

Examination Advisory No. 09, s. 2025

## ADVISORY

TO : ALL EXAMINEES OF THE 01 JUNE 2025 BASIC COMPETENCY ON  
LOCAL TREASURY EXAMINATION (BCLTE)

SUBJECT : School Assignment and Important Reminders

### IMPORTANT REMINDERS:

- NO I.D. CARD/DOCUMENT, NO EXAM POLICY SHALL BE STRICTLY IMPLEMENTED
- Use of CALCULATOR in BCLTE is ALLOWED. However, only "STAND-ALONE NON-GRAPHING, NON-PROGRAMMABLE, NON-SCIENTIFIC 4-FUNCTION OR 5-FUNCTION" CALCULATOR shall be allowed in the examination (see sample image below).



SAMPLE ONLY

(Note: Watch calculators, cellular phone calculators, and any other gadgets with calculator are NOT allowed.)

- Use of any other form of 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**.
- Examinees are reminded to **STRICTLY USE ONLY THE EXAMINEE NUMBER ASSIGNED to them** as found in the **Examinee Attendance Sheet**. They **MUST NOT USE ANY OTHER EXAMINEE NUMBER**. *Non-compliance/failure to use the assigned Examinee Number may constitute violation of Republic Act No. 9416 (Anti-Cheating Law), i.e., examinee number switching which, among others, is a specified form of "cheating."*

Still regarding Examinee Number, examinees are advised to **TAKE NOTE** of their **EXAMINEE NUMBER** as it will be **REQUIRED TO ACCESS** their **INDIVIDUAL RATING** through the Online Civil Service Examination Result Generation System (**OCSERGS**) after the examination. For this matter, examinees are further advised to write down/copy their Examinee Number on their Application Receipt and/or CSC Official Receipt and safe keep the same for later use in accessing the OCSERGS.

Bawat Kawani, Lingkod Bayani

- 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.**
- On examination day, 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.**
- **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**.

- **Wearing of FACE MASKS shall be OPTIONAL/VOLUNTARY.** However, 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; and (v) symptomatic individuals.
- **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.**

- 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.

<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*), especially in crowded or poorly ventilated spaces.

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

- 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 and the suggested answers thereto in the social media, and other communication/info dissemination platforms.
- **Bringing of the Test Booklet, or Answer Sheet, 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.

Further, the **CSC does not grant permission to any individual or entity to use its name and logo**, including the former CSC emblem, for activities or online promotions. These include, but are not limited to, solicitation, recruitment, production of materials, and enrollment in review classes. Unauthorized use of the CSC logo by individuals or entities without written permission, endorsement, or approval from the CSC will be dealt with accordingly.

#### **A. TESTING VENUE (SCHOOL ASSIGNMENT)**

Please be advised of the following testing venues for the 01 June 2025 BCLTE:

Region	Testing Center	Testing Venue/School
I	San Fernando City, La Union	North Central School F. Ortega Highway, San Fernando City, La Union
II	Tuguegarao City	Cagayan National High School-Junior HS Bagay Road, Tuguegarao City
III	City of San Fernando, Pampanga	Pampanga High School High School Boulevard, Lourdes City of San Fernando, Pampanga
IV	Batangas City	Batangas State University-Main Rizal Avenue, Batangas City
V	Legazpi City	Mariners Polytechnic College Foundation-Main Rawis, Legazpi City
VI	Iloilo City	Mandurriao National High School Q. Abeto Street, Mandurriao, Iloilo City
VII	Cebu City	Lahug Elementary School Gorordo Avenue, Cebu City
VIII	Tacloban City	Leyte Normal University-Youngfield Campus Ninoy Aquino Avenue, Tacloban City
IX	Zamboanga City	Don Pablo Lorenzo Memorial High School Governor Ramos Avenue, Sta. Maria, Zamboanga City

Region	Testing Center	Testing Venue/School
X	Cagayan de Oro City	Misamis Oriental General Comprehensive High School Don Apolinar Velez Street, Cagayan de Oro City
XI	Davao City	Teodoro Palma Gil Elementary School Elpidio Quirino Avenue, Poblacion District, Davao City
XII	Koronadal City	Koronadal Central Elementary School II Jose Rizal Street, Koronadal City
NCR	Manila	Dr. Alejandro Albert Elementary School 2110 Dapitan St, Sampaloc, Manila
CAR	Baguio City	Baguio City National High School Governor Pack Road, Baguio City
Caraga	Butuan City	Father Saturnino Urios University-Morelos Campus Libertad, Butuan City
BARMM	Cotabato City	Cotabato City National High School-Main Campus Sinsuat Avenue, Cotabato City

Examinees' individual room assignment 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 18 May 2025<sup>3</sup>.

