



July 13, 2021

MEMORANDUM

TO : ALL EXAMINEES OF THE JULY 18, 2021 CAREER SERVICE EXAMINATION – PEN AND PAPER TEST (CSC-PPT)

FROM : THE OFFICER-IN-CHARGE
Administrative Department

SUBJECT : EXAMINEE'S GUIDE

The agency-based Career Service Examination – Pen and Paper Test (CSE-PPT) will be held on **July 18, 2021 in Parañaque National High School – Main** located at K. Talise St., Dr. A. Santos Ave., San Dionisio, Parañaque City.

In relation thereto, the Civil Service Commission has issued the Examination Advisory No. 02, s. 2021 which provides the guidelines for examinees in taking the CS Examination – PPT (Professional and Sub-Professional Level).

In this regard, all examinees are required to observe the following:

A. IMPORTANT REMINDERS

1. Be at the Testing Venue **not later than 6:30 a.m.**
2. **NO FACE MASK** and **NO FACE SHIELD, NO ENTRY TO TESTING VENUE** and **NO EXAM** policy shall be strictly enforced.
3. Wearing face mask and face shield and practicing physical distancing shall be observed at all times.
4. All will be subjected to temperature/thermal scanning prior entering the venue. Any person exhibiting a temperature higher than 37.5°C and/or showing symptoms of COVID-19 (coughing, sneezing, and difficulty in breathing) shall not be allowed to take the exam and will be immediately referred to our Health Monitoring Team.
5. **NO I.D. Card, NO EXAM.**
6. **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 in ponytail.
7. **Bringing of cellular phones** and any other gadgets, including smart phones/watches and pens/eyeglasses with built-in camera, calculators, wristwatches with calculator, books and other forms of printed materials, and all other similar items, **IN THE 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**.
8. **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**.
9. **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.

B. THINGS TO BRING:

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

1. **HEALTH DECLARATION FORM (HDF)** - As part of the health protocols, examinees are required to submit a HDF which **MUST** be accomplished within 24 hours prior to taking the exam.

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.

HDF is available for downloading and printing at the CSC website and will be made available at the main entrance gate of the testing venue on exam day.

2. **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 or from **1 January 2021 to 17 July 2021**.

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.

3. **BLACK BALLPEN/S** – Examinees must bring their own ball pen/s. Strictly, no borrowing of ballpen/s shall be allowed to prevent cross-contamination.
4. **PERSONAL ALCOHOL/HAND SANITIZER** - Not more than 100ml 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.

C. TESTING VENUE

Examinees shall be informed of their room assignment through the Online Notice of School Assignment (ONSA). ONSA shall be available via the CSC website at **www.csc.gov.ph**.

The examinee's room assignment shall also be posted at the MIAA Personnel Division's Facebook page and at the main entrance gate of the testing venue.

D. EXAMINEE'S GUIDE

The conduct of briefing/orientation for examinees on exam day shall be temporarily lifted in observance of COVID-19 health protocols.

In its place, attached is the Examinee's Guide which contains 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.

As such, **it shall be the responsibility of the examinees to access, read thoroughly, and fully understand the Examinee's Guide.**

E. SCOPE OF EXAMINATION AND OTHER INFORMATION

1. Scope of Examination

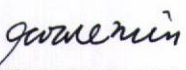
Professional Level	Sub-Professional Level
<p>In English and Filipino:</p> <p>I. Verbal Ability</p> <ul style="list-style-type: none"> • Vocabulary <ul style="list-style-type: none"> ➢ Word meaning ➢ Sentence completion • Grammar and Correct Usage <ul style="list-style-type: none"> ➢ Error recognition ➢ Sentence structure • Correct/logical reasoning of thought processes <ul style="list-style-type: none"> ➢ Paragraph organization ➢ Reading comprehension 	<p>In English and Filipino:</p> <p>I. Verbal Ability</p> <ul style="list-style-type: none"> • Vocabulary <ul style="list-style-type: none"> ➢ Word meaning ➢ Sentence completion • Grammar and Correct Usage <ul style="list-style-type: none"> ➢ Error recognition ➢ Sentence structure • Correct/logical reasoning of thought processes <ul style="list-style-type: none"> ➢ Paragraph organization ➢ Reading comprehension
<p>II. Numerical Ability</p> <ul style="list-style-type: none"> • Number sequence • Basic operation • Word problem 	<p>II. Numerical Ability</p> <ul style="list-style-type: none"> • Number sequence • Basic operation • Word problem
<p>III. Analytical Ability</p> <ul style="list-style-type: none"> • Word Analogy • Logical Reasoning <ul style="list-style-type: none"> ➢ Identifying assumption ➢ Drawing conclusion ➢ Logic ➢ Data interpretation 	<p>III. Clerical Ability</p> <ul style="list-style-type: none"> • Filing • Spelling
<p>General Information</p> <ul style="list-style-type: none"> • Philippine Constitution • Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) • Peace and Human Rights Issues and Concepts • Environment Management and Protection 	

