

# ANNOUNCEMENT

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

**FIRE OFFICER EXAMINATION (FOE) and  
PENOLOGY OFFICER EXAMINATION (POE)  
for CY 2016:**

Date of Examination	Application Period	
	From	To
March 13, 2016	November 23, 2015	January 22, 2016

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 respective second level ranks in the Bureau of Fire Protection (BFP) and the Bureau of Jail Management and Penology (BJMP) and other functionally related positions 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
2	Tuguegarao City
3	City of San Fernando, Pampanga
4	Batangas City
5	Legaspi City
6	Iloilo City
7	Cebu City
8	Tacloban City
9*	Zamboanga City
10*	Cagayan de Oro City
11*	Davao City
12*	Cotabato City

REGION	TESTING CENTER
NCR	Quezon City
CAR	Baguio City
Caraga*	Butuan City

\*May also cater to examinees from ARMM

### C. QUALIFICATION / ADMISSION 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 possess a baccalaureate degree from a recognized institution of learning; and
7. Age and height requirements.

Requirement	FOE	POE
Age	Must be 21 to 35 years old at the date/time of filing of application	Must be 21 to 30 years old at the date/time of filing of application
Height	--	Must be at least 1.62m (5'4) in height for male, and 1.57m (5'2) for female

**NOTE:** a) *For FOE, age requirement shall be waived for incumbent employees of the BFP. Age requirement shall also be waived for former BFP employees, provided their applications are endorsed by the BFP and provided further that they can meet the minimum service requirement pursuant to existing laws.*

b) *For POE:*

*b.1 Age and height requirements shall be waived for incumbent employees of the BJMP, 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.*

*b.2 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.

- c) *Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination fees paid shall be forfeited.*
- d) *Applicants holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003) may apply for and take the examination upon presentation of original, and submission of a copy of, Certification of Retention/Re-acquisition of Philippine Citizenship from the Bureau of Immigration, and meeting of all the other admission and application requirements for the examination.*
- e) *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, 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.*
- f) *Passers of the regular Bar examination given by the Supreme Court of the Philippines and of Board examinations given by the Professional Regulation Commission are automatically granted a civil service eligibility pursuant to Republic Act (RA) No. 1080. They are automatically considered as civil service eligibles in accordance with CSC Resolution No. 90-1212. Thus, they may opt not to apply and take the corresponding examination anymore. Also, individuals who were granted the Honor Graduate Eligibility pursuant to P.D. 907 may opt not to apply and take the corresponding examination anymore.*

## **D. APPLICATION REQUIREMENTS**

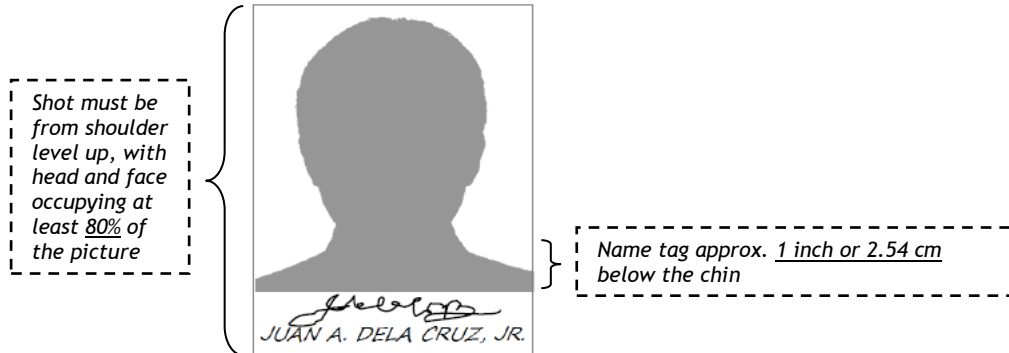
1. Fully accomplished Application Form (CS Form No. 100, Revised 2015).

**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)
- Original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship issued by the Bureau of Immigration (for applicants holding dual citizenship under R.A. 9225)
- Certification of Employment issued by the authorized agency official (for incumbent employees of BFP, BJMP, Bureau of Corrections, and all Provincial and SubProvincial Jails, availing of age and/or height requirement/s as applicable)
- Application Indorsement by the authorized BFP/BJMP official with a statement certifying that the applicant can meet the minimum service requirement pursuant to existing laws (for former employees of BFP/BJMP/penology and correctional agencies, availing of age and/or height requirement/s as applicable)
- Certification of membership to a cultural community issued by the authorized official of the NCIP, or the NCMF (for POE 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 (CS Form No. 100, Revised 2015) is available at any CSC Regional/Field Office, or may be downloaded from the CSC website: [www.csc.gov.ph](http://www.csc.gov.ph). The application form may be photocopied using legal size bond paper.

