



Examination Announcement No. 02, s. 2022

## ANNOUNCEMENT

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

### Career Service Examination, Pen and Paper Test (CSE-PPT) for Professional and SubProfessional Levels for CY 2022:

Date of Examination	Application Period		Target Release Date of Test Results
	From	To	
March 13, 2022 (also includes the reset of July 18, 2021 CSE-PPT)	January 12, 2022	January 27, 2022	May 12, 2022
June 19, 2022	April 12, 2022	April 28, 2022	Aug 18, 2022

**Note:** *Acceptance of applications shall be on a **FIRST-COME, FIRST-SERVED** basis and shall be closed any time before the deadline if the CSC Regional/Field Office has already reached the target number of applicants.*

The following guidelines shall be observed in the conduct of the examinations:

#### A. OBJECTIVE

To establish a Register of Eligibles (RoE) from which certification and appointment to first and second level positions in the civil service, except those involving practice of profession and/or are covered by special laws, shall be made, provided the eligibles meet the qualifications and other requirements of the positions. The RoE may also be a reference for employment in the private sector.

#### B. TESTING CENTERS

Applicants must communicate/coordinate with the CSC Regional Office (CSC RO), or with any of the CSC RO's Field Offices, where they intend to take the examination regarding the Testing Centers. 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.

Bawat Kawani, Lingkod Bayani

### C. QUALIFICATION / ADMISSION REQUIREMENTS

All applicants must strictly meet the following qualification requirements:

1. Filipino citizen;
2. At least 18 years old on the date of filing of application;
3. Of good moral character;
4. Has not been convicted by final judgment of an offense or crime involving moral turpitude, or disgraceful or immoral conduct, dishonesty, examination irregularity, drunkenness, or addiction to drugs;
5. Has not been dishonorably discharged from military service, or dismissed for cause from any civilian position in the government; and
6. Has not taken the same level of Career Service Examination, either through PPT or CSC Computerized Examination (CSC COMEX), within three months before the date of examination:

<b>Date of Examination</b>	<b>3-month Prohibition Period on Taking the Same Level of Examination (PPT, or CSC COMEX)</b>
March 13, 2022	December 13, 2021 to March 12, 2022
June 19, 2022	March 19, 2022 to June 18, 2022

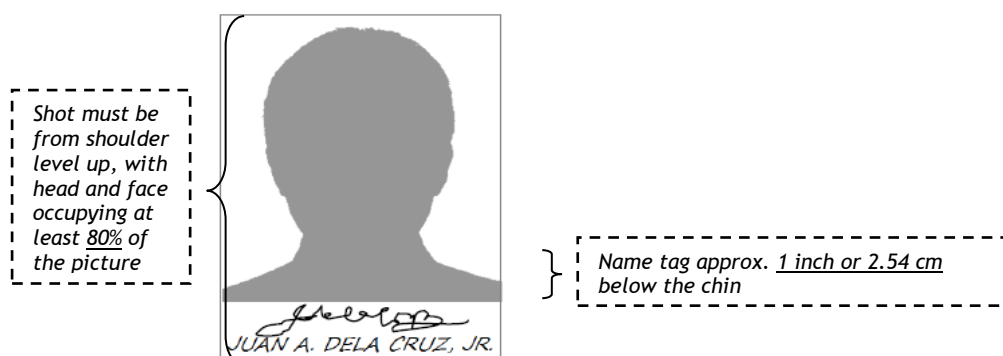
- Note:**
- a) *Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination fees paid shall be forfeited.*
  - b) *Applicants holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003) may apply for and take the examination upon presentation of original, and submission of a copy of, certification of retention/re-acquisition of Philippine Citizenship (Identification Certificate) from the Bureau of Immigration, and meeting of all the other admission and application requirements for the examination.*
  - c) *Applicants with pending administrative 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.g. Section 57 (a) of the 2017 Rules on Administrative Cases in the Civil Service].*
  - d) *The Bar examination given by the Supreme Court of the Philippines and the Board examinations given by the Professional Regulation Commission are declared civil service examinations under Republic Act (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 corresponding examination anymore.*

Also, the following individuals may opt not to take the corresponding examination anymore:

