





Digital Bangsamoro

Government Em Onboardin

Unified Platform for Streamlined BARMM Government Services



Search for Services



Track Application



Find Digital Center



Sign in to your account

Mobile / Email / Username

i.e. 9560091781 / yousuf@gmail.com

Password

 i.e. password#123 

[Forgot your password?](#)

Sign in

[Not a member yet? Sign Up](#)

Step

Click on to **Sign**
Registr

Sign Up Page

Step 3

Fill up mandatory fields:

- First name*
- last name*
- Mobile with country code*
- Mail (optional)

Sign up for new account

First Name *

i.e. Mohammad

Last Name *

i.e. Yusuf

Country Code *

Philippines (+63)

Mobile *

+63 i.e. 9560091781

Email

Optional

i.e. mohammad.yusuf@gmail.com

Sign Up

Already have an account? [Sign In](#)

After completing
fields, click 'Sign Up'

OTP Verification



OTP

We have sent a 6-digit OTP to your mobile and email.
You can generate OTP maximum 4 times in 1 hour.

|

14:46

Verify 

Step 5

After that user v
OTP both in ema

Note: OTP is valid for 15 minutes. And maximum of four (4) OTPs can be generated per user within

Profile Verification Page

Please verify your Identity

Govt. Issued ID's *

Choose One

Govt. Issued ID Number *

e.g. 122456678898

Sex

Male

Date of Birth

01.22.2023

Upload front part image of your "Govt. Issued ID" and maximum file size **1 MB**.

Drag & drop or [browse](#)

☒ I am a Govt. Employee

Continue

Step 6

Further government employee has to verify profile by filling the mandatory fields:

- Govt issued id *
- Selected Govt id number *
- Gender
- Date of Birth
- Upload image of the selected government documents *

Step 7

Government employees must tick the 'I am a government employee'.

Govt Employee Information Verification Page

☒ I am a Govt. Employee

Govt. Employee Information

Email *
faisalnotes1@gmail.com

Office Layer *
Province

Region *
Bangsamoro Autonomous Region in Muslim Mind

Province *
Lanao Del Sur

Office Name *
Provincial Office

Designation *
Provincial Focal

Joining Date
12/04/1997

End of Term
01/01/2027

Continue

Step 8

After that Government Employee mandatory fields:

- Office Layer*
- Ministry/Region/Province*
- Barangay*
- Designation*
- Joining Date*
- End of the term*

Step 9

Click the continue button to get verified proper information



Republic of the Philippines

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO

MINISTRY OF THE INTERIOR AND LOCAL GOVERNMENT

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

(064) 552 8644 | (064) 421 2178 | mlg@bangsamoro.gov.ph | <https://milg.bangsamoro.gov.ph>

Office of the Minister

MEMORANDUM CIRCULAR

NO. 039
SERIES OF 2023

TO : VICE GOVERNORS, VICE MAYORS, REGULAR SANGGUNIAN MEMBERS AND ALL OTHERS CONCERNED
This Region

ALL CITY/PROVINCIAL DIRECTORS, C/MLGOOs AND ALL OTHERS CONCERNED
This Ministry

SUBJECT : POLICY GUIDELINES ON THE ISSUANCE OF CERTIFICATION ON SERVICES RENDERED BY SANGGUNIAN MEMBER FOR THE CSC GRANT OF ELIGIBILITY

DATE : 22 RAJAB 1444 AH
13 FEBRUARY 2023

1. Background

- 1.1. Republic Act (R.A) No. 10156 dated December 20, 2011, otherwise known as "An Act Conferring Upon Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, the Appropriate Civil Service Eligibility under Certain Circumstances, and for Other Purposes", and its Implementing Rules and Regulations (CSC Resolution No. 1300486) which took effect on May 1, 2013 grants the CSC Sanggunian Member Eligibility to eligible Sanggunian Members;
- 1.2. To verify authenticity of the services rendered by concerned Sanggunian Member (SM), one specific documentary requirement, as specified in RA 10156 is the Certification of Services Rendered by the SM duly signed by authorized official of the Department of the Interior and Local Government (DILG);
- 1.3. The enactment of RA 11054 otherwise known as the Organic Law for the Bangsamoro Autonomous Region subsequently led to the creation of the Ministry of the Interior and Local Government (MILG) in BARMM;
- 1.4. The Ministry of the Interior and Local Government (MILG) is mandated to assist the Chief Minister in the exercise of general supervision over the constituent local government units;

- 1.5. That prior to the CSC grant of Sanggunian Member Eligibility of applicants, the MILG as the BARMM counterpart of DILG, is to provide a Certification on Services Rendered by Sanggunian Member to the CSC BARMM using the prescribed *CSC SME Form 1, March 2013*, reflecting the applicants' terms of services rendered.

2. Purpose

The Memorandum Circular is being issued to prescribe general policies and procedures in the issuance of Certification on Services Rendered to eligible Sanggunian Member for the grant of Sanggunian Member Eligibility (SME) by the Civil Service Commission (CSC).

3. Scope and Coverage

This Memorandum Circular shall cover issuance of Certification on Services Rendered and other related certification (e.g Certification as One and the Same Person) for all eligible Sanggunian Members for the CSC grant of Sanggunian Member Eligibility.

4. General Guidelines

4.1. Eligible Officials

Pursuant to Republic Act (R.A.) No. 10156, dated December 20, 2011, otherwise known as "An Act Conferring Upon Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, the Appropriate Civil Service Eligibility under Certain Circumstances, and for Other Purposes", the following are the eligible for the Sangguniang Member Eligibility (SME):

- 4.1.1. The following Sanggunian Members, who have been elected after the effectivity of the Local Government Code of 1991 (RA 7160) or May 11, 1992 onwards and have met the requirements, shall be entitled to the grant of SME:

- a. Vice Mayor, as presiding officer for the Sangguniang Bayan or Sangguniang Panlungsod;
- b. Vice Governor, as presiding officer for the Sangguniang Panlalawigan; and
- c. Regular Sanggunian Members of the Sangguniang Bayan, Sanggunian Panlungsod and Sangguniang Panlalawigan.

- 4.1.2. Above Sanggunian Member must meet the following:

- a. For Sanggunian Member Eligibility First Level (SM1LE) – Served as Sanggunian Member for an aggregate period of six (6) years; and completed at least seventy-two (72) units leading to baccalaureate/bachelor's degree.
- b. For Sanggunian Member Eligibility Second Level (SM2LE) – Served as Sanggunian Member for an aggregate period of

nine (9) years; and completed at least seventy-two (72) units leading to baccalaureate/bachelor's degree.

