



Re: Civil Service Examination Application Form Number: 1200184
CS Form No. 100 (Revised 2012)
x-----x Promulgated: 24 JAN 2012

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 examination;

WHEREAS, Sections (1) and (7), Title I, Book V of Executive Order No. 292 provides that the Career Service shall be characterized by entrance based on merit and fitness to be determined as far as practicable by competitive examination;

WHEREAS, Item 8, Section 12, Chapter 3 of Book V of Executive Order No. 292, provides that the Civil Service Commission (CSC) shall have the power to prescribe all forms for Civil Service examinations, appointments, reports and such other forms as may be required by laws, rules and regulations;

WHEREAS, examinees do not fully accomplish or give wrong information in the present application form (CS Form No. 100, Revised 2008), which may indicate that the form is not user-friendly or cannot be easily understood;

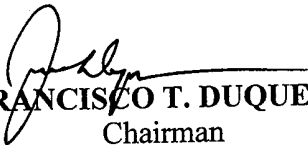
WHEREAS, CSC Resolution No. 1100300 dated March 1, 2011, amended the Frequency Policy of Taking Career Service Examinations stipulating, among others, that there is no limit to the number of times an examinee can take the same level of examination, as long as it was not taken in less than three (3) months;

WHEREAS, with the amendment of the examination policy in CSC Resolution No. 1100300 and to make the application form more comprehensible and a lot easier to accomplish on the part of its clientele, there is a need to update and enhance the present form;

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

WHEREFORE, the Commission hereby **RESOLVES** to adopt the new Civil Service (CS) Form No. 100, Revised 2012, to be used for Civil Service Examinations starting CY 2012.


Quezon City.


FRANCISCO T. DUQUE III
Chairman


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

On Leave
RASOL L. MITMUG
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

APPLICATION FOR CIVIL SERVICE EXAMINATION



To be filled-out by Applicant

For Processor ONLY

Examination Applied For:
 Mode Paper-and-Pencil Test (PPT)
 Computer-Assisted Test (CAT)

Level CSE-Professional CSE-SubProfessional
 Others _____

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

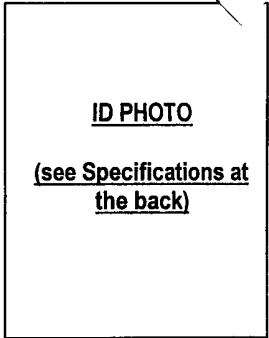
Date of Exam (mm/dd/yyyy) _____

CSC Regional Office _____

Date of Examination (mm/dd/yyyy) _____

Place of Examination _____

Verified against:
 DIBAR E-Retakers OEVS



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.

CSID NO. (if any) _____

NAME (Last Name) _____ (First Name) _____ (Ext. Name, i.e. Jr./Sr., if any) _____ (Middle Name) _____ (M.I.) _____

A. FACTS OF BIRTH

AGE _____ DATE OF BIRTH (mm/dd/yyyy) _____ SEX Male Female PLACE OF BIRTH (City / Municipality) _____ (Province) _____ (Country) _____

CITIZENSHIP _____ MOTHER'S MAIDEN NAME (Last Name) _____ (First Name) _____ (Middle Name) _____

B. CURRENT DEMOGRAPHIC DATA

PERMANENT/MAILING ADDRESS (Room / Floor / Unit No. / Bldg. Name) _____ (House / Lot / Block / Phase No.) _____ (Street Name) _____ (Subdivision) _____

(Barangay) _____ (City / Municipality) _____ (Province) _____ (Country) _____ ZIP CODE _____

HEIGHT (meters) _____ WEIGHT (kg) _____ CIVIL STATUS Single Married Widowed Legally Separated Annulled Others _____

MOBILE NUMBER (Required) _____ TELEPHONE NUMBER/S (include Area Code) _____ E-MAIL ADDRESS (Required) _____

C. EDUCATIONAL BACKGROUND

Level of Education	Course/Degree Title	Name of School & Address (City/Municipality & Province)	If Not Graduated		If Graduated	
			Year of Last Attendance	Highest Grade/Level/ Units Earned	Year Graduated	Academic Honors Received
Doctorate			_____	_____	_____	_____
Master's			_____	_____	_____	_____
College			_____	_____	_____	_____
Vocational/Technical			_____	_____	_____	_____
High School			_____	_____	_____	_____
Elementary			_____	_____	_____	_____

D. INFORMATION ON GOVERNMENT EXAMINATIONS PASSED / CIVIL SERVICE ELIGIBILITY

Title of Examination Passed / Title of Eligibility Granted	Rating Obtained	Date of Examination / Date Eligibility Granted	Place of Examination

Signature over Printed Name of Applicant _____

Date Accomplished _____

DO NOT FILL-OUT THE SHADED PORTION. (FOR PROCESSOR ONLY).

