



MC No. 12, s. 2013

MEMORANDUM CIRCULAR

TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Grant of Civil Service Eligibility to Members of Sangguniang Bayan, Sangguniang Panlungsod, and Sangguniang Panlalawigan

The Civil Service Commission (CSC) issued CSC Resolution No. 1300486 on March 6, 2013 containing the Implementing Rules and Regulations of Republic Act No. 10156, "An Act Conferring Upon Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, the Appropriate Civil Service Eligibility Under Certain Circumstances, and for Other Purposes". After its publication in the Philippine Daily Inquirer on April 16, 2013, said CSC Resolution is now effective starting May 1, 2013.

The Sanggunian Member Eligibility essentially covers the Sanggunian Member First Level Eligibility and Sanggunian Member Second Level Eligibility. The Implementing Rules and Regulations of Republic Act No. 10156 is attached to ensure its effective implementation in the civil service.

Applicants are advised to accomplish the prescribed forms (as attached) in applying for the grant of said eligibility:

- a. CS Form 101-J (March 2013) - SME Application Form; and
- b. CSC SME Form 1, March 2013 - Certification on Services Rendered by the Sanggunian Member.

For the guidance of all concerned.


ROBERT S. MARTINEZ
Acting Chairman*

MAY 31 2013

* CSC Chairman Francisco T. Duque III is on leave of absence.

ERPOPSD/FM/PIG/PL/CCB/mim.27May2013
MC/Sanggunian Member Eligibility 2

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service



**Implementing Rules and Regulations
of Republic Act No. 10156 (An Act
Conferring Upon Members of the
Sangguniang Bayan, Sangguniang
Panlungsod and Sangguniang
Panlalawigan, the Appropriate Civil
Service Eligibility Under Certain
Circumstances, and for Other
Purposes)**

x-----x

Number: 1300486

Promulgated: 06 MAR 2013

RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of the Revised Administrative Code of 1987 provides that the Civil Service Commission (CSC) shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, a major function of the CSC is the grant of civil service eligibilities under special laws and CSC issuances to qualified individuals without taking the regular civil service examinations;

WHEREAS, Republic Act (RA) No. 10156, otherwise known as "An Act Conferring upon Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, the Appropriate Civil Service Eligibility under Certain Circumstances, and for Other Purposes" was signed into law on December 20, 2011;

WHEREAS, Section 2 of RA No. 10156 provides that the Civil Service Commission (CSC), in consultation with the Department of the Interior and Local Government, shall promulgate the necessary rules and regulations to implement said Act;

WHEREAS, the implementation of the grant of civil service eligibility embodied in RA No. 10156 shall form part of CSC's function and program on the grant of eligibility under special laws and CSC issuances;

NOW, THEREFORE, foregoing premises considered, the Commission hereby **RESOLVES** to adopt and prescribe the following **Implementing Rules and Regulations of Republic Act No. 10156**:

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

**THE IMPLEMENTING RULES AND REGULATIONS
OF REPUBLIC ACT NO. 10156, AN ACT CONFERRING UPON
MEMBERS OF THE SANGGUNIANG BAYAN, SANGGUNIANG
PANLUNGSOD AND SANGGUNIANG PANLALAWIGAN,
THE APPROPRIATE CIVIL SERVICE ELIGIBILITY
UNDER CERTAIN CIRCUMSTANCES,
AND FOR OTHER PURPOSES**

**RULE I
PRELIMINARY PROVISIONS**

Section 1. Title - These Rules shall be known and cited as the Implementing Rules and Regulations of Republic Act No. 10156.

Section 2. Purpose - These Rules are promulgated to prescribe the procedure and guidelines for the implementation of the provisions of Republic Act No. 10156.

Section 3. Construction - These Rules shall be construed and applied in accordance with the language and spirit of the law.

**RULE II
DEFINITION OF TERMS**

Section 4. Definition of Terms. - For purposes of these Rules, the terms shall be defined, as follows:

- a) **Baccalaureate/Bachelor's Degree** - an academic degree conferred on an individual who has successfully completed collegiate studies.
- b) **Career Service Professional Eligibility** - a civil service eligibility resulting from taking and passing the Career Service Professional Examination, which is appropriate for positions in the second level, the education requirement of which is at least completion of a baccalaureate/bachelor's degree.
- c) **Career Service SubProfessional Eligibility** - a civil service eligibility resulting from taking and passing the Career Service SubProfessional Examination, which is appropriate for positions in the first level, the education requirement of which is at least 72 units leading to a baccalaureate/bachelor's degree.



