



CSC COMEX Advisory No. 29, s. 2017

**TO : ALL REGISTRANTS OF CSC COMEX SYSTEM**  
**SUBJECT : CSC COMEX Schedule for the 4<sup>th</sup> Quarter of 2017**

The following schedules for the conduct of CSC COMEX and the corresponding Online Reservation of examination slots shall be observed:

**A. Schedule of Examination and Online Reservation**

CSC CENTRAL OFFICE		CSC REGIONAL OFFICES*	
Date & Time of Online Reservation	Date of Examination	Date & Time of Online Reservation	Date of Examination
Sept. 27, 2017 8:00 a.m.	October 3, 2017 (SubProfessional)	Oct. 13, 2017 8:00 a.m.	October 19, 2017
Nov. 2, 2017 8:00 a.m.	November 7, 2017	Oct. 23, 2017 8:00 a.m.	October 26, 2017 (SubProfessional)
Nov. 22, 2017 8:00 a.m.	November 28, 2017	Nov. 10, 2017 8:00 a.m.	November 16, 2017
Nov. 29, 2017 8:00 a.m.	December 5, 2017	Dec. 1, 2017 8:00 a.m.	December 7, 2017

**\* Availability of online reservation for the CSC Regional Offices (CSCROs) shall include only CSCROs joining the scheduled date of examination.**

Examination slots for the CSC Regional Offices shall include only the CSCROs joining the scheduled date of examination. Applicants/registrants are strongly advised to check the Testing Center and Personal Appearance Venue indicated in the Examination Schedule before making a reservation.

The above schedule may be subject to change without prior notice. Also, alternative mode of taking the examination or rescheduling of the examination may be adopted in the CSC Central Office in cases of unforeseen system technical problem. System technical problem in the Regional Offices would automatically result in rescheduling.

Applicants/registrants are strongly advised to regularly check their COMEX accounts for latest announcements, developments and updates.

**Bawat Kawani, Lingkod Bayani**

**IMPORTANT REMINDERS:**

1. In the event that the slot counter has reached a negative count, all affected examinees will no longer be accepted.
2. Admission of applicants in the Central Office on examination day closes at 8:30 a.m. For CSC Regional Offices (CSCRO), discretion of the CSCRO concerned is applied.
3. Wear proper attire on examination day (i.e., not in sleeveless shirt/blouse, shorts/short pants, and slippers).

**B. Availing CSC COMEX**

1. For non-holders of CSC COMEX account
  - a. Access the CSC COMEX website [www.comex.csc.gov.ph/user](http://www.comex.csc.gov.ph/user)
  - b. At the homepage, click the "Sign Up Now!" button
  - c. Fill out completely the online Registration Form
  - d. Submit the form by clicking the "Submit" button
  - e. Check your e-mail account for the system confirmation e-mail (Note: The system confirmation e-mail may be found in the SPAM folder.)
  - f. Activate your COMEX user account by clicking the activation link provided by the system confirmation e-mail (Note: Successful account activation shall redirect you to the COMEX website.)
  - g. Guided by the above Schedule of Examination and Online Reservation, log in to the COMEX System using your username and password
  - h. Click the "Examination Schedules" tab
  - i. Reserve an examination slot
2. For holders of CSC COMEX account
  - a. Guided by the above Schedule of Examination and Online Reservation, log in to the COMEX System using your username and password
  - b. Click the "Examination Schedules" tab
  - c. Reserve an examination slot

**Note:** The number of examination slots available for online reservation is very limited. Slots may be taken and filled up in a matter of minutes. We strongly encourage those who were able to reserve a slot and later decide not to pursue taking the test to cancel their reservation online in order for others to be able to take the slot.

Instances of failed attempts in accessing the COMEX website may be caused by congestion in the light of simultaneous access by the public. When this happens, applicants shall refresh their connection and try accessing again.

**B. Three-month Prohibition on Taking the Career Service Examination (CSE)**

Applicants must NOT have taken the same level of CSE being applied for, either through the Pen and Paper Test (PPT) mode or the Computerized Examination (COMEX) mode, within three (3) months before the date of examination.



### C. Documentary Requirements

Documentary requirements to be presented during personal appearance before the designated CSC Office on the scheduled date and time (for the processing of examination application and for the actual examination):

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

**Note:**

- a. ID card is a MUST. The "NO ID, NO APPLICATION PROCESSING" and "NO ID, NO EXAMINATION" rules are strictly implemented.
  - b. Any other ID card not included in the above list shall NOT be accepted.
  - c. ID card/s without date of birth shall NOT be accepted.
  - d. Photocopy only of ID card shall NOT be accepted.
2. For applicants without date of birth in their ID card/s, original and photocopy of Birth Certificate issued by the Philippine Statistics Authority or the Local Civil Registry printed on Security Paper (SecPa).
3. For applicants holding dual citizenship under R.A. 9225, original and photocopy of Certification of Retention/Re-Acquisition of Philippine Citizenship issued by the Bureau of Immigration.

### D. COMEX Fee

Examination fee	-	PhP600.00
Service fee for digital information (photo, signature and biometric fingerprints)	-	80.00
<b>TOTAL</b>	-	<b><u>PhP680.00</u></b>

## **E. Test Results**


Test Results shall be available within one (1) week after the examination. It shall be released officially through the posting of the list of passers in the CSC website.

Issuance of Certification in lieu of the Eligibility Card to passers shall also be available within one week after the examination.

However, the period of posting of list of passers and the availability of Certification may be extended as necessary in the light of possible system technical problem.

For further queries, contact the CSC COMEX Administrator in the Examination, Recruitment and Placement Office, Civil Service Commission, at telephone number (02) 931-8089, or (02) 931-7935 loc. 714 and 716.

**Approved:**



**FERNANDO M. PORIO**

Director IV

Examination, Recruitment and Placement Office

FMP/LQC/MBM/MGRDC/mvtis

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