



Exam Announcement No. 02, s. 2014

ANNOUNCEMENT

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

Career Service Examination, Paper-and-Pencil Test (CSE-PPT) for Professional and SubProfessional Levels for CY 2015:

Date of Examination	Application Period	
	From	To
May 3, 2015	November 17, 2014	March 12, 2015
October 18, 2015	May 25, 2015	September 3, 2015

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 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	
	May 3, 2015	October 18, 2015
1	San Fernando City, La Union Dagupan City Vigan City Laoag City Urdaneta City	San Fernando City, La Union Dagupan City Vigan City Laoag City Urdaneta City

*In a **Race** to Serve: **Responsive, Accessible, Courteous and Effective** Public Service*

REGION	TESTING CENTER/S	
	May 3, 2015	October 18, 2015
2	Tuguegarao City Bayombong, Nueva Vizcaya Basco, Batanes	Tuguegarao City Bayombong, Nueva Vizcaya
3	City of San Fernando, Pampanga Cabanatuan City Malolos City Baler, Aurora	City of San Fernando, Pampanga Cabanatuan City Malolos City Olongapo City
4	Imus, Cavite Sta. Cruz, Laguna Batangas City Lucena City Mamburao, Occidental Mindoro Pinamalayan, Oriental Mindoro Boac, Marinduque Odiongan, Romblon	Cavite Laguna Batangas Quezon Rizal Palawan
5	Legaspi City Naga City Masbate City	Legaspi City Naga City Masbate City
6	Bacolod City Iloilo City Roxas City San Jose, Antique	Bacolod City Iloilo City Kalibo, Aklan
7	Cebu City Dumaguete City Tagbilaran City	Cebu City Dumaguete City Tagbilaran City
8	Tacloban City Catarman, Northern Samar Borongan City	Tacloban City Catbalogan City Maasin City
9	Zamboanga City Dipolog City Pagadian City	Zamboanga City Dipolog City Pagadian City
10	Cagayan de Oro City	Cagayan de Oro City
11	Davao City Tagum City	Davao City Tagum City
12	Cotabato City Kidapawan City Koronadal City	Cotabato City Kidapawan City Koronadal City
NCR	Quezon City Manila	Quezon City Manila
CAR	Baguio City Tabuk City Bangued, Abra Bontoc, Mt. Province	Baguio City Bangued, Abra Luna, Apayao Lagawe, Ifugao
CARAGA	Butuan City Surigao City Tandag City San Francisco, Agusan del Sur	Butuan City Surigao City Tandag City San Francisco, Agusan del Sur
ARMM	Cotabato City Iligan City	Cotabato City Iligan City Bongao, Tawi-Tawi

C. QUALIFICATION 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)
May 3, 2015	February 3, 2015 to May 2, 2015
October 18, 2015	July 18, 2015 to October 17, 2015

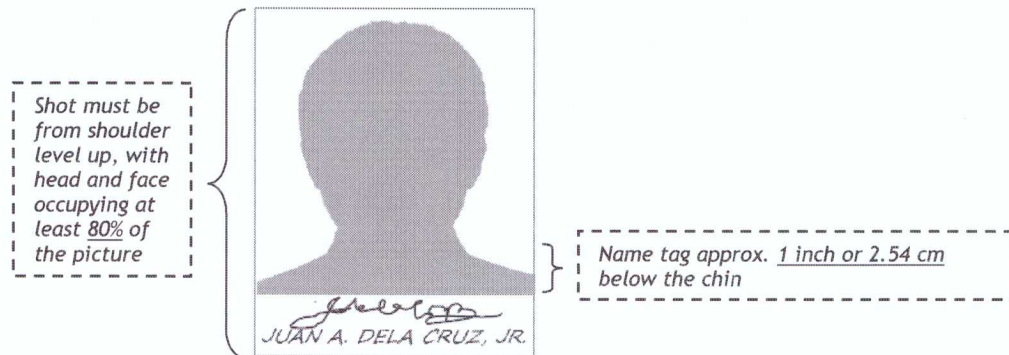
- NOTE:** a) *Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination fees paid shall be forfeited.*
- b) *Applicants with pending administrative and/or criminal cases may take the examination and shall be conferred the eligibility if they successfully pass the same. However, this is without prejudice to the outcome of their pending cases. If they are found guilty of grave offenses, their eligibility shall be forfeited based on the penalties stated in the decision and pursuant to Section 52 (a) of the Revised Rules on Administrative Cases in the Civil Service.*
- c) *Those who have already passed the same level of examination or a comparable level of examination given by the Professional Regulation Commission, as well as passers of Board/Bar examinations, and those who graduated with honors in their bachelor's degree may opt not to apply and take the corresponding examination anymore.*

