



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		



Republic of the Philippines
Ministry of the Interior and
Local Government
MILG- OPERATION
MANAGEMENT SERVICE,
2nd Floor, MILG Bldg.
BARM Compound
Cotabato City

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) Level Eligibility 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).

References:

- (Master List, s.)
- (Master List, s.)
- (Master List, s.)

(Signature over printed full name of
Authorized MILG Official)

(Complete position title of the signatory)