



Examination Announcement No. 02, s. 2018

ANNOUNCEMENT

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

PENOLOGY OFFICER EXAMINATION (POE) for CY 2018:

Date of Examination	Application Period	
	From	To
June 17, 2018	Feb 26, 2018	April 27, 2018

The guidelines that follow shall be observed in the conduct of the examination.

A. OBJECTIVE

To establish a Register of Eligibles (RoE) from which certification and appointment to second level ranks in the Bureau of Jail Management and Penology (BJMP) and other functionally related positions shall be made, provided the eligibles meet the qualifications and other requirements of the positions.

B. TESTING CENTERS

REGION	TESTING CENTER
1	San Fernando City, La Union
2	Tuguegarao City
3	City of San Fernando, Pampanga
4	Batangas City
5	Legazpi City
6	Iloilo City
7	Cebu City
8	Tacloban City
9*	Zamboanga City
10*	Cagayan de Oro City
11*	Davao City

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Bawat Kawani, Lingkod Bayani

REGION	TESTING CENTER
12*	Cotabato City
NCR	Quezon City
CAR	Baguio City
Caraga*	Butuan City

*May also cater to examinees from ARMM

C. QUALIFICATION / ADMISSION REQUIREMENTS

All applicants MUST STRICTLY MEET the following qualification requirements:

1. Must be a Filipino citizen;
2. At least 18 years old on the date/time of filing of application;
3. Must be of good moral character;
4. Must be mentally and physically fit;
5. Must not have been convicted by final judgment of an offense or crime involving moral turpitude, or of disgraceful or immoral conduct, dishonesty, examination irregularity, drunkenness or addiction to drugs; and
6. Must not have been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government.

NOTE: a) *The above stated qualifications only pertain to taking the examination and do not necessarily cover appointment to related positions, which require completion of a bachelor's degree.*

b) *Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination fees paid shall be forfeited.*

c) *Applicants holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003) may apply for and take the examination upon presentation of original, and submission of a copy of, Certification of Retention/Re-acquisition of Philippine Citizenship from the Bureau of Immigration, and meeting of all the other admission and application requirements for the examination.*

d) *Applicants with pending administrative and/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 forfeited based on the penalties stated in the decision and on Section 57 (a) of the 2017 Rules on Administrative Cases in the Civil Service.*

e) *The Bar examination given by the Supreme Court of the Philippines and the Board examinations (requiring completion of at least a bachelor's degree) given by the Professional Regulation Commission are declared civil service examinations under Republic Act (RA) No. 1080. Accordingly, and under CSC Resolution No. 90-1212, the passers are automatically considered as civil service eligibles. Thus, they may opt not to take the corresponding examination anymore.*

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

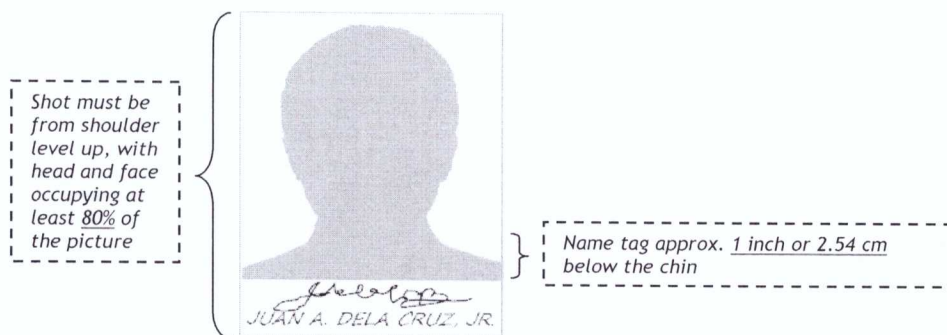
- > *Passers of civil service eligibility examinations, as follows:*
 - *Career Service Examination (Professional level)*
 - *Career Service Examination for Foreign Service Officer (CSE-FSO)*
- > *Grantees of eligibilities under special laws and CSC issuances, as follows:*
 - *Honor Graduate Eligibility under P.D. 907*
 - *Scientific and Technological Specialist Eligibility under P.D. 997*
 - *Sanggunian Member Eligibility (Second level) under RA No. 10156*

D. APPLICATION REQUIREMENTS

1. Fully accomplished Application Form (CS Form No. 100, Revised September 2016).

NOTE: The spaces for “**Signature of Applicant**” and “**Right Thumbmark**” on the Application Form should be left blank. These shall be accomplished in the presence of the CSC processor.

