is not legible, or the NSO or PSA has duly issued a negative certification of birth (NSO or PSA CRS Form No. 1) printed in NSO or PSA security form, the applicant shall, in addition, submit the original and photocopy of his/her Birth Certificate issued/authenticated by the Local Civil Registrar;

5. For married female applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO or PSA. In case the NSO or PSA Marriage Certificate is not legible, or the NSO or PSA has duly issued a negative certification of marriage printed in NSO or PSA security form, the

applicant shall, in addition, submit the original and photocopy of her Marriage Certificate issued/authenticated by the Local Civil Registrar;

6. Certification of No Pending Case/Non-Conviction of Any Offense (Use CSC SPEL Form 1, April 2012, downloadable at www.csc.gov.ph);
7. Original and photocopy of Transcript of Records (TOR) of the applicant;
8. 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/institution registrar or authorized official, bearing the university/college/institution seal, and printed on university/college/institution official letterhead (This Certification is separate from and on top of the TOR);
9. List of Honor Graduates certified and submitted by the School Registrar to the CSC (agency to agency concern; to be submitted by the university/college/institution to the CSC RO); and
10. For ODL honor graduates, copy of Certification from the CHED showing that the university/college/institution should have at least Level III accreditation or CHED equivalent in the programs offered in the conventional classroom or traditional mode of learning, duly signed by authorized CHED official, affixed with CHED official dry-seal, and printed on CHED official letterhead (agency to agency concern; to be certified and submitted by the university/college/institution to CSC RO).

WHERE TO FILE APPLICATIONS FOR HGE

Properly accomplished [CS Form 101-HGE \(Revised, 28 July 2023\)](#), together with the pictures and other documentary requirements, must be submitted to the CSC Regional Office (RO), or any of its Field Offices (FOs), having jurisdiction over the university/college/institution from where an applicant has graduated.

MODES OF FILING OF APPLICATION FOR HGE

A. By the Applicant in Person;

This mode of filing an application involves the applicant himself/herself going to the CSC RO concerned, or to any of its FOs, to personally submit his/her application and documentary requirements. This is the most recommended mode of application filing, as this will allow interview of the applicant as to his/her qualifications and other circumstances relevant to his/her application for eligibility grant.

B. Through Representative;

This mode involves a representative of the applicant going to the CSC RO concerned, or to any of its FOs, to submit the application and documentary requirements.

Filing of application through a representative shall require the submission of the following additional documents:

- Authorization Letter executed by the applicant; and
- Original and photocopy of at least one (1) valid I.D. card of the representative.

Note: While filing of application may be coursed through a representative, the applicant shall be required to appear personally before the CSC RO for the proper issuance and acceptance of the Certificate of Eligibility (COE), should the application be approved. Representative/s shall not be allowed to receive the COE on behalf of the applicant-grantee.

C. Through Conduit CSC Regional Office (RO); and

This mode involves applicants who have moved to or are presently based in another region that is far-off from the authorized CSC RO having jurisdiction over their cases.

In this instance, an applicant concerned, or his/her representative, may file the application to the CSC RO nearest the applicant's present place of residence or work. Said CSC RO shall act as conduit between the applicant and the authorized CSC RO in facilitating acceptance of the application, and release of the corresponding COE should the application for eligibility grant be approved.

This mode of application filing takes time, considering that communications between the conduit CSC RO and the authorized CSC RO are dispatched at least via registered mail.

D. Through Mail.

This mode involves the applicant sending his/her application and documentary requirements (including originals) to the CSC RO concerned through either registered mail, or courier. This mode takes time in view of anticipated exchange of communications.

Delays and lost of documents through the negligence of the courier is beyond the control of the CSC RO concerned.

SCHEDULE OF FEES

The schedule of fees for the grant of HGE, which covers two (2) stages, is, as follows:

Stages of the Grant	Title of Fee	Amount of Fee	When to be Paid
Stage 1: Evaluation of Application	Evaluation Fee	Php200.00	Upon filing of application
Stage 2: Processing of Certificate of Eligibility	Processing Fee	Php300.00	Only upon approval of application

Applications filed at the CSC FO shall be charged only the Evaluation Fee considering that the applications will be forwarded to the CSC RO for review and final evaluation, and processing of COE.

Applications filed through Conduit CSC RO/FO or through Mail (registered mail, or courier) should enclose a Postal Money Order borne in the name of the CSC RO concerned.