



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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06 Mar 2020

DIVISION ADVISORY

No. 005, s. 2020

**MARCH 15, 2020 CAREER SERVICE EXAMINATION, PEN AND PAPER TEST  
(CSE-PPT)**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. Attached is Examination Advisory 3, s. 2020 issued by the Civil Service Commission (CSC) relative to the conduct of Career Service Examination, Pen and Paper Test (CSE-PPT) scheduled on March 15, 2020. All persons concerned are advised to read to the attached reference for the details.
2. Immediate and wide dissemination of this communication is desired.

**OLGA C. ALONSABE**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

EXAMINATIONS

TESTS

OSDS/AMA





Examination Advisory No. 03, s. 2020

### ADVISORY

TO : All Examinees of the March 15, 2020 Career Service Examination, Pen and Paper Test (CSE-PPT)

SUBJECT : School Assignment and Important Reminders

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#### IMPORTANT REMINDERS:

- **NO I.D., NO EXAM**
- **GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT EXACTLY 7:30 a.m.** Examinees who will arrive later than 7:30 a.m. shall NOT be admitted.
- **VISIT AND CONDUCT AN OCULAR INSPECTION** of the 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 particularly the time and motion requirement of travelling from point of origin to the school/testing venue considering the traffic situation. **Do not rely or leave your fate to the workings of waze or any other GPS navigation/route/direction app on examination day.**
- **Wear proper attire** on examination day. SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS ARE NOT ALLOWED.
- Bringing of **cellular phones and any other gadgets**, including smart phones/watches and pens/eyeglasses with built-in camera, wristwatches with calculator, books and other forms of printed materials and all other similar items, is **NOT allowed**.

Examinees are strongly advised to bring ONLY the items listed under Item B (Things to Bring) below.

- As precautionary measure in light of **COVID-19** or novel coronavirus acute respiratory disease epidemic:

- ✓ **Test administrators/examiners and examinees alike shall be allowed to use face mask** on examination day.
- ✓ Upon admission, the examinee shall remove her/his face mask to enable the Room Examiner check and establish the examinee's identity against the I.D. card presented, the application form, and the application receipt (only if available). Further, the face mask worn by examinees shall be subject to inspection by the Room Examiner/Proctor.
- ✓ Examinees shall also be allowed to bring in their seats personal (alcohol-based) hand sanitizers, if any, which should not be more than 100 ml in size, to enable them hand sanitize as often as possible during the conduct of exam. Similarly, the hand sanitizer/alcohol container shall be subject to inspection by the Room Examiner/Proctor.



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- **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** (including tearing any page thereof and making copies of the examination questions and answers) and failure to submit the same to the Room Examiner/Proctor are **strictly prohibited**.
- 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 review center** for the purpose of offering and holding review classes to prospective civil service examinees. Availing of any such product/service shall be at one's own risk.

## A. School Assignment

Examinees' school assignment for the March 15, 2020 CSE-PPT for Professional and SubProfessional levels may be generated using ONSA or the Online Notice of School Assignment. The CSC Regional Offices (ROs), though, may also initiate/utilize individual approaches in disseminating information on school assignment of their respective examinees.

Examinees are requested to check the availability of ONSA, through the CSC website [www.csc.gov.ph](http://www.csc.gov.ph), by March 2, 2020.

**Note:** *The CSC does not recognize and is not liable for any other postings on any other websites that are not affiliated with, or are engaged in the unauthorized use of the name of, the CSC.*

To use ONSA, examinees should encode/fill in the required data in the corresponding data fields accurately, following the indicated format. Examinees may opt to have a print-out of their Notice of School Assignment using ONSA.

If examinees **cannot access the ONSA** and/or **still do not know their school assignment one week before the examination day**, they should **INQUIRE DIRECTLY** with the **CSC Regional/Field Office** concerned. A complete directory of csc regional/field offices nationwide is available at the csc website.