Applicants should **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.

**NOTE:** 1) *A complete directory of CSC Regional and Field Offices nationwide is available at the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) for reference.*

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

3) *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 VENUE

As applicable, 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](http://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.

Otherwise, a corresponding Examination Advisory on schools to be used as testing venues shall be posted in the CSC website at least one (1) week before examination day.

Related inquiries should be coordinated directly with the CSC Regional/Field Office concerned.

**NOTE:** *Examinees, as applicable, are advised to visit and have an ocular inspection of their assigned school at least one day before the examination day to familiarize them with the school's location.*

## **G. EXAMINATION DAY**

Examinees should be at their assigned school early on examination day. Testing venues shall be open to examinees starting 6:00 a.m.

On the other hand, **GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT 7:30 a.m.** Examinees that arrive later than 7:30 a.m. shall NOT be admitted.

Examinees should bring the following items:

- a. **I.D. card** – preferably the same I.D. card presented during filing of application, or any of the other accepted ID cards listed in Item D(3) above which must be valid i.e. not expired;

**Note:** The **NO I.D., NO EXAMINATION** Rule is strictly implemented.

- b. Original NSO Birth Certificate (if I.D. card has no date of birth);
- c. Application Receipt with corresponding Official Receipt (if available);
- d. Notice of School Assignment generated through ONSA (as applicable);
- e. Dark lead pencil/s and eraser/s;
- f. Ball Pen/s (Black or Blue); and
- g. 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.

**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.**

Bringing of **cellular phones and any other gadgets**, including calculators, wristwatches with calculator, books and other forms of printed materials and all other similar items, is **NOT allowed**. If brought, these shall be surrendered to the Room Examiners at your own risk. 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**

FIRE OFFICER EXAMINATION	PENOLOGY OFFICER EXAMINATION
<b>General Ability (25%):</b> Verbal, Analytical, Numerical	<b>General Ability (25%):</b> Verbal, Analytical, Numerical
<p><b>Specialized Area (75%):</b></p> <p><b>Fire Suppression (30%)</b></p> <ul style="list-style-type: none"> <li>▪ Pre-Fire Planning</li> <li>▪ Firefighting Techniques and Procedures</li> <li>▪ Tools and Equipment and Apparatus</li> </ul> <p><b>Fire Safety and Prevention (20%)</b></p> <ul style="list-style-type: none"> <li>▪ Fire Code of the Philippines</li> <li>▪ Fire Safety Related Codes, NFPA Laws and other BFP issuances (Building Code, Electrical Code)</li> <li>▪ BFP Citizens Charter, SOP/MCs on Fire Safety Inspection</li> </ul> <p><b>Fire Investigation (15%)</b></p> <ul style="list-style-type: none"> <li>▪ The Law on Arson in the Philippines (RPC)               <ul style="list-style-type: none"> <li>- Constitutional Rights of the Accused</li> <li>- Prima Facie Evidence of Arson</li> <li>- Rules of Court</li> </ul> </li> <li>▪ Procedure and Techniques               <ul style="list-style-type: none"> <li>- Identification, Preservation and Handling of Evidence</li> <li>- Other Related Procedure and Techniques</li> </ul> </li> <li>▪ SOP's on Fire and Arson Investigation</li> </ul> <p><b>Administrative Matters (10%)</b></p>	<p><b>Specialized Area (75%):</b></p> <p><b>Jail Management Concepts and Applications (30%)</b></p> <ul style="list-style-type: none"> <li>▪ Commitment and Classifications of Inmates/Prisoners/Detainees (5%)               <ul style="list-style-type: none"> <li>- Courts and other Entities Authorized to Commit a Person to Jail</li> <li>- Categories of Inmates</li> <li>- Classification of Prisoners</li> <li>- Classification of Detainees</li> <li>- Inmates Security Classification</li> <li>- Requirements for Commitment</li> </ul> </li> <li>▪ Reception Procedures, Classification and Disciplinary Boards, and Punishable Acts of Inmates (20%)               <ul style="list-style-type: none"> <li>- Reception Procedures</li> <li>- Classification Board</li> <li>- Disciplinary Board</li> <li>- Disciplinary Punishment for Inmates</li> <li>- Procedures in the Hearing of Disciplinary Cases for Inmates</li> <li>- Punishable Acts</li> </ul> </li> <li>▪ Treatment of Inmates with Special Needs (5%)               <ul style="list-style-type: none"> <li>- Handling Inmates with Special Needs                   <ul style="list-style-type: none"> <li>○ Female</li> <li>○ Drug Users/Dependents/Addicts</li> <li>○ Alcoholics</li> </ul> </li> </ul> </li> </ul>

