

E. DECLARATION

I declare that I personally accomplished this application form, and I certify that the information given are true, correct, and complete statements pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. Further, I declare that I meet and am compliant with ALL the admission requirements for the examination herein applied for, as enumerated below.

I understand that the acceptance and approval of my application for the examination is based on the information I provided. Further, I understand that: 1) as a result of randomization procedure, I may and am willing to be assigned at any testing venue within the testing center; and 2) the information I provided herein shall be handled and used, particularly for policy development/review/research/study purposes, according to appropriate provisions of RA No. 10173 or the Data Privacy Act of 2012. Finally, I understand that the CSC determines high answer similarities in the processing of test results, and conducts necessary investigation.

I therefore agree that: 1) in case a post-verification yields information contrary to what is declared, my application shall be disapproved, and my payment forfeited; 2) any misrepresentation made in this document shall cause the invalidation of the result of this examination and/or the filing of administrative/criminal case/s against me; and 3) in case my test results be found to have high answer similarities with other examinee/s, the same shall be withheld pending the outcome of the investigation to be conducted by the CSC. Finally, I agree that my examination shall not be processed and be considered null and void, or my test results shall be cancelled, in case a post-examination verification shows that I violated Republic Act No. 9416 (Anti-Cheating Law), specifically the unauthorized possession of the test booklet, or any examination related forms/materials, including bringing of the same outside of the testing room/venue.

Signature over Printed Name of Applicant

Date

Note: (For personal/in-person filing only)

Spaces for Signature/Printed Name and Right Thumbmark of applicant should be left blank. These shall only be accomplished in the presence of the CSC Processor.

Right Thumbmark

ADMISSION REQUIREMENTS

1. Must be a Filipino citizen;
2. At least 18 years old on the date/time of filing of application;
3. Must be of good moral character;
4. Must have at least graduated from K to 12 Program, or a high school graduate under the old program;
5. Must be mentally and physically fit;
6. 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; and
7. Must not have been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government.

NOTE: a) The above-stated qualifications only pertain to taking the examination and do not necessarily cover appointment to the position of Jail Officer I or related positions, which require completion of a bachelor's degree and compliance with the height requirement provided under RA No. 11549, as the case may be.

b) Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination fees paid shall be forfeited.

c) Applicants holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003), and those recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution, may apply for and take the examination upon presentation of necessary documents, and meeting of all the other admission and application requirements for the examination.

d) 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 under existing Civil Service Law and rules.

e) The Bar examination given by the Supreme Court of the Philippines and the Board examinations (requiring completion of at least a bachelor's degree) given by the Professional Regulation Commission are declared civil service examinations under RA No. 1080. Accordingly, and under CSC Resolution No. 90-1212, the passers are automatically considered as civil service eligibles. Along this line, based on RA No. 10635, passers of the examination for marine deck and engine officers given by the Maritime Industry Authority are considered as falling under the contemplation of RA No. 1080. Thus, they may opt NOT to take the Penology Officer Examination. Also, passers of the Career Service Examination for Foreign Service Officer, and grantees of the following eligibilities under special laws and CSC issuances may opt NOT to take the Penology Officer Examination: Honor Graduate Eligibility under P.D. 907; Scientific and Technological Specialist Eligibility under P.D. 997; Sanggunian Member Eligibility (Second level) under RA No. 10156; and Foreign School Honor Graduate Eligibility under CSC Resolution No. 1302714.

APPLICATION REQUIREMENTS

1. Fully accomplished Application Form;
2. Four (4) pieces of identical I.D. pictures with specifications, as follows:
 - Philippine passport picture size (4.5 cm x 3.5 cm or 1.78" x 1.38")
 - taken within the last three (3) months prior to filing of application
 - colored, with white background and printed on good quality photo paper (no peeling off)
 - 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)
 - in bare face (with no eyeglasses, colored contact lens, or any accessories that may cover the facial features (facial features not computer enhanced)
 - showing left and right ears
 - taken in full-face view directly facing the camera, with neutral facial expression and both eyes open
 - with handwritten (not computer-generated) name tag legibly showing signature over printed full name which includes: Given Name, Middle Initial (if any), Last Name, and Extension Name (if any)

Shot must be from shoulder level up, with head and face occupying at least 80% of the picture



Name tag approx. 1 inch or 2.54 cm below the chin

3. Original and photocopy of any of the following I.D. cards, which is valid (not expired upon filing of application): 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; Philippine Passport; PRC License; SSS I.D.; GSIS I.D. (UMID); Voter's I.D./Voter's Certification; BIR/Taxpayer's I.D. (ATM type/TIN card type with picture); PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number); Company/Office I.D.; School I.D.; Police Clearance/Police Clearance Certificate; Postal I.D.; Barangay I.D.; NBI Clearance; Seaman's Book; HDMF Transaction I.D.; PWD I.D.; Solo Parent I.D.; Senior Citizen's I.D.; CSC Eligibility Card; and Philippine Identification (PhilID) Card. (**Note: All other ID cards NOT included in the list shall NOT be accepted.**)
4. Applicable examination fee

OTHER/ADDITIONAL REQUIREMENTS, as applicable:

- Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry printed on security paper (only for applicants without date of birth in their I.D. card/s)
- Original and photocopy of Identification Certificate (IC) issued by the Bureau of Immigration (only for applicants holding dual citizenship under R.A. 9225, and those recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution)

Please check related Examination Announcement for additional and/or updates on admission requirements and/or application requirements.

REMINDERS

- Place of Examination (School/Testing Venue Assignment)** - shall be announced through the **Online Notice of School Assignment (ONSA)**, available via the CSC website www.csc.gov.ph approximately 2 weeks before examination day. If ONSA cannot be accessed, visit or call and inquire directly with the CSC Regional/Field Office where the examinees filed their application. A complete directory of CSC Regional/Field Offices nationwide is available at the CSC website.
- Ocular Inspection** - visit and conduct an ocular inspection of the assigned school/testing venue at least 1 day before the exam day to be familiar with the school location
- Failure to come on scheduled examination will mean forfeiture of examination fee and slot. **Rescheduling of examination date is NOT allowed.**
- THINGS TO BRING ON EXAMINATION DAY** [Note: Examinees are (i) advised to bring ONLY the items listed below, (ii) encouraged to use transparent bag, and (iii) to check related Exam Advisory for additional and/or updates on Things to Bring on Exam Day.]
 1. I.D. card, preferably the same I.D. card presented during filing of application (**NO I.D., NO EXAM**)
 2. BLACK BALLPEN/S (*note: 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*)
 3. Original of PSA/LCR issued Birth Certificate (only if I.D. card has no date of birth)

Note: Examinees may opt to bring water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies/biscuits (subject to inspection by the Room Examiner/Proctor)
- Wear proper attire** on exam day, preferably plain white shirt/tops. SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS ARE NOT ALLOWED. Long hair (for both male and female) **must** be tied in "ponytail."
- Cellular phones and calculators** are NOT ALLOWED in EXAMINEE'S SEAT, and any other gadgets including smart phones/watches and pens/eyeglasses with built-in camera, wristwatches with calculator, books and other forms of printed materials, and any other items/tools/aids that would facilitate answering the test questions. In this regard, before occupying the assigned seat, examinees shall deposit said items and their bags and all other personal belongings in front of the room or in the designated area. NO BELONGINGS SHOULD BE PLACED UNDER THE EXAMINEE'S SEAT.

IMPORTANT: Access, read thoroughly, and understand fully the **EXAMINEE'S GUIDE** on the conduct of the exam.