



Examination Announcement No. 09, s. 2024

## ANNOUNCEMENT

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

### Career Service Examination, Pen and Paper Test (CSE-PPT) for Professional and SubProfessional Levels 02 March 2025

To establish a Register of Eligibles (RoE) from which certification and appointment to first and second level positions in the civil service, except those involving practice of profession and/or are covered by special laws, shall be made, provided the eligibles meet the qualifications and other requirements of the positions. The RoE may also be a reference for employment in the private sector.

Date of Examination	Application Period		Target Release Date of Test Results
	From	To	
02 March 2025	19 November 2024	03 January 2025	10 May 2025 <sup>1</sup>

- Note:** 1. *with limited acceptance of applications for the period 16-27 December 2024 to be managed by the CSC Regional/Field Offices to give way to the preparation and submission of year-end reports and project/program evaluation reports, and other year-end official activities*
2. *Acceptance of applications shall be on a **FIRST-COME, FIRST-SERVED** basis and may 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/S
I	San Fernando City (La Union) Vigan City (Ilocos Sur) Candon City (Ilocos Sur) Laoag City (Ilocos Norte) Urdaneta City (Pangasinan) Lingayen, Pangasinan

<sup>1</sup> This may be subject to adjustment depending on the actual number of examinees.

<b>REGION</b>	<b>TESTING CENTER/S</b>
<b>II</b>	Tuguegarao City (Cagayan) Cauayan City (Isabela) Divilacan, Isabela Bayombong, Nueva Vizcaya Diffun, Quirino Basco, Batanes
<b>III</b>	City of San Fernando (Pampanga) Malolos City (Bulacan) Guiguinto, Bulacan Cabanatuan City (Nueva Ecija) San Jose City (Nueva Ecija) Balanga City (Bataan) Baler, Aurora Tarlac City (Tarlac) Zambales
<b>IV</b>	Bacoor City (Cavite) Sta Rosa City (Laguna) Batangas City (Batangas) Cainta, Rizal Lucena City (Quezon)  Mamburao, Occidental Mindoro Pinamalayan, Oriental Mindoro Boac, Marinduque Romblon, Romblon Puerto Princesa City (Palawan) Brooke's Point, Palawan
<b>V</b>	Legazpi City (Albay) Daet, Camarines Norte Naga City (Camarines Sur) Pili, Camarines Sur Sorsogon City (Sorsogon) Masbate City (Masbate) Virac, Catanduanes
<b>VI</b>	Iloilo City (Iloilo) Bacolod City (Negros Occ) Roxas City (Capiz) Kalibo, Aklan San Jose, Antique Jordan, Guimaras
<b>VII</b>	Cebu City (Cebu) Bogo City (Cebu) Toledo City (Cebu) Dumaguete City (Negros Oriental) Guilhulngan City (Negros Oriental) Tagbilaran City (Bohol) Larena, Siquijor
<b>VIII</b>	Tacloban City (Leyte) Ormoc City (Leyte) Maasin City (So Leyte) Catbalogan City (Samar) Borongan City (Eastern Samar) Catarman, Northern Samar

REGION	TESTING CENTER/S
IX	Zamboanga City (Zamboanga del Sur) Pagadian City (Zamboanga del Sur) Dipolog City (Zamboanga del Norte)
X	Cagayan de Oro City (Misamis Oriental) Oroquieta City (Misamis Occidental) Iligan City (Lanao del Norte) Valencia City (Bukidnon) Mambajao, Camiguin
XI	Davao City Digos City (Davao del Sur) Tagum City (Davao del Norte) Mati City (Davao Oriental)
XII	Koronadal City (So Cotabato) General Santos City (So Cotabato) Kidapawan City (North Cotabato) Tacurong City (Sultan Kudarat) Alabel, Sarangani
NCR	Quezon City Makati City Manila
CAR	Baguio City (Benguet) La Trinidad, Benguet Bangued, Abra Tabuk City (Kalinga) Bontoc, Mountain Province Lamut, Ifugao
Caraga	Butuan City (Agusan del Norte) Buenavista, Agusan del Norte Cabadbaran City (Agusan del Norte) San Francisco, Agusan del Sur Surigao City (Surigao del Norte) Dapa, Surigao del Norte Bislig City (Surigao del Sur)
BARMM	Cotabato City (Maguindanao) Iligan City (Lanao del Norte) Jolo, Sulu Bongao, Tawi-tawi