2. Other Information

Reference		Professional Level	Sub-Professional Level
No. of Test Items	Test Proper	150	145
	EDQ (Personal Data of examinees)	20	20
Time Limit		3 hrs., 10 mins.	2 hrs., 40 mins.
Test Proper		8:00 am – 11:10 am	8:00am – 10:40 am
Time Required for Pre and Post Examination Activities/Documentation		Approximately 1 hour before and 1 hour after the Test Proper	

Further, a short video of CSC Examinees Guide in taking the CSE-PPT amid the COVID-19 Pandemic can be viewed at the MIAA Personnel Division's Facebook page to walk you through the whole examination process.

Please be guided accordingly.


EMELVYN C. VALENCIA

**EXAMINEE'S GUIDE IN TAKING
CAREER SERVICE EXAMINATION, PEN AND PAPER TEST (CSE-PPT)
- Professional and SubProfessional Levels -
2021**

This *Examinee's Guide* serves as the Orientation/Briefing material on the conduct of the CSE-PPT for Professional and SubProfessional levels. Please read thoroughly and understand fully the content of this Guide to familiarize yourself with the whole examination process.

Please note that, as part of health protocols in light of the Corona Virus Disease (COVID-19) situation, the CSC will not conduct any briefing/orientation on exam day. All health and safety reminders are incorporated in the Guide to serve as the examinee's reference.

IMPORTANT:

After the complete processing of your application for exam, you should have received your Application Receipt with the corresponding original CSC Official Receipt. Queries/concerns regarding the exam may be directed to the CSC Regional/Field Office concerned. A complete directory of the CSC Regional Offices (CSC ROs) and CSC Field Offices (CSC FOs) nationwide is available and can be accessed at the CSC website, www.csc.gov.ph.

Part I: BEFORE EXAMINATION DAY

The CSC issues corresponding examination announcement, containing details on testing centers, qualification/admission requirements, application/documentary requirements, where to get application forms, how to file/modes of filing application, and other relevant information, at least one week before the start of application period. All exam-related information is posted and may be accessed on the CSC website, official CSC Facebook Page, and other channels officially used by the CSC's Public Assistance and Information Office, and the CSC ROs/FOs.

A. Examinees are required to DO, as follows:

1. Register an account with the StaySafe.PH, the Philippines' official health condition reporting, contact tracing, and social distancing system. Relatedly, examinees are strongly encouraged to update their StaySafe.PH health status every day, particularly within 14 days before the exam day.
2. As feasible, pre-accomplish not earlier than one (1) day or within 24 hours prior to exam day, a Health Declaration Form which can be downloaded on the CSC's website www.csc.gov.ph. (*Note: Leave the temperature reading BLANK as temperature will be supplied after the examinee goes through thermal scanning at the school/testing venue on exam day.*)
3. Prepare and be ready with the following **THINGS TO BRING ON EXAM DAY**:
 - 3.1 **Health Declaration Form** (pre-accomplished not earlier than one day prior to exam day);
 - 3.2 **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.

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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.

3.3 **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.*)

3.4 **Personal alcohol/hand sanitizer** (not more than 100 ml in size)

Other/Additional Thing/s to Bring, as applicable:

- Original of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry (*only if I.D. card has no date of birth*)

Note: 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.

4. Abide by the protocols/directives implemented by the respective local government units with regard to the interzonal and intrazonal movement of persons (e.g. travel pass; IATF pass; 14-day quarantine; Rapid test; RT-PCR test; etc.)

B. Testing Venue

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 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.

Disclaimer: *The CSC does not recognize and cannot be held liable for posts or information found on other websites or social media platforms that are not, in any way, affiliated with, or are engaged in the unauthorized use 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 RO/FO** concerned. A complete directory of CSC ROs/FOs nationwide is available at the CSC website.

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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 the time and motion requirement of travelling from point of origin to the school/testing venue considering the traffic situation. **DO NOT SOLELY RELY ON GPS NAVIGATION/ROUTE/DIRECTION APP TO LEAD YOU ON YOUR TESTING VENUE ON EXAMINATION DAY.**

C. Scope of Examination and Time Limit

1. Scope of Examination

Professional Level	SubProfessional Level
<p>In English and Filipino:</p> <ul style="list-style-type: none"> ▪ Numerical Ability <ul style="list-style-type: none"> > basic operations > word problems ▪ Analytical Ability <ul style="list-style-type: none"> > word association > identifying assumptions and conclusions > logic > data interpretation ▪ Verbal Ability <ul style="list-style-type: none"> > grammar and correct usage > vocabulary > paragraph organization > reading comprehension 	<p>In English and Filipino:</p> <ul style="list-style-type: none"> ▪ Numerical Ability <ul style="list-style-type: none"> > basic operations > word problems ▪ Clerical Ability <ul style="list-style-type: none"> > filing > spelling ▪ Verbal Ability <ul style="list-style-type: none"> > grammar and correct usage > vocabulary > paragraph organization > reading comprehension
<p>General information items on the following:</p> <ul style="list-style-type: none"> ◆ 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.

