



REGIONAL OFFICE NO. _____

**Application for Grant of Eligibility Pursuant to P.D. No. 907
(Honor Graduate Eligibility)**

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 Office (RO)/Field Office (FO) concerned. 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.

ID PHOTO

- Philippine passport size
- showing 80% face capture
- in bare face & showing left and right ears
- with handwritten (not computer generated) name tag, showing signature over printed full name

**(see Item II (2) at the back of
this form for complete
specifications)**

- | | | | | | | |
|--|---|--------------|----------------------|------------------------------|----------------|--|
| 1. APPLICANT'S NAME: | Last name | Given name | Ext. name (e.g. Jr.) | Middle Name | Middle Initial | |
| 2. MOTHER'S MAIDEN NAME: | | | | | | |
| 3. COMPLETE PERMANENT ADDRESS : | Last name | Given name | Middle Name ZIP CODE | | | |
| 4. SEX (Male/Female) : | 5. DATE OF BIRTH : | (mm/dd/yyyy) | 6. PLACE OF BIRTH : | City/Municipality & Province | | |
| 7. CIVIL STATUS : | <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Annulled <input type="radio"/> Legally Separated <input type="radio"/> Others, specify _____ | | | | | |
| 8. CITIZENSHIP : | <input type="radio"/> Filipino <input type="radio"/> Filipino with dual citizenship, specify _____ | | | | | 9. TEL. NO. _____
(include area code) |
| 10. MOBILE PHONE NO.: | 11. E-MAIL ADDRESS: _____ | | | | | |
| 12. EDUCATION (Baccalaureate/Bachelor's Degree only) | | | | | | |

Mode of Educational Delivery	Complete Title of Course & Major	Date of Graduation/ Completion (mmddyyyy)	Honor Received	Name & Address of School Last Attended	Inclusive Years (from - to)
<input type="checkbox"/> Conventional Educ / Schooling					
<input type="checkbox"/> Open Distance Learning					

I declare 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_____.
(Handwritten signature)

Signature over full printed name of the applicant

INDORSEMENT (application received in the CSC FO for indorsement to CSC RO, or from CSC RO to other CSC RO, to be filled up ONLY as applicable):

ENDORsing the application of _____ to CSC RO No. _____ as received by CSC RO
No. _____ / CSC FO - _____ on _____, for approval and processing of the grant of Honor Graduate Eligibility.

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

ACTION TAKEN (for Processor only): **Approved** for the grant of HGE

Date of Effectivity (mm/dd/yyyy): _____ Certificate of Eligibility No. _____
Serial No. _____ Remarks _____

Disapproved due to _____

<p>I (Evaluation Fee)</p> <p>O.R No.: _____</p> <p>Date: _____</p> <p>Amount: _____</p> <p> Collecting Officer</p> <hr/> <p>I (Evaluation Fee)</p> <p>O.R No.: _____</p> <p>Date: _____</p> <p>Amount: _____</p> <p> Collecting Officer</p>	<p>I (Processing Fee)</p> <p>O.R No.: _____</p> <p>Date: _____</p> <p>Amount: _____</p> <p> Collecting Officer</p> <hr/> <p>I (Processing Fee)</p> <p>O.R No.: _____</p> <p>Date: _____</p> <p>Amount: _____</p> <p> Collecting Officer</p>
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ACKNOWLEDGMENT OF APPLICATION

Received the application of _____
Last name _____ Given name _____ Middle Name _____
for the grant of Honor Graduate Eligibility at CSC RO/FO _____

Signature over full printed name of Receiving Officer/Designation

Date/Time

ID PHOTO

- Philippine passport size
- showing 80% face capture
- in bare face & showing left and right ears
- with handwritten (not computer generated) name tag, showing signature over printed full name

(see Item II (2) at the back of this form for complete specifications)

For CSC processor/s only

I. QUALIFICATIONS FOR THE GRANT OF HONOR GRADUATE ELIGIBILITY (HGE)

A. Checklist of Qualifications (Put (✓) mark on qualifications met; otherwise put (x) mark)

- 1. Graduated from his/her bachelor's degree from school year:
 - 1972-1973 and thereafter (for Conventional Education/Schooling)
 - 2015-2016 and thereafter (for Open Distance Learning or ODL)
- 2. Latin honors received:
 - Summa cum Laude
 - Magna cum Laude
 - Cum Laude
- 3. Baccalaureate/Bachelor's degree is:
 - Recognized by Commission on Higher Education (CHED) (for graduates of private universities/colleges/institutions); or
 - Included in charter, or duly approved by Board of Trustees/Regents (for graduates of state/local universities and colleges)
- 4. For honor graduates through ODL, open university/college/institution has at least Level III Accreditation in the programs offered in the conventional classroom or traditional mode which employs operational procedures and strategies of an open learning institution
- 5. Name of applicant is included in the corresponding Master List issued by the university/college/institution concerned

