



Examination Advisory No. 17, s. 2022

ADVISORY

TO : Examinees of the 23 October 2022 Penology Officer Examination (POE)

SUBJECT : School Assignment and Important Reminders

IMPORTANT REMINDERS:

- **NO FACE MASK, NO ENTRY TO TESTING VENUE**
Wearing face mask shall be strictly required and observed at all times.
Note: Those who may still prefer using face shields for added protection against COVID-19 may still do so.
- **NO I.D. CARD/DOCUMENT, NO EXAM**
- Be at the testing venue not later than **6:30 a.m.**, or as required by the CSC Regional/Field Offices concerned.
- **GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT EXACTLY 7:45 A.M.** Examinees who arrive later than 7:45 a.m. shall **NOT** be admitted to take the exam.
- Examinees who are unable to present either a **Proof of Full Vaccination** (i.e., original Vaccination Card/Certificate, or digital copy thereof), or a **“Negative” RT-PCR/Saliva/Antigen Test Result** shall **NOT** be allowed to enter the testing venue.
- **Wear proper attire** on examination day, preferably **plain white shirt/tops**. Examinees wearing **SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS** will not be **ALLOWED** to enter the exam venue. Also, long hair must be tied.
- **Bringing of cellular phones**, including smart phones/watches and pens/eyeglasses with built-in camera, and any other gadgets/electronic devices, including those that may facilitate video/audio recording of any test material/form, or part/portion/phase of the conduct of the exam, and all other similar items, **IN EXAMINEE’S SEAT IS NOT ALLOWED**. Prior to occupying the assigned seat, examinees shall be required to deposit said items and all other personal belongings in the designated area. Examinees are encouraged to use **transparent bag**.

Bawat Kawani, Lingkod Bayani

- **Use of any aid in answering the test** (such as calculators; watch calculators; tablets; books, dictionaries and other forms of printed materials; and any other similar materials/items/gadgets) is **NOT allowed**.
- **Bringing of the test booklet outside of the testing room/venue is strictly prohibited.** The examination, or test results, of those found violating this rule shall be cancelled.

The CSC neither holds any review class nor publishes or distributes any review material for any civil service examination. Further, the CSC does not accredit and has not accredited any individual, group, or review center for the purpose of producing/publishing and/or distributing/marketing/selling any review material, and of offering and holding review sessions/classes to prospective civil service examinees. Availing of any such product/service shall be one's personal option and accountability.

A. TESTING VENUE (SCHOOL ASSIGNMENT)

Examinees' testing venue or school assignment for the 23 October 2022 POE may be generated using ONSA or the Online Notice of School Assignment. The ONSA is now available and can be accessed through the CSC Website www.csc.gov.ph | ONSA.

Disclaimer: *The CSC does not recognize and cannot be held liable for posts or information found on other websites or social media platforms that are not, in any way, affiliated with, or are engaged in the unauthorized use of the name of CSC.*

To use ONSA, examinees should encode/fill in the required data in the corresponding data fields accurately, following the indicated format. Examinees may opt to have a **print-out** of their Notice of School Assignment using ONSA for their personal reference, but, this is not mandatory and is not a requirement.

If 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.

On the other hand, the CSC Regional Offices (ROs), may also initiate/utilize individual approaches in disseminating information on school assignments of their respective examinees.

B. EXAMINEE'S GUIDE

A link to the ***Examinee's Guide in Taking POE*** is also available through ONSA. Examinees are strongly advised to access this link, read thoroughly, and understand fully the examinee's guide to be familiar with the examination process.

Serving as the orientation/briefing material of examinees, the Examinee's Guide contains comprehensive information on the conduct of the examination to include guidelines and procedures to be observed before exam day, on exam day, after exam day, and other concerns.

The Examinee's Guide is intended for the exclusive use of examinees. Thus, examinees are advised **NOT to re-distribute their copy of the guide on their Facebook Page, or any other communication platforms.**

C. THINGS TO BRING ON EXAM DAY

1. **I.D. CARD (original)** – preferably the same I.D. card presented during filing of application. In case of loss or unavailability, the examinee must present any of the other accepted I.D. cards for civil service exam (see Annex A), which is preferably valid (not expired) on exam day.

Note:

- Photocopy only of I.D. card, or cellphone photo of I.D., shall not be accepted.
- All other I.D. cards not included in the list of accepted I.D. cards/documents for civil service exam shall not be accepted.
- As a last resort, expired I.D. card may be presented for admission on examination day, provided that, the expiry date of the I.D. card is within the preceding months of the year reckoning the date of examination (or from 01 January 2022 to 22 October 2022).