Note: The years in the Sanggunian which have already been included in the computation of the aggregate years for the grant of the SM1LE will NOT be considered in the computation of the aggregate years for the grant of SM2LE.

- 4.1.3. The Sanggunian Member's name must also be included in the corresponding Master List issued by the concerned MILG Field office.

4.2. Documentary Requirements

- 4.2.1. Duly accomplished Citizen's Charter Service request form for the Issuance of Certification on Services Rendered by the Sanggunian Member for the grant of CSC- Sanggunian Member Eligibility (See Annex A)
- 4.2.2. Original and photocopy of any of the following I.D. cards, which must be valid (not expired) upon filing of application, and bears the applicant's complete name, picture and signature, and the issuing officer's name and signature:
 - a. Current Office/Company I.D.
 - b. School I.D. (must be duly validated for the current school year)
 - c. GSIS UMID
 - d. SSS I.D
 - e. Passport (with signature of the applicant)
 - f. Driver's license
 - g. PRC License
 - h. BIR/TIN I.D. (ATM Type/laminated card with picture type)
 - i. Police Clearance (with picture)
 - j. Voter's I.D.
 - k. PhilHealth I.D. (ATM Type)
 - l. Postal I.D.
 - m. Barangay I.D.

Note: Any other I.D card NOT included in the above list shall NOT be accepted. Alumni, association, membership, and health I.D.s including ATM cards, shall not be accepted.

- 4.2.3 Original copy of the Certification on Services Rendered by the Sanggunian Member issued by the MILG Provincial Field Offices concerned, signed by the MILG Provincial Director or authorized MILG Official, using the prescribed *CSC SME Form 1, March 2013*, reflecting the applicants' terms of services rendered.

Note: Refer to Annex B for the prescribed *CSC SME Form 1, March 2013*

- 4.2.4 Endorsement letter of the issued Certification on Services Rendered by the Sanggunian Member and the photocopy of the abovementioned documentary requirements, from the MILG Field Offices concerned, signed by the MILG Provincial Director or authorized MILG Official.
- 4.2.5. If names on the Master List have discrepancy on birth certificate /I.D. presented, the Civil Service Commission is requiring the applicant to secure from the MILG the Certification of One and The Same Person.

For the issuance of the Certification of One and The Same Person
The following must be provided by the applicant:

- a. Duly notarized Affidavit of Discrepancy;
- b. Duly notarized Joint Affidavit of Two Dis-Interested person;
- c. Original and photocopy of Birth Certificate of the applicant authenticated/issued by the National Statistics Office (NSO);

Note: In case where the NSO-issued Birth Certificate is not legible, or the NSO has duly issued a Negative Certification of Birth (NSO CRS Form No. 1) printed in NSO security form, the applicant shall, in addition, be required to submit the original and photocopy of his/her Birth certificate that is authenticated/issued by the Local Civil Registrar (LCR).

- d. For Female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO.

Note: In case where the NSO-issued Marriage Certificate is not legible, the applicant shall, in addition, be required to submit the original and photocopy of his/her Marriage Certificate that is authenticated/issued by the Local Civil Registrar (LCR).

- 4.2.6. If filing of the application is through a representative:

- a. Authorization letter executed by the applicant; and
- b. Original and photocopy of at least one (1) Valid I.D. card of the representative (listed under item no. 4.2.2 hereof)

- 4.2.7. Original/Authenticated Master List of Qualified Sanggunian Members issued by the MILG Provincial Field Offices submitted to MILG Regional Office, to be submitted at CSC BARMM (agency to agency concern).

- 4.2.8. Other documents as may be deemed necessary by the MILG in verifying authenticity of information supplied by the applicant.

4.3. Where to file Application for the Certification on Services Rendered by the eligible Sanggunian Member

Duly accomplished Citizen's Charter Service request form (annex A) together with the documentary requirements, must be submitted to the MILG Regional Office concerned, or to any of its Field Offices, having jurisdiction over the province, city, or municipality where an applicant has rendered his/her last term or years of service.

4.4. Modes of Filing of Application for the Certification on Services Rendered by the eligible Sanggunian Member

4.4.1 Filing of application at the MILG Regional Office;

- a. By the applicant in person;

This mode of filing an application involves the applicant himself/herself going to the MILG Regional Office, to personally submit his/her application and documentary requirements.

- b. Through Representative;

This mode involves a representative of the applicant himself/herself going to the MILG Regional Office, to submit the application and documentary requirements.

Filing of application through a representative shall require the submission of the following additional documents:

- b.1. Authorization letter executed by the applicant; and
b.2. Original and photocopy of at least one (1) Valid I.D. card of the representative (listed under item no. 4.2.2 hereof)

- c. Through Mail;

This mode involves the applicant sending his/her application and documentary requirements (including originals) to the MILG Regional Office through either registered mail, or courier. This mode takes time in view of anticipated exchange of communications.

Note:

NO Payments incurred for the submission of the documentary requirements and release of the Certification shall be charged to the MILG Regional Office.

Delays and loss of documents through the negligence of the courier is beyond the control of the MILG Regional Office.

4.4.2 Filing of application at the MILG Provincial Offices concerned;

- a. By the applicant in person;

This mode of filing an application involves the applicant himself/herself going to the MILG Provincial Office concerned, to personally submit his/her application and documentary requirements.

b. Through Representative;

This mode involves a representative of the applicant himself/herself going to the MILG Provincial Office concerned, to submit the application and documentary requirements.

Filing of application through a representative shall require the submission of the following additional documents:

- b.1. Authorization letter executed by the applicant; and
- b.2. Original and photocopy of at least one (1) Valid I.D. card of the representative (listed under item no. 4.2.2 hereof)

c. Through Mail;

This mode involves the MILG Provincial Office sending the applicants' application and documentary requirements to the MILG Regional Office through either registered mail, or courier.

- c.1. If names on the Master List have NO discrepancy on birth certificate /I.D. presented, submit to the MILG Regional Office only the photocopy of the required documents listed in items 4.2.1 to 4.2.4 hereof.
- c.2. If names on the Master List HAVE discrepancy on birth certificate /I.D. presented, submit to the MILG Regional Office the photocopy of the required documents listed in items 4.2.1 to 4.2.4, including the original copy of the required documents listed in item 4.2.5 hereof, for the issuance of Certification of One and the Same Person to the applicant.

Note:

NO Payments incurred for the submission of the documentary requirements and release of the Certification shall be charged to the MILG Regional Office.

