



Examination Advisory No. 04, s. 2021

ADVISORY

TO : Examinees of the 12 September 2021 Career Service Examination for Foreign Service Officer (CSE-FSO)

SUBJECT : Testing Venue/School Assignment and Important Reminders

IMPORTANT REMINDERS:

- **NO FACE MASK and NO FACE SHIELD, NO ENTRY TO TESTING VENUE and NO EXAM**
- **NO I.D. CARD/DOCUMENT, NO EXAM**
- Be at the testing venue not later than **6:30 a.m.**
- **Wearing face masks and face shields, and practicing physical distancing** shall be **observed at all times**, unless otherwise allowed.
- **Wear proper attire** on examination day, preferably **plain white shirt/tops**. Examinees wearing **SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS** will not be **ALLOWED** to enter the exam venue.

Male and female examinees' long hair must be tied.
- **Bringing of cellular phones** and any other gadgets, including smart phones/watches and pens/eyeglasses with built-in camera, calculators, wristwatches with calculator, books and other forms of printed materials, and all other similar items, **IN THE EXAMINEE'S SEAT IS NOT ALLOWED**. Prior to occupying the assigned seat, examinees shall be required to deposit said items and all other personal belongings in the designated area. Examinees are encouraged to use **transparent bag**.
- **Use of any aid in answering the test** (such as calculators; books, dictionaries and other forms of printed materials; watch calculators; cellular phones, smart phones/watches, tablets and any other gadgets; and all other similar materials/items) **is NOT allowed**.
- **Bringing of the test booklet outside** of the **testing room/venue is strictly prohibited**. The examination, or test results, of those found violating this rule shall be cancelled.

Bawat Kawani, Lingkod Bayani

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 individual, group, or review center** for the purpose of producing/publishing and/or distributing/marketing/selling any review material, and of offering and holding review sessions/classes to prospective civil service examinees. Availing of any such product/service shall be one's personal option and accountability.

A. TESTING VENUE

The ONSA or Online Notice of School Assignment shall **NOT** be used. Thus, please be advised of the following testing venues for the 12 September 2021 CSE-FSO (Rescheduled):

Region	Testing Center	Name and Address of School	Remarks
I	San Fernando City (La Union)	Don Mariano Marcos Memorial State University, Mid La Union Campus Quezon Avenue, San Fernando City, La Union	Examinees who are non-residents of San Fernando City (La Union) are to present negative RT-PCR test result on exam day
II	Tuguegarao City	CSC Regional Office II Conference Room San Gabriel, Tuguegarao City	--
	Ilagan, Isabela	CSC Field Office-Isabela Conference Room Alibagu, Ilagan, Isabela	--
III	City of San Fernando (Pampanga)	CSC Regional Office III Diosdado Macapagal Gov't. Center Maimpis, City of San Fernando, Pampanga	All examinees are to present on exam day a negative RT-PCR test result taken within 48 hours before
IV	Lucena City	St. Anne College Lucena, Inc. Diversion Road, Brgy. Gulang-Gulang, Lucena City	--
V	Legazpi City	Mariners Polytechnic Colleges Foundation, Inc. Rawis, Legazpi City	Examinees coming from outside the Bicol Region shall present a negative RT-PCR test result not more than three (3) days old at the time of arrival in the city and that the examinee should immediately report to the City Triage Areas.
VI	Iloilo City	CSC Regional Office VI Learning and Development Hall 7 Oñate St., Mandurriao, Iloilo City	--
	Bacolod City	Negros Occidental High School Paglaum Road, Bacolod City	--
VII	Cebu City	University of Cebu-Banilad Campus Governor Cuenco Avenue, Banilad Cebu City	--
IX	Zamboanga City	CSC Regional Office IX Cabatangan, Zamboanga City	--

Region	Testing Center	Name and Address of School	Remarks
X	Cagayan de Oro City	Misamis Oriental General Comprehensive High School Don Apolinar Velez Street Cagayan de Oro City	Conduct of exam is subject to issuance of clearance/permit by the LGU/local IATF
XI	Davao City	Malayan Colleges Mindanao McArthur Highway, Matina, Davao City	--
NCR	Quezon City	UST Angelicum College 112 Sen. M.J. Cuenco St. Brgy. Sto. Domingo, Quezon City	--
CAR	Baguio City	CSC CAR Training Hall, Learning and Dev't. Ctr. 116 Wagner Road, Military Cut-off, Baguio City	--

B. THINGS TO BRING

Examinees are strongly advised to bring **ONLY** the following items on examination day:

1. **I.D. CARD** – preferably the same I.D. card presented during filing of application. 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 I.D. cards for civil service exam (refer to attached list of accepted I.D. cards/documents for civil service exam), which is preferably valid (not expired) on exam day.

