



Examination Announcement No. 01, s. 2017

ANNOUNCEMENT

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

- ◆ Pre-Employment Test
- ◆ Promotional Test
- ◆ Ethics-Oriented Personality Test (EOPT)

Date of Examination	Application Period	
	From	To
October 15, 2017	July 16, 2017	August 31, 2017

Note: *The tests are for government agencies opting to adopt any or all of the tests to be part of their screening process on recruitment, placement and promotion. As such, **no individual can file an application directly with the CSC.** All applications shall be coursed through the agency adopting any or all of the tests. Accordingly, **only individuals with pending application for employment or promotion in a government agency adopting the program are allowed to take the test/s.***

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

A. OBJECTIVE

The tests are all intended as human resource tools to help agencies in the objective assessment of their candidates/applicants vying for vacant positions.

The Pre-Employment Test serves as a mechanism to filter applicants; the Promotional Test allows objective evaluation of applicants' readiness and competencies for promotion purposes; and the EOPT determines behavioral tendencies and personality profile of applicants.

B. TESTING CENTERS

REGION	TESTING CENTER
1	San Fernando City, La Union
2	Tuguegarao City
3	City of San Fernando, Pampanga
4	Batangas City
5	Legaspi City

REGION	TESTING CENTER
6	Iloilo City
7	Cebu City
8	Tacloban City
9	Zamboanga City
10	Cagayan de Oro City
11	Davao City
12	Cotabato City
NCR	Quezon City
CAR	Baguio City
Caraga	Butuan City
ARMM	Cotabato City

C. EXAMINATION FEE

Pre-Employment Test	-	PhP700.00
Promotional Test	-	PhP700.00
EOPT	-	PhP900.00

D. APPLICATION PROCEDURE (for government agencies)

- Government agencies interested to adopt any or all of the tests must make a written request to the CSC Regional Office (CSC RO) with jurisdiction over them. The written request must contain the statistics of examinees categorized by type and by level of examination in the following format:

Statistics of Examinees				
Examination Type	Examination Level			TOTAL
	First Level	Second Level		
		Technical/ Professional	Executive/ Managerial	
Pre-Employment				
Promotional				
EOPT				
TOTAL				

- Before submitting the written request to the CSC RO, require the examinees (i.e. the agency's job applicants) to submit to the agency a complete set of the following documents for each type and level of examination to be taken:
 - Duly accomplished Application Form (CS Form No. 100, revised September 2016), which can be downloaded from the CSC website: www.csc.gov.ph. The Application Form is also available at any CSC Regional/Field Office.

Note: Examinees must indicate the type/title and level of examination and name of agency under "Others".



APPLICATION FOR CIVIL SERVICE EXAMINATION

To be filled-out by Applicant:

Examination Applied For
 Mode Pen and Paper Test (PPT)
 Computerized Examination (COMEX)

Title CSE-Professional CSE-SubProfessional
 Others Pre-employment – 1st Level (CSC)

Last Examination Taken (for Career Service Examination Applicants only)
 CSE-Professional CSE-SubProfessional

Date of Exam (mm/dd/yyyy) _____

For CSC Processor ONLY

CSC Regional Office _____

Date of Examination (mm/dd/yyyy) _____

Place of Examination _____

Verified against:
 DIBAR E-Retakers EDQIS



Instructions: READ ADMISSION AND APPLICATION REQUIREMENTS AT THE BACK PAGE. DO NOT APPLY IF NOT QUALIFIED. Fill in all the required information. DO NOT leave an item blank. If item is not applicable, indicate "N/A". All applications must be filed PERSONALLY by applicant.

A. PERSONAL INFORMATION					
NAME (Last Name)		NAME (First Name)		NAME (Ext. Name, e.g. Jr./Sr., if any)	NAME (Middle Name) (M.I.)
AGE	DATE OF BIRTH (mm/dd/yyyy)	SEX	PLACE OF BIRTH (City / Municipality)		(Province)
		<input type="checkbox"/> Male <input type="checkbox"/> Female			

b. Two (2) 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**

c. Original and photocopy of any of the following I.D. cards, which must be valid (not expired):

- Driver's License;
- Passport;
- PRC License;
- SSS I.D.;
- GSIS I.D. (UMID);
- Voter's I.D.;
- BIR I.D. (ATM type/TIN card type with picture);
- PhilHealth I.D. (must, at the least, contain the holder's name, clear picture, signature and PhilHealth number);
- Current Company/Office I.D.;
- Current School I.D. (validated for the current school year/semester/trimester);
- Police Clearance/Police Clearance Certificate;
- Postal I.D.;
- Barangay I.D.; or
- NBI Clearance.

