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APPLICATION NO. _____

APPLICATION FOR CIVIL SERVICE EXAMINATION
(Pen and Paper Test)

CIVIL SERVICE COMMISSION
Republic of the Philippines

To be filled out by Applicant

Examination Applied for:

Career Service-SubProfessional

First time to take the examination? : ☐ YES ☐ NO

If NO, indicate date of last examination taken:

(mm/dd/yyyy) |_|_|_|_|_|_|_|_|

To be filled out by Applicant

CSC Regional Office _____

Date of Examination *(mm/dd/yyyy)* |_|_|_|_|_|_|_|_|

Place of Examination _____

Verified against: *(For CSC Processor ONLY)*
☐ DIBAR ☐ E-Retakers ☐ EDQIS

ID PHOTO
- Philippine passport size
- showing 80% face capture
- in bare face & showing left and right ears
- with handwritten (not computer generated) name tag showing signature over printed full name

(see illustration & more specifications at the back)

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".

A. PERSONAL INFORMATION

NAME (Last Name) (Given Name) (Ext. Name, *e.g. Jr./Sr., if any*) (Middle Name) (M.I.)
(e.g. De La Paz = D, P, or DLP; Dela Paz = D, P, or DP)

AGE | DATE OF BIRTH (mm/dd/yyyy) | SEX ☐ Male ☐ Female | PLACE OF BIRTH: *City (write province only if city name has namesake e.g. San Fernando City, La Union/City of San Fernando, Pampanga; OR Municipality & Province*

CITIZENSHIP | MOTHER'S MAIDEN FULL NAME (the full name of your mother by birth or before she was married) (Last Name) (Given Name) (Middle Name)

COMPLETE PERMANENT MAILING ADDRESS | ZIP CODE

CIVIL STATUS ☐ Single ☐ Married ☐ Others _____

OTHER DATA: ☐ Pregnant ☐ Senior Citizen

If PWD, please specify: ☐ Orthopedic ☐ Deaf/hard of hearing ☐ Visually impaired ☐ Others _____

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

HIGHEST EDUCATIONAL ATTAINMENT

Level of Education: ☐ **High School/Sr High School** ☐ **Technical/Vocational** ☐ **College** ☐ **Postgraduate (Master/Doctor)** ☐ **Other/s:** _____

Completion: ☐ **Not Graduated / ongoing** ☐ **Graduated**

If not graduated/ongoing, highest Year/Level/Units earned, or taking up: _____

If graduated, date/year of Graduation/Completion: _____ Honors received: _____

Complete Title of Course/Degree (except for High School/Sr High School): _____ 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 was 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

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 ☐ DISAPPROVED Reason for disapproval: _____

_____ Signature over Printed Name of Processor
_____ Position/Designation
_____ Date & Time

Date: _____
O.R. No. _____
Amount: _____
_____
Name of Collecting Officer

CSC CIVIL SERVICE COMMISSION Republic of the Philippines

APPLICATION RECEIPT

APPLICATION NO. _____

Examination Applied For: **Career Service-SubProfessional**

DATE: _____ TIME: _____ PLACE: _____

_____ Signature over Printed Name of Processor
_____ Position/Designation
_____ Date & Time

ID PHOTO
- Philippine passport size
- showing 80% face capture
- in bare face & showing left and right ears
- with handwritten (not computer generated) name tag showing signature over printed full name

(see illustration & more specifications at the back)

To be filled out by Applicant

Applicant's Name: _____
Given Name MI Last Name Ext. Name (i.e. Jr./Sr., if any)

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

WARNING: NO I.D., NO EXAM. | Gates of testing venues shall be CLOSED to examinees at 7:45 a.m. on examination day.

~ Please continue at the Back Page ~

E. DECLARATION

I declare 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 herein applied for, as enumerated below.

I understand that the acceptance and approval of my application for the examination is based on the information I provided. Further, I understand that: 1) as a result of randomization procedure, I may and am willing to be assigned at any testing venue within the testing center; and 2) the information I provided herein shall be handled and used, particularly for policy development/review/research/study purposes, according to appropriate provisions of RA No. 10173 or the Data Privacy Act of 2012. Finally, I understand that the CSC determines high answer similarities in the processing of test results, and conducts necessary investigation.