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 BY APPLICANTS [EXCEPT ITEM NOS. 9 & 10] (To be accomplished only for qualified applications; Put (✓) mark on requirements met; or put (x) for lacking items and/or "N/A" for items not applicable)

- 1. Properly accomplished CS Form 101-HGE, Revised 28 July 2023 (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:
 - Philippine passport size (4.5 cm x 3.5 cm or 1.8 in x 1.4 in)
 - Colored with white background
 - Printed in good quality photo paper
 - Taken within three (3) months prior to filing of application
 - Taken in full-face view directly facing the camera
 - Showing left and right ears
 - With neutral facial expressions and both eyes open
 - In bare face (with no eyeglasses, colored contact lens or any accessories that may cover the facial features (facial features not computer enhanced))
 - In standard close-up shot (from shoulder level up with head and face occupying at least 80% of the picture and with the name tags positioned at approximately 1 inch or 2.54 cm below the chin)
 - 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 valid (not expired upon filing of application) ID Card containing applicant's name, clear picture, date of birth, signature, and with the name and signature of authorized issuing officer. Any other ID card NOT included in the list shall NOT be accepted. Check the ID card/s submitted by the applicant.
 - Alien Certificate of Registration Card
 - Barangay I.D.
 - BIR/Taxpayer's I.D.
 - Company/Office I.D.
 - CSC Eligibility Card
 - Driver's License/Temporary Driver's License/
Student Driver's Permit
 - GSIS I.D.
 - HDMF Transaction I.D.
 - NBI Clearance
 - Passport Postal I.D.
 - Philhealth I.D.
 - PhilID
 - Police Clearance/Police Clearance Certificate
 - PRC License
 - PWD I.D.
 - School I.D.
 - Seaman's Book
 - Senior Citizen's I.D.
 - Solo Parent I.D.
 - SSS I.D.
 - Voter's I.D./Voter's Certification
- 4. Original and photocopy of Birth Certificate of the applicant issued/authenticated by the then National Statistics Office (NSO) now Philippine Statistics Authority (PSA). In case the NSO or PSA Birth Certificate is not legible, or the NSO or PSA has duly issued a negative certification of birth (NSO or PSA CRS Form No. 1) printed in NSO or PSA security form, the applicant shall, in addition, submit the original and photocopy of his/her Birth Certificate issued/authenticated by the Local Civil Registrar;
- 5. For married female applicants, original and photocopy of Marriage Certificate issued/authenticated by the NSO or PSA. In case the NSO or PSA Marriage Certificate is not legible, or the NSO or PSA has duly issued a negative certification of marriage printed in NSO or PSA security form, the applicant shall, in addition, submit the original and photocopy of her Marriage Certificate issued/authenticated by the Local Civil Registrar;
- 6. Certification of No Pending Case/Non-Conviction of Any Offense (Use CSC SPEL Form 1, April 2012, downloadable at www.csc.gov.ph);
- 7. Original and photocopy of Transcript of Records (TOR) of the applicant;
- 8. Certification from the university/college/institution that the applicant graduated *summa cum laude*, *magna cum laude*, or *cum laude* duly signed by the current university/college/institution registrar or authorized official, bearing the university/college/institution seal, and printed on university/college/institution official letterhead. (This Certification is separate from and on top of the TOR);
- 9. List of Honor Graduates certified and submitted by the School Registrar to the CSC (agency to agency concern; to be submitted by the university/college/institution to the CSC RO);
- 10. For ODL honor graduates, copy of Certification from the CHED showing that the university/college/institution should have at least Level III accreditation or CHED equivalent in the programs offered in the conventional classroom or traditional mode of learning, duly signed by authorized CHED official, affixed with CHED official dry-seal, and printed on CHED official letterhead, (agency to agency concern; to be certified and submitted by the university/college/institution to CSC RO);
- 11. If filing of application is through a representative:
 - Authorization letter executed by the applicant; and
 - Original and photocopy of one (1) valid ID card of the representative.

CERTIFICATION (To be accomplished only for qualified applications with complete documents):

We certify that we have reviewed the qualifications and all the documentary requirements submitted by _____ for the grant of the Honor Graduate Eligibility, and found the same to be complete and in order.

Signature over printed full name of Evaluator

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 : _____

Signature over printed full name of Approving Officer

Position _____ Date _____

CSC _____ Field Office may be reached at the following contact information:

Telephone No. : _____

Cellular Phone No. : _____

Fax No. : _____

E-mail address : _____

Contact Person : _____