



Examination Announcement No. 01, s. 2015

ANNOUNCEMENT

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

Penology Officer Examination (POE) for CY 2015:

| Date of Examination | Application Period | |
|---------------------|--------------------|-------------------|
| | From | To |
| March 22, 2015 | January 12, 2015 | February 20, 2015 |

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 second level ranks in the Bureau of Jail Management and Penology (BJMP) and other functionally related agencies shall be made, provided the eligibles meet the qualifications and other requirements of the positions.

B. TESTING CENTERS

| REGION | TESTING CENTER |
|--------|-----------------------------|
| 1 | San Fernando City, La Union |
| 5 | Legaspi City |
| 6 | Iloilo City |
| 7 | Cebu City |
| 9 | Zamboanga City |
| 11 | Davao City |
| NCR | Quezon City |
| CARAGA | Butuan City |

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C. QUALIFICATION REQUIREMENTS

All applicants MUST STRICTLY MEET the following qualification requirements:

1. Must be a Filipino citizen;
2. Must be of good moral character;
3. Must be mentally and physically fit;
4. Must not have been convicted by final judgment of an offense or crime involving moral turpitude, or of disgraceful or immoral conduct, dishonesty, examination irregularity, drunkenness or addiction to drugs;
5. Must not have been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government;
6. Must have completed a Bachelor's degree;
- *7. Must be 21 to 30 years old at the date/time of filing of application; and
- *8. Must be at least 1.62m (5'4) in height for male, and 1.57m (5'2) for female.

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 Career Service Examination, as well as passers of Board/Bar examinations, and those who were granted the Honor Graduate Eligibility pursuant to PD 907 may opt not to apply and take the examination anymore.*

d) *Qualification requirement Nos. 7 and 8 (Age and Height) shall be waived for incumbent employees of the Bureau of Corrections and all Provincial and SubProvincial Jails. Same requirements shall also be waived for former penology and correctional service agency employees, provided their applications are endorsed by the BJMP and provided further that they can meet the minimum service requirement pursuant to existing laws.*

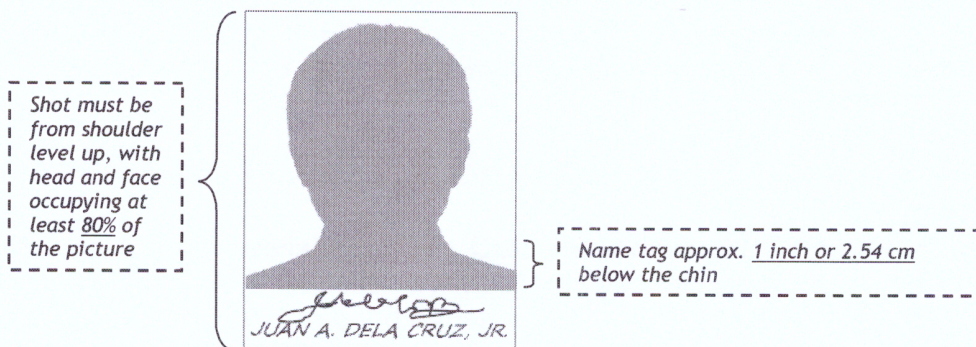
e) *A waiver for height requirement shall be automatically granted to applicants belonging to cultural communities, subject to submission of certification of membership to a cultural community issued by the National Commission on Indigenous People (NCIP) or the National Commission on Muslim Filipinos (NCMF). Otherwise, the height requirement shall apply.*

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:
 - 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), 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:
 - a. Driver's License;
 - b. Passport;
 - c. PRC License;
 - d. SSS I.D.;
 - e. GSIS I.D.
 - f. Voter's I.D.;
 - g. BIR I.D. (ATM type/TIN card type with picture);
 - h. PhilHealth ID (must, at the least, contain the applicant's name, clear picture, signature and PhilHealth number);
 - i. Current Company/Office ID;

- j. Current School ID (validated for the current school year/semester/trimester);
- k. Police Clearance;
- l. Postal I.D.; or
- m. Barangay I.D.

NOTE: Any other I.D. card not included in the above list shall NOT be accepted.