- > *Passers of Career Service Examination for Foreign Service Officer as the resulting Career Foreign Service Officer Eligibility is comparable to the Career Service Professional Eligibility*
- > *Grantees of the following eligibilities under special laws and CSC issuances, which are comparable to the Career Service Professional Eligibility:*
  - *Honor Graduate Eligibility under P.D. 907*
  - *Scientific and Technological Specialist Eligibility under P.D. 997*
  - *Sanggunian Member Eligibility (2<sup>nd</sup> Level) under RA No. 10156*
  - *Foreign School Honor Graduate Eligibility under CSC Resolution No. 1302714*
  - *Veteran Preference Rating Eligibility (Professional) under EO No. 132, s. 1948 and EO No. 790, s. 1982*
- > *Grantees of the following eligibilities under special laws and CSC issuances, which are comparable to the Career Service SubProfessional Eligibility:*
  - *Barangay Official Eligibility under RA No. 7160*
  - *Barangay Health Worker Eligibility under RA No. 7883*
  - *Barangay Nutrition Scholar Eligibility under P.D. 1569*
  - *Sanggunian Member Eligibility (1<sup>st</sup> Level) under RA No. 10156*
  - *Veteran Preference Rating Eligibility (SubProfessional) under EO No. 132, s. 1948 and EO No. 790, s. 1982*

#### D. APPLICATION REQUIREMENTS

1. Fully accomplished **Application Form** (appropriate **CS Form No. 100**).
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** (i.e. photo does not peel off)
  - 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** (no eyeglasses; no colored contact lens; no headdress, no bandana, or any other 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** which includes: **Given Name, Middle Initial (if any), Last Name, and Extension Name (if any)**



3. Original and photocopy of any of the following list of accepted **I.D. cards** for civil service exam, which is preferably valid (not expired on date of filing of application):
- a. 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;
  - b. Passport;
  - c. PRC License;
  - d. SSS I.D.;
  - e. GSIS I.D. (UMID);
  - f. Voter's I.D./Voter's Certification;
  - g. BIR/Taxpayer's I.D. (*ATM type/TIN card type with picture*);
  - h. PhilHealth I.D. (*must have the bearer's name, clear picture, signature and PhilHealth number*);
  - i. Company/Office I.D.;
  - j. School I.D.;
  - k. Police Clearance/Police Clearance Certificate (with picture);
  - l. Postal I.D.;
  - m. Barangay I.D.;
  - n. NBI Clearance;
  - o. Seaman's Book;
  - p. HDMF Transaction I.D.;
  - q. PWD I.D.;
  - r. Solo Parent I.D.;
  - s. Senior Citizen's I.D.; and
  - t. CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*).

**Note:** 1. Based on related Philippine Statistics Authority (PSA) Advisory dated May 19, 2021, the Philippine Identification (PhilID) card issued by the PSA may be accepted as valid I.D. card for civil service exam.  
2. All other I.D. cards not enumerated shall not be accepted.  
3. As a last resort, expired I.D. card may be presented/submitted during filing of examination application, provided that, the expiry date of the I.D. card is within the preceding months of the year reckoning the date of filing of application.

4. Duly accomplished **Certificate of Consent** (attached as Annex A)
5. **Examination fee** of Five Hundred Pesos (PhP500.00)

**OTHER/ADDITIONAL REQUIREMENTS, as applicable:**

- a. Original and photocopy of **Vaccination Card** (*only if applicable*).

**Note:** *The Vaccination Card as an additional documentary requirement mainly serves the purpose of segregating fully vaccinated from partially vaccinated and unvaccinated applicants. Accordingly, it is clarified that full vaccination is NOT a qualification requirement to apply for and take the exam, meaning, the partially vaccinated and the unvaccinated can also apply for and take the exam but subject to presentation of a "negative" RT-PCR/Antigen test result on exam day.*

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

## E. WHERE TO GET APPLICATION FORM AND HOW TO FILE APPLICATION

### E.1 Where to Get Application Form

The application form (appropriate CS Form No. 100) 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 printed/reproduced using legal size bond paper.

### E.2 How to File/Mode of Filing Application

Applicants must communicate/coordinate with the CSC Regional Office (CSC RO), or with any of the CSC RO's Field Offices, where they intend to take the examination regarding the mode of filing application and the corresponding procedures. 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.