If I.D. card has no date of birth, examinees should also bring their original Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry.

2. **HEALTH DECLARATION FORM** (pre-accomplished not earlier than one day or within 24 hours prior to exam day), see Annex B

Examinees are requested to leave the temperature reading blank. The temperature of the examinee will be supplied upon going through thermal scanning at the school/testing venue main entrance on exam day.

3. **PROOF OF FULL VACCINATION** i.e., original Vaccination Card/Certificate, or digital copy thereof (*for the fully vaccinated*),

Or

“NEGATIVE” RT-PCR/SALIVA/ANTIGEN TEST RESULT (*for the partially vaccinated and the unvaccinated*).

Note: Fully vaccinated examinees assigned in testing centers located in local government units requiring RT-PCR/Saliva/Antigen testing shall also present a “negative” RT-PCR/Saliva/Antigen test result.

4. **CERTIFICATE OF CONSENT** (*only if not submitted during filing of application*), see Annex C
5. **BLACK BALL PEN/s** (*Note: Examinees must bring their own ball pen/s. Borrowing of ball pen/s shall NOT be allowed to prevent cross-contamination. Only BLACK BALL PEN shall be used in the examination. Pencils and any other kinds of pen such as gel pen, sign pen, fountain pen, friction pen, etc. including other colors of ball pen are not allowed.*)
6. **PERSONAL ALCOHOL/HAND SANITIZER** (not more than 100 ml in size)

Also, examinees may opt to bring water in clear/transparent container, and/or candies/biscuits, which shall be inspected by the Room Examiner/Proctor. However, drinking/eating may only be done outside the testing room, one at a time, and only upon the approval of the Room Examiner. Hence, water containers should be placed inside examinees' bag and brought out only when drinking/eating.

D. SCOPE OF EXAMINATION AND OTHER INFORMATION

1. Scope of Examination

PENOLOGY OFFICER EXAMINATION
General Ability (50%) – Verbal, Analytical, Numerical
Specialized Area (50%)
Jail Management Concepts & Applications (15%)
<ul style="list-style-type: none">▪ Commitment and Classifications of Inmates/Prisoners/Detainees<ul style="list-style-type: none">- Courts & other Entities Authorized to Commit a Person to Jail- Categories of Inmates- Classification of Prisoners- Classification of Detainees- Inmates Security Classification- Requirements for Commitment
The United Nations Standard Minimum Rules for the Treatment of Prisoners (Nelson Mandela Rules) and Custodial Concepts (45%)
<ul style="list-style-type: none">▪ The Nelson Mandela Rules (30%)<ul style="list-style-type: none">- Guiding Principles of the Nelson Mandela Rules- Respect for the Inherent Dignity of Persons Deprived of Liberty- Medical and Health Services- Disciplinary Measures and Sanctions- Investigations of Deaths and Torture in Custody- Protection of Vulnerable Groups- Access to Legal Representation- Complaints and Independent Inspection- Training of Staff▪ Rights and Privileges of Persons Deprived of Liberty (PDL) (10%)<ul style="list-style-type: none">- Rights and Privileges of PDL- BJMP Welfare and Development Programs<ul style="list-style-type: none">• Therapeutic Community Modality Program• Modes and Guidelines of Release of PDL• Paralegal Services▪ Bill of Rights, Article III of the Constitution & Republic Act 9745 or the Anti-Torture Act of 2009 (5%)
Special Laws and Other Related Laws (40%)
<ul style="list-style-type: none">▪ Salient Features of R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)▪ Salient Features of R.A. 9263 (An Act Providing Professionalization of the BFP and BJMP, Amending Certain Provision of R.A. 6975)▪ Salient Features of R.A. 9729 (Climate Change Act of 2009)

2. Other Information

Reference		Penology Officer Examination
No. of Test Items	Test Proper	150
	EDQ*	10
	Total	160
Time Limit		3 hours, 5 minutes
Test Proper		8 a.m. to 11:05 a.m.
Time Required for Pre and Post Examination Activities/Documentation		Approximately one hour before and one hour after the test proper

*Examinee Descriptive Questionnaire, pertaining to personal data of examinees

Please be guided accordingly.

