CSC COMEX Advisory No. __07__, s. 2019

TO : ALL REGISTRANTS OF CSC COMEX SYSTEM

SUBJECT : CSC ROs COMEX Schedule for 2nd Semester 2019

The following important reminders and schedules for the conduct of CSC COMEX in the CSC Regional Offices and the corresponding Online Reservation of examination slots shall be observed:

**IMPORTANT REMINDERS:**

1. In the event that the slot counter has reached a negative count, all affected examinees will no longer be accepted.
2. Discretion of the CSC Regional Office concerned is applied in the admission of applicants.
3. Wear proper attire on examination day (i.e., sleeveless shirt/blouse, shorts/short pants, and slippers are NOT ALLOWED).

A. Schedule of Examination and Online Reservation

<table>
<thead>
<tr>
<th>CSC REGIONAL OFFICES*</th>
<th>Date &amp; Time of Online Reservation</th>
<th>Date of Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>August 22, 2019 8:30 a.m.</td>
<td>August 29, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Professional)</td>
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<td></td>
<td>August 28, 2019 8:30 a.m.</td>
<td>September 5, 2019</td>
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<tr>
<td></td>
<td></td>
<td>(Professional)</td>
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<tr>
<td></td>
<td>October 17, 2019 8:30 a.m.</td>
<td>October 24, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(SubProfessional)</td>
</tr>
<tr>
<td></td>
<td>November 7, 2019 8:30 a.m.</td>
<td>November 14, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Professional)</td>
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<tr>
<td></td>
<td>November 28, 2019 8:30 a.m.</td>
<td>December 5, 2019</td>
</tr>
<tr>
<td></td>
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<td>(Professional)</td>
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</tbody>
</table>

* Availability of online reservation for the CSC Regional Offices (CSC ROs) shall include only CSC ROs joining the scheduled date of examination.

Examination slots for the CSC Regional Offices shall include only the CSC ROs joining the scheduled date of examination. Applicants/registrants are strongly advised to check the Testing Center and Personal Appearance Venue indicated in the Examination Schedule before making a reservation.

The above schedule may be subject to change without prior notice. System technical problem in the Regional Offices would automatically result in rescheduling.

Applicants/registrants are strongly advised to regularly check their CSC COMEX accounts for latest announcements, developments and updates.
B. Availing CSC COMEX

1. For non-holders of CSC COMEX account
   a. Access the CSC COMEX website www.comex.csc.gov.ph/user
   b. At the homepage, click the “Sign Up Now!” button
   c. Fill out completely the online Registration Form
   d. Submit the form by clicking the “Submit” button
   e. Check your e-mail account for the system confirmation e-mail (Note: The system confirmation e-mail may be found in the SPAM folder.)
   f. Activate your COMEX user account by clicking the activation link provided by the system confirmation e-mail (Note: Successful account activation shall redirect you to the COMEX website.)
   g. Guided by the above Schedule of Examination and Online Reservation, log in to the COMEX System using your username and password
   h. Click the “Examination Schedules” tab
   i. Reserve an examination slot

2. For holders of CSC COMEX account
   a. Guided by the above Schedule of Examination and Online Reservation, log in to the COMEX System using your username and password
   b. Click the “Examination Schedules” tab
   c. Reserve an examination slot

Note: The number of examination slots available for online reservation is very limited. Slots may be taken and filled up in a matter of minutes. We strongly encourage those who were able to reserve a slot and later decide not to pursue taking the test to cancel their reservation online in order for others to be able to take the slot.

Instances of failed attempts in accessing the CSC COMEX website may be caused by congestion in the light of simultaneous access by the public. When this happens, applicants shall refresh their connection and try accessing again.

C. Three-month Prohibition on Taking the Career Service Examination (CSE)

Applicants must NOT have taken the same level of CSE being applied for, either through the Pen and Paper Test (PPT) mode or the Computerized Examination (COMEX) mode, within three (3) months before the date of examination.

D. Documentary Requirements

Documentary requirements to be presented during personal appearance before the designated CSC Office on the scheduled date and time (for the processing of examination application and for the actual examination):

1. Original and photocopy of any of the following I.D. cards, which is preferably valid (not expired on date of personal appearance and examination):
a. Driver’s License/Temporary Driver’s License (LTO O.R. must be presented together with old Driver’s License; O.R. alone is not allowed)/Student Driver’s Permit;
b. Passport;
c. PRC License;
d. SSS I.D.;
e. GSIS I.D. (UMID);
f. Voter’s I.D./Voter’s Certification;
g. BIR/Taxpayer’s I.D. (ATM type/TIN card type with picture);
h. PhilHealth I.D. (must have the bearer’s name, clear picture, signature and PhilHealth number);
i. Company/Office I.D.;
j. School I.D.;
k. Police Clearance/Police Clearance Certificate;
l. Postal I.D.;
m. Barangay I.D.;
n. NBI Clearance;
o. Seaman’s Book;
p. HDMF Transaction I.D.;
q. PWD I.D.;
r. Solo Parent I.D.;
s. Senior Citizen’s I.D.; and
t. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PPT).

NOTE: 1. I.D. card is a MUST. Strictly “NO I.D., NO APPLICATION PROCESSING” and “NO I.D., NO EXAMINATION.”

2. Photocopy only of I.D. card, or cellphone photo of I.D. card, shall not be accepted.

3. All other I.D. cards not included in the above list shall not be accepted.

4. As a last resort, expired I.D. card may be presented/submitted during personal appearance/examination day, provided that, the expiry date of the I.D. card is within the preceding months of the year reckoning the date of personal appearance/examination.

2. For applicants without date of birth in their ID card/s, original and photocopy of Birth Certificate issued by the Philippine Statistics Authority or the Local Civil Registry printed on Security Paper (SecPa).

3. For applicants holding dual citizenship under R.A. 9225, original and photocopy of Certification of Retention/Re-Acquisition of Philippine Citizenship issued by the Bureau of Immigration (Identification Certificate).

E. COMEX Fee

Examination fee - PhP600.00
Service fee for digital information - 80.00
(photo, signature and biometric fingerprints) ------------------------
TOTAL - PhP680.00
F. Test Results

Test Results shall be available within one (1) week after the examination. It shall be released officially through the posting of the list of passers in the CSC website.

Issuance of Certification in lieu of the Eligibility Card to passers shall also be available within one week after the examination.

However, the period of posting of list of passers and the availability of Certification may be extended as necessary in the light of possible system technical problem.

For further queries, contact the CSC COMEX Administrator in the Examination, Recruitment and Placement Office, Civil Service Commission, at telephone number (02) 931-8089, or (02) 931-7935 loc. 714 and 716.

Approved:

EDITHA M. DELA PEÑA
Director IV
Examination, Recruitment and Placement Office

20 JUN 2019