



REGIONAL OFFICE NO. _____

**Application for Grant of Eligibility Pursuant to R.A. 10156
(Sanggunian Member Eligibility)**

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. 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. TITLE OF ELIGIBILITY APPLIED FOR : Sanggunian Member First Level Eligibility Sanggunian Member Second Level Eligibility
2. APPLICANT'S NAME: _____
Last name First name Ext. name (e.g. Jr.) Middle Name Middle Initial
3. MOTHER'S MAIDEN NAME : _____
Last name First name Middle Name
4. COMPLETE PERMANENT ADDRESS : _____ ZIP CODE _____
5. SEX (M/F) : ____ 6. DATE OF BIRTH : _____ 7. PLACE OF BIRTH : _____
(mm/dd/yyyy) City/Municipality & Province
8. CIVIL STATUS : Single Married Widowed Annulled Legally Separated Others, specify _____ 9. CITIZENSHIP : _____
10. TEL. NO. _____ 11. CELLULAR PHONE NO.: _____ 12. E-MAIL ADDRESS: _____
(include area code)
13. EDUCATION (Baccalaureate/Bachelor's Degree only)

| Complete Title of Course & Major | If Not Graduated | | If Graduated | Name & Address of School Last Attended |
|----------------------------------|--------------------|---------------------|----------------|--|
| | Year last attended | No. of units earned | Date Graduated | |
| | | | | |

14. SERVICES RENDERED AS SANGGUNIAN MEMBER (start from the most recent)

| Positions Hold | Municipality/City | Province | Date of Election (mm/dd/yyyy) | Period of Service (mm/dd/yyyy) | | No. of Years Served |
|----------------|-------------------|----------|----------------------------------|--------------------------------|----|---------------------|
| | | | | From | To | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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 full printed name of the applicant

DO NOT FILL BELOW THIS LINE.

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

Signature over full printed name of Administering Officer Office/Position

INDORSEMENT (application received in the CSCFO for indorsement to CSCRO, or from CSCRO to other CSCRO, to be filled up ONLY as applicable):

ENDORISING the application of _____ to CSC RO No. _____ as received by CSC FO - _____ on _____, for approval and processing of the grant of Sanggunian Member Eligibility.

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

ACTION TAKEN (for Processor only):

- Approved** for the grant of Sanggunian Member First/Second Level Eligibility
 Date of Effectivity (mm/dd/yyyy): _____ Certificate of Eligibility No. / Card No. _____
 Serial No. _____ Remarks _____
- Disapproved** due to _____

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

Signature over full printed name of Evaluation Officer/Date

Signature over full printed name of Approving Officer/Date

ACKNOWLEDGMENT OF APPLICATION

Received the application of _____
Last name First name Middle Name
 for grant of Sanggunian First/Second Level Eligibility at the CSCRO/FO _____
 Remarks: _____

ID Picture Specification

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

Signature over full printed name of Receiving Officer

Date

I. QUALIFICATIONS FOR THE GRANT OF SANGGUNIAN MEMBER ELIGIBILITY (SME)

A. Checklist of Qualifications

- 1. Sanggunian Member Positions Held: Vice Governor, City/Municipal Mayor, City/Municipal/Provincial Council
For SME (first level): Served as Sanggunian Member for an aggregate period of six (6) years... Completed at least 72 units leading to a baccalaureate/bachelor's degree program...
For SME (second level): Served as Sanggunian Member for an aggregate period of nine (9) years... Completed a baccalaureate/bachelor's degree...
2. Name of applicant is included in the corresponding Master List issued by the concerned DILG Office...

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 (x) for lacking items and/or "n/a" for items not applicable)

A. Checklist of GENERAL REQUIREMENTS

- 1. Properly accomplished CS Form 101-J, Revised December 2018 (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:
Phillippine passport size (4.5 cm x 3.5 cm or 1.8 in x 1.4 in)
Colored with white background
Printed in 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 expressions and both eyes open
In bare face (with no eyeglasses, colored contact lens or any accessories 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 tags 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 valid (not expired upon filing of application) ID 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.
Barangay I.D., Passport, Alien Certificate of Registration Card, SSS I.D., School I.D., Police Clearance/Police Clearance Certificate, GSIS I.D., Postal I.D., Driver's License/Temporary Driver's License, Voter's I.D./Voter's Certification, Seaman's Book, HDMF Transaction I.D., BIR/Taxpayer's I.D., PWD I.D., Solo Parent I.D., Philhealth I.D., Senior Citizen's I.D., NBI Clearance/Police Clearance Certificate, Company Office I.D., PRC License, CSC Eligibility Card
4. Original and photocopy of Birth Certificate authenticated/issued by the PSA or the Local Civil Registry printed on Security Paper (SecPa).
5. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the PSA. In case the PSA 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 Registry.
6. Certification of No Pending Case/Non-Conviction of Any Offense (Use 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 ID card of the representative.

B. Checklist of SPECIFIC REQUIREMENTS for Sanggunian Member Eligibility (SME):

- 8. For applicant who is a baccalaureate/bachelor's degree holder, original/authenticated and photocopy of Transcript of Record.
9. For Sanggunian Member First Level Eligibility applicant who is not a baccalaureate/bachelor's degree holder, certification on the number of units earned and the baccalaureate/bachelor's degree being/has pursued duly signed by authorized official/registrar of the university/College.
10. Original/Authenticated and dry-sealed Master List of qualified Sanggunian Members issued by the DILG (agency to agency concern; to be submitted by DILG to CSCRO)
11. For Sanggunian Members not included in the DILG Master List, Certification of services rendered by the Sanggunian Member duly signed by authorized DILG official at the regional level where he/she has served as Sanggunian Member (Use CSC SME Form 1, July 2017).
12. Other documents as may be deemed necessary by the CSC Regional Office in verifying authenticity of information supplied by the applicant.

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 the grant of the Sanggunian Member Level Eligibility, and found the same to be complete and in order.

Signature over printed full name of Evaluator
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