Delays and loss of documents through the negligence of the courier is beyond the control of the MILG Regional Office.

5. Responsibilities of the MILG Regional Office thru the Local Government Supervision Division (LGSD)

- 5.1. Maintain updated database of all elected officials based on the submitted notarized Master List from the Provincial Offices;

- 5.2. Provide the Civil Service Commission (CSC) a notarized copy of the Master List of all elected officials within the Region upon assumption of newly elected officials after an election and update said master list regularly;
- 5.3. Review and facilitate the processing and documentation of all requests for the Certification on Services Rendered by Sanggunian Member for the CSC grant of Sanggunian Member Eligibility;
- 5.4. Designate Focal Person/s for the undertaking;
- 5.5. Release issued certifications to the applicants, and/or endorse directly the issued certifications to the CSC Regional office;
- 5.6. Coordinate with the Information Systems Technology Management Divisions (ISTMD) on the establishment of the Certification on Services Rendered by Sanggunian Member via online System;
- 5.7. Cause the conduct of an orientation for the Focal Persons on the processes of the issuance of Certification on Services Rendered by Sanggunian Member, and conduct an orientation once the system is established;
- 5.8. Provide Regional Summary on the number of certifications issued, on a periodic basis to the Office of the Chief Minister and other concerned regulatory agencies.

6. Responsibilities of the MILG City/Provincial Directors

- 6.1. Submit to the MILG Regional Office duly notarized Master List of all Local Elected Officials within their areas of jurisdiction upon the assumption of newly elected officials after an election and update said master list regularly;
- 6.2. Review, approve, endorse and sign action documents relative to the request for Certification on Services Rendered by Sanggunian Member
- 6.3. Designate Focal Person/s that shall ensure the authenticity, correctness and completeness of the required documents to be submitted and other undertakings related to the request of the Certification on Services Rendered by the Sanggunian;
- 6.4. Ensure and certify that the applying Sanggunian Member is one and the same with the Master List of Elected Officials;
- 6.5. Submit and endorse the Certification on Services Rendered by Sanggunian Member issued by the authorized official and required documents to MILG Regional Office;
- 6.6. Submit monthly consolidated report on all of the issued and forwarded Certification on Services Rendered by Sanggunian Member at the Regional Level; and
- 6.7. Cause the immediate and widest dissemination of this Memorandum Circular within their respective provincial assignment and other concerned authorities.

7. Responsibilities of the City/Municipal Local Government Operations Officers

- 7.1 Submit to the MILG Provincial Office duly notarized List of all Local Elected Officials within their areas of jurisdiction upon the assumption of newly elected officials after an election and update said list regularly;
- 7.2. Take actions relative to the request of the eligible sanggunian member for the issuance of Certifications on Services Rendered by the Sanggunian for the CSC grant of Sanggunian Member Eligibility:
- 7.2 Review and ensure the authenticity, correctness and completeness of the required documents to be submitted;
- 7.3 Endorse the request and required documents to the concerned Provincial Field Office:
- 7.4 Provide technical assistance to the requesting Local Government Official regarding this undertaking; and
- 7.5 Cause the immediate and widest dissemination of this Memorandum Circular within their respective LGU assignments and other concerned local authorities.

8. Effectivity

This Memorandum Circular shall take effect immediately.

9. Attachments

Annex A: Citizen's Charter Service Request Form (for the Issuance of Certification on Services Rendered by the Sanggunian Member for the grant of CSC- Sanggunian Member Eligibility); and

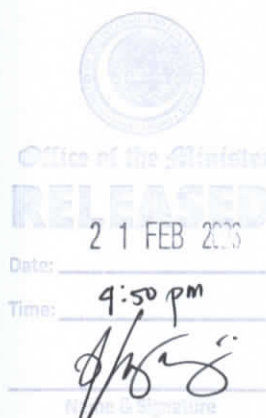
Annex B: Prescribed CSC SME Form 1, March 2013

10. Approving Authority


ATTY. NAGUIB G. SINARIMBO
Minister

OMS/FRA
LGSD/JJA/ita

fn: MC_Guidelines on the Application of Certification on Services Rendered





MINISTRY OF THE INTERIOR AND LOCAL GOVERNMENT

CITIZEN'S CHARTER SERVICE REQUEST FORM

SERVICE TITLE		Identification No.
Request for the Issuance of Certification on Services Rendered by the Sanggunian Member for the grant of CSC- Sanggunian Member Eligibility		NAME OF CLIENT:
		NAME OF ORGANIZATION:
DOCUMENTARY REQUIREMENTS	Kindly Check the documents provided:	CONTACT DETAILS:
1. Duly accomplished Citizen's Charter Service request form		
2. Original and Photocopy of one (1) Valid I.D (listed under item no. 4.2.2 of the Guidelines)		
3. Certification on Services Rendered issued by the MILG Provincial Office		
4. Endorsement from MILG Provincial Office		
Others		SIGNATURE:
* If filing of the application is through a representative: • Authorization letter executed by the applicant; and • Original and photocopy of at least one (1) Valid I.D. card of the representative (listed under item no. 4.2.2 of the Guidelines)		
*If names on the Master List have discrepancy on birth certificate /I.D. presented, for the issuance of Certification as One and The Same Person, please provide: • Affidavit of discrepancy (notarized) • Joint Affidavit of Two Dis-Interested person (notarized) • NSO/SECPA Birth Certificate • NSO Marriage Certificate (for female married applicants)		
REMARKS:		RECEIVED BY:
		DATE AND TIME RECEIVED:
		Receiving Officer ENDORSED TO RESPONSIBLE OFFICER:
		DATE AND TIME ENDORSED
		Name/Unit and Designation

DOCUMENTARY REQUIREMENTS	Kindly Check the documents provided:	REMARKS
1. Duly accomplish Citizen's Charter Service request form		
2. Original and Photocopy of one (1) Valid I.D (listed under item no. 4.2.2 of the Guidelines)		
3. Certification on Services Rendered issued by the MILG Provincial Office		
4. Endorsement from MILG Provincial Office		
Others		
* If filing of the application is through a representative: • Authorization letter executed by the applicant; and • Original and photocopy of at least one (1) Valid I.D. card of the representative (listed under item no. 4.2.2 of the Guidelines)		
*If names on the Master List have discrepancy on birth certificate /I.D. presented, for the issuance of Certification as One and The Same Person, please provide: • Affidavit of discrepancy (notarized) • Joint Affidavit of Two Dis-Interested person (notarized) • NSO/SECPA Birth Certificate • NSO Marriage Certificate (for female married applicants)		