## B. Things to Bring

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

1. **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 following accepted I.D. cards, which is preferably valid (not expired):

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; Passport; PRC License; SSS I.D.; GSIS I.D. (UMID); Voter's I.D./Voter's Certification; BIR/Taxpayer's I.D. (*ATM type/TIN card type with picture*); PhilHealth I.D. (*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.; NBI Clearance; Seaman's Book; HDMF Transaction Card; PWD I.D.; Solo Parent I.D.; Senior Citizen's I.D.; and CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*).

- Note:**
1. The **NO I.D., NO EXAMINATION** Rule is strictly implemented.
  2. Photocopy only of I.D. card, or cellphone photo of I.D., shall not be accepted.
  3. All other I.D. cards not included in the above list shall not be accepted.
  4. 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 January 1, 2020 to March 14, 2020).

2. BLACK BALL PEN/S only;
3. Original of PSA/LCR issued Birth Certificate printed on Security Paper (only if I.D. card has no date of birth);
4. Application Receipt and/or CSC Official Receipt (only if available);
5. Notice of School Assignment generated thru ONSA (only if available); and
6. Water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies/biscuits, which shall be subject to inspection by the Room Examiner/Proctor.

### C. Other Reminders

1. Be at the assigned school early on examination day for the verification and locating of room assignment. Testing venues shall be open to examinees at 6 a.m.;
2. Only BLACK BALL PEN shall be used in the examination. Pencils and any other kinds of pen (e.g. gel pen, sign pen, fountain pen, friction pen, etc.) including other colors of ball pen are not allowed.

### D. 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"> <li>➤ Verbal ability               <ul style="list-style-type: none"> <li>▪ Vocabulary                   <ul style="list-style-type: none"> <li>- Word meaning</li> <li>- Sentence completion</li> </ul> </li> <li>▪ Grammar &amp; correct usage                   <ul style="list-style-type: none"> <li>- Error recognition</li> <li>- Sentence structure</li> </ul> </li> <li>▪ Correct/logical reasoning of thought processes                   <ul style="list-style-type: none"> <li>- Paragraph organization</li> <li>- Reading comprehension</li> </ul> </li> </ul> </li> </ul>	<p>In English and Filipino:</p> <ul style="list-style-type: none"> <li>➤ Verbal ability               <ul style="list-style-type: none"> <li>▪ Vocabulary                   <ul style="list-style-type: none"> <li>- Word meaning</li> <li>- Sentence completion</li> </ul> </li> <li>▪ Grammar &amp; correct usage                   <ul style="list-style-type: none"> <li>- Error recognition</li> <li>- Sentence structure</li> </ul> </li> <li>▪ Correct/logical reasoning of thought processes                   <ul style="list-style-type: none"> <li>- Paragraph organization</li> <li>- Reading comprehension</li> </ul> </li> </ul> </li> </ul>

Professional Level	SubProfessional Level
<ul style="list-style-type: none"> <li>➤ Numerical ability <ul style="list-style-type: none"> <li>▪ Number sequence</li> <li>▪ Basic operation</li> <li>▪ Word problem</li> </ul> </li> <li>➤ Analytical ability <ul style="list-style-type: none"> <li>▪ Word analogy</li> <li>▪ Logical reasoning <ul style="list-style-type: none"> <li>- Identifying assumption</li> <li>- Drawing conclusion</li> <li>- Logic</li> <li>- Data interpretation</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Numerical ability <ul style="list-style-type: none"> <li>▪ Number sequence</li> <li>▪ Basic operation</li> <li>▪ Word problem</li> </ul> </li> <li>➤ Clerical Ability <ul style="list-style-type: none"> <li>▪ filing</li> <li>▪ spelling</li> </ul> </li> </ul>
<p>General information items on the following:</p> <ul style="list-style-type: none"> <li>◆ Philippine Constitution;</li> <li>◆ Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713);</li> <li>◆ Peace and Human Rights Issues and Concepts; and</li> <li>◆ Environment Management and Protection</li> </ul>	

## 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

Examinees under the Visually Impaired (Dictation; Braille; Low Vision), and the Deaf/Hard of Hearing categories shall have additional hour in time limit.

Please be guided accordingly.

**EDITHA M. DELA PEÑA**  
Director IV  
Examination, Recruitment and Placement Office

FEB 26 2020