



Examination Announcement No. 02, s. 2024

## ANNOUNCEMENT

The Civil Service Commission (CSC) announces the conduct of the

### PENOLOGY OFFICER EXAMINATION (POE) for CY 2024:

To establish a Register of Eligibles (RoE) from which certification and appointment to second level ranks in the Bureau of Jail Management and Penology (BJMP) and other functionally related positions shall be made, provided the eligibles meet the qualifications and other requirements of the positions.

| Date of Examination | Application Period |               | Target Release Date of Test Results |
|---------------------|--------------------|---------------|-------------------------------------|
|                     | From               | To            |                                     |
| 02 June 2024        | 04 March 2024      | 03 April 2024 | 14 July 2024                        |

**Note:** Acceptance of applications shall be on a **FIRST-COME, FIRST-SERVED** basis and shall be closed any time before the deadline once the CSC Regional/Field Office has already reached the target number of applicants.

#### A. TESTING CENTERS

Applicants must communicate/coordinate with the CSC Regional Office (CSC RO), or CSC Field Office (CSC FO), where they intend to take the examination regarding the **available exam slots**. A complete directory of CSC Regional and Field Offices nationwide is available at the CSC Website [www.csc.gov.ph](http://www.csc.gov.ph) for reference.

| REGION | TESTING CENTER |                |                                |
|--------|----------------|----------------|--------------------------------|
|        | Seq No (nat'l) | Seq No (reg'l) | City/Municipality              |
| I      | 1              | 1              | San Fernando City, La Union    |
| II     | 2              | 1              | Tuguegarao City                |
| III    | 3              | 1              | City of San Fernando, Pampanga |
| IV     | 4              | 1              | Batangas City                  |
| V      | 5              | 1              | Legazpi City                   |
|        | 6              | 2              | Masbate City                   |
|        | 7              | 3              | Naga City                      |
|        | 8              | 4              | Sorsogon City                  |
|        | 9              | 5              | Virac, Catanduanes             |
|        | 10             | 6              | Daet, Camarines Norte          |

Bawat Kawani, Lingkod Bayani

| REGION | TESTING CENTER |                |                     |
|--------|----------------|----------------|---------------------|
|        | Seq No (nat'l) | Seq No (reg'l) | City/Municipality   |
| VI     | 11             | 1              | Iloilo City         |
| VII    | 12             | 1              | Cebu City           |
| VIII   | 13             | 1              | Tacloban City       |
| IX     | 14             | 1              | Zamboanga City      |
| X      | 15             | 1              | Cagayan de Oro City |
| XI     | 16             | 1              | Davao City          |
| XII    | 17             | 1              | Koronadal City      |
| NCR    | 18             | 1              | Quezon City         |
| CAR    | 19             | 1              | Baguio City         |
|        | 20             | 2              | Tabuk City          |
| Caraga | 21             | 1              | Butuan City         |
| BARMM  | 22             | 1              | Cotabato City       |

## B. QUALIFICATION / ADMISSION REQUIREMENTS

All applicants MUST STRICTLY MEET the following qualification requirements:

1. Must be a Filipino citizen;
2. At least 18 years old on the date/time of filing of application;
3. Must be of good moral character;
4. Must have at least graduated from K to 12 Program, or a high school graduate under the old program;
5. Must be mentally and physically fit;
6. Must not have been convicted by final judgment of an offense or crime involving moral turpitude, or of disgraceful or immoral conduct, dishonesty, examination irregularity, drunkenness, or addiction to drugs;
7. Must not have been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government; and
8. Must be at least 1.57m (5'2) in height for male, and 1.52m (5'0) for female.

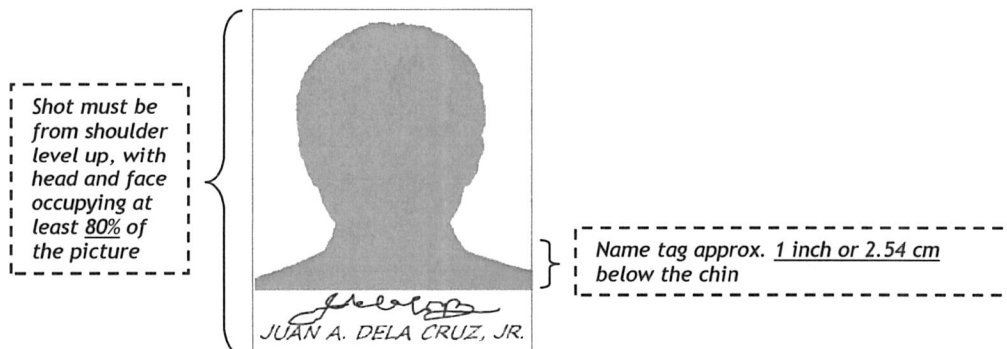
- Note:**
- a) *The above-stated qualifications only pertain to taking the examination and do not necessarily cover appointment to the position of Jail Officer I or related positions, which require completion of a bachelor's degree.*
  - b) *Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination fees paid shall be forfeited.*
  - c) *Applicants holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003), and those recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution, may apply for and take the examination upon presentation of pertinent document/s, and meeting of all the other admission and application requirements for the examination.*
  - d) *Applicants with pending administrative or criminal cases may take the examination and shall be conferred the eligibility if they successfully pass the same. However, this is without prejudice to the outcome of their pending cases. If they are found guilty, their eligibility shall be cancelled based on the penalties imposed in the decision and under existing Civil Service Law and Rules [e.g. Section 57 (a) of the 2017 Rules on Administrative Cases in the Civil Service].*