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Reference	Professional Level	SubProfessional Level
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

D. Examination Advisory (Pre-Exam)

The CSC shall issue an Examination Advisory within 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

E. 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.

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Part II: ON EXAMINATION DAY

IMPORTANT REMINDERS:

- **NO FACE MASK and NO FACE SHIELD, NO ENTRY TO TESTING VENUE and NO EXAM**
- **NO I.D. CARD/DOCUMENT, NO 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 ENTRY.**

Male and female examinee's long hair must be tied in "ponytail".

- **Bringing of cellular phones and any other gadgets, including smart phones/watches and pens/eyeglasses with built-in camera, calculators, wristwatches with calculator, books and other forms of printed materials, and all other similar items, IN EXAMINEE'S SEAT IS NOT ALLOWED.** In this regard, 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.

A. INGRESS OF EXAMINEES

1. Physical distancing of at least one meter shall be observed in queuing at testing venue's main entrance/gate.
2. Thermal scanning shall be implemented at testing venue's main entrance/gate, after which, examinees with their pre-accomplished Health Declaration Form (HDF) shall be required to write down the temperature reading, using their own pen.

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Temperature Scan Results / Other Symptoms:

- i. Examinees with temperature of less than or equal to 37.5 degrees Celsius ($\leq 37.5^{\circ}\text{C}$), are not manifesting/exhibiting any COVID-19 symptom/s, and did not answer "yes" to any of the questions, based on the examinee's accomplished HDF, shall be allowed to enter the testing venue and take the exam.
 - ii. Examinees with temperature of more than 37.5 degrees Celsius ($> 37.5^{\circ}\text{C}$), and/or manifesting/exhibiting other COVID-19 symptom/s, and/or answered "yes" to the questions, based on the examinee's accomplished HDF, shall **NOT** be allowed to enter the testing venue and take the exam. The examinee shall be advised to go home to undergo necessary quarantine, or to seek medical treatment. The examinees' health form shall be collected at the gate/entrance and endorsed/submitted to the Chief Examiner for monitoring of affected examinees.
3. Examinees shall have their bags checked. Those with or carrying firearms, and any other harmful/pointed/sharp objects (e.g. knife/swiss knife; scissors, etc.) must surrender the items to the Guard-on-Duty.
 4. Upon clearance at the main entrance, examinees shall immediately proceed to the assigned testing room. STRICTLY, NO LOITERING / HANGING AROUND.
 5. Examinees must always keep right when walking in corridors/hallways.
 6. Examinees must strictly observe the "no talking and/or loitering" in corridors/hallways.

B. ADMISSION OF EXAMINEES IN THE TESTING ROOM

Note: Physical distancing of at least one meter from each other shall be observed by examinees while queuing to be admitted to the testing room.

1. Examinees shall present the following items to the admitting Room Examiner:
 - a. I.D. card/document (refer to details indicated under Item A (3.2), Part I of this Guide);
 - b. Duly accomplished Health Declaration Form; and
 - c. Original of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry (*only if I.D. card has no date of birth*)
2. As instructed/required by the Room Examiner, examinees shall remove temporarily their face shield and face mask to establish their identity. Once identity is established, examinees shall immediately wear back their face mask and face shield. *Strictly, NO talking/speaking during the process.*
3. Examinees shall receive from the admitting Room Examiner their two (2) extra pictures for pasting on the PSP. They are to write at the back of photo the name of school, date and title of examination, and room number as written/posted on the board. (*Note: The Room Examiner should return the I.D. card presented by the examinee, and the original Birth Certificate if any.*)

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4. Examinees shall then be directed to the Room Proctor (who will attend to the depositing of examinees' belongings in front of the room and guide the examinees to their assigned seat) inside the testing room.
5. Upon entering the testing room, examinees shall proceed in front of the room, or in the designated area, and DEPOSIT their BAGS and ALL PERSONAL BELONGINGS, including mobile phones (which should be turned off or in silent mode), and timepieces with smart phone/with camera and/or calculator features.

