



MC No. 31, s. 2017

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Categories of Examinees and Administration of Civil Service Examinations on Persons with Disabilities (PWDs) and Others

As contained in CSC Resolution No. 1701159 dated July 31, 2017, the Commission has resolved to categorize examinees, as follows:

1. PWD Examinees – shall refer to examinees falling under any of the following sub-categories:
 - a. The visually impaired
 - a.1 Using the Dictation system – shall cover both partially and totally blind examinees who opt to take the examination through dictation
 - a.2 Using the Braille system – shall cover both partially and totally blind examinees who opt to take the examination through Braille
 - a.3 Low vision – shall cover partially blind examinees who opt to take the examination on their own the conventional way
 - b. The deaf or hard of hearing – shall cover both partially and totally deaf examinees
 - c. Other PWDs – shall cover examinees with both apparent and non-apparent physical disability other than the visually impaired and the deaf or hard of hearing

To be categorized as PWD examinee shall require presentation of a valid (not expired) PWD I.D. card. However, individuals with apparent physical disability but without PWD I.D. card shall be considered and categorized as PWD examinee.

2. Regular Examinees – shall refer to examinees, including the pregnant and the senior citizens, not falling under any of the PWD sub-categories. However, because of their delicate condition, pregnant and senior citizen examinees shall be assigned on the ground floor of a building in the examination venue.

Corollary, the Commission has resolved to extend for one hour the time limit of the examination for the visually impaired (dictation, Braille, and low vision) and the deaf or hard of hearing. The duration of examination shall be, as follows:

Category of Examinee	Career Service Examination (CSE)		Examinations Other than the CSE comparable to Professional level	Examinations Other than the CSE comparable to SubProfessional level
	Professional level	SubProfessional level		
Visually impaired (Dictation system)	4 hours, 10 minutes	3 hours, 40 minutes	4 hours, 10 minutes	3 hours, 40 minutes
Visually impaired (Braille system)				
Visually impaired (low vision)				
Deaf or hard of hearing				
Other PWDs	3 hours, 10 minutes	2 hours, 40 minutes	3 hours, 10 minutes	2 hours, 40 minutes
Pregnant				
Senior Citizen				
Regular examinees				

Also provided in the CSC Resolution are general guidelines on administering civil service examinations to PWDs, pertaining to the following areas:

- Submission of statistics on registered examinees
- Assigning of rooms
- Randomization procedures
- Assigning of room examiners and proctors
- Preparation of test materials

CSC Resolution No. 1701159 was published in the Philippine Star on September 15, 2017 and took effect on September 30, 2017.

Please be guided accordingly.


ALICIA dela ROSA-BALA
 Chairperson

06 OCT 2017



CATEGORIES OF EXAMINEES AND
ADMINISTRATION OF CIVIL SERVICE
EXAMINATIONS ON PERSONS WITH
DISABILITIES (PWDs) AND OTHERS
x-----x

Number: 1701159

Promulgated: 31 JUL 2017

RESOLUTION

WHEREAS, Article IX-B, Section 2 (2) of the 1987 Philippine Constitution provides that appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, and, except to positions which are policy-determining, primarily confidential or highly technical, by competitive examinations;

WHEREAS, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987, provides that the Civil Service Commission (CSC) shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, Section 12 (7), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987, provides further that the CSC shall have the power to control, supervise, and coordinate civil service examinations;

WHEREAS, the CSC, through the Examination, Recruitment and Placement Office (ERPO), the CSC Regional Offices (CSC ROs), and the CSC Field Offices (CSC FOs), administers civil service examinations via pen and paper test (CSE-PPT) mode such as, but not limited to, Career Service Examination (CSE) for Professional and SubProfessional levels, Fire Officer Examination (FOE), Penology Officer Examination (POE), and Career Service Examination for Foreign Service Officer (CSE-FSO);

WHEREAS, the standard duration of examination is three (3) hours and 10 minutes for the CSE Professional level, FOE, POE and CSE-FSO; two (2) hours and 40 minutes for the CSE SubProfessional level;

WHEREAS, the CSC administers examinations to persons with disabilities (PWDs) such as the blind or visually impaired, the deaf or hard of hearing, those with other physical defects, the pregnant and senior citizens;

