



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

MIA Road, NAIA Complex
Pasay City, Philippines 1300

www.miaa.gov.ph
(632) 6877-1109

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
NAIA Terminal 2 Arrival Area near the IDPCD	June 4, 2021 (Friday)	8:30am – 4:00pm
	June 5, 2021 (Saturday)	8:30am – 4:00pm
	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:

- 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.
- 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.

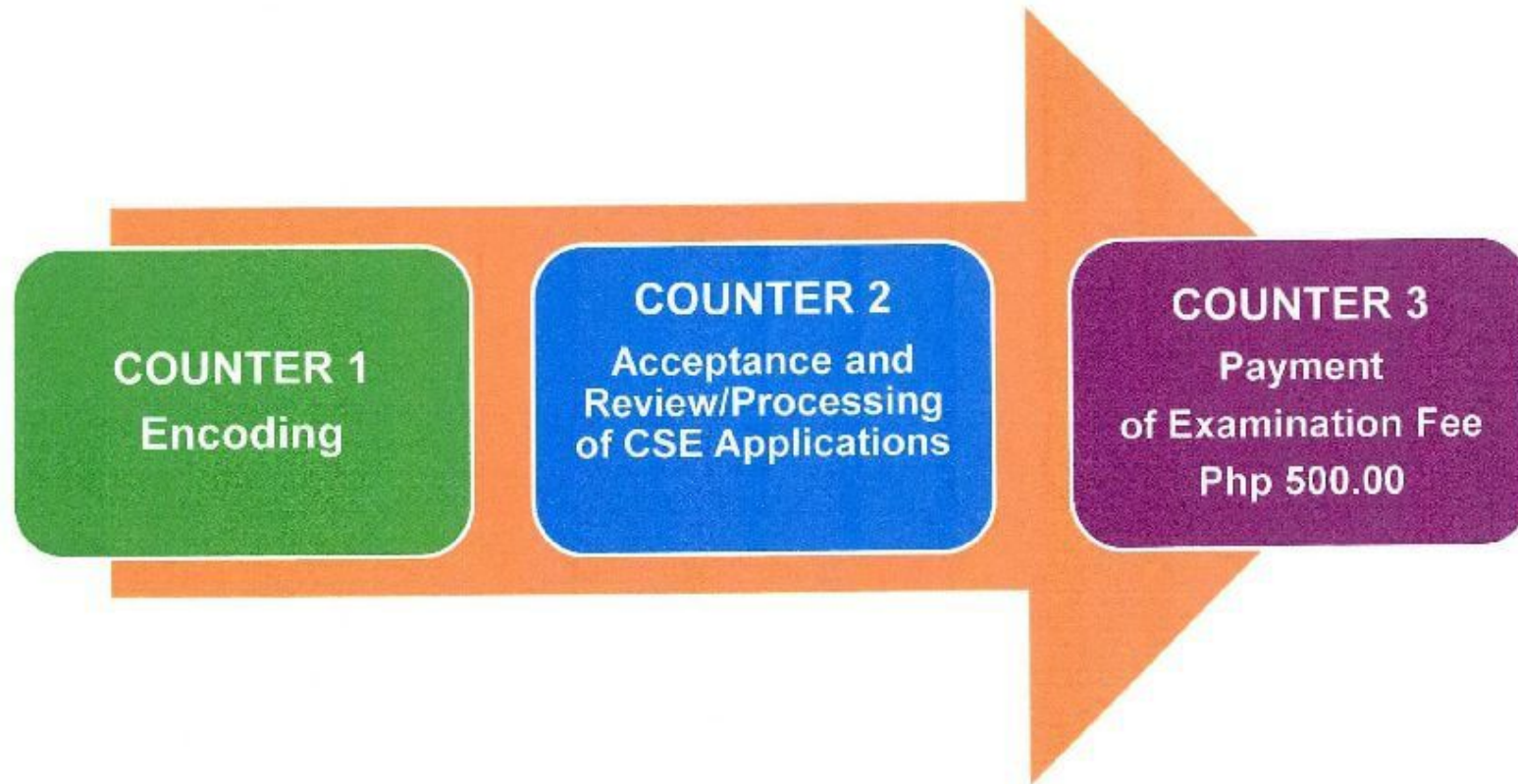
Please be reminded that employees who are non-compliant with the above-mentioned requirements and late filing of applications shall **NOT** be entertained.

