

RECORD NO.: \_\_\_\_\_

Form 1. Ver.2 S. May2017

**REQUESTOR (BNS) INFORMATION**

Name: \_\_\_\_\_ Date of Birth (DD/MM/Year) \_\_\_\_\_ ID No \_\_\_\_\_

Barangay: \_\_\_\_\_ City/Mun: \_\_\_\_\_

Province: \_\_\_\_\_ Region: \_\_\_\_\_

**ISSUANCE OF BNS CERTIFICATION FOR APPLICATION OF CSC ELIGIBILITY**

**GENERAL REQUIREMENTS**

- ☐ Original endorsement letter from NNC regional office
- ☐ Original endorsement letter from local chief executive
- ☐ Certified photocopy of two (2) designation/appointment paper signed by Barangay Captain/Mayor (1st appointment & recent appointment)
- ☐ Certified two (2) BNS master list with name and details of BNS, per year of service (recent consecutive year)
- ☐ Certified photocopy of BNS ID or government issued ID
- ☐ Certificate of Completion for BNS Training and Practicum and at least two (2) certificate of attendance/participation from relevant training
- ☐ NSO certified Birth Certificate

**PROCESSED BY:**

*(to be accomplished by NNC Regional Office)*

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date & Time Received: \_\_\_\_\_

**RECEIVING INFO:**

*(to be accomplished by AD Clerk and NSD Clerk)*

Date & Time Received at AD: \_\_\_\_\_ at NSD \_\_\_\_\_

**VALIDATED:**

*(to be accomplished by NSD staff in charge)*

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date & Time Released to OED: \_\_\_\_\_

**ACTION REQUIRED:**

- ☐ For issuance of Certificate    ☐ For further verification/submission of additional documents

- ☐ For disapproval of request

**RELEASE OF CERTIFICATE**

Date & Time of Release of Certificate for mailing: \_\_\_\_\_ *(to be accomplished by NSD Clerk)*

Date & Time Mailed to RO: \_\_\_\_\_ *(to be accomplished by AD Clerk)*