

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

CS Form 101-E (Revised, April 2012)
 THIS FORM IS NOT FOR SALE.
 REPRODUCTION IS ALLOWED.

Recent ID Photo
 - Passport size (4.5 cm x 3.5 cm)
 - White background
 - In close-up shot (from shoulder level up with head & face occupying at least 80% of the picture and with name tag at approx. 1" below the chin)
 - In bare face (without eye glasses/ colored contact lens/any facial accessory; facial features not computer-enhanced)
 - Showing left and right ears
 - With hand-held & written (not computerized) and legible name tag showing signature over complete printed name in the format FN-MI-LN-EN

**Application for Grant of Eligibility Pursuant to R.A. 7160
 (Barangay Official)**

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 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 (City/Municipality & Province): _____

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

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

12. EDUCATION (Highest Educational Attainment)
 Level of Education: Elementary High School College Master's Doctorate
 Completion: Graduated Not Graduated **If not graduated, highest Grade/Year/Level/Units earned:** _____
If graduated, date of Graduation/Completion (mm/dd/yyyy): _____ **Honors received:** _____
 Complete Title of Course/Degree (for college, master's, doctorate): _____ **Major:** _____
 Name & address of school attended: _____ **Inclusive years:** _____
(from-to)

13. EMPLOYMENT (Present & Previous):

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

14. Barangay Service Information
 Barangay _____ City/Municipality _____ Province _____
 Position held _____ Date of Election/Appointment _____ Inclusive dates of completed term of office: From _____ To _____
(mm/dd/yyyy) (mm/dd/yyyy) (mm/dd/yyyy)

15. Other Eligibility/ies: Title of Eligibility 1) _____ Date of Conferment _____
 2) _____

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_____.

DO NOT FILL BELOW THIS LINE.

 Signature over full printed name of the applicant

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

 Signature over full printed name of Administering Officer Office/Position

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

ENDORSING the application of _____ to CSCRO No. _____/CSCCO as received by CSCFO- _____/ CSCRO No. _____ on _____, for approval and processing of the grant of Barangay Official eligibility.

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

ACTION TAKEN (for Processors only): Approved Disapproved due to _____ For Compliance

<small>(Evaluation Fee)</small> O.R. No.: _____ Date: _____ Amount: _____ Collecting Officer <small>(Evaluation Fee)</small>	<small>(Processing Fee)</small> O.R. No.: _____ Date: _____ Amount: _____ Collecting Officer <small>(Processing Fee)</small>
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Title of Eligibility _____ Date of Effectivity (mm/dd/yyyy) _____
 Certificate of Eligibility No. _____ Serial No. _____ Remarks _____

 Signature over full printed name of 1st Processor/Date Signature over full printed name of 2nd Processor/Date

APPLICATION RECEIPT

Received the application of _____
Last Name First Name Middle Name
 for grant of eligibility under special laws & CSC issuances at CSCRO/FO _____

 Signature over full printed name of Receiving Officer/Date

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I. QUALIFICATIONS FOR THE GRANT OF BARANGAY OFFICIAL ELIGIBILITY (BOE)