Hats/caps/headgears (except the hijab/niqab), sunglasses, jackets, sweat shirts, and other similar clothing/accessories must be set aside. Water bottle/container and biscuits/candies (if any), after inspection by the Room Proctor, must also be set aside, or placed inside examinees' bag. *(In cool places such as the Cordillera Administrative Region, examinees need not remove their jackets/sweat shirts but shall be required to roll the sleeves up to their elbow.)*

Note: *The ONLY ITEMS that examinees shall, and are allowed to, bring with them in their seat are:*

- ✓ *Black ballpen/s;*
 - ✓ *Two extra pictures; and*
 - ✓ *Alcohol/hand sanitizer (not more than 100 ml.).*
6. After depositing of personal belongings and before occupying assigned seats, examinees must:
 - ✓ *Empty all their pockets of any pieces of paper and all other similar materials/items, including cellphones (examinees are not allowed to keep their cellphones in their pockets during examination) and any electronic devices.*
 - ✓ *Roll long sleeves up to elbow level (for examinees wearing long sleeves).*
 - ✓ *"Pocket out."*
 7. Examinees shall then proceed to their assigned seat, bringing with them THE ITEMS THAT ARE ALLOWED.
 8. Examinees shall remain seated and wait for the start of the Preliminary Activity and the Test Proper.

C. PRELIMINARY ACTIVITIES

Preliminary activities involve the accomplishing/filling out of the Examinee Attendance Sheet (EAS), Picture-Seat Plan (PSP), and Answer Sheet (AS). In accomplishing these documents, the examinees shall use BLACK BALLPEN ONLY for ALL ENTRIES, both written and shaded.

1. Once all examinees have been admitted in the testing room and have occupied their assigned seats, the Room Proctor will distribute the AS to each of the examinees.
2. Upon receipt, examinees shall check and ensure that the number written in pencil at the upper rightmost portion of the AS corresponds to their sequence or seat number. Then, examinees shall fill out the appropriate fields at the upper left portion of the AS with the Title, Date, and Place of Exam (refer to information as written/illustrated on the board, if any), and Date of Birth (Correct: 10 October 1974 or 10 Oct. 1974 | Wrong: 10/10/74, 10/10/1974).

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Note: The Examinee Number field at the upper right portion of the AS shall be filled out in front, at the Proctor's table.

3. Examinees shall be called two at a time to accomplish the Examinee Number portion (of the AS), the EAS, and the PSP at the Proctor's table.

Note: As their names are called, examinees to approach the Proctor's table, bringing with them their AS, two extra pictures, and black ballpen.

Procedures in Accomplishing the Forms at the Proctor's Table:

Note: - At the right side of the table is where examinees shall accomplish the EAS and the Examinee Number portion of the AS, while at the left side of the table is where the PSP shall be accomplished.

- The two examinees called in front will take turns in accomplishing the forms. While one is doing the EAS and the Examinee Number portion of the AS, the other is doing the PSP, and vice versa. Upon accomplishing one form, they will exchange seats to accomplish the other form.

- a. In accomplishing the EAS, the examinees shall:

- a.1 Check carefully whether their name, birthdate, and birthplace are correct. If not, they shall write the correct data on the "REMARKS" column. (Note: Examinees should not correct on the entry itself.)
- a.2 Write the number of their Answer Sheet on the corresponding column in the EAS.
- a.3 Affix their signature on the EXAMINEE'S SIGNATURE column in the EAS.

- b. In accomplishing the Examinee Number portion of the AS, the examinees shall:

- b.1 Copy their Examinee Number as indicated in the EAS on appropriate space at the upper right portion of the AS.
- b.2 Shade the circles corresponding to their Examinee Number on the AS using black ballpen. [Note: The numbers corresponding to the circles start with one (1) at the top and end with zero (0) at the bottom. The shading should be done neatly and completely in circular motion.]

- c. In accomplishing the PSP (in duplicate), the examinees shall:

- c.1 Paste their two extra photos on the box corresponding to their seat number in each of the PSPs.
- c.2 Affix their thumb mark vertically and their signature on appropriate spaces provided.
- c.3 Print clearly on the corresponding space provided their examinee number, sex, date of birth, and name.

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Note: The examinees should write the required data in the following format:

Name – First Name, Middle Initial (as applicable), Last Name, and Extension Name

Sex – “Female” or “Male” and not F or M

Month of birth – in words and not in number (e.g. “October 10, 1974” or “Oct. 10, 1974”) and not 10/10/74.

4. After accomplishing the forms, examinees shall return to their respective seats, bringing with them ONLY their accomplished AS, and black ballpen/s.

Examinees shall then wait for the Distribution of Test Booklet (TB) and Start of Test Proper.