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- e) *Individuals who possess any of the following eligibilities may opt not to take the POE anymore:*
1. *Career Service Professional Eligibility;*
  2. *Career Foreign Service Officer Eligibility;*
  3. *RA 1080 Eligibility (Bar, Board exams);*
  4. *Honor Graduate Eligibility under P.D. 907;*
  5. *Scientific and Technological Specialist Eligibility under P.D. 997;*
  6. *Sanggunian Member Eligibility (2<sup>nd</sup> Level) under R.A. No. 10156;*
  7. *Foreign School Honor Graduate Eligibility under CSC Resolution No. 1302714; or*
  8. *Veteran Preference Rating Eligibility (Professional) under E.O. No. 132, s. 1948 and E.O. No. 790, s. 1982.*

### C. APPLICATION REQUIREMENTS

1. Fully accomplished Application Form (appropriate/applicable **CS Form No. 100**).
2. Four (4) pieces of identical **I.D. pictures** with specifications, as follows:
  - a. Philippine **Passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)**
  - b. Colored, with **white background**
  - c. Taken **within three (3) months prior** to filing of application
  - d. Printed on **good quality photo paper** (i.e., photo does not peel off)
  - e. In **standard close-up shot** (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately **1 inch or 2.54 cm** below the chin)
  - f. In **bare face** (no eyeglasses; no colored contact lens; no headdress, no bandana, or any other accessories that may cover the facial features; facial features not computer enhanced)
  - g. Showing **left and right ears**
  - h. Taken in **full-face view** directly facing the camera
  - i. With **neutral facial expression**, and **both eyes open**
  - j. With **HANDWRITTEN** (not computer-generated) **name tag** legibly showing **SIGNATURE OVER PRINTED FULL NAME** which includes: **Given Name/s, Middle Initial (if any), Last Name, and Extension Name (if any)**



3. Original and photocopy of any of the following accepted **I.D. cards** for civil service exams:
  - a. 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;
  - b. Passport;
  - c. PRC License Card;
  - d. SSS I.D. Card;
  - e. GSIS I.D. Card (UMID);
  - f. Voter's I.D. Card /Voter's Certification;
  - g. BIR/Taxpayer's I.D. Card (*ATM type/TIN card type with picture*);
  - h. PhilHealth I.D. Card (*must have the bearer's name, clear picture, signature and PhilHealth number*);
  - i. Company/Office I.D. Card;
  - j. School I.D. Card;

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- k. Police Clearance/Police Clearance Certificate (with picture);
- l. Postal I.D. Card;
- m. Barangay I.D. Card;
- n. NBI Clearance;
- o. Seaman's Book;
- p. HDMF Transaction I.D. Card;
- q. PWD I.D. Card;
- r. Solo Parent I.D. Card;
- s. Senior Citizen's I.D. Card;
- t. CSC Eligibility Card; or
- u. Philippine Identification (PhilID<sup>1</sup>) Card.

**Note:** 1. All other I.D. cards not included in the above list shall not be accepted.  
2. As a last resort, expired I.D. card may be presented/submitted during filing of examination application, provided that the expiry date of the I.D. card is within CY 2024.

4. **Examination fee** of Seven Hundred Pesos (PhP700.00)

**OTHER/ADDITIONAL REQUIREMENTS, as applicable:**

- Original and photocopy of **Birth Certificate** issued by the Philippine Statistics Authority or the Local Civil Registry (*only for applicants without date of birth on their I.D. card/s*)
- Original and photocopy of **Identification Certificate (IC)** issued by the Bureau of Immigration (*only for applicants holding dual citizenship under R.A. 9225; and applicants recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution*)

**D. WHERE TO GET APPLICATION FORM AND HOW TO FILE APPLICATION**

1. Where to Get the Application Form

The Application Form (appropriate/applicable CS Form No. 100) is available at any CSC Regional/Field Office, or may be downloaded from the CSC Website: [www.csc.gov.ph](http://www.csc.gov.ph). The Application Form may be printed/reproduced using legal size bond paper.

