



Examination Announcement No. 04, s. 2017

## ANNOUNCEMENT

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

### Career Service Examination, Pen and Paper Test (CSE-PPT) for Professional and SubProfessional Levels for CY 2018:

Date of Examination	Application Period	
	From	To
March 18, 2018	Nov. 16, 2017	Jan. 31, 2018
August 12, 2018	April 10, 2018	June 22, 2018

**Note:** Acceptance of applications shall be on a **FIRST-COME, FIRST-SERVED** basis and shall be closed any time before the deadline if the CSC Regional/Field Office has already reached the target number of applicants.

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

#### A. OBJECTIVE

To establish a Register of Eligibles (RoE) from which certification and appointment to first and second level positions in the civil service, except those involving practice of profession and/or are covered by special laws, shall be made, provided the eligibles meet the qualifications and other requirements of the positions. The RoE may also be a reference for employment in the private sector.

#### B. TESTING CENTERS

REGION	TESTING CENTER/S	
	March 18, 2018	August 12, 2018
1	San Fernando City, La Union Dagupan City Urdaneta City Vigan City Laoag City	San Fernando City, La Union Dagupan City Urdaneta City Vigan City Laoag City
2	Tuguegarao City Bayombong, Nueva Vizcaya Basco, Batanes Cauayan City	Tuguegarao City Bayombong, Nueva Vizcaya Cauayan City

REGION	TESTING CENTER/S	
	March 18, 2018	August 12, 2018
3	City of San Fernando, Pampanga Malolos City Guiguinto, Bulacan Cabanatuan City Balanga City Baler, Aurora	City of San Fernando, Pampanga Malolos City Guiguinto, Bulacan Cabanatuan City Olongapo City Tarlac City
4	Dasmariñas City Batangas City Cainta, Rizal Lucena City  Calapan City, Oriental Mindoro San Jose, Occidental Mindoro Boac, Marinduque Odiongan, Romblon Puerto Princesa City	Bacoor City Los Baños, Laguna Sta. Cruz, Laguna Batangas City Morong, Rizal Lucena City Lopez, Quezon  Calapan City, Oriental Mindoro Mamburao, Occidental Mindoro Puerto Princesa City
5	Legazpi City Naga City Masbate City	Legazpi City Naga City Virac, Catanduanes
6	Bacolod City Iloilo City Roxas City San Jose, Antique	Bacolod City Iloilo City Kalibo, Aklan
7	Cebu City Dumaguete City Tagbilaran City Bogo City	Cebu City Dumaguete City Tagbilaran City
8	Tacloban City Borongan City Catbalogan City Ormoc City	Tacloban City Maasin City Catarman, Northern Samar
9	Zamboanga City Pagadian City Dipolog City	Zamboanga City Pagadian City Dipolog City
10	Cagayan de Oro City	Cagayan de Oro City
11	Davao City Tagum City	Davao City Tagum City
12	Cotabato City General Santos City Kidapawan City Koronadal City	Cotabato City General Santos City Kidapawan City Koronadal City
NCR	(to be announced)	(to be announced)

REGION	TESTING CENTER/S	
	March 18, 2018	August 12, 2018
<b>CAR</b>	Baguio City Tabuk City Bangued, Abra Bontoc, Mt. Province	Baguio City Bangued, Abra Luna, Apayao Lagawe, Ifugao
<b>Caraga</b>	Butuan City San Francisco, Agusan del Sur Surigao City Tandag City	Butuan City San Francisco, Agusan del Sur Surigao City Bislig City
<b>ARMM</b>	Cotabato City Iligan City Bongao, Tawi-tawi	Cotabato City Iligan City Bongao, Tawi-tawi

### C. QUALIFICATION / ADMISSION REQUIREMENTS

All applicants must strictly meet the following qualification requirements:

1. Filipino citizen;
2. At least 18 years old on the date of filing of application;
3. Of good moral character;
4. Has not been convicted by final judgment of an offense or crime involving moral turpitude, or disgraceful or immoral conduct, dishonesty, examination irregularity, drunkenness, or addiction to drugs;
5. Has not been dishonorably discharged from military service, or dismissed for cause from any civilian position in the government; and
6. Has not taken the same level of Career Service Examination, regardless of mode, within the last three months before the date of examination:

Date of Examination	3-month Prohibition Period on Taking the Same Level of Examination (regardless of mode)
March 18, 2018	Dec. 18, 2017 to March 17, 2018
August 12, 2018	May 12, 2018 to August 11, 2018

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



- c) 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 under existing Civil Service Law and rules.
- d) The Bar examination given by the Supreme Court of the Philippines and the Board examinations 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, individuals who were granted the Honor Graduate Eligibility under P.D. 907 may opt not to take the corresponding examination anymore.

