



Integrated Records Management Office

ADVISORY

Considering that Metro Manila is under a less-restrictive Alert Level 1, clients who will request a **certification and/or authentication of civil service eligibility** from the CSC Central Office in Batasan Hills, Diliman, Quezon City may seek an appointment to personally submit their request and receive their requested documents on the day of the appointment schedule **effective Monday, April 4, 2022**.

An appointment may be secured via the Online Registration, Appointment, and Scheduling System (ORAS) at <https://services.csc.gov.ph/>. Clients may select their preferred schedule of visit to the **CSC Central Office** from the available date and time in ORAS.

The requested documents shall be processed and released by the Records Center and Archives Division (RCAD) of the Integrated Records Management Office (IRMO) on the appointment date provided that the:

1. requirements are complete; and
2. needed examination record is available on file

Otherwise, clients will be notified through email or text message on the availability of their requested documents.

For further inquiry, clients may contact the RCAD-IRMO at the irmo.rcad@csc.gov.ph or at telephone numbers 8931-7987 and 8931-7935 local 524 or 529.

For your guidance. Thank you.

Noreen Boots Gocon Gragasin

NOREEN BOOTS GOCON-GRAGASIN
Acting Director IV

March 31, 2022