



MC No. 21, s. 2016

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Examinee's Guide in Taking Civil Service Examination-Pen and Paper Test

As contained in CSC Resolution No. 1600952 dated August 23, 2016, the Commission has resolved to uniformly adopt and prescribe for all its Regional and Field Offices the *Examinee's Guide in Taking Civil Service Examination-Pen and Paper Test, July 2016 (Ballpen-based)* which covers basic information on civil service examinations via the pen and paper test mode that every applicant/examinee should know. These include securing information on school assignment/testing venue, scope of examination, the closing time of gates of testing venues, things to bring on examination day, forfeiture of examination fee and slot, preliminary activities/documentation, marking answers and proper shading of answer sheet using black ballpen, restrictions during test proper, release of test results, and RA No. 9416 which declares as unlawful any form of cheating in civil service examinations.

Accordingly, applicants of civil service examinations shall be given a hard copy of the Guide, together with the Application Receipt, effective August 23, 2016.

Also, a copy of the Guide in portable document file (PDF) format shall be uploaded on the CSC website.

Please be guided accordingly.

  
ALICIA dela ROSA-BALA  
Chairperson

02 SEP 2016

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In a *Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*



EXAMINEE'S GUIDE IN TAKING  
CIVIL SERVICE EXAMINATION-  
PEN AND PAPER TEST

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Number: 1600952

Promulgated: 23 AUG 2016

### RESOLUTION

**WHEREAS**, Article IX-B, Section 2 (2) of the 1987 Philippine Constitution provides that appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, and, except to positions which are policy-determining, primarily confidential or highly technical, by competitive examinations;

**WHEREAS**, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987, provides that the Civil Service Commission (CSC) shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

**WHEREAS**, Section 12 (7), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987, provides that the CSC shall have the power to control, supervise, and coordinate civil service examinations;

**WHEREAS**, in support of the merit and fitness principle in the government service, the CSC, through the Examination, Recruitment and Placement Office (ERPO) and the CSC Regional and Field Offices (CSCROs/CSCFOs), administers civil service examinations via paper-and-pencil test mode such as, but not limited to, Career Service Examination for Professional and SubProfessional levels, Fire Officer Examination, Penology Officer Examination, and CSE for Foreign Service Officer;

**WHEREAS**, examinees of civil service examinations should be familiar with basic information like securing details on school assignment/testing venue, scope of examination, the closing time of gates of testing venues, things to bring on examination day, forfeiture of examination fee and slot, preliminary activities/documentation, marking answers and proper shading of answer sheet, restrictions during test proper, release of test results, and Republic Act (RA) No. 9416 declaring as unlawful any form of cheating in civil service examinations;

**WHEREAS**, despite the issuance and posting of examination announcements and advisories on the CSC website and the orientation on examination day, it has been observed that applicants/examinees are unaware of the basic information on civil service examinations, the reasons cited are the perennial inability to access the CSC website and unavailability and inaccessibility of internet, including examinees' tensed, preoccupied state during the examination day;

**WHEREAS**, there is an apparent need to purposefully give to applicants/examinees the basic information in printed form;

**WHEREAS**, in the June 2015 Program on Examination and Eligibilities Review (PEER), a gathering of examination representatives from the CSC Central and Regional Offices, an examinee's guide in taking civil service examinations was identified as one of the mechanisms that should be adopted across regions;

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SENADOR R. PAJARES  
Commissioner and Regional Specialist

Commission Secretary & Liaison Office

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**WHEREAS**, further, it has been observed during processing of test results that the traditional use of pencil in shading answers yields to high incidence of omits (no answer) and of multiple answers in a test item. Instances of omits could be attributed to light shading of answers with pencil, while that of multiple answers, to erasure of pencil markings when changing answers. This is despite orienting the examinees before taking the examination on proper shading of answers and on changing answers;

**WHEREAS**, the Remark Office Optical Media Reader (OMR), used in data extraction during the processing of test results, counts the use of ballpen as an important feature that may address the high incidence of omits and of multiple answers;