- d) **First Level Positions** – include clerical, trades, crafts, and custodial service positions which involve non-professional or subprofessional work in a non-supervisory capacity requiring at least seventy-two (72) units leading to a baccalaureate/bachelor's degree.
- e) **Regular Sanggunian Members** – are members of the Sanggunian who were elected at large or according to political district during local elections.
- f) **Sanggunian** – the legislative body of the province, city, or municipality, members of which are duly elected at large or by political districts during local elections and the representatives from sectors as specified under the Local Government Code of 1991.
- g) **Sanggunian Members** – for purposes of these Rules, refer to the vice governor and vice mayor, as presiding officers of their respective Sanggunian, and the regular sanggunian members.
- h) **Sanggunian Member Eligibility** – civil service eligibility granted to Sanggunian Members, as defined under these Rules, by virtue of the required number of years of service in the Sanggunian and educational attainment.
- i) **Second Level Positions** – include professional, technical, and scientific work in a non-supervisory or supervisory capacity requiring completion of at least a baccalaureate/bachelor's degree.

RULE III GRANT OF CIVIL SERVICE ELIGIBILITY

Section 5. Title of Eligibility and Qualification Requirements – Sanggunian Members who meet the qualification requirements shall be granted the corresponding civil service eligibility, as follows:

- a) **Sanggunian Member First Level Eligibility** - a civil service eligibility equivalent to Career Service SubProfessional Eligibility which shall be granted to the Sanggunian Members who shall meet the following qualification requirements:
 - a.1 have served as Sanggunian Member for an aggregate period of six (6) years; and
 - a.2 have completed at least seventy-two (72) units leading to a baccalaureate/bachelor's degree.

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- b) **Sanggunian Member Second Level Eligibility** - a civil service eligibility equivalent to Career Service Professional Eligibility which shall be granted to the Sanggunian Members who shall meet the following qualification requirements:
 - b.1 have served as Sanggunian Member for an aggregate period of nine (9) years; and
 - b.2 have completed a baccalaureate/bachelor's degree.

Section 6. Appropriateness and Applicability of the Sanggunian Member Eligibility. The civil service eligibility granted under the law shall be considered appropriate for second and first level positions in the career service, except those which require qualifications in skills or trade test and/or requiring passing the Board or Bar examinations, or requiring eligibilities provided under other special laws, and shall be applicable, as follows:

- a) The Sanggunian Member First Level Eligibility shall be applicable for entrance and promotion to first level career service positions only; and
- b) The Sanggunian Member Second Level Eligibility shall be applicable for entrance and promotion to first level and second level career service positions.

RULE IV COVERAGE

Section 7. Sanggunian Members Entitled to the Grant of Eligibility – The following Sanggunian Members, who have been elected after the effectivity of the Local Government Code of 1991 (RA 7160) or on May 11, 1992 onwards and have met the requirements, shall be entitled to the grant of Sanggunian Member Eligibility:

- a) Sangguniang Bayan – the vice mayor, as presiding officer, and the regular Sanggunian Members;
 - b) Sangguniang Panlungsod – the vice mayor, as presiding officer, and the regular Sanggunian Members;
 - c) Sangguniang Panlalawigan – the vice governor, as presiding officer, and the regular Sanggunian Members.
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Section 8. Sanggunian Members Not Entitled to the Grant of Eligibility - The following Members of the Sanggunian who were not elected at large or by political district shall not be entitled to the grant of eligibility:

- a) President of provincial, city, or municipal chapter of the Liga ng mga Barangay;
- b) President of the panlalawigan, panlungsod, and pambayang Pederasyon ng mga Sangguniang Kabataan; and
- c) Sectoral representatives to the Sanggunian Panlalawigan, Bayan, or Panlungsod.