For your information and guidance.

Emelwyn C. Valencia
EMELWYN C. VALENCIA



FILING OF CSE APPLICATION PROCESS FLOW



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 September 2016), may be downloaded in the CSC Website. The application form may be photocopied/reproduced using legal size bond paper.
 - 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.
- 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 lens 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 **showing SIGNATURE OVER PRINTED NAME** in formal, First Name, Middle Initial, Last Name, and Extension Name, if any.
- Original and photocopy of valid (not expired or date of filing of application) I.D. The following are the accepted I.D. cards for civil service exam:
 - Driver's License/Temporary Driver's License (LTO or R. must be presented together with old Driver's License, O.R. alone is not allowed)/Student Driver's Permit
 - Passport
 - PRC License;
 - SSS I.D.
 - GSIS I.D. (UMDI)
 - Voter's I.D./Voter's Certification
 - BIRT/ taxpayer's I.D. (ATM type/TN card type with picture)
 - PhilHealth ID (must have the bearer's name, clear picture, signature and PhilHealth number)
 - Company/Office I.D.
 - School I.D.]
 - Police Clearance/Police Clearance Certificate (with picture)
 - Postal I.D.
 - Barangay I.D.
 - NRI Clearance;
 - Seaman's Book;
 - HDMF Transaction I.D.
 - PWD I.D.
 - Solo Parent I.D.
 - Senior Citizen's I.D.
 - CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PPT).
- 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 (S&CPs)
- For applicants holding dual citizenship under R.A. 9225, original and photocopy of Certification of Retention/Re-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)

APPLICATION FOR CIVIL SERVICE EXAMINATION

APPLICANT'S INFORMATION

Full Name: **JOSE S. PERALTA**
 Date of Birth: **01/11/1971**
 Sex: **Male**
 Civil Status: **Single**
 Religion: **Catholic**
 Education: **BS in Business Administration**
 Present Address: **1234 S. DEL ROSA ST., BARANGAY SAN JOSE, DISTRICT OF CALAPA, PROVINCE OF DAVAO DEL SUR**
 Contact Number: **0917 123 4567**

EDUCATIONAL BACKGROUND

Level	Institution	Course	Year	Grade
Elementary	San Jose Elementary School	Elementary Education	1981-1986	95%
High School	San Jose National High School	High School Education	1987-1991	92%
College	San Jose College	B.S. Business Administration	1992-1996	88%

EMPLOYMENT HISTORY

Employer	Position	Start Date	End Date
San Jose College	Teacher	1997-2000	2000-2001
San Jose National High School	Teacher	2001-2003	2003-2004
San Jose College	Teacher	2004-2006	2006-2007

ADDITIONAL INFORMATION

1. Are you a member of any labor organization? Yes No

2. Are you a member of any fraternal organization? Yes No

3. Are you a member of any religious organization? Yes No

4. Are you a member of any political party? Yes No

5. Are you a member of any other organization? Yes No

6. Do you have any pending criminal cases? Yes No

7. Do you have any pending civil cases? Yes No

8. Do you have any pending administrative cases? Yes No

9. Do you have any pending tax cases? Yes No

10. Do you have any pending immigration cases? Yes No

11. Do you have any pending other cases? Yes No

12. Do you have any other information to report? Yes No

DECLARATION AND SIGNATURE

I, the undersigned, hereby declare that the information given herein is true and correct to the best of my knowledge and belief, and that I am not a member of any labor organization, fraternal organization, religious organization, political party, or any other organization, and that I am not a member of any labor organization, fraternal organization, religious organization, political party, or any other organization, and that I am not a member of any labor organization, fraternal organization, religious organization, political party, or any other organization.