A. Checklist of Qualifications

- 1. Elective official: Punong Barangay/Brgy. Captain, Brgy. Kagawad/Councilor, SK Chairman
Specify inclusive dates of completed term of office: From (mm/dd/yyyy) To (mm/dd/yyyy)
2. Appointive official: Brgy. Treasurer, Brgy. Secretary
Specify inclusive dates of term of office of the concerned appointing Punong Barangay: From (mm/dd/yyyy) To (mm/dd/yyyy)
3. Completed the term of office specified by the prevailing law (for elective official)/corresponding to the appointing Punong Barangay (for appointive official)
4. Name of applicant is included in the corresponding Master List issued by the DILG Office 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-E, Revised April 2012 (all fields properly filled out, with "n/a" indicated in all fields not applicable to the applicant)
2. Three (3) pieces of identical, recent I.D. pictures with the following specifications:
Passport size (4.5 cm x 3.5 cm), In white background, Printed on quality photo paper, In bare face (without eye glasses/colored contact lens/any facial accessory; facial features not computer-enhanced), Showing left and right ears, 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" below the chin), With handheld and written (not computerized), and legible name tag showing signature over complete printed name in the format First Name-Middle Initial-Last Name-Extension Name
NOTE: DO NOT ACCEPT I.D. PICTURE IF NOT WITH ALL OF THE ABOVE SPECIFICATIONS.
3. Original and photocopy of any of the following I.D. cards, which must be valid (not expired) upon filing of application, and bears the applicant's name, picture and signature, and the issuing officer's name and signature (NOTE: Any other I.D. card NOT included in the list shall NOT be accepted. Circle the I.D. card/s submitted by the applicant):
Current Office/Company I.D., School I.D. (must be duly validated for the current school year), Passport (with signature of the applicant), BIR I.D. (ATM type/laminated card with picture type), Police clearance (with picture), GSIS UMID, SSS I.D., PRC License, Driver's License, PhilHealth I.D. (ATM type), Voter's I.D., Postal I.D., Barangay I.D.
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 his/her Marriage Certificate authenticated/issued by the Local Civil Registrar.]
6. Certification executed by the applicant that he/she has no pending administrative and/or criminal case before any court/authorized body, and that he/she has never been found guilty/convicted of any administrative offense and/or crime, using the prescribed 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: Barangay Official Eligibility

- 1. Certification from authorized DILG official at the municipal, city, provincial or regional level of the services rendered by the barangay official, using the prescribed CSC-ERPO BOE Form 1(a), April 2012, for elective barangay officials, or CSC-ERPO BOE Form 1(b), April 2012, for appointive barangay officials
2. Certification from the Barangay Chairman on the services rendered by the barangay official
3. Duly signed oath-taking certificate or other proofs of having been duly elected or appointed such as election returns and appointment paper
4. Notarized Affidavit stating that the barangay official was not employed in the government during his/her term of office, or service requirement, and that he/she did not receive any form of salary/compensation, except honorarium for holding a position in an ex-officio capacity, during his/her term of office or service requirement.
5. For appointive barangay officials (Barangay Secretary & Barangay Treasurer), notarized Affidavit stating that the appointive barangay official is not related up to the 4th degree of consanguinity, or of affinity, to the appointing Punong Barangay
6. Original/Authenticated and dry-sealed Master List of Elected/Appointed Barangay Officials issued by the DILG (agency to agency concern; to be submitted by DILG to CSCRO)
7. Other documents as may be deemed necessary by the CSC Regional Office in verifying authenticity of information supplied by the barangay official

C. Evaluation on Documentary Requirements Submitted

- Complete documents.
Incomplete/lacking documents. See items in the above checklist/s marked with asterisk (*) for compliance.
Incorrect documents. Specify deficiency/ies
Specify requisite/s to address the deficiency/ies
Data on documents with discrepancy/ies.
Specify discrepancy/ies
Specify requisite/s to address the discrepancy/ies

Signature over full printed name of 1st Processor
Date Position

Signature over full printed name of 2nd Processor
Date Position

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 Barangay Official eligibility, and found the same to be complete and in order.

Signature over full printed name of 1st Processor
Date Position

Signature over full printed name of 2nd Processor
Date Position

CERTIFICATION (To be accomplished only upon submission of ALL documents for compliance/requisites addressing deficiencies and/or discrepancies):

We certify that has submitted on the marked documents for compliance/requisites addressing marked deficiencies and/or discrepancies. We further certify to have reviewed the complied documents/requisites and found the same to be satisfactory and in order.

Signature over full printed name of 1st Processor
Date Position

Signature over full printed name of 2nd Processor
Date Position

CSC Regional Office No. may be reached at the following contact numbers:
Telephone:
Cellular:
Fax:
E-mail add:
Contact Person:

CSC Field Office may be reached at the following contact numbers:
Telephone:
Cellular:
Fax:
E-mail add:
Contact Person: