

Other SCS Requirements To Be Submitted*

- 1) Full curriculum vitae with initial in each page and signature at the last page of the applicant.
- 2) Description of position and functions of the applicant duly certified by the authorized official including the organizational chart of the office/division showing the position of the said nominee.
- 3) Description of the functions of the unit where the applicant belongs.
- 4) Photocopies of the following:
 - a. NBI Clearance
 - b. SCS clearance
 - c. Clearance from the Office of the Ombudsman
 - d. Clearance from the Office of the Sandiganbayan
 - e. Clearance from the disciplinary boards of the nominee's agency
- 5) Accomplished Nomination form duly signed by the head of agency.
- 6) Photocopies of MS/Ph.D. diplomas.
- 7) Photocopies of Civil Service Eligibilities.
- 8) Report of ratings of agency's Scientific Career Evaluation Committee (SCEC) including:
 - a. Endorsement letter from the head of department/agency.
 - b. Recommended Scientist Rank.
- 9) Certification that the agency has sufficient funds to pay for salary differentials of its nominee.
- 10) Certification from the head of agency on the Research and Development works and activities being undertaken by the nominee.
- 11) Original copy of the nominee's best three publications. One of which has been published within the last five (5) years.

* Taken from Annex B of the Merit System for the Scientific Career System CY 2006