2. How to File/Mode of Filing Application

**Applicants must communicate/coordinate with the CSC Regional Office (CSC RO), or CSC Field Office, where they intend to take the examination for information/details regarding the mode/s of filing application and the corresponding procedures.** A complete directory of CSC Regional and Field Offices nationwide is available at the CSC Website at [www.csc.gov.ph](http://www.csc.gov.ph) for reference.

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

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## E. TRANSFER OF TESTING CENTER

Requests for transfer of testing center may be permitted under certain meritorious cases (e.g., transfer of residence/workplace), subject to the evaluation of the CSC RO/FO concerned. Such request shall be made in writing and submitted not later than five (5) working days after the deadline of filing of application or by 11 April 2024. The written request must: (i) indicate the reason for the transfer of testing center; (ii) be accompanied by supporting evidence, and a copy of the Application Receipt; and (iii) be sent to the CSC RO/FO where the exam application was filed, through email, or courier. Strictly, no request for transfer of testing center shall be accepted beyond said period. Hence, applicants are advised to be circumspect and certain in determining the testing center where they intend to take the examination.

## F. SCOPE OF EXAMINATION

### **General Ability (50%)**

– Verbal, Analytical, Numerical

### **Specialized Area (50%), distributed as follows:**

#### **1. Jail Management Concepts & Applications (7.5%)**

- Commitment and Classifications of Inmates/Prisoners/Detainees
  - Courts and other Entities Authorized to Commit a Person to Jail
  - Categories of Inmates
  - Classification of Prisoners
  - Classification of Detainees
  - Inmates Security Classification
  - Requirements for Commitment

#### **2. The United Nations Standard Minimum Rules for the Treatment of Prisoners (Nelson Mandela Rules) and Custodial Concepts (22.5%)**

- The Nelson Mandela Rules (15%)
  - 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) (5%)
  - Rights and Privileges of PDLs
  - BJMP Welfare and Development Programs
    - Therapeutic Community Modality Program
    - Modes and Guidelines of Release of PDL
    - Paralegal Services
- Bill of Rights, Article III of the Constitution and Republic Act 9745 or the Anti-Torture Act of 2009 (2.5%)

### 3. Special Laws and Other Related Laws (20%)

- 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)

## G. PASSING GRADE

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

## H. 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 14 July 2024.

**Note:** *Only the List of Passers posted on the CSC Website is official. The CSC does not recognize and is not liable for any other postings on any other websites that are not affiliated with, or are engaged in the unauthorized use of the name of, the CSC.*

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 21 July 2024, or as indicated in the corresponding issuance/advisory.

## I. RESULTING CIVIL SERVICE ELIGIBILITY

The civil service eligibility resulting from passing the Penology Officer Examination shall be called **Penology Officer Eligibility**. It is a second level eligibility, which is specific and appropriate for appointment to second level ranks under the uniformed service in the jail management and penology, and functionally related services only, except for ranks under the Philippine National Police. The Penology Officer Eligibility is NOT comparable to the Career Service Professional or Subprofessional Eligibility.

### DATA PRIVACY NOTICE

*The information solicited from, and provided by, the applicants of civil service examinations mainly through CS Form No. 100 (Application for Civil Service Examination) shall be handled and used particularly for examination-related processing as well as for policy development/review, research, and study purposes only, according to appropriate provisions of R.A. No. 10173 or the Data Privacy Act of 2012. Moreover, the information, especially those of civil service examination passers, may be shared with or indorsed to government agencies essentially for recruitment/employment purposes.*

### DISCLAIMER

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.

### WARNING

The Civil Service Commission uses a highly reliable system to detect cheats.

Cheating refers to any act or omission before, during, or after any civil service examination that will directly or indirectly undermine the sanctity and integrity of the examination. Any form of cheating in any civil service examination has been declared criminally and administratively punishable under Republic Act No. 9416 and its Implementing Rules and Regulations. Cheating comes in forms such as, but not limited to, the following:

1. Use of crib sheets or "codigo" containing codes in any form (written on any material or in digital form);
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. Unauthorized possession / use / reproduction / dissemination of examination-related materials;
7. Possession / use of fake Eligibility; and/or
8. Such other acts of similar nature which facilitate passing the examination.

**Bringing the test booklet outside the testing room/venue is strictly prohibited.** The examination, or test results, of those found violating this rule shall be cancelled.

Moreover, the CSC **strongly denounces** and **strongly discourages** the act of **sharing and disseminating test questions and the suggested answers thereto, including sharing and posting the same online such as in social media applications and other platforms**, and such other means that tend to directly or indirectly undermine or threaten the sanctity and integrity of the Civil Service examinations.

Approved:



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

Director IV

Examination, Recruitment and Placement Office

**FEB 08 2024**

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