ACKNOWLEDGEMENT RECEIPT			
This is to acknowledge the service/s you have requested:			Identification No.
SERVICE TITLE:	Date Received	Expected date of Release	Date of release in case of extension
Request for the Issuance of Certification on Services Rendered by the Sanggunian Member for the grant of CSC-Sanggunian Member Eligibility			
NAME OF RESPONSIBLE OFFICER/UNIT/DESIGNATION:		CONTACT DETAILS	



CERTIFICATION ON SERVICES RENDERED BY SANGGUNIAN MEMBER

This is to certify that (complete name of the Sanggunian Member) has rendered services as Sanggunian Member, as defined under Rule V of CSC Resolution No. 1300486 [Implementing Rules and Regulations of Republic Act (RA) No. 10156] with the following details:

Sanggunian Member Positions Held (a)	Name of Municipality/City (b)	Name of Province (c)	Date of Election (mm/dd/yyyy) (d)	Inclusive Period of Services Rendered		Period Served		
				From (mm/dd/yyyy) (e)	to (mm/dd/yyyy) (f)	No. of Years (g)	No. of Months (h)	No. of Days (i)
TOTAL PERIOD SERVED (j)								

This further certifies that as to date, his/her supposed election was not recalled by appropriate authority.

This Certification is issued in support of the evaluation/processing of the application of Mr./Ms. (Last Name of Sanggunian Member) for the grant of Sanggunian Member (First/Second)ability pursuant to RA No. 10156 and in accordance with CSC Resolution No. 1300486 promulgated on March 6, 2013.

Name of City/Municipality and Province), (Complete Date).

es:

Master List, s.)

Master List, s.)

Master List, s.)

(Signature over printed full name of
Authorized MILG Official)

(Complete position title of the signatory)



Republic of the Philippines

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO

MINISTRY OF THE INTERIOR AND LOCAL GOVERNMENT

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

(064) 552 8644 | (064) 421 2178 | mlg@bangsamoro.gov.ph | <https://milg.bangsamoro.gov.ph>

Office of the Minister

MEMORANDUM CIRCULAR

NO.: 006

TO : ALL PROVINCIAL GOVERNORS, CITY/ MUNICIPAL MAYORS,
PUNONG BARANGAYS AND OTHERS CONCERNED
This Region

ALL PROVINCIAL/CITY DIRECTORS, CITY/MUNICIPAL LOCAL
GOVERNMENT OPERATIONS OFFICERS
This Ministry

SUBJECT : REITERATION OF THE GUIDELINES ON THE APPLICATION OF
FOREIGN TRAVEL AUTHORITY FOR LOCAL OFFICIALS AND
EMPLOYEES IN BARMM

DATE : JANUARY 9, 2023 / 17 JUMADA AL-AKHIRA 1444

1. Rationale

- 1.1. The enactment of Republic Act 11054 otherwise known as the Organic Law for the Bangsamoro Autonomous Region subsequently lead to the creation of the Ministry of the Interior and Local Government (MILG) in BARMM;
- 1.2. Section 6 of the Office of the President Memorandum Circular No. 35, s. 2017 provides that " *no government official or employee shall be allowed to depart for any travel abroad, even if such travel is for purely personal or private purpose without cost to the government, unless such official or employee has duly accomplished the requisite leave forms and has obtained the appropriate travel authorization from his or her agency.*"
- 1.3. The Bangsamoro Autonomy Act No. 13 otherwise known as the Bangsamoro Administrative Code stated that the Ministry of the Interior and Local Government (MILG) is mandated to exercise general supervision over the constituent local government units of the Bangsamoro Government, and ensure public safety and disaster preparedness, local autonomy, decentralization and community empowerment;

2. Scope/Coverage

Foreign travel of all elective and appointive local government officials and employees, whether official or unofficial shall be covered by these rules and regulations.

3. Definition of Terms

- 3.1. **Official Trip** – As defined in Section 3 (a) of Executive Order No. 77, s. 2019, these are official foreign travels and assignments which meet the following criteria: (i) it is essential to the effective performance of an official or employee's mandates or functions; (ii) it is required to meet the needs

to be derived by the State; (iii) the presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended; and (iv) the projected expenses are not excessive or involve minimum expenditure. Official trip is further classified as follows:

- 3.1.1. **International conferences or meetings** to which the Philippine Government has commitments, or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
- 3.1.2. **Scholarships, fellowships, trainings, and studies abroad** which are grant-funded or undertaken at minimal cost to NGAS, including SUCS, GOCCS, GFIs and LGUs;
- 3.1.3. **Invitations for speaking engagements or receiving of awards from foreign governments/institutions or international agencies/organizations** as defined under international law, whether fully or partially funded by the government, upon the endorsement of DFA

4. Guidelines

4.1. Administrative Requirements

See attached Annex "A"

4.2. Filing of Application for Foreign Travel Authority

The application for Foreign Travel Authority, complete with all the required documents, is to be ***filed at least seven (7) working days***, both for the official and personal or private purpose, prior to the date of departure, with the following steps by the applicants:

1. Visit the Office of the City/ Municipal Operations Officer assigned in the LGU or the MILG Provincial Office to secure the FTA Request Form and list of requirements.
2. Prepare all required documents (*as indicated in the attached Annex A*) together with the accomplished FTA Request Form.
3. Ensure that all provided information are true and correct.

The above-mentioned steps may be revised as the Ministry is finalizing its Foreign Travel Authority On-Line System under the Localizing e-Governance for Accelerated Provision of Services (LeAPS), in compliance with Republic Act No. 11032 or the Anti-Red Tape Act (ARTA) on Ease of Doing Business.