2. Four (4) pieces of identical I.D. pictures with specifications, as follows:
 - a. **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**
 - 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** (with no eyeglasses, colored contact lens, or any accessories that may cover the facial features; facial features not computer enhanced)
 - g. Showing **left and right ears**
 - 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** in the format: **First Name, Middle Initial, Last Name, and Extension Name, if any**



3. Original and photocopy of any of the following I.D. cards, which is preferably valid (not expired on date of filing of application):
 - a. Driver's License/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;
 - d. SSS I.D.;
 - e. GSIS I.D. (UMID);
 - f. Voter's I.D./Voter's Certification;
 - g. BIR/Taxpayer's I.D. (ATM type/TIN card type with picture);
 - h. PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number);
 - i. Company/Office I.D.;
 - j. School I.D.;
 - k. Police Clearance/Police Clearance Certificate;
 - l. Postal I.D.;
 - m. Barangay I.D.;
 - n. NBI Clearance;

- o. Seaman's Book;
- p. HDMF Transaction I.D.;
- q. PWD I.D.;
- r. Solo Parent I.D.;
- s. Senior Citizen's I.D.;
- t. Alien Certificate of Registration Identity Card (ACR I-CARD); and
- u. CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*).

NOTE: 1. *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 the preceding months of the year reckoning the date of filing of application (or from January 1, 2018 to the day before application filing).*

2. *All other I.D. cards not included in the above list shall not be accepted.*

4. Examination fee of Seven Hundred Pesos (PhP700.00)

OTHER/ADDITIONAL REQUIREMENTS, as applicable:

- Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry printed on security paper (for applicants without date of birth in their I.D. card/s)
- Original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship issued by the Bureau of Immigration (for applicants holding dual citizenship under R.A. 9225)

E. WHERE TO GET AND FILE APPLICATION FORMS

E.1 Where to Get Application Form

The application form (CS Form No. 100, Revised September 2016) is available at any CSC Regional/Field Office, or may be downloaded from the CSC website: www.csc.gov.ph. The application form may be photocopied using legal size bond paper.

E.2 Where to File Application

Applicants must **personally file** their applications at the CSC Regional Office (CSC RO), or at any of the CSC RO's Field Offices, where they intend to take the examination.

- Note:**
- 1) *A complete directory of CSC Regional and Field Offices nationwide is available at the CSC website www.csc.gov.ph for reference.*
 - 2) *Only applications with a COMPLETE set of application documentary requirements under Item D of this Announcement must be submitted to the CSC Regional/Field Office.*
 - 3) *Proper attire should be worn during filing of application. SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, and SLIPPERS are NOT allowed.*

F. EXAMINATION VENUE

The CSC shall issue an Examination Advisory on the examination venue/school assignment and other important reminders, including what to bring on examination day. The advisory shall be posted on the main CSC website www.csc.gov.ph as well as individual websites of the CSC ROs, as applicable, and other means of publication (e.g. bulletin board).

Related inquiries should be coordinated directly with the CSC Regional/Field Office concerned.

Note: *Examinees are strongly advised to visit and have an **ocular inspection** of their assigned school at least one day before the examination day to familiarize them with the school's location.*

G. EXAMINATION DAY

IMPORTANT REMINDERS:

- **NO I.D., NO EXAM**
- **GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT EXACTLY 7:30 a.m.** Examinees that arrive later than 7:30 a.m. shall NOT be admitted.
- **Failure to take the examination on scheduled date shall mean forfeiture of examination fee and slot. Re-scheduling of examination date is NOT allowed.**
- Bringing of **cellular phones and any other gadgets**, including smart watches, calculators, wristwatches with calculator, books and other forms of printed materials and all other similar items, is **NOT allowed**. If brought, these shall be surrendered to the Room Examiners. Firearms, if any, must also be surrendered to the security guard/designated firearm custodian at the entrance gate of the school/testing venue.
- **Proper attire** must be worn on examination day. **SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, and SLIPPERS ARE NOT ALLOWED.**
- 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 review center** for the purpose of offering and holding review classes to prospective civil service examinees. Availing of any such product/service shall be at one's own risk.