WHEREAS, the conduct of examination for the visually impaired is either through the Braille system or the Dictation system, both requiring procedures that vary from those employed for standard examination/regular examinees;

WHEREAS, the deaf or hard of hearing has limited vocabulary in comparison with their full hearing counterparts which affects their comprehension and literacy skills. Such limited vocabulary adds to the difficulty in reading and understanding passages, including technical, difficult, or peculiar words. Further, they do not understand questions in Filipino and do not have an equivalent sign language for numerical formula/equations;

WHEREAS, there is a need for appropriate measures to address the physical conditions of PWDs, pregnant examinees and senior citizens;

Bawat Kawani, Lingkod Bayani

WHEREFORE, the Commission hereby **RESOLVES** to prescribe the following general guidelines on categorizing examinees of and administering civil service examinations to persons with disabilities (PWDs) and certain regular examinees owing to their conditions:

A. Categories of examinees

1. PWD Examinees – shall refer to examinees falling under any of the following sub-categories:
 - a. The visually impaired
 - a.1 Using the Dictation system – shall cover both partially and totally blind examinees who opt to take the examination through dictation
 - a.2 Using the Braille system – shall cover both partially and totally blind examinees who opt to take the examination through Braille
 - a.3 Low vision – shall cover partially blind examinees who opt to take the examination on their own the conventional way
 - b. The deaf or hard of hearing – shall cover both partially and totally deaf examinees
 - c. Other PWDs – shall cover examinees with both apparent and non-apparent physical disability other than the visually impaired and the deaf or hard of hearing

To be categorized as PWD examinee shall require presentation of a valid (not expired) PWD I.D. card. However, individuals with apparent physical disability but without PWD I.D. card shall be considered and categorized as PWD examinee.
2. Regular Examinees – shall refer to examinees, including the pregnant and the senior citizens, not falling under any of the PWD sub-categories. However, because of their delicate condition, pregnant and senior citizen examinees shall be assigned on the ground floor of a building in the examination venue.

B. Time Limit

The time limit for the examination shall be extended for one hour for the visually impaired (dictation, Braille, and low vision) and the deaf or hard of hearing. Accordingly, the duration of examination shall be, as follows:

Category of Examinee	Career Service Examination (CSE)		Examinations Other than the CSE comparable to Professional level	Examinations Other than the CSE comparable to SubProfessional level
	Professional level	SubProfessional level		
Visually impaired (Dictation system)	4 hours, 10 minutes	3 hours, 40 minutes	4 hours, 10 minutes	3 hours, 40 minutes
Visually impaired (Braille system)				
Visually impaired (low vision)				
Deaf or hard of hearing	3 hours, 10 minutes	2 hours, 40 minutes	3 hours, 10 minutes	2 hours, 40 minutes
Other PWDs				
Pregnant				
Senior Citizen				
Regular examinees				



C. Submission of Statistics on Registered Examinees

To facilitate the printing, preparation and packing of test materials, the CSC ROs shall submit to ERPO the statistics on registered examinees not later than the date prescribed by ERPO. The statistics should indicate the specified categories of examinees under Item A of this Resolution and by level of examination in the case of the Career Service Examination.

Attached are the prescribed forms to be used uniformly by all CSC ROS in submitting statistics on registered examinees (*Annex A – original submission; and Annex B – revision*).

D. Assigning of Rooms

1. Separate rooms shall be assigned for each of the categories of PWD examinees and the pregnant/senior citizen.
2. In consideration of their physical condition, the rooms to be assigned to PWD examinees and the pregnant/senior citizen should be located on the ground floor of a building for ease of movement.
3. In the case of the Career Service Examination, the assigning of separate rooms shall be done further by each level of the examination. However, for practical reasons and to maximize resources, where there are only a total of 10 examinees or less for each of the PWD categories (except the visually impaired) and of the pregnant/senior citizen, but taking different levels of the Career Service Examination, the examinees may be assigned in the same room, provided that, separate Picture-Seat Plans shall be accomplished for each level of the examination.
4. The CSC ROs may accommodate the visually impaired and/or the deaf or hard of hearing in their respective offices if adequate space or room is available.
5. For the visually impaired (Dictation and Braille systems), each examinee should be assigned in separate rooms/locations to properly facilitate actual dictation, including transcribing, procedures. The room should be conducive and receptive to their physical condition (e.g. accessible and free from objects that may cause harm to the examinee). In addition, the room for those taking the Dictation system should be free from any electronic device that may facilitate audio recording of the dictation.
6. For low vision examinees, a separate room should be assigned which is also located on the ground floor of a building.
7. For the deaf or hard of hearing, a maximum of 10 examinees shall be assigned per room to ensure proper managing by the room examiners.

