



Examination Announcement No. 04, s. 2025

## ANNOUNCEMENT

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

### BASIC COMPETENCY ON LOCAL TREASURY EXAMINATION (BCLTE) 01 June 2025

To establish a Register of Eligibles (RoE) from which certification and appointment to Local Treasurer and Assistant Local Treasurer positions, and to positions under the Financial Services in the civil service, except those requiring practice of profession or are covered by Bar/Board and special laws, 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            |                                     |
| 01 June 2025        | 03 March 2025      | 02 April 2025 | 13 July 2025                        |

**Note:** 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<br>(City/Municipality) |
|--------|---------------------------------------|
| I      | San Fernando City, La Union           |
| II     | Tuguegarao City                       |
| III    | City of San Fernando, Pampanga        |
| IV     | Batangas City                         |
| V      | Legazpi City                          |

Bawat Kawani, Lingkod Bayani

| REGION | TESTING CENTER<br>(City/Municipality) |
|--------|---------------------------------------|
| VI     | Iloilo City                           |
| VII    | Cebu City                             |
| VIII   | Tacloban City                         |
| IX     | Zamboanga City                        |
| X      | Cagayan de Oro City                   |
| XI     | Davao City                            |
| XII    | Koronadal City                        |
| NCR    | Quezon City                           |
| CAR    | Baguio City                           |
| Caraga | Butuan City                           |
| BARMM  | Cotabato City                         |

## B. QUALIFICATION / ADMISSION REQUIREMENTS

All applicants MUST STRICTLY MEET the following qualification requirements:

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

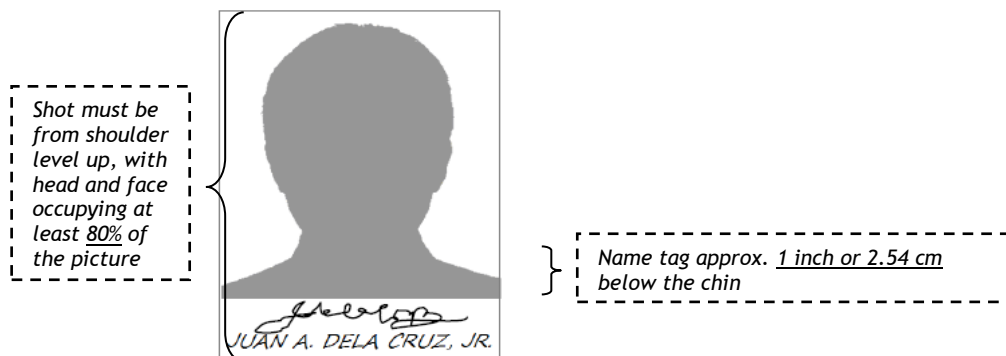
**Note:** a) Those who are able to file their application but are found non-compliant with the age requirement before the examination day shall be disqualified to take the test.

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 military service, or dismissed for cause from any civilian position in the government; and
6. Holder of bachelor's degree on the date/time of filing of application.

- 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].

### 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<sup>1</sup> 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;

<sup>1</sup> Shall include the Digital National I.D. subject to verification using the National ID Check facility through website <https://everify.gov.ph/check>.

- 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>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 Seven Hundred Pesos (PhP700.00)

#### **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. HOW TO FILE APPLICATION**

Filing of applications for the 01 June 2025 BCLTE shall only be via the **CSC eServe**, an online examination application acceptance and processing system utilized by the CSC.

To file/submit application, interested applicants must access this link <https://services.csc.gov.ph/>.

In using the CSC eServe, applicants should refer to, and be properly guided by, the CSC eServe *User's Manual for Clients*<sup>3</sup> which can be accessed through this link <https://msteams.link/W02J>. Applicants are strongly advised to access, read and understand the user's manual before proceeding to the CSC eServe site.

Moreover, information about how to settle payment with the use of eServe, through online payment, is available at [www.csc.gov.ph](http://www.csc.gov.ph) | CSC ESERVE | FAQ or through the link <https://services.csc.gov.ph/faq>.

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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>.

<sup>3</sup> Is also embedded in the Registration page of eServe through [www.csc.gov.ph](http://www.csc.gov.ph) | CSC ESERVE | Need Help?

## 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 until 10 April 2025. 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 concerned through email, or courier. Strictly, no request for transfer of testing center shall be accepted beyond 10 April 2025. 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

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| <b>General Ability (25%):</b><br>Verbal, Analytical, Leadership and Management, RA 6713  |
| <b>Specialized/Technical Area (75%) distributed, as follows:</b><br><br><i>Mobilization of Resources (35%)</i><br><i>Management of Local Treasury Services (15%)</i><br><i>Safekeeping of Local Funds and Records (15%)</i><br><i>Preparation and Analysis of Treasury and Treasury-related Reports (10%)</i><br><i>Coordinating and Communicating Local Treasury Matters with Stakeholders (10%)</i><br><i>Management of Other PFM Areas (10%)</i><br><i>Management of Inter-Government and Other Fund Transfers (5%)</i> |

## 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 13 July 2025<sup>4</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 by 20 July 2025<sup>5</sup>, or as indicated in the corresponding issuance/advisory.

## I. RESULTING CIVIL SERVICE ELIGIBILITY

The civil service eligibility resulting from passing the BCLTE shall be called **Local Treasurer Eligibility**. It is a second level eligibility, which is **ONLY** appropriate for appointment to Local Treasurer and Assistant Local Treasurer positions, and to positions under the Financial Services that do not require practice of profession and are not covered by Bar/Board or Special Laws. The Local Treasurer Eligibility is **NOT** comparable to the Career Service Professional or SubProfessional Eligibility.

<sup>4</sup> Since said date falls on a Sunday, the posting of the List of Passers may be adjusted/moved to the next regular working day.

<sup>5</sup> Since said date falls on a Sunday, the availability of OCSERGS may be adjusted/moved to the next regular working day.

## **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.

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.

## **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 WATCH CALCULATORS, CELLULAR PHONE CALCULATORS, and any other GADGETS WITH CALCULATOR, or of ANY OTHER FORM OF AID IN ANSWERING THE TEST, in the BCLTE is also NOT ALLOWED.** The examination, or test results, of those found violating these rules shall be **CANCELLED**. (*Note: Only stand-alone non-graphing, non-programmable, non-scientific 4-function or 5-function" calculator is allowed in BCLTE.*)

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:

(Sgd.)

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

Director IV

Examination, Recruitment and Placement Office

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