Signature: **JOSE S. PERALTA**
 Date: **01/11/2021**

ADMISSION REQUIREMENTS

1. The applicant must be a Filipino citizen.

2. The applicant must be at least 18 years of age at the time of filing of application.

3. The applicant must be a resident of the Philippines.

4. The applicant must be a graduate of a Philippine educational institution.

5. The applicant must be a graduate of a Philippine educational institution with a minimum grade point average of 75%.

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19. The applicant must be a graduate of a Philippine educational institution with a minimum grade point average of 75%.

20. The applicant must be a graduate of a Philippine educational institution with a minimum grade point average of 75%.



APPLICATION FOR CIVIL SERVICE EXAMINATION

To be filled-out by Applicant

For CSC Processor ONLY

Examination Applied For:
 Mode Pen and Paper Test (PPT)
 Computerized Examination (COMEX)
 Title CSE-Professional CSE-SubProfessional
 Others _____
Last Examination Taken: (for Career Service Examination Applicants only)
 CSE-Professional CSE-SubProfessional
 Date of Exam (mm/dd/yyyy) _____

CSC Regional Office _____
 Date of Examination (mm/dd/yyyy) _____
 Place of Examination _____
 Verified against:
 DIBAR E-Resakers EDGIS



Instructions: READ ADMISSION AND APPLICATION REQUIREMENTS AT THE BACK PAGE. DO NOT APPLY IF NOT QUALIFIED.
 Fill in all the required information. DO NOT leave an item blank. If item is not applicable, indicate "N/A". All applications must be filed PERSONALLY by applicant.

A. PERSONAL INFORMATION

NAME (Last Name) _____ (First Name) _____ (Ext. Name, e.g. Jr./Sr./Tery) _____ (Middle Name) _____ (M.I.) _____
(e.g. De La Paz - Jr., P., or De La Cruz - Sr., P., or DLP)

AGE _____ DATE OF BIRTH (mm/dd/yyyy) _____ SEX Male Female _____ PLACE OF BIRTH (City / Municipality) _____ (Province) _____

CITIZENSHIP _____ MOTHER'S MAIDEN NAME (Last Name) _____ (First Name) _____ (Middle Name) _____

COMPLETE PERMANENT MAILING ADDRESS _____ ZIP CODE _____

HEIGHT (meters) _____ WEIGHT (kg) _____ CIVIL STATUS Single Married Others _____ OTHER DATA Pregnant Person with Disability, please specify _____

MOBILE NUMBER (Required) _____ TELEPHONE NUMBER (include Area Code) _____ E-MAIL ADDRESS (Required) _____

HIGHEST EDUCATIONAL ATTAINMENT

Level of Education Elementary High School College Master's Doctorate
 Completion: Not Graduated Graduated *If not graduated, highest Year/Level/Units earned: _____*
If graduated, date of Graduation/Completion (mm/dd/yyyy): _____ Honors received: _____
 Complete Title of Course/Degree (for College, Master's, Doctorate): _____ Major: _____
 Name and Address of School Attended: _____ Inclusive years: _____ (from to)

B. INFORMATION ON GOVERNMENT EXAMINATIONS PASSED / CIVIL SERVICE ELIGIBILITY

Title of Examination Passed / Title of Eligibility Granted	Rating Obtained	Date of Examination / Date Eligibility Granted	Place of Examination

C. PRESENT EMPLOYMENT

Government Private Non-government Organization Self-Employed Unemployed

Agency/Office	Address	Position/Job Title	No. of Years in Present Position/Job	Status of Appointment/ Employment

D. ADDITIONAL INFORMATION

1. Have you ever been dismissed from the military/civil service for cause, or found guilty of crime involving moral turpitude, or of infamous, disgraceful or immoral conduct, drunkenness or addiction to drugs, or of an offense relative to, or in connection with, the conduct of a civil service examination?
 YES NO IF YES, attach copy/ies of decision/s.

2. Pursuant to the Indigenous People's Act (RA 8371), are you a member of any indigenous group? YES NO
 If YES, please specify: _____

DO NOT FILL-OUT THE SHADED PORTION. (FOR CSC PROCESSOR ONLY).