E. Randomization Procedures

1. Separate randomization procedures shall be executed, as follows:
 - for Regular examinees
 - for the Visually Impaired (Dictation)
 - for the Visually Impaired (Braille)
 - for the Visually Impaired (low vision)
 - for the Deaf/hard of hearing (maximum of 10 examinees per room)
 - for Other PWDs
 - for Pregnant/Senior Citizen examinees



2. In case Other PWDs and Pregnant/Senior Citizen examinees be assigned in the same room, they shall be randomized as one group.
3. Randomization procedures shall be executed further for each level of the examination in case of the Career Service Examination.
4. Separate Examinee Attendance Sheets should correspondingly be generated and printed based on the groupings under Item E(1).

F. Assigning of Room Examiners and Proctors

1. For the visually impaired (thru Braille and Dictation systems)

The Room Examiner and the Proctor to be assigned must generally:

- Be a CSC employee;
 - Be a Career Service Professional/SubProfessional eligible, as applicable;
 - Not related to the examinee within the fourth degree of consanguinity or affinity;
 - Be with proven integrity, especially for the Dictation system as they will have access to the test questions;
 - Have high degree of accuracy as they will facilitate the dictation of test and transcribing of the examinees' answers; and
 - Have attended the Training on Professionalized Corps of Test Administrators (PROCTAD).
2. The examiners for the Dictation system, in addition, should have clear, audible and pleasant voice to better facilitate the test dictation, and be capable to maintain the voice intonation so as not to give hint on the right answer to the examinee.
 3. For the deaf or hard of hearing, the Room Examiner and the Proctor to be assigned should preferably be special education teachers, or employees of government agencies (e.g. Department of Education; National Council on Disability Affairs) with knowledge on sign language, or certified sign language interpreters.

G. Preparation of Test Materials

1. For the visually impaired (Braille system), test materials shall be prepared in Braille.
2. For the visually impaired (low vision), test materials shall be prepared with increased font size of at least 50% to facilitate reading of test items and accomplishing/shading of the answer sheet.
3. For the rest of the examinees, normal standards shall be observed in the preparation of test materials.



The Commission **FURTHER RESOLVES** to authorize ERPO to prepare and issue directions for administering examination for the visually impaired using the Braille system and the Dictation system.

All other rules and regulations, or any part or provision of the rules and regulations, inconsistent with these guidelines, are hereby repealed or modified accordingly.

This Resolution shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

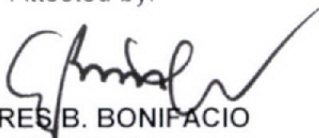
Quezon City.


ALICIA dela ROSA-BALA
Chairperson


ROBERT S. MARTINEZ
Commissioner


LEOPOLDO ROBERTO W. VALDEROSA JR.
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office



CIVIL SERVICE COMMISSION
 Regional Office No. _____
 (short address)

CAREER SERVICE EXAMINATION
 (Date of Examination)

STATISTICS ON REGISTERED EXAMINEES
 (Original Submission)

