



MC No. 08, s. 2015

### 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 CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Grant of Foreign School Honor Graduate Eligibility to Filipino Honor Graduates of Bachelor's Degree in Foreign Schools

Pursuant to CSC Resolution No. 1302714\* promulgated on December 17, 2013, the Commission has resolved to grant the Foreign School Honor Graduate Eligibility (FSHGE), as a Civil Service Eligibility, to Filipino citizens who graduated *summa cum laude*, *magna cum laude*, *cum laude*, or its equivalent, in their baccalaureate degree earned from a legitimate school/college/university in other countries.

An applicant of FSHGE must meet the following qualification requirements:

1. A Filipino citizen who graduated *summa cum laude*, *magna cum laude*, *cum laude*, or its equivalent in his/her baccalaureate degree beginning school year 1972-1973. Applicable Philippine law and rules shall be observed in resolving issues/concerns on citizenship;
2. Graduated from a reputable foreign school as verified by the DFA, through the Philippine Foreign Service Posts;
3. Has not been found guilty of any crime involving moral turpitude or of infamous, disgraceful or immoral conduct, dishonesty, drunkenness or addiction to drugs;
4. Has not been previously found guilty of offenses relative to, or in connection with, the conduct of a civil service examination; and
5. Has not been dismissed from the government civil service for cause.

Applications and documentary requirements for the grant of FSHGE should be submitted to the nearest CSC Regional Office (RO) / Field Office (FO) where the applicant is currently based, using CS Form 101-K, December 2013. Evaluation and processing fees shall be paid upon filing and approval of application, respectively.

*In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service*

Honor Graduate Eligibility previously issued to Filipino honor graduates in foreign schools pursuant to PD 907 and CSC Office Memorandum No. 22, s. 1993 shall remain valid.

The FSHGE shall be considered appropriate eligibility for first and second level positions in the government that do not involve practice of profession and are not covered by bar/board/other laws.

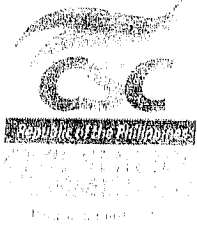
For the guidance of all concerned.

  
**ROBERT S. MARTINEZ**  
Acting Chairman

**APR 06 2015**

\*Published in The Manila Times  
on January 30, 2014  
and effective on February 15, 2014

ERPO/PSD/FMP/LQC/mjd/mlm  
FSHGE/MC



Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
 Regional Office No. \_\_\_\_\_

**Application for Grant of Eligibility Pursuant to CSC Resolution No. 1302714  
 (Foreign School Honor Graduate)**

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: 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 (e.g. Jr.) Middle name Middle initial

2. MOTHER'S MAIDEN NAME: \_\_\_\_\_  
Last name First name Middle name Middle initial

3. COMPLETE PERMANENT MAILING ADDRESS: \_\_\_\_\_  
Last name First name Middle name ZIP CODE \_\_\_\_\_

4. SEX (M/F): \_\_\_\_\_ 5. DATE OF BIRTH (mm/dd/yyyy): \_\_\_\_\_ 6. PLACE OF BIRTH (Municipality/City and Province): \_\_\_\_\_

7. CIVIL STATUS:  Single  Married  Legally Separated  Widowed  Others, specify \_\_\_\_\_ 8. CITIZENSHIP: \_\_\_\_\_

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

12. EDUCATION (Baccalaureate/Bachelor's Degree only)

Level	Complete Title of Course & Major	Date of Graduation/Completion (mm/dd/yyyy)	Honor Received	Name & Address of School Attended	Inclusive Years (from-to)
College/Tertiary	_____	_____	_____	_____	_____

13. EMPLOYMENT (Present & Previous)

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

14. Other Eligibility/ies: Title of Eligibility 1) \_\_\_\_\_ Date of Conferment (mm/dd/yyyy) \_\_\_\_\_

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

ENDORISING the application of \_\_\_\_\_ to CSCRO No. \_\_\_\_\_ received by CSCRO No. \_\_\_\_\_/CSCFO- \_\_\_\_\_ on \_\_\_\_\_, for approval and processing of the grant of Foreign School Honor Graduate Eligibility.