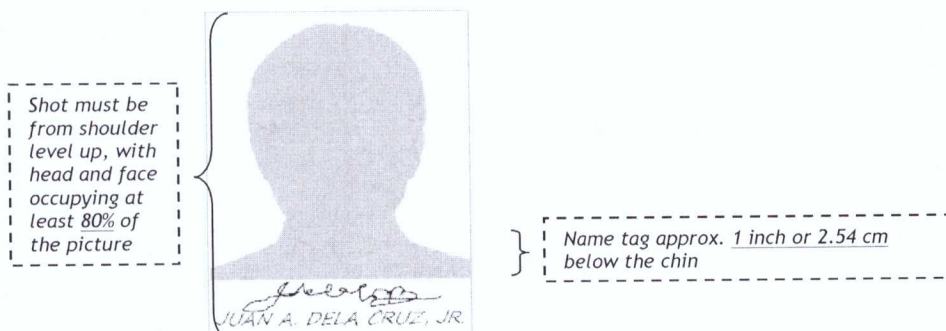
#### D. APPLICATION REQUIREMENTS

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 must be valid (not expired upon filing of application):

- a. Driver's License;
- b. Passport;
- c. PRC License;
- d. SSS I.D.;
- e. GSIS I.D. (UMID);
- f. Voter's I.D.;
- g. BIR I.D. (ATM type/TIN card type with picture);
- h. PhilHealth I.D. (must, at the least, contain the holder's name, clear picture, signature and PhilHealth number);
- i. Company/Office I.D.;
- j. School I.D. (validated for the current school year/semester/trimester);
- k. Police Clearance/Police Clearance Certificate (with picture);
- l. Postal I.D.;
- m. Barangay I.D.; or
- n. NBI Clearance.

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

4. For applicants without date of birth in their I.D. card/s, original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA, formerly National Statistics Office), or the Local Civil Registry (LCR) printed on Security Paper (SecPa)
5. 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
6. Examination fee of Five Hundred Pesos (Php 500.00)

## 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](http://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](http://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

Examinees shall be informed of their places of examination (school assignment) through the **Online Notice of School Assignment (ONSA)**.

ONSA shall be available via the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) approximately two weeks before examination day. Examinees are advised to have a **print-out** of their Notice of School Assignment using ONSA.

If examinees cannot access the ONSA or still do not know their school assignment one week before examination day, they should verify or inquire directly with the CSC Regional/Field Office concerned.

**Note:** *Examinees, as applicable, are 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 early on examination day. Testing venues shall be open 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 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 other accepted I.D. cards listed in Item D(3) above, in which case, the I.D. card must be valid (not expired);

**Note:** The **NO I.D., NO EXAMINATION** Rule is strictly implemented.

- 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. Notice of School Assignment generated through ONSA (as applicable);
- e. Black Ball Pen/s; and
- f. 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**

Reference	Professional Level	SubProfessional Level
Scope of Examination	In English and Filipino: <ul style="list-style-type: none"> <li>▪ Vocabulary;</li> <li>▪ Grammar and Correct Usage;</li> <li>▪ Organization of Ideas;</li> <li>▪ Analysis/Synthesis;</li> <li>▪ Word Analogy;</li> <li>▪ Data Interpretation;</li> <li>▪ Logic and Abstract Reasoning; and</li> <li>▪ Numerical Reasoning.</li> </ul>	In English and Filipino: <ul style="list-style-type: none"> <li>▪ Vocabulary;</li> <li>▪ Grammar and Correct Usage;</li> <li>▪ Organization of Ideas;</li> <li>▪ Analysis/Synthesis;</li> <li>▪ Clerical Ability;</li> <li>▪ Spelling; and</li> <li>▪ Numerical Reasoning.</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	



## 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 uploaded/posted on the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) within 60 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 if their Certification is already available before going to the CSC Regional/Field Office. 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 even if already expired by the time/date of claiming. If the I.D. card to be presented for claiming 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, in which case, the I.D. card must be valid (not expired); and
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 CSE (Professional) shall be called **Career Service Professional Eligibility**. It is a second level eligibility appropriate for both first level (clerical) and second level (technical) positions in the government that do not involve practice of profession and are not covered by special/other laws.

The civil service eligibility resulting from passing the CSE (SubProfessional) shall be called **Career Service SubProfessional Eligibility**. It is a first level eligibility appropriate only for first level (clerical) positions in the government that do not involve practice of profession and are not covered by special/other laws.

### 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

07 NOV 2017