Testing Center	School/ Testing Venue	School Code	PROFESSIONAL LEVEL								Sub-TOTAL (Professional) (i)=a+b+h
			Regular Examinees (a)	Pregnant (b)	Persons with Disabilities (PWD)					Sub-TOTAL (PWDS-Prof) (h)=c+d+e+f+g	
					Other PWDs (c)	Deaf/Hard of Hearing (d)	Visually Impaired (Dictation) (e)	Visually Impaired (Braille) (f)	Visually Impaired (low vision) (g)		
Testing Center A	School A										
	School B										
	School C										
	School D										
<i>Sub-Total (Testing Center A)</i>											
Testing Center B	School A										
	School B										
	School C										
	School D										
<i>Sub-Total (Testing Center B)</i>											
Testing Center C	School A										
	School B										
	<i>Sub-Total (Testing Center C)</i>										
Testing Center D	School A										
	School B										
	School C										
<i>Sub-Total (Testing Center D)</i>											
Testing Center E	School A										
	School B										
	School C										
	School D										
<i>Sub-Total (Testing Center E)</i>											
GRAND TOTAL (RO-_____)											

Prepared:

Reviewed:

Approved:

 (Signature over printed name of ESD staff)
 Position: _____
 Date: _____

 (Signature over printed name of ESD Chief)
 Position: _____
 Date: _____

 (Signature over printed name of RD/ARD)
 Position: _____
 Date: _____





CIVIL SERVICE COMMISSION
 Regional Office No. _____
 (short address)

CAREER SERVICE EXAMINATION
 (Date of Examination)

STATISTICS ON REGISTERED EXAMINEES
 (Original Submission)

Testing Center	School/ Testing Venue	School Code	SUB-PROFESSIONAL LEVEL								Sub-TOTAL (Sub- Professional) (r)=j+k+q
			Regular Examinees (j)	Pregnant (k)	Persons with Disabilities (PWD)					Sub-TOTAL (PWDs-SubProf) (q)=l+m+n+o+p	
					Other PWDs (Orthopedic cases) (l)	Deaf/Hard of Hearing (m)	Visually Impaired (Dictation) (n)	Visually Impaired (Braille) (o)	Visually Impaired (low vision) (p)		
Testing Center A	School A										
	School B										
	School C										
	School D										
	<i>Sub-Total (Testing Center A)</i>										
Testing Center B	School A										
	School B										
	School C										
	School D										
	<i>Sub-Total (Testing Center B)</i>										
Testing Center C	School A										
	School B										
	<i>Sub-Total (Testing Center C)</i>										
Testing Center D	School A										
	School B										
	School C										
	<i>Sub-Total (Testing Center D)</i>										
Testing Center E	School A										
	School B										
	School C										
	School D										
	<i>Sub-Total (Testing Center E)</i>										
GRAND TOTAL (RO-_____)											

Prepared:

Reviewed:

Approved:

 (Signature over printed name of ESD staff)
 Position: _____
 Date: _____

 (Signature over printed name of ESD Chief)
 Position: _____
 Date: _____

 (Signature over printed name of RD/ARD)
 Position: _____
 Date: _____



CIVIL SERVICE COMMISSION
 Regional Office No. _____
 (short address)

Testing Center	School/ Testing Venue	School Code	GRAND TOTAL (Professional & Sub-Professional) (s)=i+r
Testing Center A	School A		
	School B		
	School C		
	School D		
<i>Sub-Total (Testing Center A)</i>			
Testing Center B	School A		
	School B		
	School C		
	School D		
<i>Sub-Total (Testing Center B)</i>			
Testing Center C	School A		
	School B		
<i>Sub-Total (Testing Center C)</i>			
Testing Center D	School A		
	School B		
	School C		
<i>Sub-Total (Testing Center D)</i>			
Testing Center E	School A		
	School B		
	School C		
	School D		
<i>Sub-Total (Testing Center E)</i>			
GRAND TOTAL (RO-_____)			

Prepared:

Reviewed:

Approved:

 (Signature over printed name of ESD staff)

Position: _____

Date: _____

 (Signature over printed name of ESD Chief)

Position: _____

Date: _____

 (Signature over printed name of RD/ARD)

Position: _____

Date: _____



CIVIL SERVICE COMMISSION
 Regional Office No. _____
 (short address)

CAREER SERVICE EXAMINATION

(Date of Examination) _____

STATISTICS ON REGISTERED EXAMINEES
 ({indicate if 1st, 2nd, 3rd...} Revision)

