

## **PROCESSING OF EXAMINATION APPLICATION (CAREER SERVICE EXAMINATION-PAPER AND PENCIL TEST) (PROFESSIONAL OR SUBPROFESSIONAL TEST)**

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### **Schedule of Availability of Service:**

Monday to Friday

8:00 a.m. – 5:00 p.m. without noon break

### **Who May Avail of the Service:**

Filipino Citizen, at least 18 years old, and of good moral character.

Has no criminal record, or has not been convicted by final judgment of an offense or crime involving moral turpitude.

Has not been dishonorably discharged from military service, or dismissed for cause from any civilian position in the government. Has not taken the same level of career service examination within three (3) months from the last examination taken.

### **What are the Requirements:**

1. Fully accomplished application form (CS Form No. 100 Revised November 2012). The spaces for “Signature of Applicant” and “Right Thumbmark” on the form should be left blank. These shall be accomplished in the presence of the CSC processor.
2. Four (4) copies of identical pictures with specification as follows:
  - Philippine passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)
  - colored, with white background
  - 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 position at approximately 1 inch or 2.54 cm below the chin);
  - in bare face (with no eyeglasses or any accessories that may cover the facial features);
  - 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: First Name, Middle Initial, Last Name, and Extension Name, if any (e.g. JUAN C. DELA CRUZ, JR.), and signature over printed name
  - taken within the last three (3) months prior to filing of application
3. 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, current School ID, Postal ID, BIR ID, Barangay ID, Voter’s ID, Valid Passport, or Police Clearance (Note: Any other ID not included in the list shall NOT be accepted.)
  - IDs lacking information, particularly the applicant’s date of birth, should be supported by Birth Certificate issued/authenticated by the National Statistics Office (NSO) or Local Civil Registrar (LCR).

**Duration:** 20 minutes

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Download application form from the CSC website (www.csc.gov.ph)		2 minutes	Action Officer (CSC Regional and Field Offices)		CSC Form 100 (Revised November 2012)
2	Submit accomplished application form without affixing signature and thumbprint.	<p>Review and evaluate Application Form and make clarifications, if necessary.</p> <p>Check the following:</p> <ul style="list-style-type: none"> <li>a. proper accomplishment of the form</li> <li>b. qualification of the applicant (citizenship and age)</li> <li>c. completeness and validity of supporting documents/ requirements</li> <li>d. require applicant to affix signature and thumbprint</li> </ul>	10 minutes	Action Officer		
3	Affix signature and thumbprint on the form in the presence of Action Officer.	Verify examination records of applicant through E-Retaker*/ DIBAR** System.	1 minute	Action Officer		
		If applicant is qualified to take examination, return application form and advise client to pay the examination fee to the cashier. If applicant is not qualified, inform applicant of the reason for the disqualification, and return the application form.				

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Form</b>
4	Pay to the Cashier.	Process payment and issue Official Receipt (OR).	5 minutes	Cashier/ Action Officer	P500.00	
5	Present to Action Officer the OR with the processed application form.	Give examination receipt slip and other instructions/reminders.	2 minutes	Action Officer		
<b>END OF TRANSACTION</b>						

\*E-Retaker System refers to the electronic database of examinees' frequency of taking the Career Service Examinations.

\*\*DIBAR System refers to the Database of Individuals Barred from taking Career Service Examinations.