**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.

## B. EXAMINEE'S GUIDE

A link to the ***Examinee's Guide in Taking BCLTE (May 2025)*** 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.**

<sup>3</sup> Since said date falls on a Sunday, the availability of ONSA may be adjusted/moved either earlier on a working day before the subject date, or later to next regular working day.



### C. THINGS TO BRING ON EXAM DAY

1. **I.D. CARD (original<sup>4</sup>)** – 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 (refer to attached list), 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 allowed.
- 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 2025 to 31 May 2025).

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. **“STAND-ALONE NON-GRAPHING, NON-PROGRAMMABLE, NON-SCIENTIFIC 4-FUNCTION OR 5-FUNCTION” CALCULATOR** (see sample image below)



(Note: Watch calculators, cellular phone calculators, and any other gadgets with calculator are NOT allowed.)

4. **APPLICATION RECEIPT** and/or **CSC OFFICIAL RECEIPT** (Note: It would be ideal for examinees to bring either or both items which shall be used in taking down note of the Examinee Number for later use in accessing the OCSEGRS to be able to generate individual examination rating. But this is not mandatory and is not a requirement for admission.)
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.

### D. SCOPE OF EXAMINATION AND OTHER INFORMATION

#### 1. Scope of Examination

Basic Competency on Local Treasury Examination
<b>General Ability (25%):</b> Verbal, Analytical, Leadership and Management, RA 6713

<sup>4</sup> Shall include the Digital National I.D. subject to verification using the National ID Check facility through website <https://verify.gov.ph/check>.

V



Basic Competency on Local Treasury Examination	
<b>Specialized/Technical Area (75%):</b>	
<i>Mobilization of Resources</i> <i>Management of Local Treasury Services</i> <i>Safekeeping of Local Funds and Records</i> <i>Preparation and Analysis of Treasury and Treasury-related Reports</i> <i>Coordinating and Communicating Local Treasury Matters with Stakeholders</i> <i>Management of Other PFM Areas</i> <i>Management of Inter-Government and Other Fund Transfers</i>	

## 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

## 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 13 July 2025<sup>5</sup>. Examinees can generate their individual examination rating through the OCSERGS or the Online Civil Service Examination Result Generation System, which can also be accessed through the CSC Website by 20 July 2025<sup>6</sup>, or as indicated in the corresponding issuance/advisory.

**Note:** *Examinee Number shall be a required data field for examinees to be able to access the OCSERGS. For this purpose, examinees are advised to take note of their Examinee Number and to safekeep their Application Receipt and/or CSC Official Receipt where they have written down their Examinee Number during the preliminaries on examination day.*

Please be guided accordingly.



**Atty. PRISCO S. RIVERA, JR.**  
 Director IV  
 Examination, Recruitment and Placement Office

**MAY 14 2025**

/s/PSRJ/CCB/svf/masfm.050825  
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<sup>5</sup> Since said date falls on a Sunday, the posting of the List of Passers may be adjusted/moved either earlier on a working day before the subject date, or later to next regular working day.

<sup>6</sup> Since said date falls on a Sunday, the availability of OCSERGS may be adjusted/moved either earlier on a working day before the subject date, or later to next regular working day.

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

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>7</sup>) Card.



<sup>7</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 (PSA) 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. Moreover, pursuant to PSA Public Advisory dated 11 June 2024 (with Reference Number 24-UCDMS00-06-020; and can be accessed through the link <https://psa.gov.ph/content/public-advisory-37>), the Digital National I.D. may also be accepted subject to verification using the National ID Check facility through website <https://everify.gov.ph/check>.