**WHEREAS**, to capitalize on the capability of the Remark Office OMR, all examinees shall now be required to use black ballpen to fill out all text fields and in marking/shading answers, effective during the October 23, 2016 Career Service Examination-Pen and Paper Test;

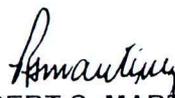
**WHEREAS**, the CSC-ERPO has prepared an Examinee's Guide in Taking Civil Service Examination incorporating, among others, the mandatory use of black ballpen in taking the examination;

**WHEREFORE**, the Commission hereby **RESOLVES** to uniformly adopt and prescribe for all its Regional and Field Offices nationwide the attached *Examinee's Guide in Taking Civil Service Examination-Pen and Paper Test, July 2016 (Ballpen-based)*. Accordingly, a hard copy of the Guide shall be given to each applicant of civil service examinations via the pen and paper test mode. Moreover, a copy of the Guide in PDF shall be uploaded in the CSC website, which is meant only to complement and not to replace the distribution of hard copy to applicants.

The Commission **FURTHER RESOLVES** that the Guide shall take effect immediately.

Quezon City.

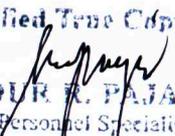
  
ALICIA dela ROSA-BALA  
Chairperson

  
ROBERT S. MARTINEZ  
Commissioner

VACANT  
Commissioner

Attested by:

  
DOLORES B. BONIFACIO  
Director IV  
Commission Secretariat and Liaison Office

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SEYMOUR R. PAJARES  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office

**EXAMINEE'S GUIDE IN TAKING  
CIVIL SERVICE EXAMINATION-PEN AND PAPER TEST  
July 2016 (Ballpen-based)**

**IMPORTANT:**

After payment of the examination fee, make sure that you return your examination application form to the CSC Action Officer to complete its processing. Upon completion, you should have been given and received your Application Receipt with the corresponding original CSC Official Receipt, and this Guide.

**BEFORE EXAMINATION DAY**

- ✓ School Assignment/Testing Venue

As applicable, examinees shall be informed of their place of examination (school assignment) through the Online Notice of School Assignment (ONSA). The school assignment may also be indicated on the Application Receipt.

ONSA shall be available via the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) approximately two weeks before the examination day. ONSA can also be accessed through the path <http://webapp.csc.gov.ph/ExamAssign/ExamAssign.htm>.

Examinees are advised to have a print-out of their Notice of School Assignment using ONSA.

If the examinees cannot access the ONSA and/or still do not know their school assignment one week before the examination day, they should inquire directly with the CSC Regional/Field Office concerned. A complete directory of CSC Regional/Field Offices nationwide is available at the CSC website [www.csc.gov.ph](http://www.csc.gov.ph).

- ✓ Examinees should visit the school/testing venue at least one day before the examination day to familiarize themselves with the location of the school/testing venue.
- ✓ Examinees are advised of the scope of examination and other relevant information:

Reference	Professional Level	SubProfessional Level
Scope of Examination	<p>In English and Filipino:</p> <ul style="list-style-type: none"> <li>• Vocabulary;</li> <li>• Grammar and Correct Usage;</li> <li>• Paragraph Organization;</li> <li>• Reading Comprehension;</li> <li>• Analogy;</li> <li>• Logic; and</li> <li>• Numerical Reasoning.</li> </ul>	<p>In English and Filipino:</p> <ul style="list-style-type: none"> <li>▪ Vocabulary;</li> <li>▪ Grammar and Correct Usage;</li> <li>▪ Paragraph Organization;</li> <li>▪ Reading Comprehension;</li> <li>▪ Spelling;</li> <li>▪ Clerical Operations; and</li> <li>▪ Numerical Reasoning.</li> </ul>
	<p>General information items on the following:</p> <ul style="list-style-type: none"> <li>➢ Philippine Constitution;</li> <li>➢ Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. No. 6713);</li> <li>➢ Peace and Human Rights Issues and Concepts; and</li> </ul>	