Note: - Photocopy only of I.D. card, or cellphone photo of I.D., shall not be accepted.
 - All other I.D. cards not included in the list of accepted I.D. cards/documents for civil service exam shall not be accepted.
 - As a last resort, expired I.D. card may be presented for admission on examination day, provided that, the expiry date of the I.D. card is within the preceding months of the year reckoning the date of examination or from **1 January 2021 to 11 September 2021**

If I.D. card has no date of birth, examinees should also bring original of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry.

2. **HEALTH DECLARATION FORM** posted on the CSC website (www.csc.gov.ph) for downloading and printing

As part of the health protocols, examinees are required to submit a Health Declaration Form which **MUST** be accomplished within 24 hours prior to taking the exam

Examinees are requested to leave the temperature reading blank. The temperature of the examinee will be supplied upon going through thermal scanning at the school/testing venue main entrance on exam day.

3. **CERTIFICATE OF CONSENT** posted on the CSC website (www.csc.gov.ph) for downloading and printing
4. **BLACK BALL PEN/s** (Note: Examinees must bring their own ball pen/s. **Strictly, no borrowing of ball pen/s shall be allowed to prevent cross-contamination.**)
5. **PERSONAL ALCOHOL/HAND SANITIZER** (not more than 100 ml in size)

Also, examinees may opt to bring water in clear/transparent container, and/or candies/biscuits, which shall be inspected by the Room Examiner/Proctor. However, drinking may only be done outside the testing room, one at a time, and only upon the approval of the Room Examiner. Hence, water containers should be placed inside examinees' bag and brought out only when drinking.

C. EXAMINEE'S GUIDE / AVP

The conduct of briefing/orientation for examinees on exam day shall be temporarily lifted in observance of COVID-19 health protocols.

In its place, an Examinee's Guide/AVP shall be sent via e-mail to examinees concerned approximately one week before exam day. It shall contain comprehensive information on the conduct of the examination to include guidelines and procedures to be observed before exam day, on exam day, after exam day, and other concerns including the health and safety protocols.

The Examinee's Guide/AVP shall serve as the orientation/briefing material of examinees regarding the conduct of the examination. As such, it shall be the responsibility of the examinees to access, read/watch thoroughly, and fully understand the Examinee's Guide/AVP.

D. SCOPE OF EXAMINATION AND OTHER INFORMATION

1. Scope of Examination

In English and Filipino:

- Verbal Ability
 - > grammar and correct usage
 - > vocabulary
 - > paragraph organization
 - > reading comprehension
- Analytical Ability
 - > word association/analogy
 - > identifying assumptions and conclusions
 - > symbolic logic
- Numerical Ability
 - > word problem
 - > data interpretation
- Managerial Ability
 - > leadership and management

2. Other Information

Reference		CSE-FSO
No. of Test Items	Test Proper	150
	EDQ*	10
	Total	160

Reference	CSE-FSO
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

*Examinee Descriptive Questionnaire, pertaining to personal data of examinees

Please be guided accordingly.



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 Examination, Recruitment and Placement Office

02 September 2021

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LIST OF ACCEPTED I.D. CARDS/DOCUMENTS FOR CIVIL SERVICE EXAM

1. Driver's License/Temporary Driver's License (*LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed*)/Student Driver's Permit;
2. Passport;
3. PRC License;
4. SSS I.D.;
5. GSIS I.D. (UMID);
6. Voter's I.D./Voter's Certification;
7. BIR/Taxpayer's I.D. (*ATM type/TIN card type with picture*);
8. PhilHealth I.D. (*must have the bearer's name, clear picture, signature and PhilHealth number*);
9. Company/Office I.D.;
10. School I.D.;
11. Police Clearance/Police Clearance Certificate (with picture);
12. Postal I.D.;
13. Barangay I.D.;
14. NBI Clearance;
15. Seaman's Book;
16. HDMF Transaction I.D.;
17. PWD I.D.;
18. Solo Parent I.D.;
19. Senior Citizen's I.D.; and
20. CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*).