Note: Validate/authenticate the photocopy against the original of the I.D. card presented, then return the original I.D. card to the individual.

3. Submit the written request (in soft and hard copies) to the CSC RO concerned within the filing period, together with the following attachments:
 - a. List of examinees categorized by type and level of examination; and
 - b. Duly accomplished application forms (with validated/authenticated photocopy of I.D. card attached) of examinees, segregated by type and level of examination.

NOTE: If payment of examination fee shall be made by the agency, cut off the Application Receipt portion and give to examinees.

If payment of examination fee shall be made by the applicants directly to the CSC RO, submit the application forms to the CSC RO in whole (i.e. do not cut the Application Receipt portion).

E. EXAMINATION VENUE

The CSC shall issue an Examination Advisory on the examination venue/school assignment and other important reminders, including what to bring on examination day. The advisory shall be posted on the main CSC website www.csc.gov.ph as well as individual websites of the CSC ROs, as applicable, and other means of publication (e.g. bulletin board).

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.*

F. EXAMINATION DAY

Examinees must be at their assigned school early on examination day. Testing venues shall be open to examinees starting 6 a.m.

On the other hand, **GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT 7:30 a.m.** Examinees that arrive later than 7:30 a.m. shall NOT be admitted.

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 ID cards listed in Item D.2(c) 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. Application Receipt with CSC Official Receipt (as applicable);
- c. Black Ball Pen/s; and
- d. 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.

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.**

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, SHORT PANTS, and SLIPPERS ARE NOT ALLOWED.**

G. SCOPE OF EXAMINATION AND OTHER INFORMATION

Reference	Pre-Employment Test	Promotional Test	EOPT
Scope of Examination	<ul style="list-style-type: none">▪ Verbal▪ Analytical▪ Numerical	<ul style="list-style-type: none">♦ Verbal♦ Analytical♦ Numerical♦ Leadership competency areas (e.g. thinking strategically & creatively; managing performance & coaching for results; leading change)	Test items on personality traits
No. of Test Items	100	100	210
Time Limit	2 hours	2 hours	1 hour
Test Proper	8 a.m. to 10 a.m.	8 a.m. to 10 a.m.	8 a.m. to 9 a.m.
Time Required for Pre and Post Examination Activities/Documentation	Approximately one hour before and one hour after the test proper		

H. PASSING GRADE

For the Pre-Employment and Promotional tests, an examinee should get a general rating of at least 80.00 to pass the test.

I. RELEASE OF TEST RESULTS

1. Pre-Employment Test / Promotional Test

For the Pre-Employment and the Promotional tests, the List of Passers shall be posted on the CSC website www.csc.gov.ph within 41 days after the examination.

Passers shall be issued a Certification for passing the Pre-Employment Test or the Promotional Test. The CSC ROs shall print and indorse the certifications to the agencies concerned within 30 days after posting of the List of Passers. In turn, government agencies concerned shall release/distribute the certifications to their respective applicants.

2. EOPT

For the EOPT, an overall and individual evaluation reports shall be given to agencies with examinees who took the EOPT. No individual EOPT evaluation report shall be released to examinees.

J. APPROPRIATENESS OF THE CERTIFICATION

The Certification shall be appropriate/applicable only for the level of positions for which the examination is intended (e.g. The Pre-Employment Test for 1st level shall be applicable for entrance to first level positions only. The Promotional Test for Executive/Managerial positions shall be applicable for promotion to the same level of positions only).

K. VALIDITY/EFFECTIVENESS OF THE CERTIFICATION

The Certification for passing the Pre-Employment Test or the Promotional Test shall be valid and effective for five (5) years from the date of issuance indicated on the Certification.


As such, the Certification may be used by the holder for subsequent applications (e.g. application for another or the same position in another or the same agency), provided that:

- the agency requires the passing of any of the tests;
- the Certification is still valid; and
- the Certification is appropriate to the level of position.

L. SECURING COPY OF THE CERTIFICATION

Individual passers may request a copy of the Certification for passing the Pre-Employment Test or the Promotional Test, free of charge, from the CSC RO with jurisdiction over the testing center/venue where they took the examination. They may also request from the CSC Central Office through the Integrated Records Management Office.

Approved:



FERNANDO M. PORIO

Director IV

Examination, Recruitment and Placement Office

28 JUN 2017

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