



Examination Advisory No. 05, s. 2023

## ADVISORY

**TO :** EXAMINEES OF THE 11 JUNE 2023 BASIC COMPETENCY ON LOCAL TREASURY EXAMINATION (BCLTE)

**SUBJECT :** School Assignment and Important Reminders

### IMPORTANT REMINDERS:

- **NO FACE MASK, NO ENTRY TO TESTING VENUE.** Wearing of face masks shall be observed at all times.
- **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.
- If feasible, **VISIT AND CONDUCT AN OCULAR INSPECTION** of the assigned school/testing venue **at least one day before the examination day** to be familiar with the school location and its route/direction, the available means of public transport, and the time and motion requirement of travelling from point of origin to the school/testing venue. **DO NOT SOLELY RELY ON GPS NAVIGATION/ROUTE/DIRECTION APP TO LEAD YOU TO YOUR TESTING VENUE ON EXAMINATION DAY.**
- **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.

Examinees are encouraged to use **transparent bag**.

- **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**.

Also, *EXAMINEES* are **NOT ALLOWED** to **KEEP** their **CELLPHONES** in their **POCKETS** during the examination.

Bawat Kawani, Lingkod Bayani

Prior to occupying the assigned seat, examinees shall be required to DEPOSIT their cellphones and all other PERSONAL BELONGINGS in FRONT OF THE ROOM, or in the designated area. **NO BAGS, OR ANY OTHER PERSONAL BELONGINGS, SHALL BE PLACED UNDER THE SEAT.**

- **Use of any aid in answering the test** (such as books, dictionaries and other forms of printed materials; cellular phones, smart phones/watches, tablets and any other gadgets; and all other similar materials/items) **is NOT allowed.**

Only "STAND-ALONE NON-GRAPHING, NON-PROGRAMMABLE, NON-SCIENTIFIC 4-FUNCTION OR 5-FUNCTION" CALCULATOR shall be allowed in the examination, see Annex A for sample image. Watch calculators, cellular phone calculators, and any other gadgets with calculator are NOT allowed.

- Examinees are NOT ALLOWED to use ANY PIECE OF PAPER, or ANY PART OF THE BODY for SCRATCH WORK. Also, DO NOT use, as scratch paper, the side margins and the back page of the Answer Sheet. Instead, examinees shall use only the spaces on the pages of the Test Booklet for scratch work.
- Examinees are NOT ALLOWED to TAKE PHOTO/PICTURE/VIDEO of any part/section of the Test Booklet, Answer Sheet, or any examination related forms/materials, and/or of other examinees and the testing venue/room, and/or of "selfie", BEFORE, DURING, or AFTER the examination and post them in the social media, including posting or publishing of any test questions in the social media, and other communication/info dissemination platforms.
- **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 11 June 2023 BCLTE may be generated using ONSA or the Online Notice of School Assignment. The CSC Regional Offices (ROs) though may also initiate/utilize individual approaches in disseminating information on school assignments of their respective examinees.

Examinees may check the availability of ONSA, through the CSC Website at [www.csc.gov.ph](http://www.csc.gov.ph), by 29 May 2023.

**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.

## **B. EXAMINEE'S GUIDE**

A link to the *Examinee's Guide in Taking BCLTE* is also available through the 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 and during exam day, among other concerns.

The Examinee's Guide is intended for the exclusive use of the 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 the filing of exam 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, i.e., 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 month/s of the year reckoning the date of examination (or from 01 January 2023 to 10 June 2023).

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. **CERTIFICATE OF CONSENT/RELEASE/WAIVER** (only if not submitted during the filing of exam application), see Annex B
3. **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.*)
4. **"STAND-ALONE NON-GRAPHING, NON-PROGRAMMABLE, NON-SCIENTIFIC 4-FUNCTION OR 5-FUNCTION" CALCULATOR** (see Annex A for sample image)  
*(Note: Watch calculators, cellular phone calculators, and any other gadgets with calculator are NOT allowed.)*
5. **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

**General Ability (25%):**

Verbal, Analytical, Leadership and Management, RA 6713

**Specialized/Technical Area (75%):**

*Mobilization of Resources (35%)*

*Management of Local Treasury Services (15%)*

*Safekeeping of Local Funds and Records (15%)*

*Preparation and Analysis of Treasury and Treasury-related Reports (10%)*

*Coordinating and Communicating Local Treasury Matters with Stakeholders (10%)*

*Management of Other PFM Areas (10%)*

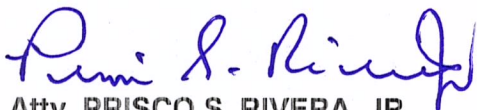
*Management of Inter-Government and Other Fund Transfers (5%)*

### 2. Other Information

Reference		BCLTE
No. of Test Items	Test Proper	170
	EDQ*	10
	Total	180
Time Limit	3 hours, 30 minutes	
Test Proper	8 a.m. to 11:30 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.



**Atty. PRISCO S. RIVERA, JR.**

Director IV

Examination, Recruitment and Placement Office

23 May 2023

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Annex A

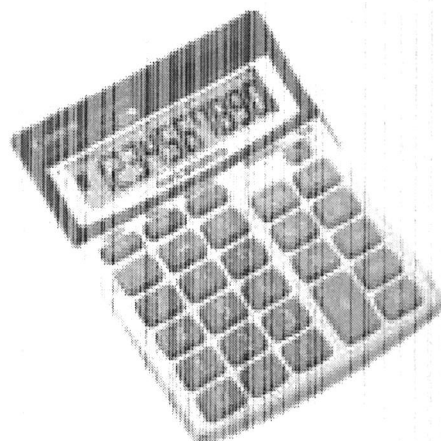
**LIST OF ACCEPTED I.D. CARDS/DOCUMENTS FOR CIVIL SERVICE EXAM**

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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*); or
21. Philippine Identification (PhilID<sup>1</sup>) Card.

**Sample Image of "Stand-alone Non-Graphing, Non-Programmable, Non-Scientific 4-Function or 5-Function" Calculator**

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<sup>1</sup> 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. It shall include both formats of (i) ePhilID which is paper-printed and may or may not be laminated, and (ii) PVC card-printed.

A handwritten mark or signature in black ink, consisting of a stylized, cursive-like shape.

**CERTIFICATE OF CONSENT/RELEASE/WAIVER**

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, wearing of face mask, hand sanitizing as often as possible, and physical distancing, 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