



Examination Advisory No. 03, s. 2025

ADVISORY

TO : Examinees of the 02 March 2025 Career Service Examination, Pen and Paper Test (CSE-PPT)

SUBJECT : School Assignment and Important Reminders

IMPORTANT REMINDERS:

- **NO I.D. CARD/DOCUMENT, NO EXAM POLICY SHALL BE STRICTLY IMPLEMENTED.**
- **Use of CALCULATOR in CSE-PPT is NOT ALLOWED.** Moreover, **use of any other form of aid in answering the test** (such as watch calculators; tablets; books, dictionaries and other forms of printed materials; and any other similar materials/items/gadgets) **is NOT allowed**. The examination, or test results, of those found violating this rule shall be **CANCELLED**.
- Examinees are reminded to **STRICTLY USE ONLY THE EXAMINEE NUMBER ASSIGNED** to them as found in the **Examinee Attendance Sheet**. They **MUST NOT USE ANY OTHER EXAMINEE NUMBER**.
- If feasible, **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 the time and motion requirement of travelling from point of origin to the school/testing venue. **DO NOT SOLELY RELY ON GPS NAVIGATION/ROUTE/DIRECTION APP TO LEAD YOU TO YOUR TESTING VENUE ON EXAMINATION DAY.**
- On examination day, be at the testing venue not later than **6:30 a.m.**, or as required by the CSC Regional/Field Offices concerned.
- **GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT EXACTLY 7:45 A.M.** Examinees who arrive later than 7:45 a.m. shall **NOT** be admitted to take the exam.
- **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. Also, long hair **must** be tied.

Examinees are encouraged to use **transparent bag**.

Bawat Kawani, Lingkod Bayani

- **Wearing of FACE MASKS shall be OPTIONAL/VOLUNTARY.** However, the following individuals are still recommended¹ to wear face mask: (i) elderly; (ii) individuals with comorbidities; (iii) immunocompromised individuals; (iv) pregnant women; and (v) symptomatic individuals (or those with cough/colds/flu/other symptoms).
- **Bringing of cellular phones,** including smart phones/watches and pens/eyeglasses with built-in camera, and any other gadgets/electronic devices including those that may facilitate video/audio recording of any test material/form, or part/portion/phase of the conduct of the exam, and all other similar items, **IN EXAMINEE'S SEAT IS NOT ALLOWED.**

Also, *EXAMINEES are NOT ALLOWED to KEEP their CELLPHONES and any other gadgets in their POCKETS during the examination. EXAMINEES are also NOT ALLOWED to WEAR SMART WATCHES during the examination.*

Before occupying the assigned seat, examinees shall DEPOSIT their BAGS (with their CELLPHONES, and GADGETS, including SMART WATCHES, inside), and all other PERSONAL BELONGINGS in FRONT OF THE ROOM, or in the designated area. *NO BAGS, OR ANY OTHER PERSONAL BELONGINGS, SHALL BE PLACED UNDER THE SEAT.*

- Examinees are NOT ALLOWED to use ANY PIECE OF PAPER, or ANY PART OF THEIR BODY/SKIN or CLOTHING for SCRATCH WORK. Also, DO NOT use, as scratch paper, the side margins and the back page of the Answer Sheet². Instead, examinees shall use ONLY the spaces on the pages of the Test Booklet for scratch work.
- Examinees are NOT ALLOWED to TAKE PHOTO/PICTURE/VIDEO of any part/section of the Test Booklet, Answer Sheet, or any examination related forms/materials, and/or of other examinees and the testing venue/room, and/or of "selfie", BEFORE, DURING, or AFTER the examination and post them in the social media, including posting or publishing of any test questions in the social media, and other communication/info dissemination platforms.
- **Bringing of the Test Booklet, or Answer Sheet, outside of the testing room/venue is strictly prohibited.** The examination, or test results, of those found violating this rule shall be **CANCELLED.**

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.

Further, the **CSC does not grant permission to any individual or entity to use its name and logo**, including the former CSC emblem, for activities or online promotions. These include, but are not limited to, solicitation, recruitment, production of materials, and enrollment in review classes. Unauthorized use of the CSC logo by individuals or entities without written permission, endorsement, or approval from the CSC will be dealt with accordingly.

¹ Based on Department of Health Circular No. 2023-0324 dated 23 July 2023 (*Updated Health Protocols following Lifting of the COVID-19 Public Health Emergency*).

² The Answer Sheet for low vision examinees is composed of two (2) pages.

A. TESTING VENUE (SCHOOL ASSIGNMENT)

Examinees' testing venue or school assignment for the 02 March 2025 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 assignments of their respective examinees.

Examinees may check the availability of ONSA, through the CSC Website at www.csc.gov.ph, by **16 February 2025³**.

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 name of 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 for their personal reference, but, this is not mandatory and is not a requirement.

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. EXAMINEE'S GUIDE

A link to the ***Examinee's Guide in Taking CSE-PPT (February 2025)*** is also available through the ONSA. Examinees are strongly advised to access this link, read thoroughly, and understand fully the examinee's guide to be familiar with the examination process.

