

# Republic of the Philippines DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES Visayas Avenue, Diliman, Quezon City Tel. No. 929-66-26

#### MEMORANDUM FROM THE SECRETARY

TO

ALL DENR OFFICIALS AND EMPLOYEES

**SUBJECT** 

INVITATION TO APPLY FOR COMMISSION IN THE

RESERVE FORCE, ARMED FORCES OF THE PHILIPPINES

(AFP)

**DATE** 

APR 0 5 2022

The Armed Forces of the Philippines invites us to apply for commission in the Reserve Force, AFP.

The Reserve Force is open to licensed professionals (PRC license/Board and Bar) who wish to join the Armed Forces of the Philippines in its relief and rescue missions during disaster or calamities, to assist in socioeconomic development and environmental protection, to assist in the operation and maintenance of essential government or private utilities in the furtherance of the AFP's overall mission.

Attached are the list of requirements and forms you will need to fill out. Submit these through the Human Resource Development Service not later than 31 May 2022.

For your information and guidance.

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MEMO NO. 2022 - 210

### SUPPORTING DOCUMENTS FOR COMMISSION IN THE RESERVE FORCE, AFP

### FOR GROUP III APPLICANTS (LICENSED PROFESSIONAL)

APPLICATION FORM
AFFIDAVIT OF NON-PENDING CASE
PICTURE (WHOLE BODY POSTCARD SIZE)
PERSONAL DATA SHEET (SOI if Active Enlisted Reservist)
PSA BIRTH CERTIFICATE WITH PSA OFICIAL RECEIPT
COLLEGE DIPLOMA & TRANSCRIPT OF RECORD (AUTHENTICATED by SCHOOL REGISTRAR)
BOARD CERTIFICATE, BOARD RATING, PRC LICENSE
CERTIFICATE of EMPLOYMENT with Service Record
PHYSICAL EXAMINATION REPORT (Note: the executive check-up or annual physical
exam results can be validated by The Surgeon General, AFP)
COMMAND CLEARANCE (will be issued later; the following will be submitted with the
application which will be used for the subsequent issuance of this Command Clearance)
(J-A) Duly accomplished Personal History Statement (PHS)
(J-B) Barangay Clearance
(J-C) Mayor's Clearance
(J-D) Police Clearance
(J-E) NBI Clearance
(J-F) CFI/RTC Clearance
DRUG TEST RESULT - RECOGNIZED DRUG TESTING CENTERS BY THE DOH
COPY/PROOF OF BASIC ROTC, SBCMT, MOT (subject applicants have undergone the
appropriate pre-commission training)

Compile these documents in one (1) original folder and one (1) photocopy with proper index tabs. Sample Table of Contents cover sheet is as attached.

ENDORSEMENT FROM PAMU COMMANDER

**M**-

# SUPPORTING DOCUMENTS FOR COMMISSION IN THE RESERVE FORCE, AFP

## FOR GROUP VI APPLICANTS (ELECTED OFFICIALS and PRESIDENTIAL APPOINTEES) in accordance with

Circular 4 GHQ, AFP (Application for Commission in the Reserve Force, AFP) and

Sec. 44, R.A. Nr. 7077 (AFP Reservist Act of 1991)

- A APPLICATION FORM
- **B** AFFIDAVIT OF NON-PENDING CASE
- C PICTURE (WHOLE BODY POSTCARD SIZE)
- **D** PERSONAL DATA SHEET (SOI if Active Enlisted Reservist)
- E PSA BIRTH CERTIFICATE with Official Receipt
- F COLLEGE DIPLOMA & TRANSCRIPT OF RECORDS (Xerox copy only; to be AUTHENTICATED by SCHOOL REGISTRAR)
- G COMELEC CERTIFICATE (For Elected Officials)

  or APPOINTMENT ORDERS FROM THE PRESIDENT (For Appointed Officials)
- **H -** PHYSICAL EXAMINATION REPORT (<u>Note</u>: the executive check-up or annual physical exam results can be submitted, to be validated by The Surgeon General, AFP)
- I COMMAND CLEARANCE (will be issued later; the following will be submitted with the application which will be used for the subsequent issuance of this Command Clearance)
  - (I-A) Duly accomplished Personal History Statement (PHS)
  - (I-B) Barangay Clearance
  - (I-C) Mayor's Clearance
  - (I-D) Police Clearance
  - (I-E) NBI Clearance
  - (I-F) CFI/RTC Clearance
- J- DRUG TEST RESULT RECOGNIZED DRUG TESTING CENTERS BY THE DOH
- **K-** COPY/PROOF OF BASIC ROTC, SBCMT, MOT (subject applicants have undergone the appropriate pre-commission training)
- L- RECOMMENDATION FROM PA MAJOR UNITS

Compile these documents in two (2) folders with one (1) original and one (1) authenticated photocopy with proper index tabs. Sample Table of Contents cover sheet is as attached.

