



Examination Advisory No. 05, s. 2018

ADVISORY

TO : All Examinees of the March 18, 2018 Career Service Examination, Pen and Paper Test (CSE-PPT)

SUBJECT : School Assignment and Important Reminders

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.
 - **Wear proper attire** on examination day. **SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, and SLIPPERS ARE NOT ALLOWED.**
 - Bringing of **cellular phones and any other gadgets**, including smart phones/watches, calculators, wristwatches with calculator, books and other forms of printed materials and all other similar items, is **NOT allowed.**
- Further, **NO bags** and any other personal stuff shall be allowed. In this light, examinees are advised to bring **ONLY** the items listed under Item B (Things to Bring) below.
- **Failure to take** the examination on scheduled date shall mean **forfeiture of examination fee and slot. Re-scheduling of examination date is NOT allowed.**

A. School Assignment

Examinees' school assignment for the March 18, 2018 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 by March 5, 2018.

Note: *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.*

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

If 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. Things to Bring

Bring **ONLY** the following items on examination day:

1. **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 following accepted I.D. cards, which is preferably valid (not expired):
 - 1.1 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;
 - 1.2 Passport;
 - 1.3 PRC License;
 - 1.4 SSS I.D.;
 - 1.5 GSIS I.D. (UMID);
 - 1.6 Voter's I.D./Voter's Certification;
 - 1.7 BIR/Taxpayer's I.D. (ATM type/TIN card type with picture);
 - 1.8 PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number);
 - 1.9 Company/Office I.D.;
 - 1.10 School I.D.;
 - 1.11 Police Clearance/Police Clearance Certificate (with picture);
 - 1.12 Postal I.D.;
 - 1.13 Barangay I.D.;
 - 1.14 NBI Clearance;
 - 1.15 Seaman's Book;
 - 1.16 HDMF Transaction Card;
 - 1.17 PWD I.D.;
 - 1.18 Solo Parent I.D.;
 - 1.19 Senior Citizen's I.D.;
 - 1.20 Alien Certificate of Registration Identity Card (ACR I-CARD); and
 - 1.21 CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*).

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.**
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 March 17, 2018).**

2. BLACK BALL PEN/S;

3. Original of PSA (formerly NSO)/LCR issued Birth Certificate printed on Security Paper (if I.D. card has no date of birth);
4. Application Receipt with CSC Official Receipt (if available);
5. Notice of School Assignment generated thru ONSA (if available); and
6. 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.

Note: *Examinees are advised to bring ONLY the above listed items.*

C. Other 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.;
4. Use of any aid in answering the test (such as calculators; books, dictionaries and other forms of printed materials; watch calculators; cellular phones, smart phones/watches, tablets and any other gadgets; and all other similar materials/items) is strictly prohibited.
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.

D. Scope of Examination and Other Information

Reference	Professional Level	SubProfessional Level
Scope of Examination	In English and Filipino: <ul style="list-style-type: none"> ▪ Numerical Ability <ul style="list-style-type: none"> > basic operations > word problems ▪ Analytical Ability <ul style="list-style-type: none"> > word association > identifying assumptions and conclusions > logic > data interpretation ▪ Verbal Ability <ul style="list-style-type: none"> > grammar and correct usage > vocabulary > paragraph organization > reading comprehension 	In English and Filipino: <ul style="list-style-type: none"> ▪ Numerical Ability <ul style="list-style-type: none"> > basic operations > word problems ▪ Clerical Ability <ul style="list-style-type: none"> > filing > spelling ▪ Verbal Ability <ul style="list-style-type: none"> > grammar and correct usage > vocabulary > paragraph organization > reading comprehension

Reference		Professional Level	SubProfessional Level
		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	Regular	3 hours, 10 minutes	2 hours, 40 minutes
	Visually Impaired (Dictation; Braille; Low Vision)	4 hours, 10 minutes	3 hours, 40 minutes
	Deaf/Hard of Hearing		
Test Proper	Regular	8 a.m. to 11:10 a.m.	8 a.m. to 10:40 a.m.
	Visually Impaired (Dictation; Braille; Low Vision)	8 a.m. to 12:10 p.m.	8:00 a.m. to 11:40 a.m.
	Deaf/Hard of Hearing		
Time Required for Pre and Post Examination Activities/Documentation		Approximately one hour before and one hour after the test proper	

Please be guided accordingly.

Approved:


FERNANDO M. PORIO
 Director IV

Examination, Recruitment and Placement Office

FEB 28 2018

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