FIRE OFFICER EXAMINATION	PENOLOGY OFFICER EXAMINATION
<ul style="list-style-type: none"> <li>▪ RA 6975 and its IRR</li> <li>▪ RA 9263 and its IRR</li> <li>▪ RA 9592 and its IRR</li> <li>▪ CSC Rules and Regulations and Qualification Standards</li> <li>▪ BFP Memo Circulars and SOP's on Administrative Matters</li> </ul>	<ul style="list-style-type: none"> <li>○ Mentally-ill</li> <li>○ Sex Deviates</li> <li>○ Suicidal Inmates</li> <li>○ The Handicapped, Aged, and Infirm</li> <li>○ Non-Philippine Citizen Inmates</li> </ul> <p><b><i>Custodial Concepts and Applications (45%)</i></b></p> <ul style="list-style-type: none"> <li>▪ Custody, Security and Control, Emergency Plans, and Movement and Transfer of prisoners and Detainees (35%) <ul style="list-style-type: none"> <li>- Custody, Security and Control</li> <li>- Inmates Count</li> <li>- Security Procedures during Meal Service</li> <li>- Dining Room Security</li> <li>- Mile Censorship</li> <li>- Emergency Plans</li> <li>- Movement/Transfer of Inmates</li> <li>- Cooperation among Jail Wardens on Temporary Detention of Inmates</li> <li>- Rules to be Followed during Movement/Transfer of Inmates</li> </ul> </li> <li>▪ Inmates' Rights and Privileges (10%) <ul style="list-style-type: none"> <li>- Rights of Inmates</li> <li>- Privileges Allowed for Inmates</li> <li>- Modes and Guidelines of Release</li> </ul> </li> </ul> <p><b><i>Inmates Welfare and Development (IWD) Programs (15%)</i></b></p> <ul style="list-style-type: none"> <li>▪ IWD Services and Activities <ul style="list-style-type: none"> <li>- Guiding Principles</li> <li>- Provisions for Basic Needs</li> <li>- Health Services/Activities</li> <li>- Livelihood Services/Activities</li> <li>- Literacy Services/Activities</li> <li>- Cultural and Sports Development/Activities</li> <li>- Visitation Services/Activities</li> <li>- Paralegal Services/Activities</li> <li>- Interfaith Services/Activities</li> <li>- Therapeutic Community Modality Program</li> </ul> </li> </ul> <p><b><i>BJMP Administrative Matters (10%)</i></b></p> <ul style="list-style-type: none"> <li>▪ Salient Features of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)</li> <li>▪ Salient Features of RA 9263 (An Act Providing for the Professionalization of the BFP and BJMP, Amending Certain Provisions of RA 6975)</li> <li>▪ Omnibus Rules on Leave</li> </ul>



## 2. Other Information

Reference	Fire/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	<b>Approximately one hour before and one hour after the test proper</b>

### 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](http://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 Certification of Eligibility 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 Certification. Representatives are not allowed to claim the same. Claiming of Certification 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. Any other concerns on examination result including verification of examinee number, examinees are advised to coordinate directly with the CSC Regional Office concerned. The CSC Regional Offices handle the releasing of examination results.

### K. RESULTING CIVIL SERVICE ELIGIBILITY

The civil service eligibility resulting from passing the Fire Officer Examination shall be called **Fire Officer Eligibility**. It is a second level eligibility, which is specific and appropriate for appointment to second level ranks in the fire protection service and functionally related positions only, except for ranks under the Philippine National Police.

The civil service eligibility resulting from passing the Penology Officer Examination shall be called **Penology Officer Eligibility**. It is a second level eligibility, which is specific and appropriate for appointment to second level ranks under the uniformed service in the jail management and penology, and functionally related services only, except for ranks under the Philippine National Police.

## **W A R N I N G**

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

Approved:

(Sgd.)

**FERNANDO M. PORIO**

Director IV

Examination, Recruitment and Placement Office

16 NOV 2015