OCT 11 2022

lead/PSRJ/CCB/svl/masfm_101022
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LIST OF ACCEPTED I.D. CARDS/DOCUMENTS FOR CIVIL SERVICE EXAM

1. Driver's License Card/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;
2. Passport;
3. PRC License Card;
4. SSS I.D. Card;
5. GSIS I.D. (UMID) Card;
6. Voter's I.D. Card /Voter's Certification;
7. BIR/Taxpayer's I.D. Card (*ATM type/TIN card type with picture*);
8. PhilHealth I.D. Card (*must have the bearer's name, clear picture, signature and PhilHealth number*);
9. Company/Office I.D. Card;
10. School I.D. Card;
11. Police Clearance/Police Clearance Certificate (with picture);
12. Postal I.D. Card;
13. Barangay I.D. Card;
14. NBI Clearance;
15. Seaman's Book;
16. HDMF Transaction I.D. Card;
17. PWD I.D. Card;
18. Solo Parent I.D. Card;
19. Senior Citizen's I.D. Card;
20. CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*); and
21. Philippine Identification (PhilID¹) Card.

¹ *Based on Republic Act No. 11055 (An Act Establishing the Philippine Identification System) and Executive Order No. 162 dated 14 February 2022 (Institutionalizing the Acceptance of the Philippine Identification or Philippine Identification System Number as Sufficient Proof of Identity and Age in All Government and Private Transactions), the Philippine Identification (PhilID) card issued by the Philippine Statistics Authority shall be accepted as valid I.D. card for civil service exams.*

(Revised, May 2022)

HEALTH DECLARATION

Body Temperature: _____
(Instruction to leave blank as temp will be supplied on the day of exam after scanning)

Date: _____

Full Name: _____ Sex: _____ Age: _____

Residence: _____

Contact Number/s: _____

Are you currently experiencing symptoms, or have experienced, within the last 14 days: <i>(Kasalukuyan ka bang nakakaranas ng sintomas o nakaranas sa huling 14 na araw)</i>	Symptoms (<i>Mga sintomas</i>)	YES (<i>Oo</i>)	NO (<i>Hindi</i>)
	a. Sore throat (<i>Pananakit ng lalamunan/masakit lumunok</i>)		
b. Shortness of Breath (<i>Hirap sa paghinga</i>)			
c. Body pains (<i>Pananakit ng katawan</i>)			
d. Headache (<i>Pananakit ng ulo</i>)			
e. Fever for the past few days (<i>Lagnat sa mga nakalipas na araw</i>)			
f. Loss of taste or smell (<i>Pagkawala ng panlasa o pang-amoy</i>)			
g. Cough and/or cold (<i>Ubo at/o sipon</i>)			
h. Diarrhea (<i>Pagtatae</i>)			

I declare under oath that I personally accomplished this Health Declaration form. Further, I declare that the information given are true, correct, and complete statements pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines.

I hereby authorize the **CIVIL SERVICE COMMISSION (CSC)**, to collect and process the data indicated herein for the purpose of effecting control of the COVID-19 infection. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required by RA No. 11469, *Bayanihan to Heal as One Act*, as amended by RA 11494, to provide truthful information. Further, I understand that any false information may have serious public health implications and may be subjected to legal consequences. Finally, I understand that, in case I would test positive for COVID-19 within 14 days after the exam day, the CSC shall, upon request of the LGU/Barangay concerned, provide my necessary/pertinent information for contact tracing.

Signature: _____

CERTIFICATE OF CONSENT

I, _____, a Filipino citizen,
(Given Name, Middle Name, Last Name, Extension Name if any)
of legal age, and a resident of _____,
(Complete Address)

hereby, declare that:

1. I understand that the Civil Service Commission (CSC) is conducting the _____ on _____.
(Title of Examination) (Date of Examination)
2. I am participating in said examination as: Examinee Examiner
3. I am fully aware of the continuing existence of the Corona Virus Disease (COVID-19) and its potential health threats/risks.
4. I understand that all known precautions and health safety protocols, in accordance with the Omnibus Guidelines of the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, to ensure my safety are taken/instituted by the CSC in and for the conduct of the examination.
5. I understand that it is my responsibility to comply with the required precautionary measures such as, but not limited to, submission of a duly and truthfully accomplished Health Declaration Form, wearing of face mask (and face shield as applicable), hand sanitizing as often as possible, physical distancing, and observance of the RT-PCR/Saliva/Antigen Testing and Quarantine Protocol as may be applicable in my case.
6. I understand that, despite taking all known precautions and health safety protocols, exposure to COVID-19 is an ever-present risk for which my absolute safety or protection from potential contracting of the virus in the conduct of the examination is not and cannot be guaranteed.

With my full knowledge and understanding of the above declarations, I hereby wholly give my consent and confirm my participation on my own free will and volition in the conduct of the _____ on _____.
(Title of Examination) (Date of Examination)

Accordingly, I set CSC entirely free from any liability or responsibility in the event that I contract COVID-19 during the period of the aforementioned examination.

Signature over printed full name of examinee/examiner

Date

Signature over printed full name of witness

Date