RULE V COMPUTATION OF AGGREGATE YEARS OF SERVICE

Section 9. Basis of Computation of Years of Service – The computation of the aggregate years of service of a Sanggunian Member shall be based on the actual number of years of service as Sanggunian member in the official records of the Department of the Interior and Local Government (DILG) and its regional offices.

Section 10. Years of Service which are Included in the Computation - The number of years of service of a Sanggunian Member in any Sanggunian (i.e. province, city, or municipality) and in one or more Sanggunian (i.e. in another province, city, and municipality) shall be accumulated for the purpose of computing and completing the required aggregate number of years of service.

Section 11. Years of Service which are Excluded from the Computation - The following years of service shall be excluded in the computation of the requisite aggregate years of service:

- a) years of service in other positions held in the Sanggunian, the functions of which do not belong to that of a Sanggunian Member, as mandated under the Local Government Code of 1991 and services in other government agencies;
- b) years of service in the Sanggunian, which have already been included in the computation of the aggregate years for the grant of the Sanggunian Member First Level Eligibility, in case a Sanggunian Member who has been granted the Sanggunian Member First Level Eligibility shall subsequently apply for the Sanggunian Member Second Level Eligibility; and



- c) years of service of the Sanggunian Member in the Sanggunian during the term in which his/her supposed election was recalled by appropriate authority.

RULE VI IMPLEMENTATION OF THE LAW

Section 12. Decentralized Implementation – The CSC Regional Offices (CSC ROs) shall accept and process applications and confer Sanggunian Member eligibility to qualified Sanggunian Members whose last term or years of service is in the province, city, or municipality under the CSC RO's respective geographical jurisdiction.

RULE VII FILING OF APPLICATION FOR THE GRANT OF ELIGIBILITY

Section 13. Filing Period – The prescriptive period for filing of application for the grant of Sanggunian Member Eligibility shall be in accordance with the following rules:

- a) For Sanggunian Members who have already completed the six (6) or nine (9) years service requirement prior to or upon effectivity of these Rules, the prescriptive period shall be within five (5) years from the effectivity of these Rules;
- b) For incumbent Sanggunian Members who shall complete the six (6) or nine (9) years service requirement in May 2013, the prescriptive period shall be within four (4) years from the completion of the service requirement; and
- c) For all Sanggunian Members who shall be elected in the May 2013 elections and thereafter, the prescriptive period shall be within two (2) years upon meeting the required number of years of service.

RULE VIII APPLICATION REQUIREMENTS

Section 14. Documentary Requirements – The Sanggunian Member who will apply for the grant of Sanggunian Member Eligibility shall comply with the following documentary requirements:

- a) Properly accomplished Application Form, CS Form 101-J (March 2013);



- b) Three (3) pieces of identical I.D. pictures taken within the last three (3) months prior to filing of application with the following specifications:
 - b.1 Passport size (4.5 cm x 3.5 cm or 1.8 in x 1.4 in)
 - b.2 Colored with white background
 - b.3 Taken within three (3) months prior to filing of application
 - b.4 Printed on good quality photo paper
 - b.5 In standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1 inch or 2.54 cm below the chin)
 - b.6 In bare face (with no eyeglasses or any accessories that may cover the facial features)
 - b.7 Showing left and right ears
 - b.8 Taken in full-face view directly facing the camera
 - b.9 With neutral facial expression, and both eyes open
 - b.10 With full and handwritten (not computer-generated) name tag in the format: First Name, Middle Initial, Last Name and Extension Name (if any) and signature over printed name
- c) Original and photocopy of any valid ID card containing applicant's clear picture, date of birth, signature, and signature of authorized head of the issuing agency such as Driver's License, SSS ID, GSIS ID, PhilHealth ID, current company/Office ID, current school ID, Postal ID, BIR ID, Barangay ID, Voter's ID, Valid Passport or Police Clearance (Note: Any other ID not included in the list shall NOT be accepted);
- d) Certification of the services rendered by the Sanggunian Member duly signed by authorized official at the DILG regional level where he/she served as Sanggunian Member;
- e) For applicant who is a bachelor's degree holder, Original/authenticated photocopy of Transcript of Record; and
- f) For Sanggunian Member First Level Eligibility applicant who is not a bachelor's degree holder, Certification duly signed by authorized official/registrar of the university/college on the units earned leading to a bachelor's degree.

