



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 84-2024

**TO : ALL CONCERNED COURT PERSONNEL OF THE
FIRST AND SECOND LEVEL COURTS**

**SUBJECT : CIVIL SERVICE COMMISSION (CSC) GRANT OF
CAREER SERVICE ELIGIBILITY – PREFERENCE
RATING (CSE-PR)**

On February 21, 2024, the Civil Service Commission (CSC) issued Memorandum Circular No. 04, s. 2024 Re: *Grant of Career Service Eligibility – Preference Rating to Specific Workers in Government Agencies Based on Length of Service and Work Performance*.

Under CSC Resolution No. 2301123 promulgated on December 07, 2023, the CSC has resolved to adopt and prescribe the *Guidelines on the Grant of Career Service Eligibility – Preference Rating to Specific Workers in Government Agencies Based on Length of Service and Work Performance*. These specific groups include Job Order (JO), Contract of Service (COS), Casual, Contractual, Coterminous, employees holding Category III and Category IV positions, as enumerated in CSC Memorandum Circular No. 10 dated April 16, 2013, and Career service employees with first level eligibility (collectively referred to as “**JOCOSC6**”).

In accordance with the said guidelines, qualified applicants for the grant of career service eligibility *via* CSE-PR shall be given a maximum of **ten (10) points**, which will be added to the failed rating range (70.00 to 79.99) to meet the passing rate of 80.00 and thereby qualifying them for Career Service Professional or Subprofessional eligibility.

To qualify for the grant of CSE-PR, the applicant shall meet the following requirements:

1. he/she must have rendered or is rendering services in the government as a JOCOSC6 (whether as Job Order, Contract of Service, Casual, Contractual, Coterminous, occupying Categories III or IV position, Career service employee with first level eligibility, or a combination of any of the aforementioned), for at least ten (10) aggregate years on the date of filing of the application for the grant of CSE-PR;

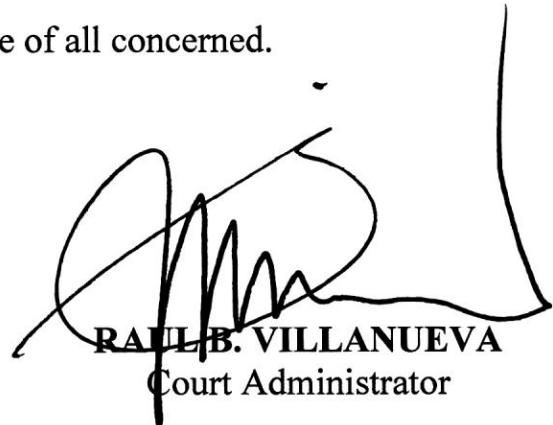
2. he/she must have applied and taken the scheduled CSE, beginning with the March 3, 2024 CSE and thereafter, either CSE - Professional or CSE - Subprofessional level, whether through PPT or other test modes, and obtained a failed rating of not lower than 70.00;
3. he/she must have at least a Very Satisfactory (VS) performance rating, or its equivalent, in the latest/available two (2) rating periods preceding the date of filing for the grant of CSE-PR; and
4. he/she must file the application for the grant of CSE-PR using the appropriate application form (CSE-PR Application Form) with complete requirements within six (6) months from the date of release of the results of the CSE taken.

This policy was published in The Philippine Star on January 27, 2024 and took effect on **February 12, 2024**.

Complete guidelines regarding the grant of CSE-PR can be accessed on the CSC website at www.csc.gov.ph.

For the information and guidance of all concerned.

25 March 2024



RAUL B. VILLANUEVA
Court Administrator