



Examination Advisory No. 05, s. 2016

ADVISORY

TO : All Examinees of the April 17, 2016 Career Service Examination, Paper-and-Pencil Test (CSE-PPT)

SUBJECT : School Assignment and Important Reminders

Examinees' school assignment for the April 17, 2016 CSE-PPT for Professional and SubProfessional levels may be generated using ONSA or the Online Notice of School Assignment. ONSA is available and can be accessed in the CSC website www.csc.gov.ph or through the link <http://enosav3.csc.gov.ph/enosav3/>. To use ONSA, examinees should encode/fill in the required data in the corresponding data fields accurately, following the indicated format.

Please be informed that GATES OF EXAMINATION VENUES SHALL BE CLOSED TO EXAMINEES AT 7:30 a.m. on examination day. Examinees who arrive later than 7:30 a.m. shall NOT be admitted.

A. Accomplishing the Answer Sheet

IMPORTANT

In accomplishing the Answer Sheet:

- Use dark lead pencil for all shaded entries (i.e. circles corresponding to answers to test items; and circles corresponding to Examinee Number)
- Use black ballpen for all written entries (i.e. Title, Date, and Place of Examination; Date of Birth; Examinee Number; and Start/Finish Time)
- Since the test is machine-scored, shade the circles that correspond to the answers neatly, completely and dark enough to be read by the machine. PLEASE AVOID LIGHT SHADING.
- Shade only one answer for every test item.
- To change an answer:
 - Erase completely (using eraser for pencil) the initial answer, then shade the circle that corresponds to the new and final answer.
 - Do not use correction fluid, correction pen, correction tape, and the like.
- Do not make any stray/unnecessary marks on the Answer Sheet.

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 school location;
2. Be at the assigned school early on examination day for the verification and locating of room assignment. Testing venues shall be open to examinees at 6 a.m.;
3. Wear proper attire on examination day (i.e. not in sleeveless shirt/blouse, or in short pants, or in slippers).
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; otherwise, any of the following I.D. cards, in which case, the I.D. card must be valid (i.e. not expired):
 - a.1 Driver's License;
 - a.2 Passport;
 - a.3 GSIS I.D.;
 - a.4 SSS I.D.;
 - a.5 BIR I.D. (ATM type/TIN card type with picture);
 - a.6 Voter's I.D.;
 - a.7 PRC I.D.;
 - a.8 Postal I.D.;
 - a.9 PhilHealth I.D. (must contain the bearer's name, clear picture, signature and PhilHealth number)
 - a.10 Barangay I.D.;
 - a.11 current Company/Office I.D.
 - a.12 current School I.D. (validated for the current school year/ semester/ trimester); and
 - a.13 Police Clearance.

Note: 1. The NO I.D., NO EXAMINATION Rule is strictly implemented.
2. Any other I.D. card not included in the above list shall NOT be accepted.

- b. Dark Lead pencil/s and eraser/s;
 - c. Ball Pen/s (Black);
 - d. Original PSA (formerly NSO) Birth Certificate (if I.D. card has no date of birth);
 - e. Application Receipt with corresponding Official Receipt (if available);
 - f. ONSA-generated Notice of School Assignment (if available); and
 - g. Clear bottled 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.
5. Use of any aid in answering the test (such as calculators; books, dictionaries and other forms of printed materials; watch calculators; cellular phones, tablets and any other gadgets; and all other similar materials/items) is strictly prohibited.
 6. Bringing of cellular/mobile phones and any other gadgets is not allowed. If brought, these shall be surrendered to the Room Examiners for safekeeping. The examinees shall retrieve the same upon leaving the room.

7. Following are other relevant information:

Reference	Professional Level	SubProfessional Level
Scope of Examination	In English and Filipino: vocabulary, grammar and correct usage, paragraph organization, reading comprehension, analogy, logic, and numerical reasoning	In English and Filipino: vocabulary, grammar and correct usage, paragraph organization, reading comprehension, spelling, clerical operations, and numerical reasoning
	General information items on the following: Philippine Constitution; Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713); Peace and Human Rights Issues and Concepts; and Environment Management and Protection	
No. of Test Items	170	165
Time Limit	3 hours, 10 minutes	2 hours, 40 minutes
Test Proper	8 a.m. to 11:10 a.m.	8 a.m. to 10:40 a.m.
Time Required for Pre and Post Examination Activities/Documentation	Approximately one hour before and one hour after the test proper	

8. 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:


FERNANDO M. PORIO

Director IV
 Examination, Recruitment and Placement Office

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