**EXAMINEE'S GUIDE IN TAKING  
CIVIL SERVICE EXAMINATION-PEN AND PAPER TEST  
July 2016 (Ballpen-based)**

Reference	Professional Level	SubProfessional Level
	➤ Environment Management and Protection.	
No. of Test Items	170	165
Time Limit	3 hours, 10 minutes	2 hours, 40 minutes
Test Proper	8 a.m. to 11:10 a.m.	8 a.m. to 10:40 a.m.
Time Required for Pre and Post Examination Activities/Documentation	Approximately one hour before and one hour after the test proper	

*Note: For other examinations, refer to corresponding Examination Announcement.*

- ✓ Examinees are also advised to read the corresponding Examination Advisory posted on the CSC website.

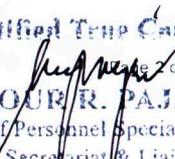
**ON EXAMINATION DAY**

**A. REMINDERS**

- ✓ Wear proper attire on the examination day (sleeveless shirt/blouse, short pants, or slippers are not allowed).
- ✓ Examinees should be at their assigned school/testing venue early on the examination day. Testing venues shall be open to examinees at 6:00 a.m.

GATES OF TESTING VENUES SHALL BE CLOSED AT 7:30 A.M. Examinees who will arrive later than 7:30 a.m. shall NOT be admitted in the testing venue.

- ✓ Bring the following items on the examination day:
  - a. I.D. card, preferably the same I.D. card presented during the filing of application even if already expired. Otherwise, bring any of the following I.D. cards, which must be valid (i.e. not expired):
    - Driver's License;
    - Passport;
    - GSIS ID;
    - SSS ID;
    - BIR ID (ATM type/TIN card type with picture);
    - Voter's ID;
    - Postal ID;
    - Barangay ID;
    - current Company/Office ID;
    - current School ID (validated for the current school year/semester/trimester);
    - PhilHealth ID (must contain the bearer's name, clear picture, signature and PhilHealth number);
    - PRC ID; or
    - Police Clearance.

  
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 Chief Personnel Specialist  
 Commission Secretariat & Liaison Office

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July 2016 (Ballpen-based)**

**Note:** - ONLY the I.D. cards included in the above list shall be accepted.

- b. Original PSA (formerly NSO) Birth Certificate (if ID card has no date of birth);
- c. Application Receipt, with corresponding Official Receipt (if available);
- d. Notice of Assignment generated thru the ONSA (as applicable);
- e. Black ballpen/s only; and
- f. Clear bottled water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies/biscuits, if any, which shall be subject to inspection by the Room Examiner/Proctor.

**IMPORTANT REMINDERS:**

**NO I.D., NO EXAM**

Failure to take the examination on your scheduled date shall mean forfeiture of your examination fee and slot. Re-scheduling of examination date is NOT allowed.

Bringing of cellular phones and any other gadgets, including calculators, wristwatches with calculator, books and any other forms of printed materials and all other similar items, is NOT allowed. If brought, these shall be surrendered to the Room Examiners. Firearms, if any, must also be surrendered to the security guard/designated firearm custodian at the entrance gate of the school/testing venue.

**B. PRELIMINARY ACTIVITIES/DOCUMENTATION**

- Before occupying their designated seats, examinees should put ALL their personal belongings in front of the room. Baseball caps, sunglasses, jackets/sweat shirts (except in cool places, or as needed), and other similar clothing/accessories must also be placed in front of the room.

Examinees should also empty all their pockets of any pieces of paper and all other materials/items.

Examinees wearing long sleeves should roll the same up to elbow level.

