

ANNOUNCEMENT

The **CIVIL SERVICE COMMISSION** (CSC) announces the conduct of the

2012

Career Service Professional Examination

Career Service Subprofessional Examination

Paper and Pencil Test (PPT)

to establish a register of eligibles from which certification and appointment to the second and first level positions in the civil service shall be made, provided said eligibles meet the qualifications and other requirements of the positions.

DATE OF EXAMINATION	DATE OF FILING OF APPLICATION
May 27, 2012	January 17, 2012 to April 12, 2012
October 21, 2012	May 28, 2012 to September 6, 2012

Acceptance of applications shall be on a **FIRST-COME, FIRST-SERVED** basis. Applications may no longer be accepted before the deadline if the target number of applicants has already been reached by the CSC Regional/Field Offices.

A. EXAMINATION CENTERS / REGIONAL TESTING CENTERS:

Regional Office No.	Date of Examination	
	May 27, 2012	October 21, 2012
I	San Fernando City, La Union	San Fernando City, La Union
II	Tuguegarao City, Cagayan	Tuguegarao City, Cagayan
III	City of San Fernando, Pampanga Cabanatuan City	City of San Fernando, Pampanga
IV	Batangas City	Batangas City
V	Legazpi City	Legazpi City
VI	Iloilo City	Iloilo City
VII	Cebu City	Cebu City
VIII	Tacloban City	Tacloban City
IX	Zamboanga City Pagadian City Dipolog City	Zamboanga City Pagadian City Dipolog City
X	Cagayan de Oro City	Cagayan de Oro City
XI	Davao City	Davao City
XII	Cotabato City	Cotabato City
NCR	Quezon City Manila	Quezon City Manila
CAR	Baguio City Bangued, Abra Bontoc, Mountain Province Sta. Marcela, Apayao	Baguio City Lagawe, Ifugao Tabuk, Kalinga
CARAGA	Butuan City	Butuan City
ARMM	Cotabato City Iligan City	Cotabato City Iligan City

* *Additional Testing Centers shall be opened. Please visit the CSC website by end of January 2012.*

B. SCOPE OF THE EXAMINATIONS

The Examinations shall cover the following subject areas:

1. For Career Service Professional – In English and Filipino; vocabulary, grammar and correct usage, paragraph organization, reading comprehension, analogy, logic, and numerical reasoning
2. For Career Service Subprofessional – In English and Filipino; vocabulary, grammar and correct usage, paragraph organization, reading comprehension, spelling, clerical operations, and numerical reasoning

Both Professional and Subprofessional levels of the examination shall have items on General Information, which shall include the following areas: 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.

C. *PASSING GRADE*

To pass the test, the examinees should get a general weighted rating of at least 80.00.

D. *ADMISSION REQUIREMENTS*

Applicants are advised to check carefully whether they meet the admission requirements stated below. Only those who meet the admission requirements should apply for the examination. Approval of applications may be recalled any time upon discovery of applicant's disqualification. Accordingly, the examination fees paid shall be forfeited.

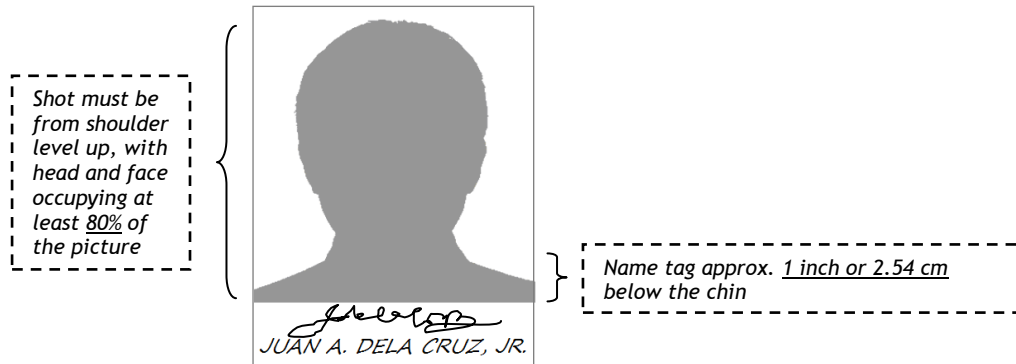
1. Must be at least 18 years of age on the date of filing of application;
 - for *May 27, 2012 CSE-PPT*, applicants must be born on or before April 12, 1994
 - for *October 21, 2012 CSE-PPT*, applicants must be born on or before September 6, 1994
2. Must be Filipino citizen;
3. Must be of good moral character;
4. Must have 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. Must not been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government; and
6. Must have not taken the same level of CS Examination in less than three (3) months.

