



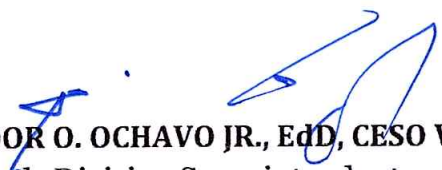
Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

DIVISION ADVISORY NO. 114 s. 2021
March 19, 2021

**ADVISORY ON REQUEST FOR AUTHENTICATION AND/OR
CERTIFICATION OF ELIGIBILITY AND GRANT OF ELIGIBILITY UNDER
SPECIAL LAWS**

Attached is the letter from **Nelson G. Sarmiento** – Director IV, Civil Service Commission Regional Office VI re: **Advisory on Request for Authentication and/or Certification of Eligibility and Grant of Eligibility under Special Laws** the content of which is self-explanatory.

For information and guidance.


SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent

MAR 22 2021



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.



Civil Service Commission Regional Office VI

CSCRO VI Advisory No. 2021-04

- TO :** All HRMOs of Local Government Units, National Government Agencies, Local Water Districts, State Universities and Colleges This Region
- RE :** Advisory on Requests for Authentication and/or Certification of Eligibility and Grant of Eligibility under Special Laws

Section 139 (c), Rule XIII of the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) provides that it is the responsibility of the HRMO to request authentication from the CSC or authorized agencies of the eligibility/licenses/report of rating of selected candidate/s prior to issuance of original appointment, promotion, transfer, reappointment or reemployment unless previous authentication has been issued for the same eligibility/license/report of rating.

In consonance with the above provision and in order to facilitate the requests of clients while ensuring safety from COVID-19, may we advise all agencies under the jurisdiction of this Regional Office, through their HRMOs, to observe the following guidelines:

1. Requests for Authentication and/or Certification of Civil Service Eligibility and Grant of Eligibility under Special Laws will be accepted at the Regional Office (CSCRO VI) and the Field Offices. In compliance with the Commission's policy, requests filed through the Field Offices shall be submitted to the Regional Office for processing. The Field Office will notify the requesting party as soon as the requested document is available for releasing.
2. The HRMO will facilitate the submission of the requests to either the Regional Office or the Field Office having jurisdiction over the agency. As such, the HRMO shall check the correct filling-out of the Eligibility/Exam Record Request Form (ERRF) by the appointee/personnel, ensure the complete documentary requirements, facilitate collection of payment and prepare the list of requesting personnel and corresponding payment. The CSCRO or FO will issue the Official Receipt (OR) on a per request basis.
3. Acceptance of transactions will be on a first-come, first-served basis. Field Offices with their own booking system may continue to require clients (HRMOs) to schedule their transaction with the Field Office.

Bawat Kawani, Lingkod Bayani

4. Appointees for promotion, reappointment, re-employment or transfer using the same eligibilities which have been previously authenticated or verified shall no longer be required to submit authenticated copies of their eligibilities. HRMOs may coordinate with the Field Office in their area on whether or not the eligibilities of these appointees have been reflected on the S-cards of the employees.

For further clarification and other concerns, please contact the Field Office nearest you at the following addresses:

Field Office (FO)	Address	Email Address	Contact Number/s
CSC Aklan FO	3/F Administration Building Aklan State University-Kalibo Campus Roxas Avenue Ext., Kalibo, Aklan 5600	cscaklan@gmail.com	(036) 268 5797
CSC Antique FO	Fenete Street, District II Sibalom, Antique 5713	cscfoantique@gmail.com	(036) 543 8073
CSC Capiz FO	2nd Floor, Provincial Capitol Building Magallanes-McKinley Sts., Roxas City	csccapiz@gmail.com	(036) 620 0075 (036) 621 4989
CSC Guimaras FO	San Miguel, Jordan, Guimaras	cscguimaras@gmail.com	(033) 581 2234
CSC Iloilo FO	Doña Pepita Avenue, Fort San Pedro, Iloilo City 5000	csciloilofo@gmail.com	(033) 509 0557 (033) 327 5608
CSC Neg Occ FO	Abad Santos Street Brgy. 39, Bacolod City 6100	cscnegrosoccidental@gmail.com	(034) 474 2182 0919-008-8156

March 9, 2021.


NELSON G. SARMIENTO
 Director IV

cc: Field Officers