4.3. Approving Authority on Foreign Travel Authority

LG Official/Employee	Category of Travel	Approving Authority
All officials (regardless of position)	Unofficial Trip - When the period of travel extends to <i>more than three (3) months</i> - During periods of <i>emergency or crisis</i>	MILG Minister
Governor	Official Trip	

	of travel <i>is less than three (3) months</i> or when there is <i>no emergency or crisis</i>	
• Component City Mayor • Municipal Mayor • Vice Governor • Vice Mayor • Sanggunian Panlalawigan/ Panlungsod/ Bayan Member • Punong Barangay • Sangguniang Barangay Members • SK Chairperson and Member • Barangay Appointive Officials • LG Department Heads • LG Employees (below Department Head)	• Official Trip	MILG Minister
	• Unofficial Trip when the period of travel <i>is less than three (3) months</i> and when there is <i>no emergency or crisis</i>	LCE who exercise authority over the said officials (Provincial Governors in the case of component cities and municipalities and the City/Municipal Mayor in the case of Barangays)

4.4. On the Foreign Travel of LCEs Before, During, and After Emergencies, Crisis, and /or Disaster

- 4.4.1. Pursuant to Section 11(a), Section 12(c) of republic Act No. 10121 or "Philippine Disaster Risk Reduction and Management Act of 2010;" Section 1(c), Section 1(d) and Section 3 of Executive Order No. 773, s. 2009, "Further Reorganizing the Peace and Order Council;" and the Operation Liso Manual, all LCEs, as head of the Local Disaster Risk Reduction and Management Council and the Peace and Order Council, are highly encouraged to remain in their respective areas of jurisdiction to personally lead and manage the said councils and implement the necessary measures to address issues arising from emergencies, crisis, and/or disaster.

5. Responsibilities of the Regional Office thru the Local Government Supervision Division

- 5.1. Recommend and facilitate actions on the processing and documentation of all requests for foreign travel authority;
- 5.2. Designate Focal Person/s for the undertaking;
- 5.3. Coordinate with the Information Systems Technology Management Division (ISTMD) on the establishment of the FTA On-Line System;
- 5.4. Cause the conduct of an orientation on the use of the FTA On-Line System for all Regional Focal Persons once the system is established;
- 5.5. Provide regional summary on a periodic basis to The Office of the Chief Minister and other concerned regulatory agencies.

6. Responsibilities of the City/Provincial Directors

- 6.1. Review, approve, endorse and sign action documents relative to the request for travel authorities of the Local Government Officials and Employees;
- 6.2. Designate Focal Person/s that shall ensure the correctness and completeness of the FTA documents to be submitted and other undertakings related to the request for foreign travel abroad;
- 6.3. Endorse the request for authority to travel abroad to the Regional Office, if applicable;
- 6.4. Submit monthly consolidated report on all of the request for foreign travel abroad within the province; and
- 6.5. Cause the immediate and widest dissemination of this Memorandum Circular within their respective provincial assignments and other concerned authorities.

7. Responsibilities of the City/ Municipal Local Government Operations Officers

- 7.1. Take actions relative to the request for travel authorities of the Local Government Officials and Employees;
- 7.2. Review and ensure the correctness and completeness of the FTA documents to be submitted;
- 7.3. Endorse the request for authority to travel abroad to the Provincial Office, if applicable;
- 7.4. Provide technical assistance to the requesting Local Government Official regarding this undertaking; and
- 7.5. Cause the immediate and widest dissemination of this Memorandum Circular within their respective LGU assignments and other concerned local authorities.

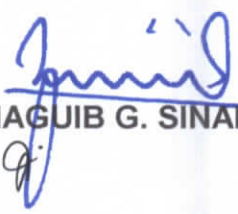
8. Effectivity

This Memorandum Circular shall take effect upon the approval of the undersigned, copy furnished to all concerned offices of the Bangsamoro Regional Government.

9. Attachment

Annex A: Administrative requirements for FTA Applications

10. Approving Authority


ATTY. NAGUIB G. SINARIMBO
Minister

OMS/FRA
01/09/2023: LGSD/JJA
Fn: Memo Circular FTA



ADMINISTRATIVE REQUIREMENTS**BASIC DOCUMENTS ON ALL TRAVEL CATEGORIES**

1. FTA Request Form;
2. Request Letter (*Note: Governors, Vice Governors, Mayors, and Vice Mayors travelling abroad shall indicate the name of the Highest Ranking Sanggunian Member in their request letter.*);
3. A duly notarized affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant, or Oath of Undertaking, when the applicant has a pending case; and
4. A duly accomplished Clearance from Money and Property Accountabilities (CSC Form No. 7, Revised 2018)

ADDITIONAL DOCUMENTS PER TRAVEL CATEGORY**OFFICIAL TRIPS**

1. **Endorsement** from the following officials depending on the position of the applicant:
 - the **Local Chief Executive** - If the applicant is a Component City and Municipal Mayor, Vice Governor, Punong Barangay and LG employees;
 - the **Presiding Officer** – if the applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan, and Sangguniang employee; and
 - the **Punong Barangay** – if the applicant is Sangguniang Barangay Member and Barangay employees including Sanggunian Kabataan;
2. **Invitation letter** from the host country or sponsoring agency;
3. **Acceptance letter** from organizer or donor agency, if applicable.
4. **Invitation letter** from the host country or sponsoring agency, if applicable.
5. Copy or draft of the **Memorandum of Agreement** or **Memorandum of Understanding** between the LGU concerned and the LGU abroad (travel relating to Sister City or LGU technical Exchange Cooperation), if applicable.

UNOFFICIAL TRIPS

- **For Governors, Mayors of Independent Component Cities**
 1. Duly accomplished **Application for Leave** (Civil Service Form No. 6, Revised 2020)
 2. **Medical Certificate** for medical reasons
- **Other Elected Officials when the period of travel extends to more than three (3) months or during periods of emergency or crisis**
 1. Duly accomplished and approved **leave of absence** (Civil Service Form No. 6, revised 2020)
 2. **Medical Certificate** for medical reasons

Note: The Ministry shall not be precluded from requesting other additional documents, as may be necessary, for the approval of travel authority requests.



Digital Bangsamoro Citizen Onboa

Unified Platform for Streamlined BARMM Government Services

 Search for Services



 Track Application

 Find Digital Center



Sign in to your account

Mobile / Email / Username

i.e. 9560091781 / yousuf@gmail.com

Password

 i.e. password#123 

[Forgot your password?](#)

Sign in

Not a member yet? [Sign Up](#)

Step 1
Click on **Sign-Up**
Registration

Step 3

Fill up mandatory fields:

- First name*
- last name*
- Mobile with country code*
- Mail (optional)

Sign up for new account

First Name *

i.e. Mohammad

Last Name *

i.e. Yusuf

Country Code *

Philippines (+63)

Mobile *

+63 i.e. 9560091781

Email

Optional

i.e. mohammad.yusuf@gmail.com

Sign Up

Already have an account? [Sign In](#)

After completing
fields, click 'Sign Up'

OTT Verification



OTP

We have sent a 6-digit OTP to your mobile and email.
You can generate OTP maximum 4 times in 1 hour.

|

14:46

Verify 

Step 5

After that user v
OTP both in ema

Note: OTP is valid for 15 minutes. And maximum of four (4) OTPs can be generated per user within

Profile Verification Page

Please verify your Identity

Govt. Issued ID's *

Choose One

Govt. Issued ID Number *

e.g. 122456678898

Sex

Male

Date of Birth

01.22.2023

Upload front part image of your "Govt. Issued ID" and maximum file size **1 MB**.