NOTES: a) *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 of grave offenses, 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.*

b) *Those who have already passed the same level of examinations or a comparable level of examination given by the Professional Regulation Commission, as well as passers of Board/Bar examinations, and those who graduated with honors need not apply.*

E. APPLICATION REQUIREMENTS

1. Fully accomplished Application Form (CS Form No. 100, Revised 2012). **The spaces for “Signature of Applicant” and “Right Thumbmark” on the form should be left blank. These shall be accomplished in the presence of the CSC processor.**
2. Four (4) copies of identical I.D. pictures with specifications, as follows:
 - a. **Philippine 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 or any accessories that may cover the facial features)
 - 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 full and handwritten (not computer-generated) name tag in the format: **First Name, Middle Initial, Last Name, and Extension Name (if any), and signature over printed name**



3. Original and photocopy of any **valid** ID containing applicant's clear picture, date of birth, signature, and signature of the authorized head of the issuing agency such as Driver's License, SSS ID, GSIS ID, Philhealth ID, current Company/Office ID, current School ID, Postal ID, BIR ID, Barangay ID, Voter's ID, Valid Passport, or Police Clearance (*Note: Any other ID not included in the list shall NOT be accepted*)

IDs with lacking information, particularly the applicant's date of birth, SHOULD be supported by NSO-issued Birth Certificate or Birth Certificate authenticated/issued by the Local Civil Registrar (LCR).

4. Examination fee of Five Hundred Pesos (Php 500.00).

F. WHERE TO GET AND FILE APPLICATION FORMS

Application forms are available at any CSC Regional/Field Offices. The same may be downloaded from the CSC website: www.csc.gov.ph.

Application forms may be reproduced in legal size bond paper provided the same format is followed. Applicants may file their applications in any of the CSC Regional/Field Offices.

Applicants are advised to be in proper attire. **NOT in sando/shorts/slippers.**

G. EXAMINATION PERMITS

Qualified applicants shall be notified of their places of examination (school assignment) through an Application Receipt or a Notice of Assignment. They can also use the **Online Notice of School Assignment (ONSA)** to get a print-out of their Notice of Assignment. To use this system, examinees should log on to the CSC website and go to the Examination Announcement webpage, or type the following path: <http://webapp.csc.gov.ph/ExamAssign/ExamAssign.htm> in the address bar of their browser.

If applicants still do not know their school assignment or cannot access the **Online Notice of School Assignment** one (1) week before the examination day, they should inquire their school assignment from the CSC Regional/Field Office where they filed their application.

H. WHAT TO BRING ON EXAMINATION DAY

Applicants should bring the following on examination day:

1. Application Receipt or Notice of School Assignment
2. Lead Pencil/s (No. 1 or 2) and eraser/s
3. Ball Pen (Black or Blue)
4. The same valid ID card/s presented during the application stage (i.e. Driver's License, SSS ID, GSIS ID, Philhealth ID, current Company/Office ID, current School ID, Postal ID, BIR ID, Barangay ID, Voter's ID, Valid Passport, or Police Clearance)

NO ID, NO EXAM

IMPORTANT REMINDERS

Failure to take the examination on your scheduled date shall mean **forfeiture of your examination fee and slot**. No request for re-scheduling is allowed.

All personal belongings including cellular phones, calculators, books, and all other electronic gadgets and printed materials **must** be surrendered to the Room Examiners. Firearms, if any, **must** also be surrendered to the security guard/designated firearm custodian at the entrance gate of the testing center.

Proper attire should be worn on examination day.
NOT IN SANDO/SHORTS/SLIPPERS.

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 considered a violation of **Republic Act No. 9416 (Anti-Cheating Law)**, and any person found guilty shall be administratively and criminally liable.

Those found **ADMINISTRATIVELY LIABLE** shall suffer the following penalties: For those in the **GOVERNMENT SERVICE**, dismissal from the service with all the accessory penalties of forfeiture of government benefits, cancellation of eligibility, bar from taking any government examination, and perpetual disqualification from re-entering government service. For **PRIVATE INDIVIDUALS**, perpetual bar from entering government service and from taking any government examination.

Those found **CRIMINALLY LIABLE** shall be meted out the penalty of imprisonment of not less than six (6) years and one (1) day but not more than twelve (12) years and a fine of not less than Fifty Thousand Pesos (Php50,000.00) with the appropriate accessory penalties.

Date Issued : January 17, 2012