The female married applicant shall be required by the CSCRO/FO to present original and photocopy of Marriage Certificate duly authenticated/issued by the NSO.


In addition to the above-mentioned documents, the CSC ROs/FOs may require other documents as they may deem necessary in verifying authenticity of information supplied by the applicant.

Section 15. Fees – The Sanggunian Member who will apply for the grant of Sanggunian Member Eligibility shall pay, subject to whatever increase/decrease, as may be prescribed by the Commission, the following fees:

- a) Evaluation fee of Php200.00 – to be paid upon filing of application; and
- b) Processing fee of Php300.00 – to be paid only upon approval of application.

RULE IX DUTIES AND RESPONSIBILITIES

Section 16. Duties and Responsibilities – The following are the duties and responsibilities of the CSC and the DILG:

- a) The CSC shall perform the following:
 - a.1 issue and review policies and guidelines on the grant of Sanggunian Member Eligibility;
 - a.2 coordinate, through its Regional Offices, with the Commission on Election on the list of elected Sanggunian Members;
 - a.3 accept and process applications, and confer the appropriate Sanggunian Member Eligibility to qualified applicants through the CSC regional offices;
 - a.4 collect evaluation and processing fees from the applicants;
 - a.5 maintain a regional register of eligibles of those granted the Sanggunian Member Eligibility;
 - a.6 render opinion/clarification/ruling on related issues and concerns that may arise in the implementation of the grant of Sanggunian Member eligibility; and
 - a.7 act on any irregularity that may be committed relative to the grant of Sanggunian Member eligibility.
 - b) The DILG, as the repository and custodian of the records of Sanggunian Members, shall perform the following:
 - b.1 build/maintain a database of Sanggunian Members, which shall include their service records, from which master lists of those qualified for the grant of Sanggunian Member Eligibility shall be generated; and
 - b.2 issue certification as to the aggregate years of service rendered by Sanggunian Members.
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**RULE X
FINAL PROVISIONS**

Section 17. Separability Clause. - If any clause, sentence, paragraph, or part of these Rules shall be amended or declared to be invalid, the remaining provisions of these Rules not affected thereby shall remain in force and effect.

Section 18. Effectivity Clause. - These Rules shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.


Quezon City.


FRANCISCO T. DUQUE III
Chairman


ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office



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. (Note: Information may be handwritten, typewritten, or computer printed, provided that the signature of the applicant is 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: _____
3. MOTHER'S MAIDEN NAME: _____
4. COMPLETE PERMANENT MAILING ADDRESS: _____ ZIP CODE _____
5. SEX (M/F): _____ 6. DATE OF BIRTH (mm/dd/yyyy): _____ 7. PLACE OF BIRTH (Municipality/City and Province): _____
8. CIVIL STATUS: Single Married Others, specify _____ 9. CITIZENSHIP: _____
10. TEL. NO.: _____ 11. CELLULAR PHONE NO.: _____ 12. E-MAIL ADDRESS: _____
13. EDUCATION (Baccalaureate/Bachelor's Degree only)

Complete Title of Course and Major	If Not Graduated		If Graduated	Name and Address of School Last Attended
	Year last attended	No. of units earned	Date Graduated (mm/dd/yyyy)	

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

Positions Held	Municipality/City	Province	Date of Election	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 printed full name of the applicant

DO NOT FILL BELOW THIS LINE.

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

Signature over printed full 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):

ENDORSING the application of _____ to CSCRO No. _____ received by CSCRO/CSCFO- _____ on _____, for approval and processing of the grant of Sanggunian Member Eligibility.

Signature over printed full name of CSC Field Director/Date

ACTION TAKEN (for Processors only):

- Approved** for the grant of Sanggunian Member First/Second Level Eligibility
Date of Effectivity (mm/dd/yyyy) _____ Certificate of Eligibility No. _____
Serial No. _____ Remarks _____
- Disapproved** due to _____
- _____
Signature over printed full name of Evaluation Officer/Date Signature over printed full name of Approving Officer /Date

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

ACKNOWLEDGMENT OF APPLICATION

Received the application of _____
Last Name First Name, Ext. 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 printed full 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 Vice 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
- 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 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 (x) for lacking items and/or "n/a" for items not applicable)