4. Examination fee of Seven Hundred Pesos (PhP700.00)

OTHER/ADDITIONAL REQUIREMENTS, as applicable:

- Original and photocopy of Birth Certificate issued/authenticated by the National Statistics Office (for applicants without date of birth in their I.D. card/s)
- Certification of Employment issued by the authorized agency official (for incumbent employees of the Bureau of Corrections and of all Provincial and SubProvincial Jails)
- Application Endorsement by the authorized official of the BJMP (for former penology and correctional service agency employees)
- Certification on the applicant's minimum service qualification issued by the authorized official of the BJMP (for former penology and correctional service agency employees)
- Certification of membership to a cultural minority issued by the authorized official of the National Commission on Indigenous Peoples, or the National Commission on Muslim Filipinos (for applicants belonging to cultural communities to be able to avail of automatic waiver for height requirement)

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:

| | |
|---|---|
| CSC Regional Office No. 1 Quezon Avenue, San Fernando City 2500 La Union | CSC Regional Office No. 9 Cabatangan 7000 Zamboanga City |
| CSC Regional Office No. 5 Rawis 4500 Legaspi City | CSC Regional Office No. 11 Ecoland Drive cor. Beechnut St., Ecoland Subdivision, Matina 8000 Davao City |
| CSC Regional Office No. 6 Oñate Street, Mandurriao 5000 Iloilo City | CSC National Capital Region 25 Kaliraya St., Doña Josefa 1100 Quezon City |

| | |
|---|---|
| CSC Regional Office No. 7 Sudlon, Lahug 6000 Cebu City | CSC Caraga Doongan Road 8600 Butuan City |
|---|---|

NOTE: 1) Only applications with a COMPLETE set of application documentary requirements pursuant to Item D hereof must be submitted to the CSC Regional/Field Office.

2) 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 biscuits or candies, if any, and 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.

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

1. Scope of Examination

General Ability (25%) - Verbal, Analytical, Numerical

Specialized Area (75%)

A. Jail Management Concepts and Applications (30%)

1. Commitment and Classifications of Inmates/Prisoners/Detainees (5%)
 - Courts and other Entities Authorized to Commit a Person to Jail
 - Categories of Inmates
 - Classification of Prisoners
 - Classification of Detainees
 - Inmates Security Classification
 - Requirements for Commitment
2. Reception Procedures, Classification and Disciplinary Boards, and Punishable Acts of Inmates (20%)
 - Reception Procedures
 - Classification Board
 - Disciplinary Board
 - Disciplinary Punishment for Inmates
 - Procedures in the Hearing of Disciplinary Cases for Inmates
 - Punishable Acts

3. Treatment of Inmates with Special Needs (5%)
 - Handling Inmates with Special Needs
 - Female
 - Drug Users/Dependents/Addicts
 - Alcoholics
 - Mentally-ill
 - Sex Deviates
 - Suicidal Inmates
 - The Handicapped, Aged, and Infirm
 - Non-Philippine Citizen Inmates
- B. Custodial Concepts and Applications (45%)
1. Custody, Security and Control, Emergency Plans, and Movement and Transfer of Prisoners and Detainees (35%)
 - Custody, Security, and Control
 - Inmates Count
 - Security Procedures During Meal Service
 - Dining Room Security
 - Mile Censorship
 - Emergency Plans
 - Movement/Transfer of Inmates
 - Cooperation among Jail Wardens on Temporary Detention of Inmates
 - Rules to be Followed During Movement/Transfer of Inmates
 2. Inmate's Rights and Privileges (10%)
 - Rights of Inmates
 - Privileges Allowed for Inmates
 - Modes and Guidelines of Release
- C. Inmates Welfare and Development (IWD) Programs (15%)
1. IWD Services and Activities
 - Guiding Principles
 - Provisions for Basic Needs
 - Health Services/Activities
 - Livelihood Services/Activities
 - Literacy Services/Activities
 - Cultural and Sports Development/Activities
 - Visitation Services/Activities
 - Paralegal Services/Activities
 - Interfaith Services/Activities
 - Therapeutic Community Modality Program
- D. BJMP Administrative Matters (10%)
1. Salient Features of Republic Act No. 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees
 2. Salient Feature of Republic Act No. 9263 – An Act Providing for the Professionalization of the BFP and BJMP, Amending Certain Provisions of RA 6975
 3. Omnibus Rules on Leave

2. Other Information

| Reference | Penology Officer Examination |
|---|---|
| No. of Test Items | 160 |
| 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 | 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.

K. RESULTING CIVIL SERVICE ELIGIBILITY

The civil service eligibility resulting from passing the Penology Officer Examination shall be called **Penology Officer Eligibility**.

The Penology Officer Eligibility is a second level eligibility, which is specific and appropriate only to second level ranks in the jail management and penology, and other functionally related services, except for ranks under the Philippine National Police.

WARNING

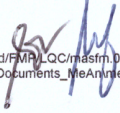
The Civil Service Commission uses a highly reliable system to detect cheats.

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

08 JAN 2015

Examination, Recruitment and Placement Office


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