- For the preliminaries, the only items that the examinees should bring with them in their seats are:
  - 1) Black ballpen/s only;
  - 2) Two extra pictures (to be given by the Room Examiner on the examination day);

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Commission Secretariat & Liaison Office



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- 3) Application Receipt/Notice of Assignment/Admission Pass (as applicable); and
  - 4) Clear bottled water/preferred beverage, except alcoholic beverage, placed in clear/transparent container and/or biscuits/candies, if any.
- Three (3) important documents in the examination shall be accomplished: the Answer Sheet, the Examinee Attendance Sheet, and the Picture-Seat Plan. Instructions on accomplishing these forms shall be provided on the examination day.
  - In accomplishing the above forms, use **BLACK BALLPEN ONLY** for ALL WRITTEN and ALL SHADED entries.
  - Print legibly personal information as required:

Name – should be in the format First Name, Middle Initial, Last Name, and Extension Name (if any). Example: JUAN A. DELA CRUZ III

Sex – should be written in full  
Correct: FEMALE / MALE  
Wrong: F / M

Date of Birth – should be written completely in the format month, day and year. The month should be in full word or abbreviation and not in number. The year should not be abbreviated.  
Correct: October 10, 1974 or Oct. 10, 1974  
Wrong: 10/10/74; 10/10/1974

- After accomplishing the forms on the Proctor's table, examinees should put/keep their Application Receipt/Notice of Assignment/Admission Pass or any other items in their bags in front of the room, before they return to their respective seats.

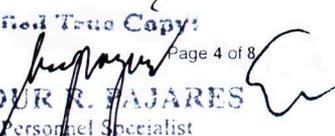
### C. THE ANSWER SHEET

The Answer Sheet has numbers written vertically that correspond to the question items. After each question are five (5) circles corresponding to the five (5) answer options. For each question, choose the correct or best answer from among the given answer options, and on the Answer Sheet, shade neatly and completely the circle that corresponds to your chosen answer option using **BLACK BALLPEN ONLY**.

Below are important reminders in accomplishing the Answer Sheet:

- Use **BLACK BALLPEN** only in filling out all text fields and in marking/shading answers.

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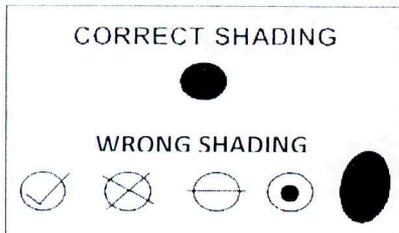
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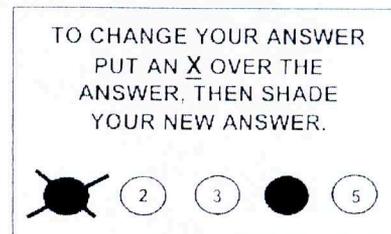
- DO NOT USE gel pen, sign pen, fountain pen, friction pen, or any other kinds of pen, including other colors of ball pen.
- Shade neatly and completely the circles that correspond to your answers.
- To change an answer:
  - Put an "X" mark over the original answer, then shade the circle that corresponds to the new and final answer.
  - DO NOT USE correction fluid, correction pen, correction tape, pen eraser, or any other similar materials.
  - Examinees are allowed to CHANGE AN ANSWER for each test item ONLY ONCE.
- DO NOT make any stray/unnecessary marks on the Answer Sheet.

Illustration:

Marking/Shading Answers



Changing an Answer



**D. TEST PROPER**

- For the test proper, the ONLY ITEMS to remain with the examinees in their seats are:
  - 1) Accomplished Answer Sheets;
  - 2) Black Ballpen/s; and
  - 3) Clear bottled water/beverage, and candies/biscuits (if any).
- Use of any aid in answering the test questions (i.e. calculators; books, dictionaries and any other forms of printed materials; watch calculators; cellular phones, tablets and any other gadgets; and all other similar materials/items) is strictly PROHIBITED.
- At any point during the examination, DO NOT STAND TO SUBMIT YOUR TEST MATERIALS. The Proctor shall approach examinees at their seats to collect their Answer Sheets and Test Booklets.

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- All remaining examinees, whether or not they finish answering the test by 10 minutes before the allotted time, shall stay inside the room until properly allowed to leave. Waiting time may take 30 minutes to one hour.

**PASSING GRADE**

To pass the test, an examinee should get a general rating of at least 80.00.

**RELEASE OF TEST RESULTS**

The List of Passers shall be uploaded/posted on the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) within 41 days after the examination.

