



PHILIPPINE NAVY

Naval Reserve Command

CHECKLIST FOR BASIC CITIZEN MILITARY COURSE (BCMC) 2026

BASIC REQUIREMENTS:	
A.	Reservists Information Data Sheet: ☐ Complete Entry (Indicate NA if Not Applicable) ☐ Original picture (2x2 white background) attached to all Folders ☐ Properly signed by the applicant ☐ Administered by Admin Officer of NRCens (Naval Reserve Center)
B.	PHS Personal History Statement ☐ Complete Entry (Indicate NA if Not Applicable) ☐ Original picture (2x2 white background) attached to all Folders ☐ Properly signed by the applicant ☐ Administered by Admin Officer of NRCens (Naval Reserve Center)
C.	Barangay Clearance
D.	(PNP) Police Clearance
E.	NBI Clearance
F.	PSA Issued Birth Certificate ☐ Entry of name is correct ☐ Released by PSA
G.	College Diploma (High School or College) ☐ Check if TOR indicates graduate of Basic NROTC (if certificate of completion is not available) ☐ Correct entry of name (same with PSA birth certificate) ☐ Photocopy document shall be authenticated by school registrar where the applicant graduated.
H.	Transcript of Record (College) or Form 137-1(High School)
I.	Medical Certificate Stating that the Applicant is Mentally and Physically Fit to Undergo Basic Civil Military Training (Fit to Training signed by License Physician)
J.	2x2 Picture with white background and round neck t-shirt & Whole Body Picture ☐ Not edited ☐ Proper Grooming (Shaved/proper Haircut)
K.	Drug Test Result
PREPARATION INSTRUCTIONS: ☐ Arrange the documents in a blue folder ☐ Use red tabbing in arranging the documents as follows: A. (RIDS) Reservist Information Data Sheet B. (PHS) Personal History Statement C. Barangay Clearance D. (PNP) Police Clearance E. NBI Clearance F. PSA Birth Certificate with receipt G. College Diploma (High School or College) H. Transcript of Record (College) or Form 137-1(High School) I. Medical Certificate (Fit to Training signed by License Physician) J. 2x2 Picture with white background and round neck t-shirt & Whole Body Picture K. Drug Test Result Note: Each tabbing shall be attached in a clean whole bond paper ☐ Prepare TWO (2) folders, ONE (1) original and ONE (1) photocopy ☐ Attach cover page and table of contents. See sample below	
Blank Bond Paper size A4 BACK	

VERIFIED BY: _____

DATE: _____

Note: To be attached on top of the original folder.