



Examination Announcement No. 03, s. 2017

### ANNOUNCEMENT

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

### INTERMEDIATE COMPETENCY ON LOCAL TREASURY EXAMINATION (ICLTE) for CY 2017:

Date of Examination	Application Period	
	From	To
November 26, 2017	October 6, 2017	October 20, 2017

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

#### A. OBJECTIVE

The ICLTE is a component of the Standardized Examination and Assessment for Local Treasury Service (SEAL) Program of the Department of Finance (DOF). As such, the ICLTE forms part of the assessment of the DOF in the selection, appointment, designation, and promotion to higher positions in the local treasury service that do not require practice of profession and are not covered by Bar/Board and special laws.

#### 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
6	Iloilo City
7	Cebu City
8	Tacloban City
9*	Zamboanga City

REGION	TESTING CENTER
10*	Cagayan de Oro City
11*	Davao City
12*	Cotabato City
NCR	Quezon City
CAR	Baguio City
Caraga*	Butuan City

\*May also cater to examinees from ARMM

### C. QUALIFICATION / ADMISSION REQUIREMENTS

All applicants must strictly meet the following qualification requirements:

1. Filipino citizen;
2. Of good moral character;
3. 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;
4. Has not been dishonorably discharged from military service, or dismissed for cause from any civilian position in the government;
5. Holder of bachelor's degree on the date/time of filing of application; and
6. BCLTE Certified by the Secretary of the Department of Finance (DOF)

- 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 holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003) may apply for and take the examination upon presentation of original, and submission of a copy of, Certification of Retention/Re-acquisition of Philippine Citizenship from the Bureau of Immigration, and meeting of all the other admission and application requirements for the examination.*
  - c) *Applicants with pending administrative 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, their eligibility shall be forfeited based on the penalties stated in the decision and under existing Civil Service Law and rules.*

## D. APPLICATION REQUIREMENTS

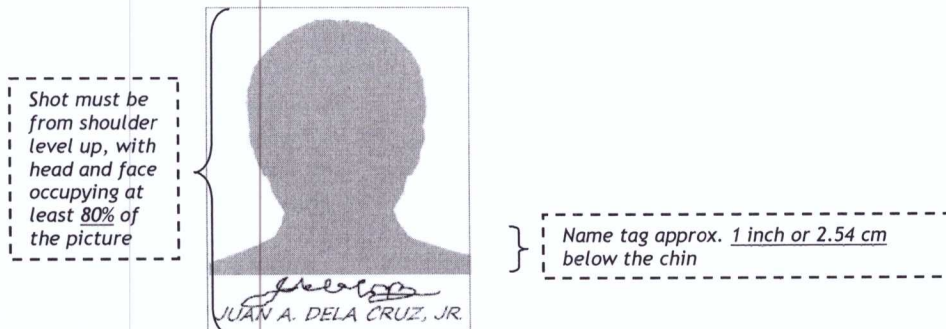
1. Fully accomplished Application Form (CS Form No. 100, Revised September 2016).

**Note:** > Examinees must indicate the title of examination under "Others".

> 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. Two (2) pieces of identical I.D. pictures with specifications, as follows:

- a. **Passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)**
- b. Colored, with **white background**
- c. Taken **within three (3) months prior** to filing of application
- d. Printed on **good quality photo paper**
- e. 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)
- f. In **bare face** (with no eyeglasses, colored contact lens, or any accessories that may cover the facial features; facial features not computer enhanced)
- g. Showing **left and right ears**
- h. Taken in **full-face view** directly facing the camera
- i. With **neutral facial expression**, and **both eyes open**
- j. 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):

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

**Note:** All other I.D. cards not included in the above list shall NOT be accepted.

4. Original and photocopy of the Certificate of Rating on BCLTE (conducted on December 6, 2015);
5. For applicants without date of birth in their I.D. card/s, original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA, formerly National Statistics Office), or the Local Civil Registry (LCR) printed on Security Paper (SecPa)
6. For applicants holding dual citizenship under R.A. 9225, original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship issued by the Bureau of Immigration
7. Examination fee of Seven Hundred Pesos (PhP700.00)

## E. WHERE TO GET AND FILE APPLICATION FORMS

### E.1 Where to Get Application Form

The application form (CS Form No. 100, Revised September 2016) is available at any CSC Regional/Field Office, or may be downloaded from the CSC website: [www.csc.gov.ph](http://www.csc.gov.ph). The application form may also be secured from any Regional/Field Office of the DOF-Bureau of Local Government Finance.

### E.2 Where to File Application

Applicants must **personally file** their applications at the CSC Regional Office (CSC RO), or at any of the CSC RO's Field Offices, where they intend to take the examination.

- Note:**
- 1) A complete directory of CSC Regional and Field Offices nationwide is available at the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) for reference.
  - 2) Only applications with a COMPLETE set of application documentary requirements under Item D of this Announcement must be submitted to the CSC Regional/Field Office.
  - 3) 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 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](http://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 are strongly 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.

## G. EXAMINATION DAY

### 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.
- **Failure to take the examination on scheduled date shall mean forfeiture of 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.**
- The **CSC neither holds any review class nor publishes or distributes any review material** for any civil service examination. Further, the **CSC does not accredit and has not accredited any review center** for the purpose of offering and holding review classes to prospective civil service examinees. Availing of any such product/service shall be at one's own risk.

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

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(3) 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. Original of PSA/LCR issued Birth Certificate printed on Security Paper (if I.D. card has no date of birth);
- c. Application Receipt with CSC Official Receipt (if available);
- d. Black Ball Pen/s; and

- e. Water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies, biscuits, or fruits, which shall be subject to inspection by the Room Examiner/Proctor.

## H. SCOPE OF EXAMINATION AND OTHER INFORMATION

### 1. Scope of Examination

Subject Area	Percentage Allocation
Data Analytics for Local Treasury (including Tax Analysis, Revenue Forecasting and Modeling, and Investment Management)	30%
Strategic Mobilization of Local Resources (including Debt Management and Innovative and Non-Traditional Sources of Revenues)	40%
Public Expenditure Management and Financial Accountability	10%
Principles of Risk Management, Internal Control System, and Internal Audit for Local Treasury	10%
Fundamentals of Program/Project Development, Management, and Feasibility Assessment	10%
Total	100%

### 2. Other Information

Reference	ICLTE
No. of Test Items	170
	EDQ*
	10
Time Limit	3 hours, 5 minutes
Test Proper	8 a.m. to 11:05 a.m.
Time Required for Pre and Post Examination Activities/Documentation	<b>Approximately one hour before and one hour after the test proper</b>

\*Examinee Descriptive Questionnaire, pertaining to personal data of examinees

## I. PASSING GRADE

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

## J. RELEASE OF TEST RESULTS

The CSC shall release the test results to the DOF-BLGF within 41 days after the examination. Accordingly, the DOF-BLGF shall be responsible in releasing the test results to the examinees. The CSC shall NOT release test results directly to examinees. For this matter, any concern on the release of test results shall be coordinated directly with the DOF-BLGF.

## **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

Approved:

  
**FERNANDO M. PORIO**

Director IV  
Examination, Recruitment and Placement Office

25 SEP 2017

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