

DECLARATION

That, I, _____, Filipino citizen, of legal age,
(First, Middle, and Last Name)
_____, and a resident of _____, hereby state:
(Civil Status) (Address)

That, I am a _____ eligible. My eligibility was issued/granted by the
*(Type of Eligibility/Examination)
Civil Service Commission _____ on _____.
(Central/Regional Office or Place of Issuance/Exam) (Date of Issuance/Exam)

(Please read Categories A-C and check/choose 1 ONLY.)

A. That, I lost my Report of Rating (ROR) or Certificate of Eligibility (COE) on _____,
because of: (Date)
_____ theft _____ flood/typhoon _____ other reason/s
_____ fire _____ transfer of residence
_____ termites _____ misplacement/negligence

That, despite diligent search and efforts to locate the said ROR/COE, I could not find the same such that I believe it is lost and beyond recovery.

B. That, I am not in possession of my Report of Rating (ROR) or Certificate of Eligibility (COE), because:
_____ I did not receive/claim/pick-up my ROR or COE
_____ I submitted my ROR or COE to the agency/employer

C. That, I want to replace my Report of Rating or Certificate of Eligibility, because:
_____ it is old/torn/worn-out
_____ my request for correction of my personal information has been duly granted by the CSC

That, I am executing this Declaration to attest to the truth of the foregoing, and, in support of my request for certification of my eligibility. Under oath, I declare under penalty of perjury that this has been accomplished by me, and is true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

(Signature of Eligible/Examinee) _____ (Date) 
(Right Thumb Print)

Identification Cards presented:
Issued by: Issued at: Date of Issuance:
1 _____
2 _____

NOTE: ALL DETAILS FROM NAME TO IDENTIFICATION CARDS PRESENTED SHOULD BE ACCOMPLISHED BY THE ELIGIBLE/EXAMINEE

- *e.g. Career Service Professional/Subprofessional PD 907 RA 1080 (Professional/Subprofessional/Teacher)
Police Officer / Police Officer I Barangay Official MC 11 (Data Encoder, Plumber, Carpenter, etc.)
Professional Board Examination for Teachers Stenographer Res. 435 (Security Guard, Messenger, etc.)
Fire Officer / Penology Officer Agricultural Officer Others