Drag & drop or [browse](#)

☒ I am a Govt. Employee

Continue

Step 6

Further user has to verify his/her profile fields:

- Govt issued id*
- Selected Govt id number*
- Gender
- Date of Birth
- Upload image of the selected govt documents*

Step 7

After uploading Govt. Issued ID's ,necessary documents, users may verify based on the appropriate documents information



Republic of the Philippines

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO

MINISTRY OF THE INTERIOR AND LOCAL GOVERNMENT

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

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Office of the Minister

MEMORANDUM CIRCULAR

NO. 039
SERIES OF 2023

TO : VICE GOVERNORS, VICE MAYORS, REGULAR SANGGUNIAN MEMBERS AND ALL OTHERS CONCERNED
This Region

ALL CITY/PROVINCIAL DIRECTORS, C/MLGOOs AND ALL OTHERS CONCERNED
This Ministry

SUBJECT : POLICY GUIDELINES ON THE ISSUANCE OF CERTIFICATION ON SERVICES RENDERED BY SANGGUNIAN MEMBER FOR THE CSC GRANT OF ELIGIBILITY

DATE : 22 RAJAB 1444 AH
13 FEBRUARY 2023

1. Background

- 1.1. Republic Act (R.A) No. 10156 dated December 20, 2011, otherwise known as "An Act Conferring Upon Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, the Appropriate Civil Service Eligibility under Certain Circumstances, and for Other Purposes", and its Implementing Rules and Regulations (CSC Resolution No. 1300486) which took effect on May 1, 2013 grants the CSC Sanggunian Member Eligibility to eligible Sanggunian Members;
- 1.2. To verify authenticity of the services rendered by concerned Sanggunian Member (SM), one specific documentary requirement, as specified in RA 10156 is the Certification of Services Rendered by the SM duly signed by authorized official of the Department of the Interior and Local Government (DILG);
- 1.3. The enactment of RA 11054 otherwise known as the Organic Law for the Bangsamoro Autonomous Region subsequently led to the creation of the Ministry of the Interior and Local Government (MILG) in BARMM;
- 1.4. The Ministry of the Interior and Local Government (MILG) is mandated to assist the Chief Minister in the exercise of general supervision over the constituent local government units;

- 1.5. That prior to the CSC grant of Sanggunian Member Eligibility of applicants, the MILG as the BARMM counterpart of DILG, is to provide a Certification on Services Rendered by Sanggunian Member to the CSC BARMM using the prescribed *CSC SME Form 1, March 2013*, reflecting the applicants' terms of services rendered.

2. Purpose

The Memorandum Circular is being issued to prescribe general policies and procedures in the issuance of Certification on Services Rendered to eligible Sanggunian Member for the grant of Sanggunian Member Eligibility (SME) by the Civil Service Commission (CSC).

3. Scope and Coverage

This Memorandum Circular shall cover issuance of Certification on Services Rendered and other related certification (e.g Certification as One and the Same Person) for all eligible Sanggunian Members for the CSC grant of Sanggunian Member Eligibility.

4. General Guidelines

4.1. Eligible Officials

Pursuant to Republic Act (R.A.) No. 10156, dated December 20, 2011, otherwise known as "An Act Conferring Upon Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, the Appropriate Civil Service Eligibility under Certain Circumstances, and for Other Purposes", the following are the eligible for the Sangguniang Member Eligibility (SME):

- 4.1.1. The following Sanggunian Members, who have been elected after the effectivity of the Local Government Code of 1991 (RA 7160) or May 11, 1992 onwards and have met the requirements, shall be entitled to the grant of SME:

- a. Vice Mayor, as presiding officer for the Sangguniang Bayan or Sangguniang Panlungsod;
- b. Vice Governor, as presiding officer for the Sangguniang Panlalawigan; and
- c. Regular Sanggunian Members of the Sangguniang Bayan, Sanggunian Panlungsod and Sangguniang Panlalawigan.

- 4.1.2. Above Sanggunian Member must meet the following:

- a. For Sanggunian Member Eligibility First Level (SM1LE) – Served as Sanggunian Member for an aggregate period of six (6) years; and completed at least seventy-two (72) units leading to baccalaureate/bachelor's degree.
- b. For Sanggunian Member Eligibility Second Level (SM2LE) – Served as Sanggunian Member for an aggregate period of

nine (9) years; and completed at least seventy-two (72) units leading to baccalaureate/bachelor's degree.

Note: The years in the Sanggunian which have already been included in the computation of the aggregate years for the grant of the SM1LE will NOT be considered in the computation of the aggregate years for the grant of SM2LE.

- 4.1.3. The Sanggunian Member's name must also be included in the corresponding Master List issued by the concerned MILG Field office.

4.2. Documentary Requirements

- 4.2.1. Duly accomplished Citizen's Charter Service request form for the Issuance of Certification on Services Rendered by the Sanggunian Member for the grant of CSC- Sanggunian Member Eligibility (See Annex A)
- 4.2.2. Original and photocopy of any of the following I.D. cards, which must be valid (not expired) upon filing of application, and bears the applicant's complete name, picture and signature, and the issuing officer's name and signature:
- a. Current Office/Company I.D.
 - b. School I.D. (must be duly validated for the current school year)
 - c. GSIS UMID
 - d. SSS I.D
 - e. Passport (with signature of the applicant)
 - f. Driver's license
 - g. PRC License
 - h. BIR/TIN I.D. (ATM Type/laminated card with picture type)
 - i. Police Clearance (with picture)
 - j. Voter's I.D.
 - k. PhilHealth I.D. (ATM Type)
 - l. Postal I.D.
 - m. Barangay I.D.

Note: Any other I.D card NOT included in the above list shall NOT be accepted. Alumni, association, membership, and health I.D.s including ATM cards, shall not be accepted.

- 4.2.3 Original copy of the Certification on Services Rendered by the Sanggunian Member issued by the MILG Provincial Field Offices concerned, signed by the MILG Provincial Director or authorized MILG Official, using the prescribed *CSC SME Form 1, March 2013*, reflecting the applicants' terms of services rendered.

