



Examination Advisory No. 02, s. 2022

## ADVISORY

**TO :** Examinees of the 13 March 2022 Career Service Examination, Pen and Paper Test (CSE-PPT)

**SUBJECT :** School Assignment and Important Reminders

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### IMPORTANT REMINDERS:

- **NO FACE MASK and NO FACE SHIELD, NO ENTRY TO TESTING VENUE and NO EXAM**
- **NO I.D. CARD/DOCUMENT, NO EXAM**
- **Examinees who are unable to present either a Vaccination Card, or a “Negative” RT-PCR/Saliva/Antigen Test Result shall NOT be allowed to enter the testing venue and to take the exam.**
- If feasible, **VISIT AND CONDUCT AN OCULAR INSPECTION** of the assigned school/testing venue **at least one day before the examination day** to be familiar with the school location and its route/direction, the available means of public transport, and the time and motion requirement of travelling from point of origin to the school/testing venue considering the traffic situation. **DO NOT SOLELY RELY ON GPS NAVIGATION/ROUTE/DIRECTION APP TO LEAD YOU ON YOUR TESTING VENUE ON EXAMINATION DAY.**
- Be at the testing venue not later than **6:30 a.m.**, or as required by the CSC Regional/Field Offices concerned.
- **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**, including smart phones/watches and pens/eyeglasses with built-in camera, calculators, wristwatches with calculator, books and other forms of printed materials, and any other gadgets/electronic devices including those that may facilitate video/audio recording of any test material/form, or part/portion/phase of the conduct of the exam, and all other similar items, **IN 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**.

Bawat Kawani, Lingkod Bayani

- **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.

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 (SCHOOL ASSIGNMENT)**

Examinees' testing venue or school assignment for the March 13, 2022 CSE-PPT for Professional and SubProfessional levels may be generated using ONSA or the Online Notice of School Assignment. The CSC Regional Offices (ROs), though, may also initiate/utilize individual approaches in disseminating information on school assignments of their respective examinees.

Examinees are requested to check the availability of ONSA, through the CSC website [www.csc.gov.ph](http://www.csc.gov.ph), by March 3, 2022.

***Disclaimer:*** *The CSC does not recognize and cannot be held liable for posts or information found on other websites or social media platforms that are not, in any way, affiliated with, or are engaged in the unauthorized use of the name of CSC.*

To use ONSA, examinees should encode/fill in the required data in the corresponding data fields accurately, following the indicated format. Examinees may opt to have a **print-out** of their Notice of School Assignment using ONSA for their personal reference, but, this is not mandatory and is not a requirement.

If examinees **cannot access the ONSA** and/or **still do not know their school assignment one week before the examination day**, they should **INQUIRE DIRECTLY** with the **CSC Regional/Field Office** concerned. A complete directory of CSC regional/field offices nationwide is available at the CSC website.

On the other hand, a **link** to the *Examinee's Guide in Taking CSE-PPT* is also available through ONSA. Examinees are strongly advised to access this link, read thoroughly, and understand fully the examinee's guide to be familiar with the whole examination process.

## B. THINGS TO BRING

1. **I.D. CARD (original)** – preferably the same I.D. card presented during filing of application. In case of loss or unavailability of 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), 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 January 1, 2022 to March 12, 2022).

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** (pre-accomplished not earlier than one day or within 24 hours prior to exam day)

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** (only if not submitted during filing of application)

4. **VACCINATION CARD** (for the fully vaccinated)

The Vaccination Card, or proof of full vaccination (e.g. VaxCert) may come either in original or digital copy (e.g. picture/scanned/downloaded copy stored in cellular phone).

On the other hand, fully vaccinated examinees from local government units (LGUs) requiring RT-PCR<sup>1</sup>/Saliva/Antigen testing shall still undergo said testing within the prescribed period, and bring/present their negative RT-PCR/Saliva/Antigen test result on exam day. This is notwithstanding the testing protocol adopted by CSC wherein the fully vaccinated shall no longer be required to undergo testing.

