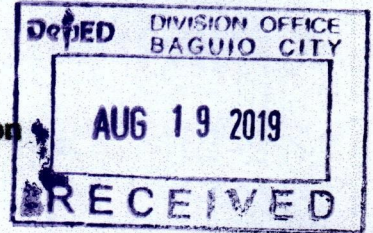




Civil Service Commission Cordillera Administrative Region



RMC No. 06, s. 2019

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REGIONAL MEMORANDUM CIRCULAR

FOR : ALL HEADS OF NATIONAL GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, INFRASTRUCTURE AND UTILITIES GROUP, AND ALL OTHER GOVERNMENT AGENCIES IN THE CORDILLERA ADMINISTRATIVE REGION

SUBJECT : Request for Authentication/Verification of Civil Service Eligibility

The Civil Service Commission, pursuant to CSC Resolution No. 1701009 dated June 16, 2017 adopted and promulgated the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) to govern the preparation, submission of, and actions to be taken on appointments and other human resource movements.

The ORAOHRA took effect on August 18, 2017, fifteen (15) days after its publication on August 2, 2017 in The Philippine Star and disseminated through CSC Memorandum Circular No. 24, dated 24 August 2017. To respond to the changing needs in human resource management, the Commission pursuant to CSC Resolution No. 1800692 dated July 3, 2018, approved the amendments and additional provisions to the 2017 Omnibus Rules on Appointments and other Human Resource Actions. The said amendments took effect on August 26, 2018.

One of the responsibilities of the Human Resource Management Officer (HRMO) provided in Item (c) Section 139, Rule XIII of said ORAOHRA is to "request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses 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 CSCRO CAR's Regional Memorandum No. 06, s. 2018, this Office issued a sample copy of the request form for authentication/verification of civil service eligibilities accompanied by a duly accomplished Personal Data Sheet (PDS) and a copy of the Certification/Certificate of Eligibility as reference. Relative thereto, attached is an updated copy of the form, which you can use for your future requests for verification of eligibilities of your appointees.

For guidance and compliance.

Handwritten signature of Atty. Marilyn E. Taldo

ATTY. MARILYN E. TALDO
Director IV

16 August 2019

To: All School Administrators, Principals & Teachers In-Charge (Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION
FEDERICO R. MARTIN, Ed.D, CESO VI
Schools Division Superintendent

AGENCY REQUEST FOR VERIFICATION/VALIDATION OF ELIGIBILITY

NAME	DATE/PLACE OF BIRTH	TYPE OF ELIGIBILITY	DATE/PLACE OF EXAM	RATING	VERIFIER'S REM.
1.					Identity OK () PSP () Disposed () NO PSP () NO ML ()
2					Identity OK () PSP () Disposed () NO PSP () NO ML ()
3					Identity OK () PSP () Disposed () NO PSP () NO ML ()

Documents Attached:

(/) Photocopy of PDS

(/) Photocopy of COE

Printed Name and Signature of Agency HRMO