## B. QUALIFICATION / ADMISSION REQUIREMENTS

All applicants must meet the following qualification requirements:

1. Filipino citizen;
2. At least 18 years old on the date of filing of application;

- Note:**
- a) Those who are able to file their application but are found non-compliant with the age requirement before the examination day shall be disqualified to take the test.
  - b) On the other hand, the examination of those who were able to take the test but are later found non-compliant with the age requirement, shall be cancelled (*i.e.*, no longer to be processed).

3. Of good moral character;
4. Has not been convicted by final judgment of an offense or crime involving moral turpitude, or disgraceful or immoral conduct, dishonesty, examination irregularity, drunkenness, or addiction to drugs;
5. Has not been dishonorably discharged from the military service, or dismissed for cause from any civilian position in the government; and
6. Has not taken the same level of Career Service Examination, either through PPT or other test modes, within three (3) months before the date of examination, as illustrated below:

Date of Examination	3-month Prohibition Period on Taking the Same Level of Examination (PPT, or CSC COMEX)	
	From	To
02 March 2025	02 December 2024	01 March 2025

**Note:** a) Approval of applications may be RECALLED ANY TIME UPON DISCOVERY OF APPLICANT'S DISQUALIFICATION, for which the EXAMINATION FEES PAID SHALL BE FORFEITED.

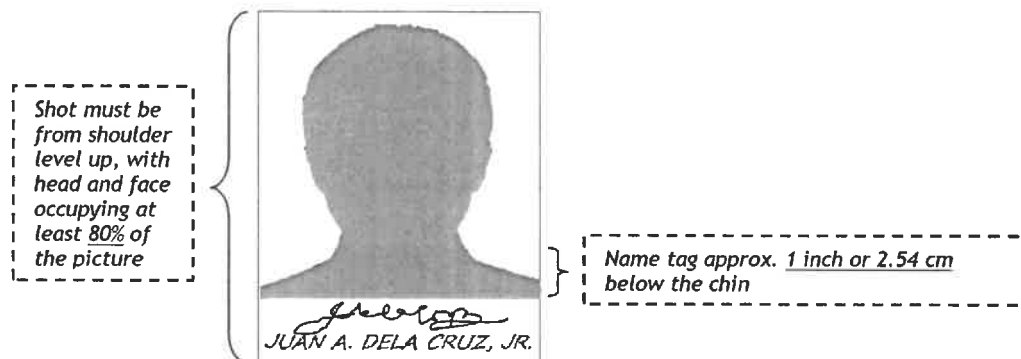
- b) Applicants holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003), and those recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution, may apply for and take the examination upon presentation of pertinent document/s, and meeting of all the other admission and application requirements for the examination.
- c) 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].
- d) The Bar examination given by the Supreme Court of the Philippines and the Board examinations given by the Professional Regulation Commission are declared civil service examinations under Republic Act (RA) No. 1080. Accordingly, and as set forth in CSC Resolution No. 90-1212, Bar and Board examinations passers are automatically considered as civil service eligibles. Along this line, based on RA No. 10635, passers of the examination for marine deck and engine officers given by the Maritime Industry Authority are considered as falling under the contemplation of RA No. 1080. Thus, they may opt not to take the Career Service examination anymore.

