



Examination Advisory No. 13, s. 2016

**ADVISORY**

**TO : CSC COMEX Applicants**  
**SUBJECT : Personal Appearance and Actual Examination**

On your scheduled date and time of personal appearance relative to your application for the CSC Computerized Examination (CSC COMEX), you must come not later than 8 a.m. at the Civil Service Commission Central Office, IBP Road, Constitution Hills, Quezon City. Please bring the following items:

1. Original and photocopy of any of the following I.D. cards which must be valid (i.e. not expired):
  - a. Driver's License;
  - b. Passport;
  - c. PRC License;
  - d. SSS I.D.;
  - e. GSIS I.D. (UMID);
  - f. Voter's I.D.;
  - g. BIR I.D. (ATM type/TIN card type with picture);
  - h. PhilHealth I.D. (must, at the least, contain the applicant's name, clear picture, signature and PhilHealth number);
  - i. Current Company/Office I.D.;
  - j. Current School I.D. (validated for the current school year/semester/trimester);
  - k. Police Clearance;
  - l. Postal I.D.;
  - m. Barangay I.D.; or
  - n. NBI Clearance

**NOTE:**

- *The **NO I.D., NO EXAMINATION** Rule is strictly implemented.*
  - *Any other I.D. card not included in the above list shall **NOT** be accepted.*
2. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA, formerly National Statistics Office), or the Local Civil Registry printed on Security Paper (only if the I.D. card has no indicated date of birth);
  3. Black ballpen/s;
  4. Water, or preferred beverage (except alcoholic beverage), placed in clear/transparent container, and/or candies/biscuits, which shall be subject to inspection by the Room Examiner/Proctor; and
  5. Examination fee of PhP680.00.

Please be advised that there will be two undertakings for the day. In the morning is the processing of your application, together with the rest of the applicants; and in the afternoon, is the examination proper. Below is a timetable of related activities.

Approximate Time	Activity	Description/Remarks
8 a.m.	Applicants' arrival at the testing venue	Upon arrival, the applicant logs in on the Guard's logbook. The Guard-on-duty issues queuing number.
8:15 a.m.	Orientation/Briefing on application processing	The Supervising Examiner conducts orientation/briefing on the application processing during which the applicants are introduced to the forms to be accomplished including the feedback form, and the steps in the processing of the application.

Approximate Time	Activity	Description/Remarks
8:30-11 a.m.	Actual processing of application	<ul style="list-style-type: none"> <li>▪ Applicants will be called one-by-one based on their queuing number for the following procedural requirements: Verification of identity and submission of documents; Payment of examination fee; Capturing of digital data (biometrics, signature and photo); and Printing and signing of system-generated Application Form and CS ID.</li> <li>▪ Processing procedures for each applicant will approximately take 5-7 minutes.</li> <li>▪ Upon completion of the processing procedures, the applicants may leave and take their meals</li> <li>▪ Applicants must return to the CSC COMEX processing room not later than 12:30 p.m.</li> </ul>
12:30 p.m.	Examinees' assembly and roll call	The Room Examiner gathers the examinees and does the roll call based on the Examinee Attendance Sheet (EAS).
12:35 p.m.	Orientation/Briefing on the examination	The Room Examiner conducts orientation/briefing on the following areas: Basic information about the examination; General instructions on how to take the CSC COMEX; Important reminders concerning the test results, RA 9416 (Anti-Cheating law), and examinees' belongings; and Procedures on examinee authentication and on accomplishing the examination forms (Examinee Attendance Sheet and Picture-Seat Plan)
12:50 p.m.	Examinee authentication and signing of the EAS	The examinees will be called one-by-one based on the EAS and will proceed to the designated counter for identity authentication using biometrics. Upon authentication, they sign on the EAS and are escorted to the COMEX testing room.
1:10 p.m.	Printing, routing and signing of the Picture-Seat Plan (PSP)	Upon completion of identity authentication of all examinees, the PSP is printed. The Proctor will route the PSP to the examinees on their designated seats for signing.
1:30 p.m.	Examination proper	Examinees log in the COMEX system and take the actual examination. They have 3 hours and 10 minutes for the Professional level, or 2 hours and 40 minutes for the SubProfessional level.
4:40 p.m. (Professional) / 4:10 p.m. (SubProfessional)	End of examination	<ul style="list-style-type: none"> <li>▪ COMEX system automatically signs off upon reaching the time limit. Those who finish the test ahead of the allotted time may sign out of the system by clicking the corresponding confirmation button.</li> <li>▪ Examinees surrender their scratch paper/s, sign on the Scratch Paper Retrieval Form, get their personal belongings from their respective lockers, leave the COMEX testing room, and wait in designated area for the release of test results.</li> </ul>
5:40 p.m. (Professional) / 5:10 p.m. (SubProfessional)	Release of test results (passed, or failed)	<ul style="list-style-type: none"> <li>▪ The List of Passers will be posted on the CSC website within one week after the examination. Those who pass the test may claim their Certification of Eligibility (printed on CSC letterhead, free of charge) within the same period.</li> <li>▪ Passers may also apply for the security paper printed Certification of Eligibility at cost within two weeks to one month after the examination.</li> <li>▪ On the other hand, those who failed the test will be issued their Notice of Result after the examination.</li> </ul>

For further queries, please contact the CSC COMEX administrator at telephone numbers (02) 931-8089 and (02) 931-7935 loc. 714/716.

Please be guided accordingly.

Approved:



**FERNANDO M. PORIO**

Director IV

Examination, Recruitment and Placement Office

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