### APPLICATION FORM FOR COMMISSION IN THE RESERVE FORCE ARMED FORCES OF THE PHILIPPINES (Cir Nr 4, GHQ, AFP s-2010)

1. Name:	ast Name)	/Eirot No	mo)	(Middle No	mal
(L	.asi ivame)	(FIISUNA	me)	(Middle Na	me)
2. Date of Birth:		_Tel No		Age:	
3. Place of Birth:					
4. Cîtîzenshîp (state w	hether natura	al-born or nat	uralized):		
5. Permanent Addres a. Tel No	s:				
b. Office Address I	Tel No				
6. Marital status:		Religio	on:		
Dependents: (attach a Name		· ·	e sheet) Relatio		
Name and Relationsh Address: 8. Civilian Employme		<del> </del>			
Position/Duty	Employe	er or Firm	Period (inclusive d	•	Cause of Separation
9. Present Occupation 10. Present position in and appointed gove	n the governn	nent; specify		ed/appointe	ed (for elected
Position		Name of Gov Office/Ad		Elect	ed/Appointed
11. Previous Military I	Experiences:	(place N/A in	blanks if NOT	APPLICA	BLE)
a. Trainee Inst b. Place and Ir c. ROTC Instru	nclusive Dates	s:			
d. Military Sch					

e. Military necessary)	Service (Chronologi	cal Records of S	Services) (attach o	on separate sheet if
(1)				
(2)				
12. Educational A	Attainment:			
Name of S	chool/Location	No. of Ye	ars	Degree
13. Civil Service	Examination, Board	or Bar passed (	State effective da	te and rating)
	s in the Reserve Fo			ervist, just write NA)
a. Rank, E	r of Svc and AFPSI	<b>N</b> :		
	signment:			
c. Mobiliza	tion Center:			
Reserve Force, A		have you ackn	owledged it?	it assignment in the if no, state reason
	of being a reservisi sic Graduate, recog			
15. Local Dialect	and Foreign Langu	age Spoken:		
	Tagalog	Ilocano	Cebuano	Others
Speak				
Write				
Translate			1	1
16. Parents' Infor	mation:			
	Fathe	er	Ī.	1other
Name				
Age				
Place of Birth		······································		
Address				
Occupation				

17. Have you been accused or convicted by any court for any crime except for minor traffic violations?
18. Have you taken the Armed Forces of the Philippines Service Aptitude Test (AFPSAT) (Indicate date / place of test):
19. Supporting papers required in filing the application are marked X below to be submitted in five (5) copies.
a. Full sized pictures of applicant (whole body) b. Birth Certificate. c. If licensed professional, submit photocopy of the following:
<ul> <li>(1) Certificate from Board Examiners of the Supreme Court, PRC Certificate/license or civil service eligibility as the case maybe.</li> <li>(2) Either ROTC Basic Course or ROTC Advance Course Certificate.</li> </ul>
d. If not licensed professional submit photocopy of:
<ul> <li>(1) College Diploma (Duly authenticated by the school registrar original copy must be initially shown to processing officer).</li> <li>(2) ROTC Basic Course/Advance Course Certificate:</li> <li>(3) Summer Camp Training Certificate if required.</li> </ul>
e. If not college graduate, submit copy of the following: (for RA718 applicant only –
Deserving NCO)  (1) Transcript of records as proof of highest educational attainment to include total number of college units earned if any.  (2) Basic or advance ROTC Certificate (photocopy)
<ul> <li>f. If with prior military experience submit the following: <ul> <li>(1) Statement of military service from the Adjutant General, AFP or Major Service Command.</li> <li>(2) Photocopy of discharge orders</li> <li>(3) Copy of orders of awards, decorations and or citations received for outstanding ability and or exceptional service rendered in combat duty if the commission being applied is based on the RA 718.</li> </ul> </li> </ul>
g. If for commission in the Chaplain Service, submit certificate from ecclesiastical superior permitting and recommending the commission.
h. Physical and Medical Examination report conducted in any AFP Medical Hospital.
i. Affidavit of good moral character.
j. Command Clearance from J2 or Major Service Command Clearance.
20. Date application accomplished:

I HEREBY CERTIFY to the correctness witness thereof, I hereunto set my signature, t	his d		
	(Signature o	of Applicant)	
SUBSCRIBED AND SWORN to before me this			_20
at, Philippir Residence Certificate Nr. issued			
residence definicate Niissued	1 011	_ 111	
	(Admini	stering Officer)	-

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S.S.
AFFIDAVIT
I, of legal age, Filipino single/married, residing at after having been duly sworn in accordance with law, do hereby depose and state:
That I am not accused of any criminal offense involving moral turpitude before any civil court in the Philippines, neither have I been previously convicted of any offense nor am I facing charges involving misconduct before any military court of administrative body including any provincial or city fiscal;
That I do not advocate nor am I a mentor of any unlawful or subversive organization that advocates the overthrow of the government of the Philippines or any other government;
That I clearly understand that any misrepresentation or falsehood used by me in the furtherance of my application for commission in the Reserve Force, AFP shall be ground for court martial charges or any administrative proceedings deemed appropriate by the proper authority.
AFFIANT SAYETH NAUGHT:
(AFFIANT)
SUBSCRIBED AND SWORN to before me this day of 20 at
No affiant exhibited to me his/her residence Certificate issued on at
(Notary Public)
- ···
Doc No Page No
Book No Series of

#### **TABLE OF CONTENTS FOR G2, PA CLEARANCE**

- A PERSONAL HISTORY STATEMENT (PHS)
- **B** BARANGAY CLEARANCE
- C MAYOR'S CLEARANCE
- D POLICE CLEARANCE
- E MUNICIPAL TRIAL COURT CLEARANCE (MTC)
- F REGIONAL TRIAL COURT CLEARANCE (RTC)
- **G** PROSECUTOR'S CLEARANCE
- **H** NBI CLEARANCE
- I DRUG TEST RESULT

#### ANNEX A of AFPR G 200-054 dtd 28 May 2019

GHQ, OJ2 200-054 Form

File Nr:	

#### PERSONNEL HISTORY STATEMENT

#### INSTRUCTIONS

- 1. Answer all questions completely; if question is not applicable, write "NA". Write "UNKNOWN" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the back of this form for extra details on any question for which you do not have sufficient space.
  - 2. Type, print or write carefully. Illegible or incomplete forms will not receive consideration.

#### WARNING

- 1. The correctness of all statements of entries made herein will be investigated.
- 2. Any deliberate omission or distortion of material facts may give sufficient cause for denial of clearance.
- 3. The statements made herein are classified CONFIDENTIAL. Revelation or use other than the authorized purpose is prohibited by AFPR G 200-054.

I.	PERS	ONAL DETAILS	
	A.	NAME:	(B.A.: L.II (B.A ( I)
	B.	(Last) (First)  RANK:AFPSN:	(Middle/Maternal) BR/SVC:
	C.	PRESENT JOB/ASSIGNMENT:	
	D.	BUSINESS OR DUTY ADDRESS:	
	E.	HOME ADDRESS (Include street & number):	
	F.	BIRTHDATE:P	PLACE:
ı	G.	CHANGE IN NAME (If by Court Action, give deta	ails):
£		Mark 1, 1997 1997 1997 1997 1997 1997 1997 1	
olican	H.	NICKNAMES:NATIO	DNALITY:
Signature of Applicant)	I.	TAX IDENTIFICATION NR:	TEL NO
ature	J.	MOBILE PHONE NR:	_ E-MAIL ADDRESS:
(Sign	K.	PASSPORT NR:	_ DATE OF EXPIRATION:

#### ANNEX A of AFPR G 200-054 dtd 28 May 2019 cont'n:

II.	PER	SONAL CHARACTERI	STICS:						
	A.	DESCRIPTION: Se	ex:	Age:	Height:_	(M)	Weight:	(kgs)	
		Build (Heavy, Mediu							
		Complexion (Dark, I							
		Color of Hair:			or Marks & Otl				
	B.	PHYSICAL CONDIT	ION:						
		Present State of He	alth (Excelle	ent, good,	Poor):				
		Recent Serious Illne	ess:						
		Blood Type:		_					
III.	MAR	ITAL HISTORY							
	A.	MARITAL STATUS:							
	B.			(Single, N	/larried, Separa	ted or Wi	dowed)		
	ъ.	NAME OF SPOUSE:(Full Name)							
		Date & Place of Mar	riage:						
		Date of Birth:		F	lace of Birth:		, , ,		
		Occupation & Place	of Employn	nent:					
		Contact Number:		Citizensl	nip:	if dual.		****	
£		Contact Number:					(Other Citi	zenship)	
Applicant)	C.	CHILDREN:							
اسا		Name	Date of	f Birth	Citizenship/A	Address	Name of F	ather/Mothe	
(Signature of									
(Sig		- VIVI - III			· · · · · · · · · · · · · · · · · · ·				
			(Use ba	ack page f	or additional in	nformatio	on)		
IV.		ILY HISTORY AND INF	ORMATIO	<u>N:</u>					
	Α.	FATHER:		(Full Nan	ne)		· · · · · · · · · · · · · · · · · · ·		
		Date & Place of Birtl	h	(. 314011	·-/				