Also, the following individuals may opt not to take the Career Service examination anymore:

- > Passers of Career Service Examination for Foreign Service Officer as the resulting Career Foreign Service Officer Eligibility is comparable to the Career Service Professional Eligibility
- > Grantees of the following eligibilities under special laws and CSC issuances, which are comparable to the Career Service Professional Eligibility:
  - Honor Graduate Eligibility under P.D. 907
  - Scientific and Technological Specialist Eligibility under P.D. 997
  - Sanggunian Member Eligibility (2<sup>nd</sup> Level) under RA No. 10156
  - Foreign School Honor Graduate Eligibility under CSC Resolution No. 1302714
  - Veteran Preference Rating Eligibility (Professional) under EO No. 132, s. 1948 and EO No. 790, s. 1982; and/or
- > Grantees of the following eligibilities under special laws and CSC issuances, which are comparable to the Career Service SubProfessional Eligibility:
  - Barangay Official Eligibility under RA No. 7160
  - Barangay Health Worker Eligibility under RA No. 7883
  - Barangay Nutrition Scholar Eligibility under P.D. 1569
  - Sanggunian Member Eligibility (1<sup>st</sup> Level) under RA No. 10156
  - Veteran Preference Rating Eligibility (SubProfessional) under EO No. 132, s. 1948 and EO 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**  
**(Note:** *Muslim women applicants wearing or with head covering should show their forehead, and left and right ears but without necessarily removing their head covering altogether.*)
  - 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, 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;
  - 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

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u. Philippine Identification (PhilID<sup>2</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 2025.

4. **Examination fee** of Five Hundred Pesos (PhP500.00)

**OTHER/ADDITIONAL REQUIREMENTS, if 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 (CSE-Professional, Revised 2023 / CSE-SubProfessional, Revised 2023) 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.

**E. TRANSFER OF TESTING CENTER**

Requests for transfer of testing center may be permitted in extraordinary situations and under certain meritorious cases (e.g., transfer of residence/workplace where traveling to the testing center would be extremely difficult), subject to the evaluation and approval 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 for filing of application (i.e., on or before 10 January 2025). 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.

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.

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<sup>2</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://verify.gov.ph/check>.

## F. SCOPE OF EXAMINATION

### Examination Coverage for Professional and SubProfessional

#### Verbal Ability (in English and Filipino)

1. Word meaning
2. Sentence completion
3. Error recognition
4. Sentence structure
5. Paragraph organization
6. Reading comprehension

#### Numerical Ability (in English)

1. Basic operations
2. Number sequence
3. Word problems

#### General Information (in English)

1. Philippine Constitution
2. Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713)
3. Peace and Human Rights Issues and Concepts
4. Environment Management and Protection

<b>Professional</b>	<b>SubProfessional</b>
Analytical Ability (in English) 1. Word analogy 2. Symbolic logic/abstract reasoning 3. Identifying assumptions and drawing conclusions 4. Data interpretation	Clerical Ability (in English) 1. Filing 2. Spelling

## 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) and CSC Official Facebook Page on or before 10 May 2025<sup>3</sup>.

**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 OCSERGS or the Online Civil Service Examination Result Generation System, which can also be accessed through the CSC Website on or before 17 May 2025, or as indicated in the corresponding issuance/advisory.



<sup>3</sup> Same as Footnote #1.

## I. RESULTING CIVIL SERVICE ELIGIBILITY

The civil service eligibility resulting from passing the CSE (Professional) shall be called **Career Service Professional Eligibility**. It is a second level eligibility appropriate for first level (clerical) positions, and second level (technical) positions in the government, including executive/managerial positions in the second level, which do not involve practice of profession and are not covered by special/other laws.

The civil service eligibility resulting from passing the CSE (SubProfessional) shall be called **Career Service SubProfessional Eligibility**. It is a first level eligibility appropriate only for first level (clerical) positions in the government which do not involve practice of profession and are not covered by special/other laws.

### 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 (CSC) 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 USE OF CALCULATOR in the CSE-PPT is also NOT ALLOWED.** The examination, or test results, of those found violating these rules 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

**OCT 28 2024**

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