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

**ACTION TAKEN** (for Processors only):

**Approved** for the grant of FSHGE

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

**APPLICATION RECEIPT**

Received the application of \_\_\_\_\_  
Last Name First Name, Ext. Name Middle Name

for the grant of Foreign School Honor Graduate 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 FOREIGN SCHOOL HONOR GRADUATE ELIGIBILITY

A. Checklist of Qualifications

- 1. Filipino Citizen
- 2. Graduated from his/her Bachelor's degree from school year 1972-73 and thereafter with: (Circle the honors conferred on the applicant)
  - Summa cum Laude honors    • Magna cum Laude honors    • Cum Laude honors    • An equivalent honors. Specify \_\_\_\_\_
- 3. Graduated from reputable foreign school as verified/certified by the Department of Foreign Affairs (DFA)
- 4. Graduated with Bachelor's Degree certified by the Commission on Higher Education (CHED) as comparable with a Bachelor's Degree earned in the Philippines
- 5. Has no pending case and has not been found guilty/convicted of any administrative offense and/or crime

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-K, Dec. 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:
 

<input type="checkbox"/> Passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)	<input type="checkbox"/> Colored with white background	<input type="checkbox"/> Printed on good quality photo paper
<input type="checkbox"/> Taken within three (3) months prior to filing of application	<input type="checkbox"/> Taken in full-face view directly facing the camera	
<input type="checkbox"/> Showing left and right ears	<input type="checkbox"/> With neutral facial expression and both eyes open	
<input type="checkbox"/> In bare face (with no eyeglasses, colored contact lens or any accessories that may cover the facial features; facial features not computer enhanced)		
<input type="checkbox"/> 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)		
<input type="checkbox"/> 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 I.D. cards, which must be valid (not expired upon filing of application), and contains the name, clear picture, date of birth and signature of the applicant, and the name and signature of the issuing agency's current head/authorized representative (NOTE: Any other I.D. card NOT included in the list shall NOT be accepted. Circle the ID card/s submitted by the applicant.)
 

• Current Office/Company ID	• GSIS UMID	• PhilHealth ID (ATM type)
• School ID (must be duly validated for the current school year)	• SSS ID	• Voter's ID
• Passport	• PRC License	• Postal ID
• BIR ID (ATM type/laminated card with picture type)	• Driver's License	• Barangay ID
- 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 her Marriage Certificate authenticated/issued by the Local Civil Registrar.)
- 6. Certification of no pending case/non-conviction of any offense (using 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: Foreign School Honor Graduate Eligibility

- 8. Certification on the honors received and baccalaureate degree earned, duly signed by the authorized official/registrar of the foreign school/college/university bearing the seal of the college/university, and duly authenticated by a Philippine Foreign Service Post. The Certification must state/indicate the equivalent Latin honor in cases of honors with name/title different from the Latin honors *summa cum laude*, *magna cum laude* and *cum laude*. This Certification is not the Diploma and is separate from the Transcript of Record;
- 9. Transcript of Record certified as true copy by the foreign school. (with English translation as applicable) and duly authenticated by a Philippine Foreign Service Post with jurisdiction over the Foreign School;
- 10. Certification from CHED on the comparability/equivalency of the course/degree taken abroad with a course/degree earned in the Philippines duly signed by the authorized CHED official, affixed with CHED official dry-seal, and printed on CHED official letterhead (agency to agency); and
- 11. Certification from DFA on the status of operation of the foreign school duly signed by authorized DFA official, affixed with DFA official dry-seal, and printed on DFA official letterhead (agency to agency).

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 Foreign School Honor Graduate Eligibility, and found the same to be complete and in order.

Signature over printed full name of Evaluation Officer

Signature over printed full name of Approving Officer

Position \_\_\_\_\_ Date \_\_\_\_\_

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 : \_\_\_\_\_