Examinees must be at their assigned school/testing venue early on examination day. Testing venues shall be opened to examinees starting 6 a.m.

Examinees must bring the following items:

- a. **I.D. card** – preferably the same I.D. card presented during filing of application. 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 other accepted I.D. cards listed in Item D(3) above, which is preferably valid (not expired);

- Note:**
1. *The **NO I.D., NO EXAMINATION** Rule is strictly implemented.*
 2. *All other I.D. cards not included in the list under Item D(3) above shall not be accepted.*
 3. *As a last resort, expired I.D. card may be presented for admission on examination day, provided that, the expiry date of the I.D. card is within the preceding months of the year reckoning the date of examination (or from January 1, 2018 to June 16, 2018).*

- b. Original of PSA/LCR issued Birth Certificate printed on security paper (if I.D. card has no date of birth);
- c. Application Receipt with CSC Official Receipt (if available);
- d. Black Ball Pen/s; and
- e. 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.

H. SCOPE OF EXAMINATION AND OTHER INFORMATION

1. Scope of Examination

PENOLOGY OFFICER EXAMINATION
General Ability (50%): Verbal, Analytical, Numerical
Specialized Area (50%):
<i>Jail Management Concepts and Applications (30%)</i>
<ul style="list-style-type: none"> ▪ Commitment and Classifications of Inmates/Prisoners/Detainees (5%) <ul style="list-style-type: none"> - Courts and other Entities Authorized to Commit a Person to Jail - Categories of Inmates - Classification of Prisoners - Classification of Detainees - Inmates Security Classification - Requirements for Commitment ▪ Reception Procedures, Classification and Disciplinary Boards, and Punishable Acts of Inmates (20%) <ul style="list-style-type: none"> - Reception Procedures - Classification Board - Disciplinary Board - Disciplinary Punishment for Inmates - Procedures in the Hearing of Disciplinary Cases for Inmates - Punishable Acts ▪ Treatment of Inmates with Special Needs (5%) <ul style="list-style-type: none"> - Handling Inmates with Special Needs <ul style="list-style-type: none"> ○ Female ○ Drug Users/Dependents/Addicts ○ Alcoholics ○ Mentally-ill ○ Sex Deviates ○ Suicidal Inmates

PENOLOGY OFFICER EXAMINATION	
<ul style="list-style-type: none"> ○ The Handicapped, Aged, and Infirm ○ Non-Philippine Citizen Inmates 	
Custodial Concepts and Applications (45%)	
<ul style="list-style-type: none"> ▪ Custody, Security and Control, Emergency Plans, and Movement and Transfer of prisoners and Detainees (35%) <ul style="list-style-type: none"> - Custody, Security and Control - Inmates Count - Security Procedures during Meal Service - Dining Room Security - Mile Censorship - Emergency Plans - Movement/Transfer of Inmates - Cooperation among Jail Wardens on Temporary Detention of Inmates - Rules to be Followed during Movement/Transfer of Inmates ▪ Inmates' Rights and Privileges (10%) <ul style="list-style-type: none"> - Rights of Inmates - Privileges Allowed for Inmates - Modes and Guidelines of Release 	
Inmates Welfare and Development (IWD) Programs (15%)	
<ul style="list-style-type: none"> ▪ IWD Services and Activities <ul style="list-style-type: none"> - Guiding Principles - Provisions for Basic Needs - Health Services/Activities - Livelihood Services/Activities - Literacy Services/Activities - Cultural and Sports Development/Activities - Visitation Services/Activities - Paralegal Services/Activities - Interfaith Services/Activities - Therapeutic Community Modality Program 	
BJMP Administrative Matters (10%)	
<ul style="list-style-type: none"> ▪ Salient Features of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) ▪ Salient Features of RA 9263 (An Act Providing for the Professionalization of the BFP and BJMP, Amending Certain Provisions of RA 6975) ▪ Omnibus Rules on Leave ▪ Bill of Rights, Article III of the Constitution ▪ RA 9745 (Anti-Torture Act of 2010) ▪ 2017 Omnibus Rules on Appointments and Other Human Resource Actions ▪ 2017 BJMP Comprehensive Administrative Disciplinary Machinery 	

