

## How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Fill-out Eligibility/Exam Records Request Form (ERRF) and Declaration Form (DF).	Receive/REview accomplished ERRF and DF; issue Order of Payment advised client to pay to the Cashier	2 minutes			
2	Pay to the Cashier and claim Official Receipt	Process payment and issue Official Receipt.	1 minute	Cashier	P100.00 per copy	Officials Receipt
3	Present OR and wait for the request to be processed.	Verify/validate data and information based on the records.	15 minutes	1 <sup>st</sup> and 2 <sup>nd</sup> Verifiers 1 <sup>st</sup> and 2 <sup>nd</sup> Validators		
		If records is accurate, encode examination and personal details and print certification.	5 minutes	Encoders		
		Review data/findings and affix initials on the file copy of certification.	3 minutes	Supervisor/ Senior Personnel		
		Affix signature on the certification		Director		
		Photocopy the certification and Identification Cards.	2 minutes	Encoder/ Reviewer		
4	Affix signature on the release portion of the ERRF or file copy.	Release the Certification of Eligibility to client	2 minutes	ERS-IRMO Releasing Officer		Certification of Eligibility
<b>END OF TRANSACTION</b>						

Note: Forms are available a the Certification/Authentication of Eligibility Window and at the CSC website [www.csc.gov.ph](http://www.csc.gov.ph).

The 30-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.