

**DOCUMENTARY REQUIREMENTS FOR CIVIL SERVICE ELIGIBILITY**

<b>A. Submit the following documents to National Nutrition Council Regional Office</b>
1. Original Endorsement letter from NNC Regional Office
2. Original Endorsement letter from Local Chief Executive (LCE)
3. Certified photocopy of 2 designation/appointment paper signed by Barangay Captain or Mayor (1 <sup>st</sup> Appointment and recent appointment)
4. Certified (2) BNS Masterlist with name and details of BNS per year of service (three recent consecutive years)
5. Certified photocopy of BNS ID or government issued ID
6. Certificate of Completion for BNS Training and at least 2 Certificate of participation from relevant training
7. PSA Certified Birth Certificate
<b>B. NNC Regional Office will process and endorse to Central Office to receive Original/Authenticated and Dry-sealed List of BNS</b>
<b>C. Bring all the documents with the Original/Authenticated and Dry-sealed List of BNS to the Civil Service Commission Regional Office</b>
• <b>General Documentary Requirements</b>
1. Properly accomplished CS Form 101-1, Revised Dec. 2011
2. Three (3) pieces of identical, recent I.D. pictures following specifications by Civil Service Commission standards.
3. Original and photocopy of any government I.D. cards which must be valid (not expired) upon filling of application, and bears the applicant's name, picture and signature, issuing officer's name and signature.
4. Original and photocopy of Birth Certificate of the applicant authenticated/issued by the NSO.
5. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO.
6. If filling of application is through a representative, please provide authorization letter executed by the applicant; and original and photocopy of one (1) valid I.D. card of the representative.
• <b>Specific Documentary Requirements</b>
1. Diploma or authentic evidence of completion of high school course
2. Certification of residency in the barangay for at least six (6) years, and can speak the dialect
3. Certification of completion of the prescribed 10-day training course and 20-day practicum in the barangay where applicant is assigned
4. Certification that the applicant has obtained a passing mark in the accomplishment of targets set in the action plan
5. Copies of monthly accomplishment report (NNC Form 5) for the last two years authenticated by the nutrition action officer
6. Copies of BNS performance evaluation sheets for the last two years authenticated by the nutrition action officer for services rendered from January 1, 1981
7. Certification of at least two-year continuous and satisfactory service as BNS by the nutrition action officer and attested by the district city nutrition program coordinator
8. Copies of MOA or contract of service as BNS for the last two years
9. Notarized Affidavit stating that the BNS was not employed in the government during his/her service requirements, and that he/she did not receive any form of salary/compensation, except honorarium, during his/her service equipment
10. Original/authenticated and dry-sealed List of BNS issued by National Nutrition Council (agency to agency concern; to be submitted by NNC to CSCRO).