

# General information on the career service examinations essay sample



## MODES OF TAKING THE CSE

The Career Service Examination (Professional and Sub-Professional levels) may be taken through either of the following modes: 1. Paper and Pencil Test (PPT)

The CSE-PPT is conducted nationwide twice or thrice a year subject to the approval of the Commission. Filing of applications for the CSE-PPT is through the CSC Regional or Field Offices. Applicants are advised to refer to the Examination Announcement, which the CSC officially issues for each schedule of the CSE-PPT. 2. Computer Assisted Test (CAT)

The CSE-CAT is conducted at the Civil Service Commission Central Office (CSCCO), IBP Road, Batasan Hills, Quezon City, and in selected CSC Regional Offices (CSCRO) such as CSC-CAR, Baguio City. For the schedule of conduct of CSE-CAT, applicants are advised to coordinate/get in touch with the CSCCO, or the concerned CSCRO. Please visit the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) for the directory of CSC Central and Regional Offices.

## C. APPLICATION REQUIREMENTS

1. Fully accomplished Application Form (CS Form No. 100, Revised 2012). The spaces for “ Signature of Applicant” and “ Right Thumbmark” on the form should be left blank. These shall be accomplished in the presence of the CSC processor.
2. Four (4) copies of identical I. D. pictures with specifications, as follows:
  - a. Philippine Passport size (4. 5 cm x 3. 5 cm or 1. 8 inches x 1. 4 inches)
  - b. Colored, with white background
  - c. Taken within three (3) months prior to filing of application
  - d. Printed on good quality photo paper

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

f. In bare face (with no eyeglasses or any accessories that may cover the facial features) g. Showing left and right ears

h. Taken in full-face view directly facing the camera

i. With neutral facial expression, and both eyes open

j. With full and handwritten (not computer-generated) name tag in the format: First Name, Middle Initial, Last Name, and Extension Name (if any), and signature over printed name

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

-IDs with lacking information, particularly the applicant's date of birth, should be supported by NSO-issued Birth Certificate or Birth Certificate

authenticated/issued by the Local Civil Registrar (LCR). 4. Copy of

Appointment letter received by the applicant through email (for Computer Assisted Test) 5. Examination fee of Php 500.00 for the Paper and Pencil

Test (PPT), or Php 600.00 for Computer-Assisted Test (CAT).” D. WHERE TO

SECURE & FILE APPLICATION FORMS

- Application forms may be secured from any CSC Regional or Field Office, or downloaded from the CSC website [www.csc.gov.ph](http://www.csc.gov.ph).

- For the CSE-PPT, applications must be filed at any CSC Regional or Field Office. The CSC Central Office (CO) in Batasan Hills, Quezon City, does not accept and process applications for CSE-PPT. Acceptance of applications shall be on a First-Come, First-Serve basis. Filing of application closes forty-five (45) days before the examination date. However, applications may no longer be accepted before the deadline if the target number of applicants has already been reached by the CSCROs.
- For the CSE-CAT, applicants must first register in the Online CSE-CAT Application Reservation System (OCARS) on a specified date and time indicated in the advisory which shall be posted in the CSC website usually on the third Mondays of March, June, September and December of the year. Registration is on a first-come, first-served basis. Successful registrants will get a confirmation and eventually an email notifying them of their assigned date to personally file the application form at the CSC-CO.

- As a general rule, acceptance of examination applications for both CSE-PPT and CSE-CAT is on a first-come, first-served basis. Failure to come on the scheduled examination date would mean forfeiture of examination slot and fee. No request for re-scheduling is allowed.

#### E. FREQUENCY OF TAKING THE CAREER SERVICE EXAMINATION

(Based on CSC Resolution No. 1100300 dated March 1, 2011)

- There shall be no limit in taking the Career Service Examination; however, taking the same level of examination, Professional or Subprofessional, either

through Paper-and-Pencil Test (PPT) or Computer-Assisted Test (CAT) shall be once in every three (3) months only. F. SCOPE OF EXAMINATION

#### Professional Level

In English and Filipino: vocabulary, grammar and correct usage, paragraph organization, reading comprehension, analogy, logic, and numerical reasoning. Subprofessional Level

In English and Filipino: vocabulary, grammar and correct usage, paragraph organization, reading comprehension, clerical operations, and numerical reasoning. Both levels of the examination will have general information questions on 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.

G. PASSING RATE: Eighty (80)

#### H. EXAMINATION RESULT

##### 1. CSE-PPT

Results of the CSE-PPT are usually released from three to four months after the examination. The names of passers shall be posted at the CSC website [www.csc.gov.ph](http://www.csc.gov.ph).

Those who passed the examination must personally claim their Certificates of Eligibility at the CSC Regional Office/Field Office upon presentation of required documents. On the other hand, those who failed the examination may secure a copy of their Report of Rating through the CSC website. No Report of Rating shall be mailed to those who failed. To secure a copy of the

Report of Rating, an examinee must key in his/her name, date of birth, <https://assignbuster.com/general-information-on-the-career-service-examinations-essay-sample/>

examinee number, examination date, and examination type. Thus, examinees are advised to safe keep or remember their examinee number until receipt of the examination result. 2. CSE-CAT

Results of the CSE-CAT are usually released within two to three hours after the examination. Examinees are strongly advised to wait for the examination results. Those who passed shall receive their Certificate of Eligibility, while those who failed shall receive their Report of Rating. Should an examinee fail to claim/receive his/her examination result on the examination day, he/she has to personally return at a later date to claim either his/her Certificate of Eligibility or Report of Rating. The names of passers of the CSE-CAT examinees are posted at the CSC website by clicking the following link: Online CSE-CAT Result Generation System. A copy of the Notice of Rating (for passers) may also be secured online. However, the Notice of Rating does not in any way replace the Certificate of Eligibility. Meanwhile, a copy of the Report of Rating of examinees who failed the examinations may also be secured through the CSC website. To secure a copy of the Report of Rating, an examinee must key in his/her name, date of birth, examinee number, examination date, and examination type. WARNING:

Any form of cheating in any civil service examination shall be considered a violation of REPUBLIC ACT (R. A.) NO. 9416, otherwise known as " An Act Declaring as Unlawful Any Form of Cheating in Civil Service Examinations, Unauthorized Use and Possession of CSC Examination Related Materials, and Granting the Commission Exclusive Jurisdiction Over These Cases Including Those Committed by Private Individuals". Any person found guilty of an offense under R. A. 9416 may be held administratively and criminally liable. <https://assignbuster.com/general-information-on-the-career-service-examinations-essay-sample/>

Any person found ADMINISTRATIVELY LIABLE shall be imposed the following penalties: For one who is in the government service, dismissal from the service including all the accessory penalties of cancellation of eligibility, forfeiture of retirement benefits, bar from taking any civil service examination, and perpetual disqualification from re-entering the government service; and For a private individual, perpetual bar from entering the government service, and perpetual bar from taking any government examination. Any person found CRIMINALLY LIABLE shall be imposed the following penalties: Imprisonment of not less than six years and one day but not more than 12 years; Fine of not less than Fifty Thousand Pesos (P50,000.00); and the appropriate accessory penalties.