Note: Refer to Annex B for the prescribed *CSC SME Form 1, March 2013*

- 4.2.4 Endorsement letter of the issued Certification on Services Rendered by the Sanggunian Member and the photocopy of the abovementioned documentary requirements, from the MILG Field Offices concerned, signed by the MILG Provincial Director or authorized MILG Official.
- 4.2.5. If names on the Master List have discrepancy on birth certificate /I.D. presented, the Civil Service Commission is requiring the applicant to secure from the MILG the Certification of One and The Same Person.

For the issuance of the Certification of One and The Same Person
The following must be provided by the applicant:

- a. Duly notarized Affidavit of Discrepancy;
- b. Duly notarized Joint Affidavit of Two Dis-Interested person;
- c. Original and photocopy of Birth Certificate of the applicant authenticated/issued by the National Statistics Office (NSO);

Note: In case where the NSO-issued Birth Certificate is not legible, or the NSO has duly issued a Negative Certification of Birth (NSO CRS Form No. 1) printed in NSO security form, the applicant shall, in addition, be required to submit the original and photocopy of his/her Birth certificate that is authenticated/issued by the Local Civil Registrar (LCR).

- d. For Female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO.

Note: In case where the NSO-issued Marriage Certificate is not legible, the applicant shall, in addition, be required to submit the original and photocopy of his/her Marriage Certificate that is authenticated/issued by the Local Civil Registrar (LCR).

- 4.2.6. If filing of the application is through a representative:

- a. Authorization letter executed by the applicant; and
- b. Original and photocopy of at least one (1) Valid I.D. card of the representative (listed under item no. 4.2.2 hereof)

- 4.2.7. Original/Authenticated Master List of Qualified Sanggunian Members issued by the MILG Provincial Field Offices submitted to MILG Regional Office, to be submitted at CSC BARMM (agency to agency concern).

- 4.2.8. Other documents as may be deemed necessary by the MILG in verifying authenticity of information supplied by the applicant.

4.3. Where to file Application for the Certification on Services Rendered by the eligible Sanggunian Member

Duly accomplished Citizen's Charter Service request form (annex A) together with the documentary requirements, must be submitted to the MILG Regional Office concerned, or to any of its Field Offices, having jurisdiction over the province, city, or municipality where an applicant has rendered his/her last term or years of service.

4.4. Modes of Filing of Application for the Certification on Services Rendered by the eligible Sanggunian Member

4.4.1 Filing of application at the MILG Regional Office;

- a. By the applicant in person;

This mode of filing an application involves the applicant himself/herself going to the MILG Regional Office, to personally submit his/her application and documentary requirements.

- b. Through Representative;

This mode involves a representative of the applicant himself/herself going to the MILG Regional Office, to submit the application and documentary requirements.

Filing of application through a representative shall require the submission of the following additional documents:

- b.1. Authorization letter executed by the applicant; and
b.2. Original and photocopy of at least one (1) Valid I.D. card of the representative (listed under item no. 4.2.2 hereof)

- c. Through Mail;

This mode involves the applicant sending his/her application and documentary requirements (including originals) to the MILG Regional Office through either registered mail, or courier. This mode takes time in view of anticipated exchange of communications.

Note:

NO Payments incurred for the submission of the documentary requirements and release of the Certification shall be charged to the MILG Regional Office.

Delays and loss of documents through the negligence of the courier is beyond the control of the MILG Regional Office.

4.4.2 Filing of application at the MILG Provincial Offices concerned;

- a. By the applicant in person;

This mode of filing an application involves the applicant himself/herself going to the MILG Provincial Office concerned, to personally submit his/her application and documentary requirements.

b. Through Representative;

This mode involves a representative of the applicant himself/herself going to the MILG Provincial Office concerned, to submit the application and documentary requirements.

Filing of application through a representative shall require the submission of the following additional documents:

- b.1. Authorization letter executed by the applicant; and
- b.2. Original and photocopy of at least one (1) Valid I.D. card of the representative (listed under item no. 4.2.2 hereof)

c. Through Mail;

This mode involves the MILG Provincial Office sending the applicants' application and documentary requirements to the MILG Regional Office through either registered mail, or courier.

- c.1. If names on the Master List have NO discrepancy on birth certificate /I.D. presented, submit to the MILG Regional Office only the photocopy of the required documents listed in items 4.2.1 to 4.2.4 hereof.
- c.2. If names on the Master List HAVE discrepancy on birth certificate /I.D. presented, submit to the MILG Regional Office the photocopy of the required documents listed in items 4.2.1 to 4.2.4, including the original copy of the required documents listed in item 4.2.5 hereof, for the issuance of Certification of One and the Same Person to the applicant.

Note:

NO Payments incurred for the submission of the documentary requirements and release of the Certification shall be charged to the MILG Regional Office.

Delays and loss of documents through the negligence of the courier is beyond the control of the MILG Regional Office.

5. Responsibilities of the MILG Regional Office thru the Local Government Supervision Division (LGSD)

- 5.1. Maintain updated database of all elected officials based on the submitted notarized Master List from the Provincial Offices;

- 5.2. Provide the Civil Service Commission (CSC) a notarized copy of the Master List of all elected officials within the Region upon assumption of newly elected officials after an election and update said master list regularly;
- 5.3. Review and facilitate the processing and documentation of all requests for the Certification on Services Rendered by Sanggunian Member for the CSC grant of Sanggunian Member Eligibility;
- 5.4. Designate Focal Person/s for the undertaking;
- 5.5. Release issued certifications to the applicants, and/or endorse directly the issued certifications to the CSC Regional office;
- 5.6. Coordinate with the Information Systems Technology Management Divisions (ISTMD) on the establishment of the Certification on Services Rendered by Sanggunian Member via online System;
- 5.7. Cause the conduct of an orientation for the Focal Persons on the processes of the issuance of Certification on Services Rendered by Sanggunian Member, and conduct an orientation once the system is established;
- 5.8. Provide Regional Summary on the number of certifications issued, on a periodic basis to the Office of the Chief Minister and other concerned regulatory agencies.

