



Examination Advisory No. 04, s. 2016

ADVISORY

- TO** : Examinees of the March 13, 2016 Fire Officer Examination and Penology Officer Examination
- REGIONS** : 4, NCR and CAR
- SUBJECT** : Accomplishing Answer Sheet, School Assignment and Important Reminders

Please be informed that GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT 7:30 a.m. on examination day. Examinees that arrive later than 7:30 a.m. shall NOT be admitted.

A. Accomplishing the Answer Sheet

IMPORTANT

In accomplishing the Answer Sheet:

- ✓ Use only black ballpen in filling out all text fields and in shading answers.
- ✓ Do not use gel pen, sign pen, fountain pen, friction pen, or any other kinds of pen, including other colors of ball pen.
- ✓ Shade neatly and completely the circles that correspond to answers.
- ✓ To change an answer:
 - Put an "X" mark over the initial answer, then shade the new and final answer.
 - Do not use correction fluid, correction pen, correction tape, pen eraser, or any other similar materials.
 - Examinees shall be allowed to change answer for each test item only once.
- ✓ Do not make any stray/unnecessary marks on the Answer Sheet.

B. School Assignment

The ONSA or Online Notice of School Assignment shall not be used. Thus, please be advised of the following schools to be used as testing venues for the conduct on March 13, 2016 of the Fire Officer Examination (FOE) and the Penology Officer Examination (POE):

Region	Testing Center	Name and Address of School
4	Batangas City	Batangas National High School Batangas City
NCR	Quezon City	Quezon City High School Scout Ybardolaza Street, Brgy. Sacred Heart Quezon City
CAR	Baguio City	Baguio City National High School Governor Pack Road, Baguio City

C. Other Important Reminders

Examinees are advised of the following procedures and reminders:

1. Visit and have an ocular inspection of the assigned school/testing venue at least one day before the examination day to be familiar with the school location;
2. Be at the assigned school early on examination day for the verification and locating of room assignment. Testing venues shall be open to examinees at 6 a.m.;
3. Wear proper attire on examination day (i.e. not in sleeveless shirt/blouse, or in short pants, or in slippers).
4. Bring the following items on examination day:
 - a. I.D. card – preferably the same I.D. card presented during filing of application even if already expired; otherwise, any of the following I.D. cards, in which case, the I.D. card must be valid (i.e. not expired):
 - a.1 Driver's License;
 - a.2 Passport;
 - a.3 GSIS I.D.;
 - a.4 SSS I.D.;
 - a.5 BIR I.D. (ATM type/TIN card type with picture);
 - a.6 Voter's I.D.;
 - a.7 PRC I.D.;
 - a.8 Postal I.D.;
 - a.9 PhilHealth I.D. (must contain the bearer's name, clear picture, signature and PhilHealth number)
 - a.10 Barangay I.D.;
 - a.11 current Company/Office I.D.
 - a.12 current School I.D. (validated for the current school year/ semester/ trimester); and
 - a.13 Police Clearance.

- Note:
1. The NO I.D., NO EXAMINATION Rule is strictly implemented.
 2. Any other I.D. card not included in the above list shall not be accepted.

- b. Ball Pen/s (Black only); and
 - c. Clear bottled water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies/biscuits, which shall be subject to inspection by the Room Examiner/Proctor.
5. Use of any aid in answering the test (such as calculators; books, dictionaries and other forms of printed materials; watch calculators; cellular phones, tablets and any other gadgets; and all other similar materials/items) is strictly prohibited.
 6. Bringing of cellular/mobile phones and any other gadgets is not allowed. If brought, these shall be surrendered to the Room Examiners for safekeeping. The concerned examinees shall retrieve the same upon leaving the room.
 7. Following are other relevant information:

Reference	FOE/POE
Number of items	160
Time limit	3 hours, 5 minutes
Test Proper	8 a.m. to 11:05 a.m.

8. The time required for pre and post examination activities/documentation shall take approximately one hour before and one hour after the test proper.
9. Failure to take the examination shall mean forfeiture of examination fee and slot. Re-scheduling of examination date is not allowed.

Please be guided accordingly.

Approved:



FERNANDO M. PORIO

Director IV

Examination, Recruitment and Placement Office

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