



MC No. 27, s. 2017

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Administration of Agency Requests for Special Conduct of Career Service Examination-Pen and Paper Test (CSE-PPT)

As contained in CSC Resolution No. 1701219 dated August 10, 2017, the conduct of CSE-PPT, covering both Professional and SubProfessional levels, outside the CSC-scheduled conduct of examination for the year shall be based on official, written request of government agencies and approved by the Commission. It shall be governed by relevant guidelines, as follows:

1. Acceptance and Processing of Application

Application period shall be determined by the CSC. Requesting agencies, in turn, shall be notified in writing of the application period, along with requirements and procedures. Corollary, requesting agencies, through their designated focal person, shall be responsible in informing their target examinees.

During the prescribed application period, examinees shall file their application at ERPO and/or CSC RO. For their part, the CSC RO/s shall be given a list of examinees, to be provided by each agency, as reference in accepting and processing applications. Individuals not included in the agency list of examinees shall not be accepted.

2. Examination Fee

The examination fee shall be based on the existing fee for the CSE-PPT.

3. Limitation

As a controlling mechanism, examinees shall be limited to employees of requesting government agencies regardless of employment status, including those hired under job order or contract of service. For this matter, the I.D. card to be presented by examinees should be their Company/Office I.D.

Please be guided accordingly.


ALICIA dela ROSA-BALA
Chairperson

08 SEP 2017

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Bawat Kawani, Lingkod Bayani