5. **“NEGATIVE” RT-PCR/SALIVA/ANTIGEN TEST RESULT** (for the partially vaccinated, and the unvaccinated, including even the fully vaccinated coming from LGUs requiring RT-PCR/Saliva/Antigen testing)

6. **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. Only BLACK BALL PEN shall be used in the examination. Pencils and any other kinds of pen such as gel pen, sign pen, fountain pen, friction pen, etc. including other colors of ball pen are not allowed.*)

7. **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.

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<sup>1</sup> Reverse Transcription Polymerase Chain Reaction

## C. EXAMINEE'S GUIDE

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 shall be provided to the examinees approximately a week before exam day through a link accessible in the ONSA, or as feasible via e-mail. 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.

The Examinee's Guide 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 thoroughly, and fully understand the Examinee's Guide.

## C. SCOPE OF EXAMINATION AND OTHER INFORMATION

### 1. Scope of Examination

Professional Level	SubProfessional Level
<p>In English and Filipino:</p> <ul style="list-style-type: none"> <li>➤ Verbal ability               <ul style="list-style-type: none"> <li>▪ Vocabulary                   <ul style="list-style-type: none"> <li>- Word meaning</li> <li>- Sentence completion</li> </ul> </li> <li>▪ Grammar &amp; correct usage                   <ul style="list-style-type: none"> <li>- Error recognition</li> <li>- Sentence structure</li> </ul> </li> <li>▪ Correct/logical reasoning of thought processes                   <ul style="list-style-type: none"> <li>- Paragraph organization</li> <li>- Reading comprehension</li> </ul> </li> </ul> </li> </ul>	<p>In English and Filipino:</p> <ul style="list-style-type: none"> <li>➤ Verbal ability               <ul style="list-style-type: none"> <li>▪ Vocabulary                   <ul style="list-style-type: none"> <li>- Word meaning</li> <li>- Sentence completion</li> </ul> </li> <li>▪ Grammar &amp; correct usage                   <ul style="list-style-type: none"> <li>- Error recognition</li> <li>- Sentence structure</li> </ul> </li> <li>▪ Correct/logical reasoning of thought processes                   <ul style="list-style-type: none"> <li>- Paragraph organization</li> <li>- Reading comprehension</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>➤ Numerical ability               <ul style="list-style-type: none"> <li>▪ Number sequence</li> <li>▪ Basic operation</li> <li>▪ Word problem</li> </ul> </li> <li>➤ Analytical ability               <ul style="list-style-type: none"> <li>▪ Word analogy</li> <li>▪ Logical reasoning                   <ul style="list-style-type: none"> <li>- Identifying assumption</li> <li>- Drawing conclusion</li> <li>- Logic</li> <li>- Data interpretation</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Numerical ability               <ul style="list-style-type: none"> <li>▪ Number sequence</li> <li>▪ Basic operation</li> <li>▪ Word problem</li> </ul> </li> <li>➤ Clerical Ability               <ul style="list-style-type: none"> <li>▪ filing</li> <li>▪ spelling</li> </ul> </li> </ul>

Professional Level	SubProfessional Level
General information items on the following: <ul style="list-style-type: none"> <li>◆ Philippine Constitution;</li> <li>◆ Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713);</li> <li>◆ Peace and Human Rights Issues and Concepts; and</li> <li>◆ Environment Management and Protection</li> </ul>	

## 2. Other Information

Reference		Professional Level	SubProfessional Level
No. of Test Items	Test Proper	150	145
	EDQ*	20	20
Time Limit		3 hours, 10 minutes	2 hours, 40 minutes
Test Proper		8 a.m. to 11:10 a.m.	8 a.m. to 10:40 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.

March 1, 2022

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

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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*).

Note: *The Philippine Identification (PhilID) card issued by the Philippine Statistics Authority may be accepted as valid I.D. card for civil service exam.*