## F. TRANSFER OF TESTING CENTER

Requests for transfer of testing center shall be accommodated within the application period, or not later than five (5) working days after the deadline of filing of application. Strictly, no request for transfer of testing center shall be accepted beyond this period. Hence, applicants are advised to be circumspect and certain in determining the testing center where they intend to take the examination.

The applicant should submit a written request to the CSC Regional/Field Office where the application was filed, which shall be subject to evaluation by the CSC RO/FO concerned. The written request must indicate reason for the transfer of testing center and accompanied by supporting evidence, and a copy of the Application Receipt.

The written request shall be sent to the CSC Regional/Field Office concerned through e-mail, or through courier (e.g. LBC, Lala Move, Mr. Speedy, 2Go Express, Grab Express, JRS Express, DHL Express, J&T Express, etc.).

## G. 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. 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.

**Note:** *The CSC does not recognize and is not liable for any other postings on any other websites that are not affiliated with, or are engaged in the unauthorized use of the name of, the CSC.*

Examinees who cannot access the ONSA and/or still do not know their school assignment one week before examination day **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.

**Note:** *Examinees are strongly advised, as feasible, to **visit and conduct an ocular inspection** of their 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 particularly the time and motion requirement of travelling from point of origin to the school/testing venue considering the traffic situation. DO NOT RELY OR LEAVE YOUR FATE TO THE WORKINGS OF WAZE OR ANY OTHER GPS NAVIGATION/ROUTE/DIRECTION APP ON EXAMINATION DAY.*

## **H. EXAMINEE'S GUIDE / AUDIO-VISUAL PRESENTATION (AVP)**

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/AVP shall be sent via e-mail to examinees concerned approximately 1 to 2 days before exam day. 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 including the health and safety protocols.

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

## **I. HEALTH DECLARATION FORM**

As part of the health protocols in light of the COVID-19 situation, examinees shall be required to accomplish and submit a Health Declaration Form (attached as *Annex B*).

Examinees shall, as feasible, pre-accomplish not earlier than one (1) day prior to exam day, the Health Declaration Form (to be posted on the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) for downloading and printing), but with temperature reading to be written only upon going through thermal scanning at the school/testing venue main entrance on exam day.

## **J. EXAMINATION DAY**

This part only includes the Important Reminders, and the Things to Bring on exam day. The comprehensive information on the conduct of the exam shall be contained in an Examinee's Guide as mentioned under Item H of this Announcement.

### **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.**
- **Be at the testing venue not later than 6:30 a.m.**
- **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**.
- **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.

## THINGS TO BRING:

Examinees are strongly advised to bring **ONLY** the following items on examination day:

1. **I.D. CARD** – preferably the same I.D. card presented during filing of application. If the I.D. card to be presented for admission is different from 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 of accepted I.D. cards/documents for civil service exam), 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

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.

- 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.

- VACCINATION CARD** (*for the fully vaccinated*)
- “NEGATIVE” RT-PCR/SALIVA/ANTIGEN TEST RESULT** (*for the partially vaccinated, and the unvaccinated*)
- CERTIFICATE OF CONSENT** (*only if not submitted during filing of application*)
- 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.*)
- 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.

## K. 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>▪ Numerical Ability               <ul style="list-style-type: none"> <li>&gt; basic operations</li> <li>&gt; word problems</li> </ul> </li> <li>▪ Analytical Ability               <ul style="list-style-type: none"> <li>&gt; word association</li> <li>&gt; identifying assumptions and conclusions</li> <li>&gt; logic</li> <li>&gt; data interpretation</li> </ul> </li> <li>▪ Verbal Ability               <ul style="list-style-type: none"> <li>&gt; grammar and correct usage</li> <li>&gt; vocabulary</li> <li>&gt; paragraph organization</li> <li>&gt; reading comprehension</li> </ul> </li> </ul>	<p>In English and Filipino:</p> <ul style="list-style-type: none"> <li>▪ Numerical Ability               <ul style="list-style-type: none"> <li>&gt; basic operations</li> <li>&gt; word problems</li> </ul> </li> <li>▪ Clerical Ability               <ul style="list-style-type: none"> <li>&gt; filing</li> <li>&gt; spelling</li> </ul> </li> <li>▪ Verbal Ability               <ul style="list-style-type: none"> <li>&gt; grammar and correct usage</li> <li>&gt; vocabulary</li> <li>&gt; paragraph organization</li> <li>&gt; reading comprehension</li> </ul> </li> </ul>



Professional Level	SubProfessional Level
General information items on the following: ♦ Philippine Constitution; ♦ Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713); ♦ Peace and Human Rights Issues and Concepts; and ♦ Environment Management and Protection	

## 2. Other Information

Reference		Professional Level	SubProfessional Level
No. of Test Items	Test Proper	150	145
	EDQ*	20	20
	Total	170	165
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

## L. PASSING GRADE

To pass the test, an examinee should get a general rating of **at least 80.00**.