Examination rating can be generated approximately 15 days after the List of Passers is posted, using the Online Civil Service Examination Result Generation System (OCSERGS) which can also be accessed through the CSC website.

Those who pass the examination should verify with the CSC Regional Office the availability of their Certification of Eligibility. A complete directory of the CSC Regional Offices is available at the CSC website for reference.

Passers must personally claim their Certification. Representatives are not allowed to claim the same. The basic requirements in claiming the Certification are:

1. At least one identification (I.D.) card, preferably the same I.D. card presented during filing of application, or any of the other accepted I.D. cards in which case the I.D. card must be valid i.e. not expired. The I.D. card must contain the holder's name, clear picture, date of birth (if any) and signature, and the name and signature of the issuing agency's current head/authorized representative.

*Note: ID cards accepted are: Driver's License, SSS ID, GSIS ID, PhilHealth ID (must contain the holder's name, picture, signature and PhilHealth number), current Company/Office ID, School ID (must be validated for the current school year/semester/trimester), Postal ID, BIR ID (ATM type/TIN card type with picture), Barangay ID, Voter's ID, Passport, PRC ID, and Police Clearance. Any other ID card not included in the above list shall NOT be accepted.*

2. Application receipt, if available.

The CSC Regional/Field Office, though, may require additional document/s as necessary to establish the identity of the passers.

Claiming of Certification shall be available approximately 30 days after the posting of the List of Passers.

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A corresponding Advisory on these matters shall be posted on the CSC website. For any other concerns on examination results including queries on examinee number, examinees should verify directly with the CSC Regional Office concerned. The CSC Regional Offices shall handle the release and distribution of the examination results and Certification of Eligibility.

**THE ANTI-CHEATING LAW**

The CSC uses a highly reliable system to detect cheats. Examinees are strongly warned that any form of cheating in any civil service examination shall be considered a violation of Republic Act No. 9416, which shall be a basis for the filing of an administrative case and/or criminal prosecution.

The forms of cheating are, as follows:

1. Use of crib sheets or "codigo";
2. Impersonation;
3. Employing a "poste" or a person inside or outside of the examination room who may or may not be an examinee but provides examinees with answers;
4. Collusion of whatever nature between examinees and examination personnel;
5. Examinee number switching;
6. Possession and/or use of fake Certificate of Eligibility; and
7. Such other acts of similar nature which facilitate the passing of examination.

Any person convicted of any crime involving any form of cheating shall be meted the penalty of imprisonment from six (6) to twelve (12) years and a fine of not less than Fifty Thousand Pesos (P50,000.00).

Apart from imprisonment and fine, offenders who are in government service shall be administratively liable for Dishonesty and Grave Misconduct and will be imposed the penalty of dismissal from the service with all its accessory penalties of forfeiture of retirement benefits except leave credits earned and personal contributions to the GSIS, if any, cancellation of eligibility, bar from taking any Civil Service examination, and perpetual disqualification from re-entering the government service. On the other hand, private individuals shall be perpetually barred from entering the government service and from taking any Civil Service examination.

**THE CSC SOCIAL RESPONSIBILITY PROGRAM**

The CSC under its Social Responsibility Program will collect the used ballpens of examinees on a VOLUNTARY basis after the examination and will donate them to DepEd schools all over the country whose students are mostly in need of them.

For this purpose, you may drop your used ballpens in designated containers on your way out after the examination.

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**SUSPENDING THE CONDUCT OF CIVIL SERVICE EXAMINATIONS IN TIMES OF CALAMITIES**

The CSC, in times of calamities (natural or man-made), may suspend the conduct of examination. Such suspension may be partial, or full (either at the regional, or national level) based on assessment of conditions as supported by reports issued by authorized government agencies as well as multi-media reports.

In any such event, the CSC shall immediately issue related directive and post an Examination Advisory on the CSC website [www.csc.gov.ph](http://www.csc.gov.ph). The CSC Regional Offices shall likewise post the advisory on their respective websites, as applicable. Press Release shall be issued and all efforts exerted to disseminate information, including use of social media.

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