A. Checklist of GENERAL REQUIREMENTS:

- 1. Properly accomplished CS Form 101-J, March 2013 (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:
- Passport size (4.5 cm x 3.5 cm or 1.8 in x 1.4 in)
- Colored with white background
- Printed on 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 expression and both eyes open
- In bare face (with no eyeglasses or any accesories that may cover the facial features)
- 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 inch or 2.54 cm below the chin)
- With full and handwritten (not computer-generated) name tag in the format: First Name, Middle Initial, Last Name, and Extension Name (if any, Peter S. Cruz Jr.) and signature over printed name
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. Circle the ID card/s submitted by the applicant.
- Current Office/Company ID
- School ID (must be duly validated for the current school year)
- Passport (with signature of the applicant)
- BIR ID
- GSIS ID
- SSS ID
- Postal ID
- Driver's License
- PhilHealth ID
- Voter's ID
- Barangay ID
- Police clearance (with picture)
4. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO. In case the NSO 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 Registrar.
5. Certification of No Pending Administrative/Criminal Case (Use CSC SPEL Form 1, April 2012)
6. 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:

- 7. Certification of services rendered by the Sanggunian Member duly signed by authorized official at the DILG regional level where he/she rendered as Sanggunian Member. (Use CSC SME Form 1, March 2013)
8. For applicant who is a baccalaureate/bachelor's degree holder, original/authenticated photocopy of Transcript of Record.
9. For Sanggunian Member First Level Eligibility applicant who is not a baccalaureate/bachelor's degree holder, certification duly signed by authorized official/registrar of the university/college on the number of units earned and the specific baccalaureate/bachelor's degree being/has pursued. (See attached sample certification)
10. Original and dry-sealed Master List of qualified Sanggunian Member issued by the DILG (agency to agency concern)
11. Other documents as may be deemed necessary by the CSC 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 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 : _____

CERTIFICATION ON SERVICES RENDERED BY SANGGUNIANG MEMBER
(Please read the instructions at the back of this form)

This is to certify that (complete name of the Sanggunian Member) has rendered services as Sanggunian Member, as defined under Rule V of CSC Resolution No. 1300486 [Implementing Rules and Regulations of Republic Act (RA) No. 10156], with the following details:

Sanggunian Member Positions Held (List from the most recent) (a)	Name of Municipality / City (b)	Name of Province (c)	Date of Election (mm/dd/yyyy) (d)	Inclusive Period of Services Rendered		Period Served		
				From (mm/dd/yyyy) (e)	To (mm/dd/yyyy) (f)	No. of Years (g)	No. of Months (h)	No. of Days (i)
TOTAL PERIOD SERVED (i)								

This further certifies that as to date, his/her supposed election was not recalled by appropriate authority.

This Certification is issued in support of the evaluation/processing of the application of Mr./Ms. (Last Name of Sanggunian Member) for the grant of Sanggunian Member (First / Second) Level Eligibility pursuant to RA No. 10156 and in accordance with CSC Resolution No. 1300486 promulgated on March 6, 2013.

(Name of City/Municipality and Province), (Complete Date).

- References:
- (Master List, s)
 - (Master List, s)
 - (Master List, s)

(Signature over printed full name of Authorized DILG Official)

(Complete position title of the signatory)

INSTRUCTIONS

1. The Certification on Services Rendered by Sanggunian Member shall be signed by the authorized DILG Official at the Regional Office level where he/she served as Sanggunian Member. It shall be printed on official letterhead of the DILG issuing Office, and affixed with DILG dry seal at the portion covering the signature over printed name of the authorized DILG official.
2. Sanggunian Members, as defined under Rule II of CSC Resolution No. 1300486 (Implementing Rules and Regulations of RA No. 10156) refer to the Vice Governor and Vice Mayor, as presiding officers of their respective Sanggunian, and the regular Sanggunian Members.
3. Services Rendered shall include services as a Sanggunian Member, who has been elected after the effectivity of the Local Government Code of 1991 or on May 11, 1992 onwards.
4. Complete name of the Sanggunian Member shall refer to First Name, Middle Initial, Last Name, and Extension Name, if any. (Example: Juan P. Dela Cruz, Jr.)
5. *Position Held*⁸ shall refer to the position served by the Sanggunian Member, which shall only include Vice Governor, Vice Mayor, and/or Regular Sanggunian Member/Councillor.
6. *Name of Municipality and City*⁹ (at the municipal and city level) and *Province*⁶ (at the provincial level) where the Sanggunian Member has rendered services.
7. *Date of Election*⁹ shall refer to the date of election of the Sanggunian Member.
8. *Inclusive Period of Services Rendered From*⁶ and *To*⁷ columns shall refer to the inclusive period the Sanggunian Member has served a certain position. Shall be written in the mm/dd/yyyy format (Example: 12/25/2011)
9. *Period Served: No. of Years*⁹, *Months*⁸ and *Days*¹ columns shall account for the period covered by the dates for *Inclusive Period of Services Rendered*.
To compute for the *Period Served*, the following formula shall be used:

$$\begin{array}{r} \text{YYYYY / MM / DD (the date indicated under "To" as the minuend)} \\ \text{less YYYYY / MM / DD (the date indicated under "From" as the subtrahend)} \\ \hline \text{YYYYY / MM / DD (period served)} \end{array}$$

YYYYY = Years; MM = Months; DD = Days

Illustration 1:

$$\begin{array}{r} 2007 / 11 / 30 \text{ (Period of Service - To)} \\ \text{less } 2004 / 03 / 15 \text{ (Period of Service - From)} \\ \hline 0003 / 08 / 15 \text{ (Total Period Served is 3 years, 8 months and 15 days)} \end{array}$$

Illustration 2:

$$\begin{array}{r} 2007 / 03 / 15 \text{ (Period of Service - To)} \\ \text{less } 2004 / 11 / 30 \text{ (Period of Service - From)} \end{array}$$

Since the column for DD cannot be subtracted because the subtrahend (30 days) is bigger than the minuend (15 days), the equivalent number of days for the month of March (i.e. 31 days) shall be added to the DD column (i.e. 15 days + 31 days); thus, making it 46 days for the DD column, while the 03 under the MM column will be reduced to 02, as follows:

$$\begin{array}{r} 2007 / 02 / 46 \\ \text{less } 2004 / 11 / 30 \\ \hline \quad \quad \quad / 16 \end{array}$$

Similarly, since the column for MM cannot be subtracted because the subtrahend is bigger than the minuend, the equivalent number of months for one year (i.e. 12 months) shall be added to the MM column (i.e. 02 months = 12 months); thus, making it 14 months for the MM column, while the 2007 under the YYYYY column will be reduced to 2006, as follows:

$$\begin{array}{r} 2006 / 14 / 46 \\ \text{less } 2004 / 11 / 30 \\ \hline \quad \quad \quad / 03 / 16 \end{array}$$

Since the remaining column for YYYYY can be subtracted, the solution will be, as follows:

$$\begin{array}{r} 2006 / 14 / 46 \\ \text{less } 2004 / 11 / 30 \\ \hline 0002 / 03 / 16 \text{ (Total Period Served is 2 years, 3 months and 16 days)} \end{array}$$

10. *Total Period Served* shall refer to the sum of the numbers under the columns number of years served, number of months served, and number of days served.
11. Sanggunian Member First Level Eligibility Applicants:
Total period served should be at least six (6) years.
Sanggunian Member Second Level Eligibility Applicants:
Total period served should be at least nine (9) years.

12. Reference: Source documents of certification

SAMPLE CERTIFICATION

CERTIFICATION ON UNITS EARNED

This is to certify that Mr./Ms. (complete name of the Sanggunian Member) has earned units leading to a baccalaureate/bachelor's degree of _____ major in _____ from this University/College, with status, as follows:

Total Number of Units Earned _____
Last Academic Year Attended _____

This Certification is issued for purposes of evaluation by the Civil Service Commission (CSC) Regional Office No. _____ of the application of Mr. / Ms. (complete name of the Sanggunian Member) for the grant of Sanggunian Member Eligibility pursuant to Republic Act No. 10156, and in accordance with CSC Resolution No. 1300486 promulgated on March 6, 2013.

(city/municipality and province), (complete date).

(Signature over printed full name of
Authorized University/College Official)

(Complete position title of the signatory)