D. TEST RULES

1. Examinees should not leave the room once the test proper has started, except in cases of extreme necessity and only in the company of one of the room examiners. Examinees should observe “pocket out” when going to the comfort room.
2. Examinees are reminded and warned that the CSC uses a highly reliable system to detect cheating. In particular, the CSC subjects test results to item analysis to detect copying on tests.
3. Examinees should use only the spaces on the pages of the Test Booklet for scratch work. Do not use, as scratch paper, the side margins and the back page of the Answer Sheet. Examinees are not allowed to use any other piece of paper for scratch work.
4. Examinees should work on their own. They are not allowed to communicate with their co-examinees, or use any aid in answering the test questions such as calculators; books, dictionaries and any other forms of printed materials; watch calculators; cellular phones, tablets and any other gadgets; and all other similar materials or items. Examinees who violate these rules will not be allowed to continue taking the test and their examination shall be cancelled.
5. During the examination, examinees are strictly prohibited from tearing any page of the Test Booklet, making copies of the examination questions and their answers, comparing or copying notes or answers with and of others, using crib sheets, and any other form of cheating in civil service examination. Anyone who violates this prohibition shall be administratively and criminally liable in accordance with R.A. 9416 otherwise known as “*An Act Declaring as Unlawful Any Form of Cheating in the Civil Service Examination, Unauthorized Use and Possession of CSC Examination-Related Materials, and Granting the Commission Exclusive Jurisdiction Over the Cases Including Those Committed by Private Individuals.*”
6. The examiners will not entertain questions about the directions for the test, or about any test item.

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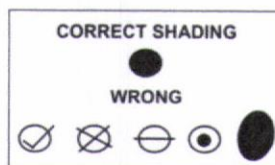
7. At any point during the examination, EXAMINEES ARE NOT ALLOWED TO STAND TO SUBMIT THEIR TEST MATERIALS.
 - a. Examinees who finish the test ahead of time should raise their hand to call the attention of the examiners. The Proctor will go to the examinee's seat to collect the Answer Sheet and Test Booklet.
 - b. When the time limit has been reached, examinees should STOP answering the test, REMAIN SEATED, and WAIT FOR THE PROCTOR TO COME AND COLLECT THE ANSWER SHEET AND TEST BOOKLET.
8. Upon submission of the test booklet and answer sheet, examinees shall sign in the retrieval column of the Room Examiner's Report.
9. **Bringing of the test booklet outside of the testing room/venue is strictly prohibited.** Violation of this rule shall result in the cancellation of examination.
10. Only examinees who reach the finish time shall stay inside the room and remain seated until the **Supervising Examiner gives the go signal to leave** which may take approximately 15 to 30 minutes after the exam. While waiting, examinees are not allowed yet to get their personal belongings and to use their cellular phones or any other gadget. If they need to use the toilet, they may do so one at a time.
11. Examinees shall not be allowed to take snacks and/or drink inside the testing room during the test proper. Provided, however, that examinees may be allowed to do so outside the testing room, one at a time, only upon request and approval by the Room Examiner, and provided further, that there would be no extension of the test proper time. This includes taking of maintenance medicine/s as the case may be.
12. Examinees shall be allowed to bring personal alcohol/hand sanitizer in their seat, which should not be more than 100 ml in size, to enable them to sanitize as often as possible.

Note: Examinees are reminded to be careful and avoid getting the test materials wet especially the answer sheet when using alcohol/hand sanitizer.
13. Since there will strictly be no talking during the test proper, examinees may be allowed to lift/remove their face shield to maximize good vision and reading of the test booklet and the answer sheet. But, examinees must strictly wear their face mask during the duration of the examination.

**EXAMINEE'S GUIDE IN TAKING
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2021**

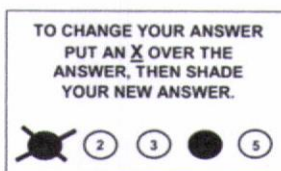
E. MARKING ANSWERS / SHADING THE ANSWER SHEET

The Answer Sheet (AS) has numbers written vertically that correspond to the question items. After each question item number are five (5) circles corresponding to the five (5) answer options. For each question, examinees shall choose the correct or best answer from among the given answer options, and on their AS, shade neatly and completely the circle that corresponds to their chosen answer option using **BLACK BALLPEN ONLY**. For example, for question item no. 1, the chosen answer is option no. 3, shade neatly and completely circle number 3.



Since the test is machine-scored, examinees should strictly observe proper shading of the circles in the AS and use only **BLACK BALLPEN** in shading the circles. Pencils and any other kinds of pen such as gel pen, sign pen, fountain pen, friction pen, etc., including other colors of pen are not allowed.

To change an answer, examinees shall put an "X" mark over their original answer, then shade the circle which corresponds to their new and final answer. Correction fluid, correction pen, correction tape, pen eraser, or any other similar materials are not allowed. Examinees are allowed to **CHANGE ANSWER** for each test item **ONLY ONCE**.



Finally, examinees should not make any unnecessary marks on their AS.