D. APPLICATION REQUIREMENTS

1. Fully accomplished Application Form (CS Form No. 100, Revised November 2012).

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:
- Passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)**
 - Colored, with **white background**
 - Taken **within three (3) months** prior to filing of application
 - Printed on **good quality photo paper**
 - 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)
 - In **bare face** (with no eyeglasses, colored contact lens, or any accessories that may cover the facial features; facial features not computer enhanced)
 - Showing **left and right ears**
 - Taken in **full-face view** directly facing the camera
 - With **neutral facial expression**, and **both eyes open**
 - 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), and contains the name, clear picture, date of birth and signature of the applicant, and the name and signature of the issuing agency's current head/authorized representative:
- Driver's License;
 - Passport;
 - PRC License;
 - SSS I.D.;
 - GSIS I.D.
 - Voter's I.D.;
 - BIR I.D. (ATM type/TIN card type with picture);
 - PhilHealth ID (must, at the least, contain the applicant's name, clear picture, signature and PhilHealth number);
 - Current Company/Office ID;
 - Current School ID (validated for the current school year/semester/trimester);
 - Police Clearance;
 - Postal I.D.; or
 - Barangay I.D.

NOTE: Any other I.D. card 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/authenticated by the National Statistics Office
5. Examination fee of Five Hundred Pesos (Php 500.00)

E. WHERE TO GET AND FILE APPLICATION FORMS

The application form 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.

Applicants are strongly advised to personally file their applications at the CSC Regional Office (CSCRO), or at any of the concerned CSCRO's Field Offices, where they intend to take the examination.

NOTE: *Proper attire should be worn during filing of application. APPLICANTS SHOULD NOT BE IN SLEEVELESS SHIRT/BLOUSE, OR IN SHORT PANTS, OR IN SLIPPERS.*

F. EXAMINATION PERMIT

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 approximately two weeks before examination day. ONSA can also be accessed through the path <http://webapp.csc.gov.ph/ExamAssign/ExamAssign.htm>.

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 examination day, they should inquire with the CSC Regional/Field Office concerned. A complete directory of CSC Regional/Field Offices nationwide is available at the CSC website www.csc.gov.ph.

NOTE: *Examinees, as applicable, are advised to visit and have an ocular inspection of their assigned school a day or two before the examination day to familiarize them with the school's location.*

G. EXAMINATION DAY

Examinees should be at their assigned school **not later than 7 a.m.** on examination day.

GATES OF EXAMINATION VENUES SHALL BE CLOSED TO EXAMINEES AT 7:30 A.M.

Examinees should bring the following items:

1. Valid I.D. card [preferably the one presented during filing of application; or any of the other I.D. cards listed under Item D(3) hereof];
2. Original NSO Birth Certificate (if I.D. card has no date of birth);
3. Application Receipt;
4. Notice of Assignment (as applicable);
5. Lead pencil/s (No. 1 or 2) and eraser;
6. Ball Pen/s (Black or Blue); and
7. **Clear bottled water**, or preferred beverage (except alcoholic beverage) placed in **clear/transparent container**, and/or candies, if any.

IMPORTANT REMINDERS:

NO I.D., NO EXAM

Failure to take the examination on your scheduled date shall mean **forfeiture of your examination fee and slot. Re-scheduling of examination date is NOT allowed.**

All personal belongings including cellular phones, calculators, other electronic gadgets, books, and printed materials must 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.

Proper attire should be worn on examination day. **EXAMINEES SHOULD NOT BE IN SLEEVELESS SHIRT/ BLOUSE, OR IN SHORT PANTS, OR IN SLIPPERS.**

H. SCOPE OF EXAMINATION AND OTHER 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	

I. PASSING GRADE

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

J. RELEASE OF TEST RESULTS

Test results shall be released within 41 days after the examination through posting of the List of Passers in the CSC website www.csc.gov.ph.

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.

Those who will pass should coordinate and verify with the CSC Regional Office concerned the availability of their Certificate of Eligibility (CoE) and the requirements in claiming it. A complete directory of the CSC Regional Offices is available at the CSC website. Passers must personally claim their CoE. Representatives are not allowed to claim the same. Claiming of CoE shall be available approximately 30 days after the posting of the List of Passers.

A corresponding Advisory on these matters shall be posted in the CSC website along with the List of Passers. Any further concern must be coordinated with the CSC Regional Office concerned.

WARNING

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

Any form of cheating in any civil service examination shall be a violation of **Republic Act No. 9416 (Anti-Cheating Law)**, and any person found guilty shall be administratively and criminally liable. 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

10 NOV 2014

Examination, Recruitment and Placement Office