2. Other Information

Reference		Penology Officer Examination
No. of Test Items	Test Proper	150
	EDQ*	10
Time Limit		3 hours, 5 minutes
Test Proper		8 a.m. to 11:05 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

I. PASSING GRADE

To pass the test, an examinee should get a general rating of **at least 80.00**.

J. RELEASE OF TEST RESULTS

The List of Passers shall be posted on the CSC website www.csc.gov.ph within 41 days after the examination.

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 examination rating through OCSEGRS or Online Civil Service Examination Result Generation System which can also be accessed through the CSC website. Generation of examination rating through OCSEGRS shall be available approximately 15 days after the posting of the List of Passers, or as indicated in the corresponding issuance/advisory.

K. ISSUANCE OF CERTIFICATION OF ELIGIBILITY TO PASSERS

Passers shall be issued a **Certification of Eligibility** printed on CSC letterhead, free of charge.

Passers must **personally claim** their Certification. Representatives are not allowed to claim the same. For this matter, passers who have moved to or are based in another region, or in remote areas within the region, may personally claim their Certification of Eligibility at the CSC Regional or Field Office (conduit CSC RO/FO) nearest their present place of residence or work, upon written request.

Claiming of Certification shall be available approximately 1 month after the posting of the List of Passers, or as indicated in the corresponding issuance/advisory. Nevertheless, passers should verify first with the CSC Regional/Field Office if their Certification is already available before going to the CSC Regional/Field Office. A complete directory (contact numbers) of the CSC Regional/Field Offices may be accessed at the CSC website.

The basic requirements in claiming the Certification are:

1. **I.D. card** – preferably the same I.D. card presented during filing of application. If the I.D. card to be presented for claiming of Certification is different from the I.D. card presented during filing of application, the examinee must present any of the other accepted I.D. cards listed in Item D(3) above, which is preferably valid (not expired);

Note: *a. All other I.D. cards not included in the list under Item D(3) above shall not be accepted.*

b. As a last resort, expired I.D. card may be presented for claiming of Certification, provided that, the expiry date of the I.D. card is within the preceding months of the year reckoning the date of claiming of Certification.

2. Application Receipt with CSC Official Receipt (if available).

Note: *The CSC Regional/Field Office may require additional document/s as necessary to establish the identity of the passers.*

A corresponding Advisory on these matters shall be posted on the CSC website. For any other concerns on examination results including queries on examinee number, examinees must verify directly with the CSC Regional Office concerned. The CSC Regional Offices handle the release and distribution of the examination results and Certification of Eligibility.

L. RESULTING CIVIL SERVICE ELIGIBILITY

The civil service eligibility resulting from passing the Penology Officer Examination shall be called **Penology Officer Eligibility**. It is a second level eligibility, which is specific and appropriate for appointment to second level ranks under the uniformed service in the jail management and penology, and functionally related services only, except for ranks under the Philippine National Police.

WARNING

The Civil Service Commission uses a highly reliable system to detect cheats.

Any form of cheating in any civil service examination has been declared criminally and administratively punishable under Republic Act No. 9416. The forms of cheating are, as follows:

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. Such other acts of similar nature which facilitate the passing of examination, including possession and/or use of fake Certificate of Eligibility

Approved:



FERNANDO M. PORIO

Director IV

Examination, Recruitment and Placement Office

21 FEB 2013

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