#### ANNEX A of AFPR G 200-054 dtd 28 May 2019 cont'n:

The second

		•			Employment:		
		Citizens	ship:		_ If dual, write both citi	zenship. If nati	uralized, give date
	B.	MOTHE	R:	-th	(Full Name)		
		£	Complete /	Address:	Employment:		
			•		_ If dual, write both citi	·	
	C.		ERS AND				
	NAME		DATE OF BIRTH	CITIZENSHI P (IF DUAL, WRITE BOTH)	COMPLETE ADDRESS	OCCUPATIO N	EMPLOYER/ADDRES S
	D.				<b>1</b> :	(Full Name	)
					Employment:		
		Citizens	ship:	· · · · · · · · · · · · · · · · · · ·	_ If dual, write both citiz	zenship. If nati	uralized, give date
olicant							
(Signature of Applicant)	E.	FATHE	R-IN-LAW:		(Full I	Name)	
ature		Date &	Place of Bir	th	, , , , , , , , , , , , , , , , , , , ,		
(Sign					Employment:		
		- Joupa		, 5111 1006 Of L	-mproymont.		
		Citizens	hip:		_ If dual, write both citiz	zenship. If nati	uralized, give date
		and plac	ce where na	aturalized			

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F.	IVIOT	HER-IN-LAW:	(Full Na	ame)	
		Date & Place of Birt	h		
			PA-80-10		
		Occupation/Employ	er/Place of Employment:		
		Citizenship:	If dual, write bo	oth citizenship. If natura	alized, give date
		and place where na	turalized		
₹.	EDU	CATIONAL BACKGRO	DUND		
	Α.	Elementary	Location	Date of Attendance	Year Graduated
			•		
	В.	High School	Location		77.50
	В.	College	Location	Date of Attendance	Course Taken/ Year Graduated
	C.	Post Graduate	Location		Course Taken/ Year Graduated
	E.	Other Schools/Train	ing Attended and Date of Att	tendance:	
	F.	Civil Service Eligibili	ty, If any and Other Similar (	Qualifications Acquired	: · · · · · · · · · · · · · · · · · · ·

	A.	Date Enlisted in the	AFP:		·····
	B.	Date of Commission	•		
	C.	Source of Commission	on:		
	D.	Important Unit Assig	nments since Enlistment/C/	AD:	
INCL	USIVE C	DATES	UNIT/OFFICE	(	CHIEF OF OFFICE
				W	
	E.	Military Schools Atte	nded:		
		Military Schools Atte	nded: Date of Attendance	Nature of Training	Rating
			Date of		Rating
			Date of		Rating
			Date of		Rating
			Date of		Rating
			Date of		Rating
			Date of		Rating
			Date of		Rating

F.	Decorations, Awards	or Commendations Received:	
•			
<u></u>			
<del> </del>			
		(Use additional sheets if necess	ary)
VII. PLACE	S OF RESIDENCE S	INCE BIRTH	
VIII. ILAGE	EO OT TREDIDENOE O	INOL DIKITI:	
<u>Inclusiv</u>	ve Dates	Address	<u>s</u>
	· · · · · · · · · · · · · · · · · · ·		·
		<del></del>	
VIII. EMPLO	OYMENT:		
Inclusive Date	Type of Employment	Name & Address of Employer	Reason for Leaving
•			
			<u> </u>
Have y	ou ever been dismisse	ed or forced to resign from a position	n: No() Yes()If yes, explair
` <u> </u>			
	·		
IX. <u>FOREI</u>	GN COUNTRIES VIS	ITED:	
IX. IOKLI	ON GOOM TRIED VIOL		
Date of Visit	Country Visited	Purpose of Visit	Address Abroad
)			