Serving as the orientation/briefing material of examinees, the Examinee's Guide contains comprehensive information on the conduct of the examination to include guidelines and procedures to be observed before and during exam day, among other concerns.

The Examinee's Guide is intended for the exclusive use of examinees. Thus, examinees are advised **NOT to re-distribute their copy of the guide on their Facebook Page, or any other communication platforms.**

C. THINGS TO BRING ON EXAM DAY

1. **I.D. CARD (original⁴)** – preferably the same I.D. card presented during the filing of exam application. In case of loss or unavailability, the examinee must present any of the other accepted I.D. cards for civil service exam (refer to attached list), which is valid, *i.e.*, 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 honored.
- As a last resort, however, 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 month/s of the year reckoning the date of examination (or from 01 January 2025 to 01 March 2025).

³ Since said date falls on a Sunday, the availability of ONSA may be adjusted/moved either earlier on the last working day before the subject date, or later to the next regular working day.

⁴ Shall include the Digital National I.D. subject to verification using the National ID Check facility through website <https://everify.gov.ph/check>.

If I.D. card has no date of birth, examinees should also bring their original Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry.

2. **BLACK BALL PEN/s** (*Note: Only BLACK BALL PEN shall be used in the examination. Pencils and any other kinds of pen such as gel pen, sign pen, fountain pen, friction pen, etc., including other colors of ball pen, are not allowed.*)
3. **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.

D. SCOPE OF EXAMINATION AND OTHER INFORMATION

1. Scope of Examination

Examination Coverage for Professional and SubProfessional

Verbal Ability (in English and Filipino)

1. Word meaning
2. Sentence completion
3. Error recognition
4. Sentence structure
5. Paragraph organization
6. Reading comprehension

Numerical Ability (in English)

1. Basic operations
2. Number sequence
3. Word problems

General Information (in English)

1. Philippine Constitution
2. Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713)
3. Peace and Human Rights Issues and Concepts
4. Environment Management and Protection

Professional	SubProfessional
Analytical Ability (in English) <ol style="list-style-type: none"> 1. Word analogy 2. Symbolic logic/abstract reasoning 3. Identifying assumptions and drawing conclusions 4. Data interpretation 	Clerical Ability (in English) <ol style="list-style-type: none"> 1. Filing 2. Spelling

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.
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

E. TARGET RELEASE OF TEST RESULTS

The List of Passers shall be posted on the CSC Website www.csc.gov.ph by 10 May 2025⁵. Examinees can generate their individual examination rating through the OCSEGRS or the Online Civil Service Examination Result Generation System, which can also be accessed through the CSC Website by 17 May 2025⁶, or as indicated in the corresponding issuance/advisory.

Please be guided accordingly.



Atty. PRISCO S. RIVERA, JR.
Director IV
Examination, Recruitment and Placement Office

FEB 13 2025



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⁵ Since said date falls on a Saturday, the release of test results (*i.e.*, posting of List of Passers on CSC Website) may be adjusted/moved either earlier on the last working day before the subject date, or later to the next regular working day. Moreover, the date itself may be subject to adjustment based, or depending, on the actual number of examinees.

⁶ Since said date falls on a Saturday, the availability of OCSEGRS may be adjusted/moved either earlier on the last working day before the subject date, or later to the next regular working day.

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

1. Driver's License Card/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 Card;
4. SSS I.D. Card;
5. GSIS I.D. (UMID) Card;
6. Voter's I.D. Card /Voter's Certification;
7. BIR/Taxpayer's I.D. Card (*ATM type/TIN card type with picture*);
8. PhilHealth I.D. Card (*must have the bearer's name, clear picture, signature and PhilHealth number*);
9. Company/Office I.D. Card;
10. School I.D. Card;
11. Police Clearance/Police Clearance Certificate (with picture);
12. Postal I.D. Card;
13. Barangay I.D. Card;
14. NBI Clearance;
15. Seaman's Book;
16. HDMF Transaction I.D. Card;
17. PWD I.D. Card;
18. Solo Parent I.D. Card;
19. Senior Citizen's I.D. Card;
20. CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*); OR
21. Philippine Identification (PhilID⁷) Card.



⁷ Based on Republic Act No. 11055 (An Act Establishing the Philippine Identification System) and Executive Order No. 162 dated 14 February 2022 (Institutionalizing the Acceptance of the Philippine Identification or Philippine Identification System Number as Sufficient Proof of Identity and Age in All Government and Private Transactions), the Philippine Identification (PhilID) card issued by the Philippine Statistics Authority (PSA) shall be accepted as valid I.D. card for civil service exams. It shall include both formats of (i) ePhilID which is paper-printed and may or may not be laminated, and (ii) PVC card-printed. Moreover, pursuant to PSA Public Advisory dated 11 June 2024 (with Reference Number 24-UCDMS00-06-020; and can be accessed through the link <https://psa.gov.ph/content/public-advisory-37>), the Digital National I.D. may also be accepted subject to verification using the National ID Check facility through website <https://verify.gov.ph/check>.