

June 1, 2021 MPV-M-0992-21

MEMORANDUM

TO

ALL CONCERNED

FROM

THE OFFICER-IN-CHARGE Administrative Department

SUBJECT

APPLICATION FOR THE AGENCY-BASED CAREER SERVICE

EXAMINATION - PEN AND PAPER TEST



In view of the significant number of employees who signified their interest to take the Career Service Examination, please be informed that the Civil Service Commission is now considering our request for the inclusion of the Manila International Airport Authority in the conduct of the agency-based CS Examination – Professional and Sub-Professional which will be both held on July 18, 2021.

In this regard, a physical booth will be set-up on the following dates to accept and process the CS Examination applications:

Venue	Date	Time	
	June 4, 2021 (Friday)	8:30am - 4:00pm	
NAIA Terminal 2	June 5, 2021 (Saturday)	8:30am - 4:00pm	
Arrival Area near the IDPCD	June 7, 2021 (Monday)	8:30am - 4:00pm	
	June 8, 2021 (Tuesday)	8:30am - 4:00pm	

In this regard, kindly prepare and be guided by the following prior to your application:

- 1. All applications must be filed PERSONALLY by applicant.
- Examination fee of Php 500.00 and shall be shouldered by the applicants. A provisional receipt will be issued as proof of payment.
- Fill out the attached CS Form No. 100 (Revised September 2016). The application form may be downloaded in the CSC Website and printed/reproduced using legal size bond paper.

Note:

- If an item in the form is not applicable, indicate "N/A" on the space provided.
- The spaces for thumb mark and signature should be left blank as the applicants shall be required to accomplish/execute these fields in front of the processor.
- 4. Four (4) pieces of identical I.D. pictures with specifications, as follows:
 - Passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)
 - · Colored, with white background
 - Taken within three (3) months prior to filing of application

Printed on good quality photo paper

In standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1 inch or 2.54 cm. below the chin)

In bare face (with no eyeglasses, colored contact lens, or any accessories that may cover the facial features; facial features not computer enhanced)

Showing left and right ears

Taken in full-face view directly facing the camera

With neutral facial expression and both eyes open

- With HANDWRITTEN (not computer-generated) name tag eligibly showing SIGNATURE OVER PRINTED NAME in format: First Name, Middle Initial, Last Name, and Extension Name, if any.
- 5. Two (2) copies of the I.D. picture shall be pasted in the application form and the other two (2) copies shall be attached/stapled at the top most part of the said form.
- 6. Original and photocopy of a valid (i.e. not expired) I.D. shall be presented to the processor during submission of application.
- 7. For applicants without date of birth in their I.D. card, original and photocopy of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry (LCR) on Security Paper (SecPa).

Further, as part of our health and safety measures in response to COVID-19, all applicants are required to bring their own pen and wear mask and face shield.

Please be reminded that employees who are non-compliant with the above-mentioned requirements and late filing of applications shall NOT be entertained.

For your information and guidance.

Walenus EMELÝYN C. VALENCIA



FILING OF CSE APPLICATION PROCESS FLOW

COUNTER 1
Encoding

COUNTER 2

Acceptance and Review/Processing of CSE Applications

COUNTER 3

Payment of Examination Fee Php 500.00

APPLICANT'S GUIDE IN FILLING-OUT THE APPLICATION FORM FOR THE JULY 18, 2021 CAREER SERVICE EXAMINATION – PAPER AND PENCIL TEST

FILLING OUT THE CAREER SERVICE EXAMINATION APPLICATION FORM

 Fill out the CS Form No. 100 (Revised 3 September 2016), may be downloaded in the CSC Weaste. The application form may be ponterreproduced using legal size bond paper.

Notes

- If an item in the form is not applicable, indicate "N/A" on the space provided.
- The spaces for thumb mark and signature should be left blank as the applicants shall be required to accomplishing execute these fields in front of the processor.
- Four (4) please of identical LD pictures with specifications, as follows:
 - Passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)
- Inches x 1.4 inches)

 Colored, with white background
- Taken within three (3) months prior to filtre of application
- Printed on good quality photo paper
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- Taken in full-face view directly facing the remove
- With neutral facial expression and both eyes open
- With HANDWRITTEN (not computergenerated) name top slightly showing SIGNATURE OVER PRINTED NAME in furnal First Name, Middle Initial, Lest Name, and Expension Name, it any.



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• SSSID
GSISTD (UMD)
 Voter's I.D./Voter's Certification;
BIR/Taxpayar's LD. (ATM type/TIN card
type with picture);
Philifeath ID (must have the bearer's
name, clear picture, signature and
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Postal I.D.:
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Solo Parent I.D . Senior Citizen a I.D .
Senior Citizen's LD.:
 CBC Eligibility Card (note Implemented
only beginning with the May 2, 2015 CSE-
PPT).

Original and photocopy of valid (not expired on date of filing of application) I.D. The following are

the accepted I.D. cards for civil service exam.

· Passport

 Driver's Ligense/Temporary Oriver's Ligense (LTO O.R. must be presented together with old Driver's Ligense; O.R.

aiona is not allowed) Student Driver's

- For applicants without date of birth in their LD, ewid, anginal and photocopy of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry (LCR) on Security Paper (Security).
- For applicants holding dual citizenship under R.4,925; original and photocopy of Certification of RerentionRe-acquisition of Philippine Citizenship issued by the Bureau of immigration.
- Examination fee will be Php 500.00 and shall be shouldered by the employees. A provisional receipt will be issued as proof of your payment.