#### ANNEX A of AFPR G 200-054 dtd 28 May 2019 cont'n:

X.	CREDI	T REPUTATION:				
incom		Are you entirely dependent on your salary? Yes ( )				es of
	B.	Name and address of banks or other credit	institutions v	with which	you	
Yes (	C. ) No()	Have you filed a statement of your Assets and Lia If so, what Agency?	abilities with a	any governr	nent A	
	D.	Have you filed your latest Income Tax Returns?	?			
		Amount paid for the last Calendar Year:				
	E.	Three (3) credit references in the Philippines:				
			Address			
XI.	ARRES	ST RECORD AND CONDUCT:				
			01 001111010u		1011011	0, 101
	В.	Have you ever been investigated/arrested, indicted If so, state name of court, nature of offense and disposition of the state of the st	arrested, indi	e. icted or con	victed	for a
	B. on of law	If so, state name of court, nature of offense and disposition.  Has any member of your family been investigated/  Yes ( ) No ( ). If so, state name of court, nature of	arrested, indi	e. icted or con disposition c	victed of case	for <i>a</i>
	В.	If so, state name of court, nature of offense and disposition.  Has any member of your family been investigated/  Yes ( ) No ( ). If so, state name of court, nature of	arrested, indi	e. icted or con disposition c	victed of case	for a
violatio	B. on of law	If so, state name of court, nature of offense and disposition.  Has any member of your family been investigated/  Yes ( ) No ( ). If so, state name of court, nature of	'arrested, indiformation of the following indicates and continuous asservances ( ) asservances	e. icted or condisposition condisposition conditions of PD	victed of case , expla	for a
violatio	B. on of law C. D. menting c	Has any member of your family been investigated/? Yes ( ) No ( ). If so, state name of court, nature of  Have you ever been charged of any administrative can be detained pursuant orders (GO, PD, LOI)? Yes ( ) No ( ) If so, state to Do you use intoxicating liquor or narcotics? Yes ( )	'arrested, indiformation of the nature of	e.  icted or condisposition of No ( ) If so sions of PD the case an	victed of case , expla 1081 d the	for a
violatio	B. on of law  C.  D. menting cletention.	Has any member of your family been investigated/? Yes ( ) No ( ). If so, state name of court, nature of  Have you ever been charged of any administrative ca  Have you ever been arrested or detained pursuant orders (GO, PD, LOI)? Yes ( ) No ( ) If so, state to	'arrested, indiformation of the nature of	e.  icted or condisposition of No ( ) If so sions of PD the case an	victed of case , expla 1081 d the	for a
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		Name		Address	
XIII.	ORG	ANIZATIONS:			-
	C.	List of organization	ons or social groups v	which you have been a me	ember of
<u>Or</u>	ganizati	on	Address	<u>Date of</u> <u>Membership</u>	Position Held
XIV.	MISC	ELLANEOUS:			
	D.	Hobbies, sports a	and past times.		
	E.	Language and dia	alects (indicate ability	as fluent, fair or poor):	
			Speak	Read	Write
	Langu	uage/Dialect			
	Langu	uage/Dialect			
	Langu		undergo periodic lie	detector test?	
		Are you willing to		detector test?in your own handwriting:	
St., Qı Hadji .	F. G. hine Z ( uezon C Jairula I	Are you willing to Copy exactly the As Luis E Rapaz Quinsing, a partner city turned to Richar	following paragraph in the law firm of Sand Ting Sr., a Chinese said:: I can't speak fo		ocated at 2879 Valley Fo wantung Company Ltd.,
St., Qı Hadji .	F. G. hine Z ( uezon C Jairula I	Are you willing to Copy exactly the As Luis E Rapaz Quinsing, a partner city turned to Richar	following paragraph in the law firm of Sand Ting Sr., a Chinese said:: I can't speak fo	in your own handwriting: Ave. guzzled his way thro n Diego and Ballesteros I e food expert from O.W. K	ocated at 2879 Valley Fo wantung Company Ltd.,
St., Qı Hadji .	F. G. hine Z ( uezon C Jairula I	Are you willing to Copy exactly the As Luis E Rapaz Quinsing, a partner city turned to Richar	following paragraph in the law firm of Sand Ting Sr., a Chinese said:: I can't speak fo	in your own handwriting: Ave. guzzled his way thro n Diego and Ballesteros I e food expert from O.W. K	ocated at 2879 Valley Fo wantung Company Ltd.,

Signed at:		Date:
(Witne	ess)	(Signature of Applicant)
(Witn	ess)	и навиденти в подостоя по в подости на подом почения в помощения в помощения подости на подости на подости на подости
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		2x2 Photo
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#### ANNEX A of AFPR G 200-054 dtd 22 September 2014:

#### **SKETCH YOUR RESIDENCE ADDRESS**

(Signature of Applicant)