F. Distribution of Test Booklet (TB) and Start of Test Proper

1. Once all examinees have returned to their seats after finishing accomplishing the EAS, PSP, and AS at the Proctor's table, the Room Proctor shall distribute the Test Booklet. (*Note: DO NOT OPEN THE PAGES OF THE TEST BOOKLET UNTIL TOLD TO DO SO.*)
2. Upon instruction of the Room Examiner, examinees shall check the pages of their Test Booklet for misprints and/or missing pages. Should there be any, examinees should raise their hand and the Room Examiner shall assess their concern.
3. Examinees shall write their Examinee Number inside the corresponding boxes on the cover of their Test Booklet.

Examinees shall then wait for the signal from the Room Examiner to start the Test.

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G. HANDLING EXAMINEES MANIFESTING OR EXHIBITING SYMPTOMS OF COVID-19 INFECTION DURING TEST PROPER

In case of examinees who would manifest/exhibit any COVID-19 symptoms DURING the test proper, the examinee shall be instructed to stop the test and submit his/her test materials (test booklet and answer sheet).

The examinee concerned shall be fetched by the Health Monitoring Team and taken to the designated holding/quarantine area for assessment and, as appropriate, the examinee shall be required to stay in the holding/quarantine area until attended by proper authorities.

H. RETRIEVAL OF TEST MATERIALS AND DISMISSING OF EXAMINEES

1. For examinees who finish the test ahead of time:
 - a. Raise hand to call attention of the room examiner/proctor. (*Note: The room examiner/proctor shall approach the examinee on his/her seat and collect the Answer Sheet and Test Booklet.*)
 - b. Accomplish the portion for "Time Finished" on the Answer Sheet.
 - c. Submit to the examiner the Answer Sheet and the Test Booklet.
 - d. Upon submission of the test materials, sign on appropriate column of the Room Examiner's Report.
 - e. Upon (clearance) signal by the room examiner/proctor, get personal belongings deposited in the designated area, and quietly leave the room.

2. For examinees who reach the finish time:
 - a. STOP answering the test.
 - b. Accomplish the portion for "Time Finished" on the Answer Sheet.
 - c. Remain seated. (*Note: The room examiner/proctor shall approach each remaining examinee on his/her seat and collect the Answer Sheet and Test Booklet.*)
 - d. As turn comes, submit to the examiner the Answer Sheet and the Test Booklet.
 - e. Upon submission of the test materials, sign on appropriate column of the Room Examiner's Report.

Note: - The examiners shall account all the collected AS and TB from the remaining examinees.
- The Room Examiner (RE) shall then proceed to submit the test materials to the Supervising Examiner while the examinees and the Proctor shall stay/remain in the room and wait for the RE to return.
- Examinees shall be dismissed upon clearance by the Supervising Examiner.

- f. Remain seated and wait for the clearance to leave.

Note: While waiting for the clearance to be dismissed, the examinees are NOT YET ALLOWED to get their personal belongings and to use their cellular phones or any other gadgets. If they need to use the toilet, they may do so one at a time.

- g. Upon signal by the room examiner, get personal belongings deposited in front of the room, or in the designated area. But, return to seat and wait for turn to exit.

Note: Remaining examinees will exit the room by row. While exiting, examinees should fall in line and observe physical distancing.

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I. EGRESS OF EXAMINEES

1. Examinees who finish the exam ahead of time shall be required to IMMEDIATELY leave the premises through the designated exit gate.
2. Remaining examinees or those who reach the finish time shall exit the room by row, falling in line and observing physical distancing. They shall be required to IMMEDIATELY leave the premises through the designated exit gate.

Note: Strictly, NO LOITERING / NO HANGING AROUND in the premises.

J. TEST RESULT

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

The List of Passers shall be uploaded/posted on the CSC website www.csc.gov.ph within 60 days after the examination.

Disclaimer: Only the List of Passers posted on the CSC website is official. The CSC does not recognize and cannot be held liable for postings on any other websites and social media platforms 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 OCSERGS or Online Civil Service Examination Result Generation System which can also be accessed through the CSC website. Generation of examination rating through OCSERGS 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.

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.

K. 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.

**EXAMINEE'S GUIDE IN TAKING
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L. 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.

M. 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.

Part III: AFTER EXAMINATION DAY

- A. Examinees are strongly encouraged to access their StaySafe.PH account and update their StaySafe health status everyday particularly within 14 days after the exam day.
- B. Examinees may opt to undergo RT-PCR/Swab Testing, or 14-day quarantine/self-isolation, especially in case of those who would develop flu-like symptoms.
- C. In case any examinee/s would test positive for COVID-19 within 14 days after the exam day, the CSC shall, upon request of the LGU/Barangay concerned, provide the necessary/pertinent information of the affected examinee/s for contact tracing.

