



**GRANT OF CIVIL SERVICE ELIGIBILITY
UNDER SPECIAL LAWS AND
CSC ISSUANCES**
Re: **Schedule of Fees, Revised July 2011**
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Number: 1100975

Promulgated: 28 JUL 2011

RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of the Revised Administrative Code of 1987 provides that the Commission 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 Civil Service Commission (CSC) is the grant of civil service eligibility under special laws and CSC issuances to individuals, upon meeting of set qualifications and fulfilling of requirements, without taking the regular civil service examinations;

WHEREAS, there are eight (8) types of eligibility granted under special laws and CSC issuances, as follows:

- Honor Graduate – pursuant to Presidential Decree (PD) No. 907
- Scientific and Technological Specialist – pursuant to PD No. 997
- EDP Specialist – pursuant to CSC Resolution No. 90-083
- Barangay Official – pursuant to Republic Act (RA) No. 7160
- Barangay Health Worker – pursuant to RA No. 7883
- Barangay Nutrition Scholar – pursuant to PD No. 1569
- Veteran Preference Rating – pursuant to Executive Order No. 132/790
- Skills eligibility – pursuant to CSC Memorandum Circular No. 11, s. 1996, as amended

WHEREAS, existing fee for the grant of eligibility under special laws and CSC issuances is Php150.00 effected on July 11, 2000 through CSC Resolution No. 001419 dated June 14, 2000;

WHEREAS, the process in the grant of eligibility under special laws and CSC issuances actually involves two (2) stages, with the corresponding activities under each stage, as follows:

Stage 1: Evaluation of Application – this stage shall result in either approval or disapproval of an application, and involves the following activities undertaken by the 1st and the 2nd Processors:

- Initial evaluation on the following areas: Qualification of the applicant for the grant of eligibility applied for; general and specific documentary requirements; and completeness and accurateness of information indicated by the applicant in the application form (1st Processor).

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- Verification and validation of photocopies of documentary requirements submitted by the applicant against the originals (1st Processor).
- Checking of the corresponding master list if the name of the applicant is duly included therein, and affixing initials (1st and 2nd Processors).
- Review of the application and documentary requirements (2nd Processor).
- Final evaluation as to approval or disapproval of the application (2nd Processor).
- Accomplishing of the "Action Taken" portion on the application form (1st and 2nd Processors).

Stage 2: Processing of Certificate of Eligibility (COE) – only duly approved applications shall proceed to this stage, which shall result in the printed and accomplished COE for release to the applicant-grantee, and involves the following activities undertaken by the 1st Processor, the 2nd Processor, the Director III, and the Director IV:

- Encoding of the personal and eligibility data of the applicant-grantee in the corresponding data program for the grant of eligibility under special laws and CSC issuances (1st Processor).
- Printing of the Proofing Report (1st Processor).
- Review and approval of the Proofing Report (2nd Processor).
- Posting of the transaction data in the eligibility database based on the approved Proofing Report (1st Processor).
- Printing of the COE on draft paper and on security form (1st Processor).
- Checking and ensuring the proper and accurate printing of COE (2nd Processor).
- Review of the application documents and master list, the Proofing Report and the COE (Directors III and IV).
- Affixing initials in the master list (Directors III and IV).
- Signing of the COE (Directors III and IV).
- Dry sealing of the COE and its receiving copies (1st Processor).
- Recording of the application and preparation of the receiving copies (1st Processor).
- Releasing of the COE to the applicant-grantee (1st Processor).

WHEREAS, a review of the unit cost of expenses incurred in the grant of eligibility under special laws and CSC issuances reveals that the existing fee of Php150.00 is no longer realistic and sufficient as to meet the present economic demands covering factors, such as supplies and materials, security form, overhead cost, machine cost, and person hours, entailed in the two stages of the grant;

WHEREAS, there is a manifest need to adjust the fee for the grant of eligibility under special laws and CSC issuances to a reasonable level that is at par with prevailing costs of related materials and services;



WHEREFORE, the Commission hereby **RESOLVES** to adopt and prescribe the following Schedule of Fees for the Grant of Civil Service Eligibility Under Special Laws and CSC Issuances, Revised July 2011:

Grant of Civil Service Eligibility Under Special Laws and CSC Issuances (Schedule of Fees, Revised July 2011)			
Stages of the Grant	Title of Fee	Amount of Fee	When to be Paid
Stage 1: Evaluation of Application	Evaluation Fee	Php200.00	Upon <u>filing</u> of application
Stage 2: Processing of Certificate of Eligibility	Processing Fee	Php300.00	Only upon <u>approval</u> of application

The Commission further **RESOLVES** that the abovementioned rates shall take effect after 15 days from publication in a newspaper of general circulation.


Quezon City.


FRANCISCO T. DUQUE III
Chairman


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner


RASOL L. MITMUG
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office