



Examination Advisory No. 04, s. 2017

## ADVISORY

**TO :** All Examinees of the March 12, 2017 Career Service Examination, Pen and Paper Test (CSE-PPT)

**SUBJECT :** School Assignment, Accomplishing Answer Sheet, and Important Reminders

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Please be informed that 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

Examinees' school assignment for the March 12, 2017 CSE-PPT for Professional and SubProfessional levels may be generated using ONSA or the Online Notice of School Assignment.

ONSA shall be available and can be accessed in the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) by February 27, 2017.

To use ONSA, examinees should encode/fill in the required data in the corresponding data fields accurately, following the indicated format. Examinees are advised to have a print-out of their Notice of School Assignment using ONSA.

If the examinees cannot access the ONSA and/or still do not know their school assignment one week before the examination day, they should inquire directly with the CSC Regional/Field Office concerned. A complete directory of CSC Regional/Field Offices nationwide is available at the CSC website.

### B. Accomplishing the Answer Sheet

#### IMPORTANT

In accomplishing the Answer Sheet:

- ✓ Use only BLACK BALLPEN in filling out all text fields and in shading answers.
- ✓ DO NOT use gel pen, sign pen, fountain pen, friction pen, or any other kinds of pen, including other colors of ball pen.
- ✓ Shade neatly and completely the circles that correspond to answers.

- ✓ To change an answer:
  - Put an "X" mark over the initial answer, then shade the new and final answer.
  - DO NOT use correction fluid, correction pen, correction tape, pen eraser, or any other similar materials.
  - Examinees shall be allowed to change answer for each test item only once.
- ✓ Do not make any stray/unnecessary marks on the Answer Sheet.

### C. 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 (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 ID (must, at the least, contain the applicant's name, clear picture, signature and PhilHealth number);
    - a.9 Company/Office ID;
    - a.10 School ID (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. All other I.D. cards not included in the above list shall NOT be accepted.



- b. Original of PSA (formerly NSO)/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. Notice of Assignment generated thru ONSA (if available);
  - e. Black Ball Pen/s; and
  - f. 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, smart watches, tablets and any other gadgets; and all other similar materials/items) is strictly prohibited.
  6. Bringing of cellular/mobile phones, smart watches and any other gadgets is not allowed. If brought, these shall be surrendered to the Room Examiners for safekeeping. The examinees concerned 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: <ul style="list-style-type: none"> <li>▪ Numerical Ability               <ul style="list-style-type: none"> <li>&gt; basic operations</li> <li>&gt; word problems</li> </ul> </li> <li>▪ Analytical Ability               <ul style="list-style-type: none"> <li>&gt; word association</li> <li>&gt; identifying assumptions and conclusions</li> <li>&gt; logic</li> <li>&gt; data interpretation</li> </ul> </li> <li>▪ Verbal Ability               <ul style="list-style-type: none"> <li>&gt; grammar and correct usage</li> <li>&gt; vocabulary</li> <li>&gt; paragraph organization</li> <li>&gt; reading comprehension</li> </ul> </li> </ul>	In English and Filipino: <ul style="list-style-type: none"> <li>▪ Numerical Ability               <ul style="list-style-type: none"> <li>&gt; basic operations</li> <li>&gt; word problems</li> </ul> </li> <li>▪ Clerical Ability               <ul style="list-style-type: none"> <li>&gt; filing</li> <li>&gt; spelling</li> </ul> </li> <li>▪ Verbal Ability               <ul style="list-style-type: none"> <li>&gt; grammar and correct usage</li> <li>&gt; vocabulary</li> <li>&gt; paragraph organization</li> <li>&gt; reading comprehension</li> </ul> </li> </ul>
	General information items on the following: <ul style="list-style-type: none"> <li>◆ Philippine Constitution;</li> <li>◆ Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713);</li> <li>◆ Peace and Human Rights Issues and Concepts; and</li> <li>◆ Environment Management and Protection</li> </ul>	
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.

Examinees are also advised to access and read the *Examinee's Guide in Taking Civil Service Examination, Pen and Paper Test* which can be downloaded in the CSC website through the link <http://www.csc.gov.ph/pptguide>.

Please be guided accordingly.

Approved:



FERNANDO M. PORIO

Director IV  
Examination, Recruitment and Placement Office

28 FEB 2017

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