## M. RELEASE OF TEST RESULTS

The List of Passers shall be uploaded/posted on the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) within 60 days after the examination.

**Note:** *Only the List of Passers posted on the CSC website is official. The CSC does not recognize and is not liable for any other postings on any other websites that are not affiliated with, or are engaged in the unauthorized use of the name of, the CSC.*

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 ceiling date of posting of the List of Passers, or as indicated in the corresponding issuance/advisory.

## N. ISSUANCE OF CERTIFICATE, OR CERTIFICATION, OR ELIGIBILITY CARD TO PASSERS

As feasible, a Post Examination Advisory shall be released, and posted on the CSC website, containing guidelines, procedures, requirements, schedule, and other information on the issuance of Certificate of Eligibility, or Certification of Eligibility, or Civil Service Eligibility Card, to examination passers.

## O. RESULTING CIVIL SERVICE ELIGIBILITY

The civil service eligibility resulting from passing the CSE (Professional) shall be called **Career Service Professional Eligibility**. It is a second level eligibility appropriate for first level (clerical) positions, and second level (technical) positions in the government that do not involve practice of profession and are not covered by special/other laws.

The civil service eligibility resulting from passing the CSE (SubProfessional) shall be called **Career Service SubProfessional Eligibility**. It is a first level eligibility appropriate only for first level (clerical) positions in the government that do not involve practice of profession and are not covered by special/other laws.

## P. EXAMINATION ADVISORY

### 1. Pre-Examination

The CSC shall issue an Examination Advisory one to two weeks before the examination day, which shall carry details on the following areas for the information of the examinees:

- ✚ Important reminders
- ✚ School assignment / testing venue
- ✚ Things to bring
- ✚ Scope of examination and other information
- ✚ Other reminders
- ✚ UPDATES / DEVELOPMENTS regarding the examination, and/or the above mentioned areas

### 2. Post Examination

Similarly, an Examination Advisory shall be issued to inform the examinees on the release of examination results. As such, the post examination advisory shall provide details on areas, as follows:

- Individual examination result/rating through OCSEGRS
- Issuance and claiming of certificate of eligibility, or certification of eligibility, or eligibility card for passers

Both the pre-examination advisory and the post examination advisory shall be posted on the main CSC website [www.csc.gov.ph](http://www.csc.gov.ph), official CSC Facebook page, and other official CSC communication platforms, including individual websites of the CSC Regional/Field Offices, as applicable.

### DATA PRIVACY NOTICE

*The information solicited from, and provided by, the applicants of civil service examinations mainly through CS Form No. 100 (Application for Civil Service Examination) shall be handled and used particularly for examination related processing as well as for policy development/review, research, and study purposes, according to appropriate provisions of RA No. 10173 or the Data Privacy Act of 2012. Moreover, the information especially those of civil service examination passers may be shared with or indorsed to government agencies essentially for recruitment/employment purposes.*

## DISCLAIMER

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.

## WARNING

The Civil Service Commission uses a highly reliable system to detect cheats.

Cheating refers to any act or omission before, during, or after any civil service examination that will directly or indirectly undermine the sanctity and integrity of the examination. Any form of cheating in any civil service examination has been declared criminally and administratively punishable under Republic Act No. 9416 and its Implementing Rules and Regulations. Cheating comes in forms such as, but not limited to, the following:

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. Unauthorized possession / use / reproduction / dissemination of examination-related materials
7. Possession / use of fake Eligibility
8. Such other acts of similar nature which facilitate the passing of examination

**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.

Approved:



**CHERRY C. BERRIS**

Director III  
Examination, Recruitment and Placement Office

January 6, 2022