



Examination Advisory No. 28, s. 2017

### ADVISORY

**TO :** Examinees of the October 15, 2017 Pre-Employment/Promotional Tests and EOPT

**SUBJECT :** School Assignment and Important Reminders

#### IMPORTANT

GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT EXACTLY 7:30 a.m. on examination day.

Examinees that arrive later than 7:30 a.m. shall NOT be admitted.

#### A. School Assignment

The ONSA or Online Notice of School Assignment shall not be used. Thus, please be advised of the following schools to serve as testing venues for the conduct on Oct 15, 2017 of the Pre-Employment Test, the Promotional Test, and the Ethics-Oriented Personality Test (EOPT):

Region	Testing Center	Name and Address of School
II	Tuguegarao City	Tuguegarao City Science High School Mabini Street, Tuguegarao City
III	City of San Fernando, Pampanga	Pampanga High School High School Boulevard, Lourdes City of San Fernando, Pampanga
IV	Quezon City	CSC Regional Office IV Training Room 139 Panay Ave., South Triangle, Q.C.
X	Cagayan de Oro City	Liceo de Cagayan University-College Campus RN Pelaez Street, Carmen Cagayan de Oro City
XI	Davao City	CSC Regional Office XI Ecoland Drive corner Beechnut Street Ecoland Subdivision Matina, Davao City

Region	Testing Center	Name and Address of School
XII	Cotabato City	Notre Dame Village National High School R.H. 8, Cotabato City

## B. Other Important Reminders

Examinees are advised of the following procedures and reminders:

1. Visit and have an ocular inspection of the assigned school/testing venue at least one day before the examination day to be familiar with the location;
2. Be at the assigned school/testing venue early on examination day for the verification and locating of room assignment. Testing venues shall be opened to examinees at 6 a.m.;
3. Wear proper attire on examination day (sleeveless shirt/blouse, short pants, and slippers are NOT allowed).
4. Bring the following items on examination day:
  - a. I.D. card – preferably the same I.D. card presented during filing of application even if already expired by the time/date of examination. If the I.D. card to be presented for admission is different from the I.D. card presented during filing of application, the examinee must present any of the following accepted I.D. cards, in which case, the I.D. card must be valid (not expired):
    - a.1 Driver's License;
    - a.2 Passport;
    - a.3 PRC License;
    - a.4 SSS I.D.;
    - a.5 GSIS I.D. (UMID);
    - a.6 Voter's I.D.;
    - a.7 BIR I.D. (ATM type/TIN card type with picture);
    - a.8 PhilHealth I.D. (must, at the least, contain the holder's name, clear picture, signature and PhilHealth number);
    - a.9 Company/Office I.D.;
    - a.10 School I.D. (validated for the current school year/semester/trimester);
    - a.11 Police Clearance/Police Clearance Certificate;
    - a.12 Postal I.D.;
    - a.13 Barangay I.D.; or
    - a.14 NBI Clearance.

Note: 1. The NO I.D., NO EXAMINATION Rule is strictly implemented.  
2. ONLY the I.D. cards included in the above list shall be accepted.
  - b. Black ball pen/s; and
  - c. Water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies, biscuits, or fruits, which shall be subject to inspection by the Room Examiner/Proctor.
5. Only BLACK BALL PEN shall be used in the examination. Pencils and any other kinds of pen (e.g. gel pen, sign pen, fountain pen, friction pen, etc.) including other colors of ball pen are not allowed.
6. Use of any aid in answering the test (such as calculators; books, dictionaries and other forms of printed materials; watch calculators; cellular phones, smart watches, tablets and any other gadgets; and all other similar materials/items) is strictly prohibited.

7. Bringing of cellular/mobile phones, smart phones/watches and any other gadgets is not allowed. If brought, these shall be surrendered to the Room Examiner for safekeeping. The examinees concerned shall retrieve the same upon leaving the room. Also, all bags and personal belongings shall be deposited in front of the testing room.