Date: _____ O.R. No. _____ Amount: _____ Name of Collecting Officer _____	Identification/Other Documents Presented _____ Details: _____ ACTION TAKEN: APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> Reason: _____ Signature over Printed Name of Processor / Date _____
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Date: _____ O.R. No. _____ Amount: _____ Name of Collecting Officer _____	APPLICATION RECEIPT	APPLICATION NO. _____
Examination Applied For: Mode <input type="checkbox"/> PPT <input type="checkbox"/> COMEX Title <input type="checkbox"/> Professional <input type="checkbox"/> SubProfessional <input type="checkbox"/> Others _____		
DATE: _____ TIME: _____ PLACE: _____		
Signature over Printed Name of Processor _____ Date Received / Processed _____		



To be filled-out by Applicant

Applicant's Name: _____ (First Name) _____ (M.I.) _____ (Last Name) _____ (Ext. Name, e.g. Jr./Sr./Tery) _____

Sex Male Female Date of Birth (mm/dd/yyyy) _____ Signature: _____

REMINDER: GATES OF EXAMINATION VENUES SHALL BE CLOSED TO EXAMINEES AT 7:30 A.M. ON EXAMINATION DAY.

E. DECLARATION

I declare under oath 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/Printed Name and Right Thumbmark of applicant should be left blank. These shall only be accomplished in the presence of the Administering Officer/CSC Processor.

Signature over Printed Name of Applicant

Right Thumbmark

Subscribed and sworn to before me this _____ day of _____, 20____

Signature over Printed Name of Administering Officer

Office / Position

ADMISSION REQUIREMENTS	APPLICATION REQUIREMENTS
<ol style="list-style-type: none"> Must be Filipino citizen; 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 Examination applicants: <ol style="list-style-type: none"> 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 last three (3) months before the date of examination. <p>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 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 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 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. 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 eligibles pursuant to CSC Resolution No. 90-1212. Thus, they may opt not to apply and take the 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 examination anymore.</p> <p>For specific admission requirements of other examinations, please see related Examination Announcement.</p>	<ol style="list-style-type: none"> Fully accomplished Application Form (CS Form No. 100 Revised September 2016); Four (4) pieces of identical I.D. pictures with specifications, as follows: <ul style="list-style-type: none"> 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 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 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 I.D. cards, which must be valid (not expired upon filing of application), and contains the name, clear picture, date of birth and signature of applicant, and the name and signature of the issuing agency's current head/authorized representative: Driver's License, Passport, PRC ID, SSS ID, GSIS ID/ GSIS UMID ID, 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 Clearance/Police Clearance Certificate, or NBI Clearance (Note: All other ID cards NOT included in the list shall 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 Security Paper (SecPa). For applicants holding dual citizenship under R.A. 9225, original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship issued by the Bureau of Immigration. Examination fee of Php500 for the CSE-PPT, or Php680 for the CSC COMEX. For fees and additional application requirements of other examinations, please see 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

A. FOR APPLICANTS OF CSE PEN AND PAPER TEST (CSE-PPT)

Qualified applicants shall be notified of their school assignment through an Application Receipt or a Notice of School Assignment (NOSA) via SMS or e-mail. They can also use as applicable the Online Notice of School Assignment (ONSA) found in the CSC Website (www.csc.gov.ph) to verify and get a print-out of their NOSA, or access related Exam Advocacy 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 visit or call the Regional Office or Field Office where they filed their application to inquire about their school assignment. Applicants are also advised to conduct ocular inspection of their school assignment one (1) day before examination day. Failure to come on scheduled examination 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 date is NOT allowed.

IMPORTANT: All personal belongings including articles in clothing (hats/caps, shades, and the like), digital watches/watch calculators, calculators, cellular phones, books, ipads/tablets, and all other electronic gadgets and printed materials shall 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 filing of application form and on examination day (e.g. NOT IN SLEEVELESS SHIRT/BLOUSE, OR IN SHORT PANTS, OR IN SLIPPERS).

MAIN GATES OF TESTING VENUES SHALL BE CLOSED AT 7:30 A.M. ON EXAMINATION DAY.

BRING THE FOLLOWING ON EXAMINATION DAY

- | | |
|--|--------------------|
| 1. This Application Receipt and/or Notice of School Assignment | 3. Black ballpen/s |
| 2. Same valid I.D. presented at the time of filing of application (NO I.D., NO EXAM) | |