

**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