8. Following are other relevant information:

Reference	Pre-Employment Test	Promotional Test	EOPT
Scope of Examination	<p>For 1<sup>st</sup> level:</p> <ul style="list-style-type: none"> <li>▪ Verbal ability <ul style="list-style-type: none"> <li>- Vocabulary</li> <li>- Error recognition</li> <li>- Sentence structure</li> </ul> </li> <li>▪ Numerical ability <ul style="list-style-type: none"> <li>- Number series</li> <li>- Number analogy</li> <li>- Problem solving</li> </ul> </li> </ul>	<p>For Technical Positions:</p> <ul style="list-style-type: none"> <li>▪ Verbal ability <ul style="list-style-type: none"> <li>- Vocabulary</li> <li>- Error recognition</li> <li>- Sentence structure</li> <li>- Paragraph organization</li> </ul> </li> <li>▪ Analytical ability <ul style="list-style-type: none"> <li>- Reading comprehension</li> <li>- Making assumptions &amp; conclusions</li> <li>- Thesis</li> </ul> </li> <li>▪ Numerical ability <ul style="list-style-type: none"> <li>- Number series</li> <li>- Number analogy</li> <li>- Problem solving</li> </ul> </li> </ul>	<p>Assessment items to determine behavioral tendencies &amp; personality profile on five domains:</p> <ul style="list-style-type: none"> <li>- Emotional stability</li> <li>- Extraversion</li> <li>- Openness to experience</li> <li>- Agreeableness</li> <li>- Conscientiousness</li> </ul>
	<p>For 2<sup>nd</sup> level (Technical):</p> <ul style="list-style-type: none"> <li>▪ Verbal ability <ul style="list-style-type: none"> <li>- Vocabulary</li> <li>- Error recognition</li> <li>- Sentence structure</li> <li>- Paragraph organization</li> </ul> </li> <li>▪ Analytical ability <ul style="list-style-type: none"> <li>- Reading comprehension</li> <li>- Making assumptions &amp; conclusions</li> <li>- Thesis</li> </ul> </li> <li>▪ Numerical ability <ul style="list-style-type: none"> <li>- Number series</li> <li>- Number analogy</li> <li>- Problem solving</li> </ul> </li> </ul>		
	<p>For 2<sup>nd</sup> level (Managerial):</p> <ul style="list-style-type: none"> <li>▪ Verbal ability</li> <li>▪ Analytical ability</li> <li>▪ Numerical ability</li> <li>▪ Management &amp; leadership principles &amp; practices</li> </ul>	<p>For Managerial Positions:</p> <ul style="list-style-type: none"> <li>▪ Verbal ability</li> <li>▪ Analytical ability</li> <li>▪ Numerical ability</li> <li>▪ Management &amp; Leadership competencies <ul style="list-style-type: none"> <li>- Thinking strategically &amp; creatively</li> <li>- Leading change</li> <li>- Building collaborative &amp; inclusive working relationships</li> <li>- Managing performance &amp; coaching for results</li> <li>- Creating &amp; nurturing a high performing organization</li> </ul> </li> </ul>	



Reference		Pre-Employment Test	Promotional Test	EOPT
No. of Test Items	Test proper	100	100	210
	EDQ*	10	10	
Time Limit		2 hours, 5 minutes	2 hours, 5 minutes	1 hour
Test Proper		8 a.m. - 10:05 a.m.	8 a.m. - 10:05 a.m.	8 a.m. - 9 a.m.
Time Required for Pre and Post Examination Activities/Documentation		Approximately one hour before and one hour after the test proper		

\*Examinee Descriptive Questionnaire, pertaining to personal data of examinees

9. Failure to take the examination shall mean forfeiture of examination fee and slot. Re-scheduling of examination date is NOT allowed.

Please be guided accordingly.

Approved:

  
**LORELEI QUERIDO-CABATU**  
 Director III  
 Examination, Recruitment and Placement Office

04 OCT 2017

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