



ADVISORY

We are pleased to inform you that the Civil Service Commission approved the Guidelines and Procedure on the Internal Online Verification of Civil Service Eligibilities on 16 December 2022 through CSC Resolution No. 2200677.

Thus, **starting 3 January 2023, Certification of Eligibility (COE) and its authenticated copies may be secured in any of the 16 CSC Regional Offices (CSCROs), regardless of the place of examination.**

The Central Office located in Batasan Complex in Quezon City shall **ONLY process** the following:

1. Requests for Certification/Authentication of Eligibility **FILED** through the **Online Registration, Appointment and Scheduling System** or **ORAS BEFORE 3 January 2023**; and,
2. Civil Service Eligibility required by the Courts or other investigating bodies, through a *Subpoena Duces Tecum*, and an Order and/or a Written Request by the Office of the Chairperson, Offices of the Commissioners, Offices of the Assistant Commissioners/Executive Director, and Office for Legal Affairs at the CSC Central Office whenever the information is needed to resolve or check information involved in a pending case, complaint or issue, or to help a client who requires immediate assistance.

Thank you.

MANAGEMENT
Integrated Records Management Office

29 December 2022