Testing Center	School/ Testing Venue	School Code	PROFESSIONAL LEVEL																
			Regular Examinees		Pregnant		Persons with Disabilities (PWD)										Sub-TOTAL (Professionals)		
							Other PWDs		Deaf/Hard of Hearing		Visually Impaired (Dictation)		Visually Impaired (Braille)		Visually Impaired (low vision)				Sub-TOTAL (PWDs-Prof)
			FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	
Testing Center A	School A																		
	School B																		
	School C																		
	School D																		
	Sub-Total (Testing Center A)																		
Testing Center B	School A																		
	School B																		
	School C																		
	School D																		
	Sub-Total (Testing Center B)																		
Testing Center C	School A																		
	School B																		
	Sub-Total (Testing Center C)																		
Testing Center D	School A																		
	School B																		
	School C																		
	Sub-Total (Testing Center D)																		
Testing Center E	School A																		
	School B																		
	School C																		
	School D																		
	Sub-Total (Testing Center E)																		
GRAND TOTAL (RO-_____)																			

NOTE: For every instance of revision, accomplish/fill out ONLY the specific testing center, school/testing venue, school code, examinee category, sub-total/s, and grand total/s (all horizontally and vertically as applicable).

Prepared:

 (Signature over printed name of ESD staff)
 Position: _____
 Date: _____

Reviewed:

 (Signature over printed name of ESD Chief)
 Position: _____
 Date: _____

Approved:

 (Signature over printed name of RD/ARD)
 Position: _____
 Date: _____





CIVIL SERVICE COMMISSION
 Regional Office No. _____
 (short address)

CAREER SERVICE EXAMINATION
 (Date of Examination) _____

STATISTICS ON REGISTERED EXAMINEES
 (_ {indicate if 1st, 2nd, 3rd...} Revision)

Testing Center	School/ Testing Venue	School Code	SUB-PROFESSIONAL LEVEL																	
			Regular Examinees	Pregnant		Persons with Disabilities (PWD)										Sub-TOTAL (PwDs-SubProf)		Sub-TOTAL (Sub-Professional)		
						Other PwDs		Deaf/Hard of Hearing		Visually Impaired (Dictation)		Visually Impaired (Braille)		Visually Impaired (low vision)						
FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	
Testing Center A	School A																			
	School B																			
	School C																			
	School D																			
	<i>Sub-Total (Testing Center A)</i>																			
Testing Center B	School A																			
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Testing Center E	School A																			
	School B																			
	School C																			
	School D																			
	<i>Sub-Total (Testing Center E)</i>																			
GRAND TOTAL (RO-_____)																				

NOTE: For every instance of revision, accomplish/fill out ONLY the specific testing center, school/testing venue, school code, examinee category, sub-total/s, and grand total/s (all horizontally and vertically as applicable).

Prepared:

Reviewed:

Approved:

 (Signature over printed name of ESD staff)
 Position: _____
 Date: _____

 (Signature over printed name of ESD Chief)
 Position: _____
 Date: _____

 (Signature over printed name of RD/ARD)
 Position: _____
 Date: _____



CIVIL SERVICE COMMISSION
 Regional Office No. _____
 (short address)

CAREER SERVICE EXAMINATION
 (Date of Examination) _____

STATISTICS ON REGISTERED EXAMINEES
 ({indicate if 1st, 2nd, 3rd...} Revision)

Testing Center	School/ Testing Venue	School Code	GRAND TOTAL (Professional & Sub-Professional)	
			FROM	TO
Testing Center A	School A			
	School B			
	School C			
	School D			
<i>Sub-Total (Testing Center A)</i>				
Testing Center B	School A			
	School B			
	School C			
	School D			
<i>Sub-Total (Testing Center B)</i>				
Testing Center C	School A			
	School B			
<i>Sub-Total (Testing Center C)</i>				
Testing Center D	School A			
	School B			
	School C			
<i>Sub-Total (Testing Center D)</i>				
Testing Center E	School A			
	School B			
	School C			
	School D			
<i>Sub-Total (Testing Center E)</i>				
GRAND TOTAL (RO-_____)				

NOTE: For every instance of revision, accomplish/fill out ONLY the specific testing center, school/testing venue, school code, examinee category, sub-total/s, and grand total/s (all horizontally and vertically as applicable).

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 (Signature over printed name of ESD Chief)
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 Date: _____