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Office of the Schools Division Superintendent
SCHOOLS DIVISION OF BULACAN

ADVISORY

In line with the Civil Service Commission Regional Office 3's commitment to stream-line our processes and provide our clients with easy and convenient access to our services, we are pleased to inform you that beginning January 20, 2025 the application for issuance and release of Certificates of No Pending Action (CSC Clearance) can already be done online.

Please take note of the following instructions relative to said transaction:

1. An application or request for issuance of CSC Clearance for employment, promotion or separation from the service purposes may be filed online at any time
2. The application form can be downloaded from the Civil Service Commission Official Website (csc.gov.ph/downloads/category/360-csc-clearance-form)
3. An applicant shall accomplish the downloadable form and write N/A for each entry that is not applicable to him/her
4. Using the applicant's e-mail account, attach the **accomplished form**, copy of his/her **government issued I.D.** and proof of payment of the filing fee; and send the request to the CSC RO3 Legal Service Division's official email address: ro03.lsd@csc.gov.ph
5. The application fee is ₱100.00 per copy, which must be deposited at CSCRO3 Trust Fund with Account No. 3772-1005-90 at any branch of Land Bank of the Philippines
6. The CSC Clearance shall be sent via the applicant's email address within three (3) working days after receipt of complete requirements and proof of payment

Please be guided accordingly.