Date: _____

O.R. No. _____

Amount: _____

Name of Collecting Officer _____

Identification/Other Documents Presented: _____ Details: _____

ACTION TAKEN: APPROVED DISAPPROVED

Reason: _____

Signature over Printed Name of Processor / Date _____

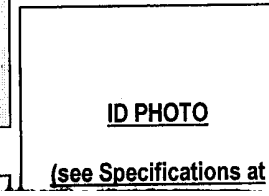
APPLICATION RECEIPT

APPLICATION NO. _____

Examination Applied For: PPT CAT Professional SubProfessional Others _____

DATE: _____ TIME: _____ PLACE: _____

Signature over Printed Name of Processor _____ Date Received / Processed _____



To be filled-out by Applicant

(see Specifications at the back)

PRESENT EMPLOYMENT				<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Government	<input type="checkbox"/> Private	<input type="checkbox"/> Non-government Organization			Status of Appointment/ Employment
Agency/Office	Address	Position/Job Title	No. of Years in Present Position/Job		

- F. OTHER INFORMATION**
- Have you ever been dismissed from the military/civil service for cause, or found guilty of crime involving moral turpitude, or of infamous, disgraceful or immoral conduct, drunkenness or addiction to drugs, or of offense relative to or in connection with the conduct of a civil service examination? YES NO IF YES, attach copy/ies of decision/s.
 - Pursuant to (a) *Indigenous People's Act (RA 8371)* and (b) *Magna Carta for Disabled Persons (RA 7277)*, please answer the following items:
 - Are you a member of any indigenous group? YES NO
If YES, please specify: _____
 - Are you differently abled or physically challenged? YES NO
If YES, please specify: _____

G. DECLARATION

I declare under oath that I personally accomplished this application form, and I hereby certify that the information given are true, correct, and complete statements pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. Further, I understand that the acceptance and approval of my application for the examination is based on the aforesaid information.

I therefore agree that, in case a post-verification yields information contrary to what is declared, my application shall be disapproved, and my payment forfeited. I further agree that any misrepresentation made in this document may cause the invalidation of the result of this examination and/or the filing of administrative/criminal case/s against me.

In addition, I agree to undergo a validating examination in case my test results shall be found statistically improbable. Failure on my part to take the validating examination shall cause the cancellation of my test results.

Note: Spaces for Signature/Printed Name and Right Thumbmark of applicant should be left blank. These shall only be accomplished in the presence of the Administering Officer/CSC Processor.

Signature over Printed Name of Applicant

Right Thumbmark

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature over Printed Name of Administering Officer

Office / Position

ADMISSION REQUIREMENTS	APPLICATION REQUIREMENTS
<ol style="list-style-type: none"> Must be 18 years of age on the date of filing of application; Must be Filipino citizen; Must be of good moral character; Must have 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; Must have not been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government; and For Career Service Examination applicants, must have not taken the same level of Career Service Examination in less than three (3) months. <p>NOTE: 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.</p>	<ol style="list-style-type: none"> Fully accomplished application form (CS Form No. 100 Revised 2012); Four (4) copies of identical pictures with specifications, as follows: <ul style="list-style-type: none"> taken within the last three (3) months prior to filing of application Philippine passport picture size (4.5 cm x 3.5 cm or 1.78" x 1.38") colored, with white background and printed on quality photo paper in standard close-up shot (from shoulder level up with the head and occupying at least 80% of the picture and with the name tag positioned approximately 1 inch below the chin) in bare face (without eyeglasses or any accessories that may cover the features and showing left and right ears taken in full-face view directly facing the camera, with neutral facial expression and both eyes open with full and handwritten (not computer-generated) name tag in the format Name, Middle Initial, Last Name, and Extension Name, if any, and signature of the printed name Original and photocopy of any valid ID containing applicant's clear picture, date of birth, signature, and signature of the authorized head of the issuing agency such as Driver's License, SSS ID, GSIS ID, Philhealth ID, current Company/Office ID, School ID, Postal ID, BIR ID, Barangay ID, Voter's ID, Valid Passport, or Clearance (Note: Any other ID not included in the list shall NOT be accepted) For applicants without data on their date of birth in their valid ID, original photocopy of NSO-issued Birth Certificate or Birth Certificate authenticated/issued by the Local Civil Registrar (LCR) Examination fee of Php500 for the CSE-PPT, or Php600 for the CSE-CAT. For other examinations, please see related Examination Announcement.