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OTHERS (Physical Set-up)

1. Physical distancing of at least one (1) meter between examinees' seat shall be observed.
2. As far as feasible, there shall be designated main entrance, and main exit.
3. There shall be designated stairs for going up only, and for going down only.
Note: In case where there is only one main stairway, the same shall be marked with demarcation line in the middle. Use the right side of the line in going up and in going down.
3. There shall be designated holding/quarantine area for examinees and examiners/test administrators with high temperature/other flu-like symptoms.
5. Foot bath (with 10% chlorine solution) shall be placed in strategic locations in the premises.
6. Alcohol (70% isopropyl or ethyl), or hand soap, shall be provided in comfort rooms.
7. Windows shall be kept open for proper ventilation.
Note: In case of testing rooms without windows, the door/s shall be kept open.
8. As far as practicable, signages shall be posted on strategic locations to properly guide/remind examinees.

**EXAMINEE'S GUIDE IN TAKING
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Accomplishing the Answer Sheet

Note: Examinees must use BLACK BALLPEN ONLY.

Have the examinee fill up the upper portion of the answer sheet using the information written on the board (use BALLPEN); the examinee's number should also be written using ballpen

REMINDER: USE BALLPEN IN FILLING OUT ALL TEXT FIELDS

1. TITLE OF EXAMINATION		2. DATE OF EXAMINATION	
3. PLACE OF EXAMINATION			
REGION _____		CENTER _____	
SCHOOL _____		ROOM _____	
4. BIRTHDATE OF EXAMINEE	5. TIME STARTED	6. TIME FINISHED	

The month of Birthdate should be written in word.
Ex. April 22, 1969 or Apr. 22, 1969

Shading of Examinee Number

COPY HERE YOUR
EXAMINEE NUMBER FROM THE EXAMINEE ATTENDANCE SHEET AND BLACKEN APPROPRIATE CIRCLES USING BALLPEN.

EXAMINEE NUMBER					
0	9	1	6	9	7
1	1	●	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	●	6	6
7	7	7	7	7	●
8	8	8	8	8	8
9	●	9	9	●	9
●	0	0	0	0	0

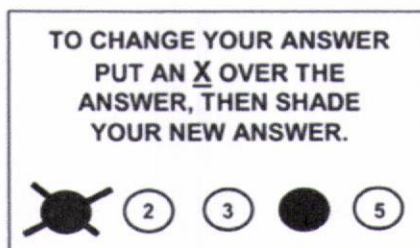
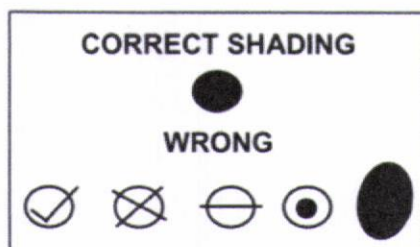
Remember that the circles for the numbers starts at one (1)!

**EXAMINEE'S GUIDE IN TAKING
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**Marking/Shading Answers and Changing Answer
in the Answer Sheet**

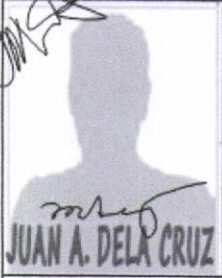


GUIDES IN MARKING ANSWERS

- USE BLACK **BALLPEN** IN MARKING YOUR ANSWER.
- SHADE COMPLETELY THE CIRCLE THAT CORRESPONDS TO YOUR ANSWER.
- DO NOT USE CORRECTION FLUID / PEN / TAPE. ETC.
- MAKE NO STRAY MARKS ON THIS ANSWER SHEET.



**EXAMINEE'S GUIDE IN TAKING
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Picture Seat Plan (PSP)

 JUAN A. DELA CRUZ	 Right Thumbmark	← Thumbmark (vertical)
	180107 Examinee Number	← Examinee Number found on EAS
MALE Sex	← Full word: "Male" or "Female"	
JAN. 18, 1970 Date of Birth	← Month must be written in words. Ex. January 18, 1970 or Jan. 18, 1970	
 Signature	← Examinee Signature	
JUAN A. DELA CRUZ Printed Name	← Printed name of examinee [First Name, Middle Initial, Last Name, Extension Name (if any)] Must be in CAPITAL LETTERS.	

LIST OF ACCEPTED I.D. CARDS/DOCUMENTS FOR CIVIL SERVICE EXAM

1. 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;
2. Passport;
3. PRC License;
4. SSS I.D.;
5. GSIS I.D. (UMID);
6. Voter's I.D./Voter's Certification;
7. BIR/Taxpayer's I.D. (*ATM type/TIN card type with picture*);
8. PhilHealth I.D. (*must have the bearer's name, clear picture, signature and PhilHealth number*);
9. Company/Office I.D.;
10. School I.D.;
11. Police Clearance/Police Clearance Certificate (with picture);
12. Postal I.D.;
13. Barangay I.D.;
14. NBI Clearance;
15. Seaman's Book;
16. HDMF Transaction I.D.;
17. PWD I.D.;
18. Solo Parent I.D.;
19. Senior Citizen's I.D.; and
20. CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*).



