Eligibility/Exam Records Request Form (ERRF)
(Revised 01192011)

Republic of the Philippines
CIVIL SERVICE COMMISSION

REQUEST FOR ELIGIBILITY/EXAMINATION RECORDS

Date Accomplished by Client:
Time Accomplished by Client:
Time Received by ESD/ERS Personnel:
Initials of ESD/ERS Personnel:

☐ **Certification of Eligibility** (no/lost original certificate; attach Declaration) ☐ **Authentication of Eligibility** (attach original certificate) ☐ **Others** _____

PERSONAL INFORMATION (*Please print.*)

Gender: _____
Civil Status: _____

Name Used at the Time of Issuance/Exam: _____ (Last Name / First Name / Middle Name)
Presently employed? ☐ *Yes* ☐ *No*
If yes, please specify:
Company: _____
Address: _____

Current Name: _____
Address Used at the Time of Issuance/Exam: _____
Current Address: _____
Date of Birth: _____ Place of Birth: _____

Purpose/s of Request: ☐ Employment ☐ Promotion ☐ Replacement of Lost Certificate ☐ Replacement of Old/Torn/Worn-out Certificate ☐ Did Not Receive Original Certificate ☐ Others _____

ELIGIBILITY/EXAMINATION DATA (*Please print.*)

Title of Eligibility/Exam: _____ Rating Obtained: _____ Date of Effectivity: _____
Date of Issuance/Exam: _____ Registration/Certificate/Card/Resolution No.: _____
Place of Issuance/Exam: _____ Registration/Certificate/Card/Resolution Date: _____

Requested By:

_____
Signature of the Eligible/Examinee

_____
Signature at the Time of Issuance/Exam

Contact No. _____

Right Thumb Print
(Examinee/Eligible)

_____
Authorized Representative
(Printed Name & Signature)

Contact No. _____

ACTION TAKEN

☐ **CHECKED DATA AGAINST THE VCAS/CSEVS**
☐ **CHECKED DATA AGAINST THE SPELS**
☐ **CHECKED DATA AGAINST THE RROE/RLPFE**

Book No. _____ Page No. _____ Seq./Line No. _____
School Code/Batch No. _____ Examinee/Reg. No. _____
Date Issued/Released: _____

☐ **NO AVAILABLE RECORD**

REMARKS _____

Name/Signature/Initials:

1st Verifier: _____ 2nd Verifier: _____
Date: _____ Date: _____

☐ **PSP AVAILABLE THROUGH THE VCAS/CSEVS**
☐ **NO PSP / PSP NOT AVAILABLE**
☐ **CHECKED DATA AGAINST THE PSP REGIONAL FILE**

	In Order	Not In Order
Photo/Picture	☐	☐
Signature	☐	☐
Date of Birth	☐	☐

REMARKS _____

1st Validator: _____ 2nd Validator: _____
Date: _____ Date: _____

RELEASE OF REQUEST/S

Fee: _____ O.R. No.: _____
Date: _____

Released by: _____ *Action Officer*

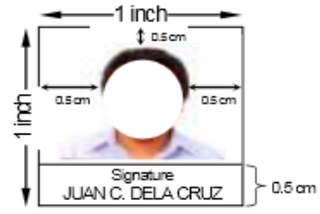
Received by: _____ *Signature of Eligible/Representative*

Date:
Time:

Note: We assure you that the information you provided will remain confidential as mandated under RA 10173 (Data Privacy Act of 2012)

A. CERTIFICATION OF ELIGIBILITY (for no/lost original certificate)

1. One piece 1" x 1" photo with printed name and signature affixed prior to having the picture taken
   - Printed married name (for married women); Format of name tag: First Name-Middle Initial-Last Name-Extension Name if any
   - Signature must be on top of the printed name.
   - Photo should have been taken within three (3) months prior to filing of request for Certification of Eligibility;
   - Scanned, computer-generated photo/name/signature will not be accepted;
2. Original and properly accomplished ERRF and Declaration Form (DF). DF should be handwritten and personally accomplished by the eligible.
3. Original copy of one (1) valid government issued ID Cards, or if the requesting party is abroad, please refer to additional requirements below;
4. Original and clear photocopy of Marriage Contract (for married women);
5. Certification fee: Php 100.00; and
6. If through a representative, please refer to additional requirements below.



B. AUTHENTICATION OF ELIGIBILITY

1. Original Certificate of Eligibility or Report of Rating;
2. Original and properly accomplished ERRF;
3. Original copies of one (1) valid government issued ID Cards of the eligible, or if the requesting party is abroad, please refer to additional requirements below;
4. Original and clear photocopy of Marriage Contract (for married women);
5. Auhtentication fee: Php 50.00 per copy; and
6. If through a representative, please refer to additional requirements below.

Choices for Government Issued ID Card/s:

1. Office ID	*4. SSS/GSIS or UMID*	*7. NBI Clearance*	*10. Voter's ID/Certification*
2. Taxpayer's ID	*5. Driver's License*	*8. Police Clearance*	*11. PhilID*
3. Passport	*6. PRC License*	*9. Postal ID*	*12. Senior Citizen's ID*

ADDITIONAL REQUIREMENTS

A. If request for certification or authentication is filed through a Representative:

1. Authorization letter with hand-printed name and signature of authorized representative; and
2. Original copy of one (1) valid ID Card of the representative.

B. If the requesting party of the certification or authentication Works/Lives Abroad:

1. Clear photocopy of Passport; and
2. Clear photocopy of one (1) valid ID Card.

} duly authenticated/validated by the Philippine Embassy or Consular Office

The accomplished forms (ERRF and Declaration Form) may be submitted or sent through mail, together with the other requirements to the CSC Regional Office which conducted the examination or to the Integrated Records Management Office, Civil Service Commission, Constitution Hills, Quezon City