SAMPLE FILLED-OUT CS FORM NO. 100 (Revised 2016)

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E. DECLARATION I declare under cath that I personally accomplished this application form, and I certify that the information given are true, correct, and complete statements pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. Further, I declare that I meet and am compliant with all the admission requirements for the examination for which this application is filed I understand that the acceptance and approval of my application for the examination is based on the information I provided. I therefore agree that, in case a post-verification yields information contrary to what is declared, my application shall be disapproved, and my payment forfeited. I further agree that any misrepresentation made in this document shall cause the invalidation of the result of this examination and/or the filing of administrative/criminal case/s against me. Note: Spaces for Signature/Ponted Name and Right Thumbmark of applicant should be left blank. These shall only be accomplished in the presence of the Administering Office/CSC Processor. Signature over Printed Name of Applicant Right Thumbmark , 20 _ Subscribed and sworn to before me this day of Office / Position Signature over Printed Name of Administering Officer APPLICATION REQUIREMENTS ADMISSION REQUIREMENTS Fully accomplished Application Form (CS Form No. 100 Revised Must be of good moral character. 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; Must have not been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government; and for Career Service Evamination annihilation. Four (4) pieces of identical I.D. pictures with specifications, as follows: taken within the last three (3) months prior to filing of application Philippine passport picture size (4.5 cm x 3.5 cm or 1.78" x 1.38") colored, with white background and printed on good quality photo in standard close-up shot (from shoulder level up with the head and For Career Service Examination applicants: 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) a. must be at least 18 years of age on the date of filing of application. must have not taken the same level of Career Service Examination, regardless of mode, within the tast three (3) months before the date in bare face (with no eyeglasses, colored contact lens, accessories that may cover the facial features (facial features not of examination. NOTE: a) Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination less paid shall be forfeited. computer enhanced) showing left and right ears taken in full-face view directly facing the camera, with neutral facial expression and both eyes open b) Applicants holding dual citizenship under R.A. 9225 may apply for and take the examination upon presentation of original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship from the Bureau of Immigration, and meeting of all the other admission and with handwritten (not computer-generated) name tag legibly showing signature over printed full name in the format First Name, Middle Initial, Last Name, and Extension Name, if any Original and photocopy of any of the following LD, cards, which must be valid (not expired upon filing of application), and contains the name, clear picture, date of birth and alignature of applicant, and the name and application requirements for the examination. c) 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 signature of the issuing agency's current head/authorized representative: Driver's License, Passport, PRC ID, SSS ID, GSIS ID/ GSIS UMID ID, is without prejudice to the outcome of their pending cases. Philhealth ID (must at least contain the applicant's name, clear picture, signature and Philhealth number), current Company/Office ID, current School ID (validated for the current school year/semester/trimester), Postal ID, BIR ID (ATM type/TIN card type with picture), Barangay ID, Voter's ID, Police Clsaranca/Police Clearance Certificate, or NBI Clearance (Note: All other ID cards NOT included in the list shall If they are found guilty, their eligibility shall be forfeited based on the penalties stated in the decision and under existing Civil Service Lew and Rules. d) Passers of the regular Bar examination given by the Supreme Court of the Philippines and of Board examinations given by the PRC are automatically granted a civil service eligibility. They are automatically considered as civil service eligibiles pursuant to CSC Resolution No. 90-1212. Thus, they may out not to apply and take the NOT be accepted). For applicants without date of birth in their I.D. card/s, original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (formerly National Statistics Office) or the Local Civil Registry printed on corresponding examination anymore. Also, individuals who were granted the Honor Graduate Eligibility (HGE) pursuant to P.D. 907 may opt not to apply and take the corresponding Security Paper (SecPa). For applicants holding dual citizenship under R.A. 9225, original and photocopy of Certification of Reterition/Re-acquisition of Philippine Citizenship issued by the Bureau of Immigration. Examination fee of PhP500 for the CSE-PPT, or PhP680 for the CSC examination anymore. For specific admission requirements of other examinations, please see COMEX. For fees and additional application requirements of other examinations, please see related Examination Announcement. related Examination Announcement WARNING: 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 ----REMINDERS FOR APPLICANTS OF CSE PEN AND PAPER TEST (CSE-PPT) Qualified applicants shall be notified of their school assignment (NOSA) was SMS or e-mail. They can also use as applicable the Online Notice of School Assignment (NOSA) found in the CSC Website (www.cac.gov.ph) to verify and get a print-out of their NOSA, or access related Exam Advisory posted in the CSC website. If applicants still do not know their school assignment or cannot get a copy of their NOSA via internet one (1) week before the examination day, they should wist or call the Regional Office where they filed their application to inquire about their school assignment. Applicants are also advised to conduct occular inspection of their school assignment one (1) day before examination day. Failure to come on schooling aximination will mean forfeiture of examination fee and slot, Rescheduling of examination date is NOT allowed. B. FOR APPLICANTS OF CSC COMPUTERIZED EXAMINATION (CSC COMEX) Failure to come on scheduled examination will mean forfeiture of examination fee and slot. Rescheduling of examination dats is NOT allowed IMPORTANT: All personal belongings including articles in clothing (hats/caps, shades, and the like), digital watches/watch calculators, calculators,

BRING THE FOLLOWING ON EXAMINATION DAY

This Application Receipt and/or Notice of School Assignment

Same valid I.D. presented at the time of filing of application (NO I.D., NO EXAM)

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