



Examination Advisory No. 04, s. 2024

## ADVISORY

**TO :** Examinees of the 03 March 2024 Career Service Examination, Pen and Paper Test (CSE-PPT)

**SUBJECT :** School Assignment and Important Reminders

### IMPORTANT REMINDERS:

- **Wearing of FACE MASKS shall be OPTIONAL/VOLUNTARY.** However, as a matter of prerogative, there may be CSC Regional Offices that may require the wearing of face masks.

On the other hand, the following individuals are still recommended<sup>1</sup> to wear face mask: (i) elderly; (ii) individuals with comorbidities; (iii) immunocompromised individuals; (iv) pregnant women; (v) unvaccinated individuals; and (vi) symptomatic individuals.

- **NO I.D. CARD/DOCUMENT, NO EXAM POLICY SHALL BE IMPLEMENTED.**
- 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**.

<sup>1</sup> Based on Department of Health Circular No. 2023-0324 dated 23 July 2023 (*Updated Health Protocols following Lifting of the COVID-19 Public Health Emergency*).

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- **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 and any other gadgets in their POCKETS during the examination. EXAMINEES are also NOT ALLOWED to WEAR SMART WATCHES during the examination.*

Before occupying the assigned seat, examinees shall **DEPOSIT** their **BAGS** (with their **CELLPHONES**, and **GADGETS** including **SMART WATCHES** inside), 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 calculators; watch calculators; tablets; books, dictionaries and other forms of printed materials; and any other similar materials/items/gadgets) **is NOT allowed.**
- Examinees are **NOT ALLOWED** to use **ANY PIECE OF PAPER**, or **ANY PART OF THEIR BODY/SKIN** or **CLOTHING** for **SCRATCH WORK**. Also, **DO NOT** use, as scratch paper, the side margins and the back page of the Answer Sheet<sup>2</sup>. 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 03 March 2024 CSE-PPT for Professional and SubProfessional levels 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.

<sup>2</sup> The Answer Sheet for low vision examinees is composed of two (2) pages.



Examinees may check the availability of ONSA, through the CSC Website at [www.csc.gov.ph](http://www.csc.gov.ph), by **19 February 2024**.

**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 CSE-PPT (Revised, February 2024)*** 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 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 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 honored.*
- *As a last resort, however, 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 2024 to 02 March 2024).*

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. **BLACK BALL PEN/s** (**Note:** *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.*)
3. **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.

## D. SCOPE OF EXAMINATION AND OTHER INFORMATION

### 1. Scope of Examination

Professional Level	SubProfessional Level
<p>In English and Filipino:</p> <ul style="list-style-type: none"> <li>➤ Verbal ability                             <ul style="list-style-type: none"> <li>▪ Vocabulary                                     <ul style="list-style-type: none"> <li>- Word meaning</li> <li>- Sentence completion</li> </ul> </li> <li>▪ Grammar &amp; correct usage                                     <ul style="list-style-type: none"> <li>- Error recognition</li> <li>- Sentence structure</li> </ul> </li> <li>▪ Correct/logical reasoning of thought processes                                     <ul style="list-style-type: none"> <li>- Paragraph organization</li> <li>- Reading comprehension</li> </ul> </li> </ul> </li> </ul>	<p>In English and Filipino:</p> <ul style="list-style-type: none"> <li>➤ Verbal ability                             <ul style="list-style-type: none"> <li>▪ Vocabulary                                     <ul style="list-style-type: none"> <li>- Word meaning</li> <li>- Sentence completion</li> </ul> </li> <li>▪ Grammar &amp; correct usage                                     <ul style="list-style-type: none"> <li>- Error recognition</li> <li>- Sentence structure</li> </ul> </li> <li>▪ Correct/logical reasoning of thought processes                                     <ul style="list-style-type: none"> <li>- Paragraph organization</li> <li>- Reading comprehension</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>➤ Numerical ability                             <ul style="list-style-type: none"> <li>▪ Number sequence</li> <li>▪ Basic operation</li> <li>▪ Word problem</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Numerical ability                             <ul style="list-style-type: none"> <li>▪ Number sequence</li> <li>▪ Basic operation</li> <li>▪ Word problem</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>➤ Analytical ability                             <ul style="list-style-type: none"> <li>▪ Word analogy</li> <li>▪ Logical reasoning                                     <ul style="list-style-type: none"> <li>- Identifying assumption</li> <li>- Drawing conclusion</li> <li>- Logic</li> <li>- Data interpretation</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Clerical Ability                             <ul style="list-style-type: none"> <li>▪ Filing</li> <li>▪ Spelling</li> </ul> </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. 6713);</li> <li>◆ Peace and Human Rights Issues and Concepts; and</li> <li>◆ Environment Management and Protection</li> </ul>	

### 2. Other Information

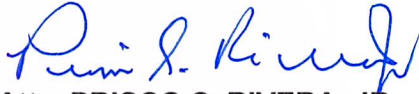
Reference		Professional Level	SubProfessional Level
No. of Test Items	Test Proper	150	145
	EDQ*	20	20
	Total	170	165
Time Limit		3 hours, 10 minutes	2 hours, 40 minutes
Test Proper		8 a.m. to 11:10 a.m.	8 a.m. to 10:40 a.m.
Time Required for Pre and Post Examination Activities/Documentation		Approximately one hour before and one hour after the test proper	

\*Examinee Descriptive Questionnaire, pertaining to personal data of examinees

## E. TARGET RELEASE OF TEST RESULTS

The List of Passers shall be posted on the CSC Website [www.csc.gov.ph](http://www.csc.gov.ph) by 12 May 2024. Examinees can generate their individual examination rating through the OCSEGRS or the Online Civil Service Examination Result Generation System, which can also be accessed through the CSC Website by 19 May 2024, or as indicated in the corresponding issuance/advisory.

Please be guided accordingly.



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

Director IV

Examination, Recruitment and Placement Office

15 FEB 2024

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Annex A

### 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*); OR
21. Philippine Identification (PhilID<sup>3</sup>) Card.

<sup>3</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.