Examination Advisory No. 02, s. 2021

ADVISORY

TO : Examinees of the 18 July 2021 Career Service Examination, Pen and Paper Test (CSE-PPT)

SUBJECT : Important Reminders

IMPORTANT REMINDERS:

- **NO FACE MASK and NO FACE SHIELD, NO ENTRY TO TESTING VENUE and NO EXAM**
- **NO I.D. CARD/DOCUMENT, NO 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** and any other gadgets, including smart phones/watches and pens/eyeglasses with built-in camera, calculators, wristwatches with calculator, books and other forms of printed materials, and all other similar items, **IN THE 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.

Bawat Kawani, Lingkod Bayani

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.

A. Things to Bring

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

1. **Health Declaration Form** posted on the CSC website (www.csc.gov.ph) for downloading and printing

As part of the health protocols, examinees are required to submit a Health Declaration Form which **MUST** be accomplished within 24 hours prior to taking the exam

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.

2. **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 or from **1 January 2021 to 17 July 2021**

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.

3. **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.*)
4. **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.

B. Examinee's Guide

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 shall be sent via e-mail to examinees concerned approximately one week 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 shall serve as the reference of examinees regarding the conduct of the examination. As such, it shall be the responsibility of the examinees to access, read thoroughly, and fully understand the Examinee's Guide.

C. Scope of Examination and Other Information

1. Scope of Examination

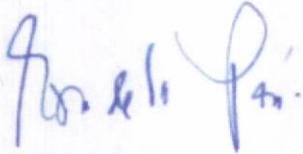
Professional Level	SubProfessional Level
<p>In English and Filipino:</p> <ul style="list-style-type: none"> ➤ Verbal ability <ul style="list-style-type: none"> ▪ Vocabulary <ul style="list-style-type: none"> - Word meaning - Sentence completion ▪ Grammar & correct usage <ul style="list-style-type: none"> - Error recognition - Sentence structure ▪ Correct/logical reasoning of thought processes <ul style="list-style-type: none"> - Paragraph organization - Reading comprehension 	<p>In English and Filipino:</p> <ul style="list-style-type: none"> ➤ Verbal ability <ul style="list-style-type: none"> ▪ Vocabulary <ul style="list-style-type: none"> - Word meaning - Sentence completion ▪ Grammar & correct usage <ul style="list-style-type: none"> - Error recognition - Sentence structure ▪ Correct/logical reasoning of thought processes <ul style="list-style-type: none"> - Paragraph organization - Reading comprehension
<ul style="list-style-type: none"> ➤ Numerical ability <ul style="list-style-type: none"> ▪ Number sequence ▪ Basic operation ▪ Word problem ➤ Analytical ability <ul style="list-style-type: none"> ▪ Word analogy ▪ Logical reasoning <ul style="list-style-type: none"> - Identifying assumption - Drawing conclusion - Logic - Data interpretation 	<ul style="list-style-type: none"> ➤ Numerical ability <ul style="list-style-type: none"> ▪ Number sequence ▪ Basic operation ▪ Word problem ➤ Clerical Ability <ul style="list-style-type: none"> ▪ filing ▪ spelling
<p>General information items on the following:</p> <ul style="list-style-type: none"> ◆ 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
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

Please be guided accordingly.



EDITHA M. DELA PEÑA

Director IV

Examination, Recruitment and Placement Office

25 June 2021

/ead/RJR/sr/f/masfm.062421
\\Exam Advisory_2021-0718 CSE-PPT important reminders.doc

LIST OF ACCEPTED I.D. CARDS/DOCUMENTS FOR CIVIL SERVICE EXAM

1. 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;
2. Passport;
3. PRC License;
4. SSS I.D.;
5. GSIS I.D. (UMID);
6. Voter's I.D./Voter's Certification;
7. BIR/Taxpayer's I.D. (*ATM type/TIN card type with picture*);
8. PhilHealth I.D. (*must have the bearer's name, clear picture, signature and PhilHealth number*);
9. Company/Office I.D.;
10. School I.D.;
11. Police Clearance/Police Clearance Certificate (with picture);
12. Postal I.D.;
13. Barangay I.D.;
14. NBI Clearance;
15. Seaman's Book;
16. HDMF Transaction I.D.;
17. PWD I.D.;
18. Solo Parent I.D.;
19. Senior Citizen's I.D.; and
20. CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*).