6. Responsibilities of the MILG City/Provincial Directors

- 6.1. Submit to the MILG Regional Office duly notarized Master List of all Local Elected Officials within their areas of jurisdiction upon the assumption of newly elected officials after an election and update said master list regularly;
- 6.2. Review, approve, endorse and sign action documents relative to the request for Certification on Services Rendered by Sanggunian Member
- 6.3. Designate Focal Person/s that shall ensure the authenticity, correctness and completeness of the required documents to be submitted and other undertakings related to the request of the Certification on Services Rendered by the Sanggunian;
- 6.4. Ensure and certify that the applying Sanggunian Member is one and the same with the Master List of Elected Officials;
- 6.5. Submit and endorse the Certification on Services Rendered by Sanggunian Member issued by the authorized official and required documents to MILG Regional Office;
- 6.6. Submit monthly consolidated report on all of the issued and forwarded Certification on Services Rendered by Sanggunian Member at the Regional Level; and
- 6.7. Cause the immediate and widest dissemination of this Memorandum Circular within their respective provincial assignment and other concerned authorities.

7. Responsibilities of the City/Municipal Local Government Operations Officers

- 7.1 Submit to the MILG Provincial Office duly notarized List of all Local Elected Officials within their areas of jurisdiction upon the assumption of newly elected officials after an election and update said list regularly;
- 7.2. Take actions relative to the request of the eligible sanggunian member for the issuance of Certifications on Services Rendered by the Sanggunian for the CSC grant of Sanggunian Member Eligibility:
- 7.2 Review and ensure the authenticity, correctness and completeness of the required documents to be submitted;
- 7.3 Endorse the request and required documents to the concerned Provincial Field Office:
- 7.4 Provide technical assistance to the requesting Local Government Official regarding this undertaking; and
- 7.5 Cause the immediate and widest dissemination of this Memorandum Circular within their respective LGU assignments and other concerned local authorities.

8. Effectivity

This Memorandum Circular shall take effect immediately.

9. Attachments

Annex A: Citizen's Charter Service Request Form (for the Issuance of Certification on Services Rendered by the Sanggunian Member for the grant of CSC- Sanggunian Member Eligibility); and

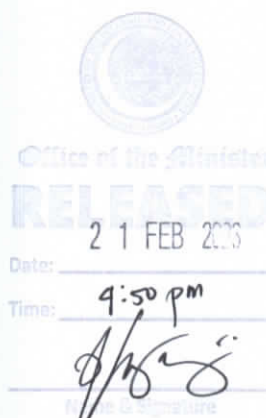
Annex B: Prescribed CSC SME Form 1, March 2013

10. Approving Authority


ATTY. NAGUIB G. SINARIMBO
Minister

OMS/FRA
LGSD/JJA/ita

fn: MC_Guidelines on the Application of Certification on Services Rendered





MINISTRY OF THE INTERIOR AND LOCAL GOVERNMENT

CITIZEN'S CHARTER SERVICE REQUEST FORM

SERVICE TITLE		Identification No.
Request for the Issuance of Certification on Services Rendered by the Sanggunian Member for the grant of CSC- Sanggunian Member Eligibility		NAME OF CLIENT:
		NAME OF ORGANIZATION:
		CONTACT DETAILS:
DOCUMENTARY REQUIREMENTS	Kindly Check the documents provided:	SIGNATURE:
1. Duly accomplished Citizen's Charter Service request form		
2. Original and Photocopy of one (1) Valid I.D (listed under item no. 4.2.2 of the Guidelines)		
3. Certification on Services Rendered issued by the MILG Provincial Office		
4. Endorsement from MILG Provincial Office		
Others		
* If filing of the application is through a representative: • Authorization letter executed by the applicant; and • Original and photocopy of at least one (1) Valid I.D. card of the representative (listed under item no. 4.2.2 of the Guidelines) *If names on the Master List have discrepancy on birth certificate /I.D. presented, for the issuance of Certification as One and The Same Person, please provide: • Affidavit of discrepancy (notarized) • Joint Affidavit of Two Dis-Interested person (notarized) • NSO/SECPA Birth Certificate • NSO Marriage Certificate (for female married applicants)		
REMARKS:		RECEIVED BY:
		DATE AND TIME RECEIVED:
		Receiving Officer
		ENDORSED TO RESPONSIBLE OFFICER:
		DATE AND TIME ENDORSED
		Name/Unit and Designation

DOCUMENTARY REQUIREMENTS	Kindly Check the documents provided:	REMARKS
1. Duly accomplish Citizen's Charter Service request form		
2. Original and Photocopy of one (1) Valid I.D (listed under item no. 4.2.2 of the Guidelines)		
3. Certification on Services Rendered issued by the MILG Provincial Office		
4. Endorsement from MILG Provincial Office		
Others		
* If filing of the application is through a representative: • Authorization letter executed by the applicant; and • Original and photocopy of at least one (1) Valid I.D. card of the representative (listed under item no. 4.2.2 of the Guidelines)		
*If names on the Master List have discrepancy on birth certificate /I.D. presented, for the issuance of Certification as One and The Same Person, please provide: • Affidavit of discrepancy (notarized) • Joint Affidavit of Two Dis-Interested person (notarized) • NSO/SECPA Birth Certificate • NSO Marriage Certificate (for female married applicants)		

ACKNOWLEDGEMENT RECEIPT			
This is to acknowledge the service/s you have requested:			Identification No.
SERVICE TITLE:	Date Received	Expected date of Release	Date of release in case of extension
Request for the Issuance of Certification on Services Rendered by the Sanggunian Member for the grant of CSC-Sanggunian Member Eligibility			
NAME OF RESPONSIBLE OFFICER/UNIT/DESIGNATION:		CONTACT DETAILS	



CERTIFICATION ON SERVICES RENDERED BY SANGGUNIAN MEMBER

This is to certify that (complete name of the Sanggunian Member) has rendered services as Sanggunian Member, as defined under Rule V of CSC Resolution No. 1300486 [Implementing Rules and Regulations of Republic Act (RA) No. 10156] with the following details:

Sanggunian Member Positions Held (a)	Name of Municipality/City (b)	Name of Province (c)	Date of Election (mm/dd/yyyy) (d)	Inclusive Period of Services Rendered		Period Served		
				From (mm/dd/yyyy) (e)	to (mm/dd/yyyy) (f)	No. of Years (g)	No. of Months (h)	No. of Days (i)
TOTAL PERIOD SERVED (j)								

This further certifies that as to date, his/her supposed election was not recalled by appropriate authority.

This Certification is issued in support of the evaluation/processing of the application of Mr./Ms. (Last Name of Sanggunian Member) for the grant of Sanggunian Member (First/Second)ability pursuant to RA No. 10156 and in accordance with CSC Resolution No. 1300486 promulgated on March 6, 2013.

Name of City/Municipality and Province), (Complete Date).

es:

Master List, s.)

Master List, s.)

Master List, s.)

(Signature over printed full name of
Authorized MILG Official)

(Complete position title of the signatory)