I therefore agree that: 1) in case a post-verification yields information contrary to what is declared, my application shall be disapproved, and my payment forfeited; 2) 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; and 3) in case my test results be found to have high answer similarities with other examinee/s, the same shall be withheld pending the outcome of the investigation to be conducted by the CSC. Finally, I agree that my examination shall not be processed and be considered null and void, or my test results shall be cancelled, in case a post-examination verification shows that I violated Republic Act No. 9416 (Anti-Cheating Law), specifically the unauthorized possession of the test booklet, or any examination related forms/materials, including bringing of the same outside of the testing room/venue.

_____ _____

Signature over Printed Name of Applicant *Date*

Right Thumbmark

Note: (For personal/in-person filing only)
Spaces for Signature/Printed Name and Right Thumbmark of applicant should be left blank. These shall only be accomplished in the presence of the CSC Processor.

ADMISSION REQUIREMENTS

1. Must be Filipino citizen;
2. Must be at least 18 years of age on the date of filing of application;
3. Must be of good moral character;
4. 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;
5. Must have not been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government; and
6. Must have not taken the same level of Career Service Examination, regardless of mode, within three (3) months before the date of examination.

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.*

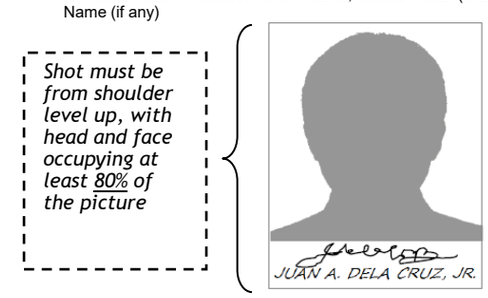
b) Applicants holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003), and those recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution, may apply for and take the examination upon presentation of necessary documents, 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) The Bar examination given by the Supreme Court of the Philippines and the Board examinations (requiring completion of less than a bachelor's degree) given by the Professional Regulation Commission are declared civil service examinations under RA No. 1080. Accordingly, and under CSC Resolution No. 90-1212, the passers are automatically considered as civil service eligibles. Along this line, based on RA No. 10635, passers of the examination for marine deck and engine officers given by the Maritime Industry Authority are considered as falling under the contemplation of RA No. 1080. Thus, they may opt not to take the Career Service (SubProfessional) examination. Also, passers of the Career Service Examination for Foreign Service Officer, and grantees of the following eligibilities under special laws and CSC issuances may opt NOT to take the Career Service (SubProfessional) examination: Honor Graduate Eligibility under P.D. 907; Scientific and Technological Specialist Eligibility under P.D. 997; Sanggunian Member Eligibility (Second and First levels) under RA No. 10156; Foreign School Honor Graduate Eligibility under CSC Resolution No. 1302714; Barangay Official Eligibility under RA No. 7160; Barangay Health Worker Eligibility under RA No. 7883; and Barangay Nutrition Scholar Eligibility under P.D. 1569 .

APPLICATION REQUIREMENTS

1. Fully accomplished Application Form;
2. Four (4) pieces of identical I.D. pictures with specifications, as follows:
   - Philippine passport picture size (4.5 cm x 3.5 cm *or* 1.78" x 1.38")
   - taken within the last three (3) months prior to filing of application
   - colored, with white background and printed on good quality photo paper (no peeling off)
   - 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 (no eyeglasses; no colored contact lens; no headdress, no *bandana*, 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 which includes: Given Name, Middle Initial (if any), Last Name, and Extension Name (if any)



3. Original and photocopy of any of the following I.D. cards, which is valid (not expired upon filing of application): 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; Philippine 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; Postal I.D.; Barangay I.D.; NBI Clearance; Seaman's Book; HDMF Transaction I.D.; PWD I.D.; Solo Parent I.D.; Senior Citizen's I.D.; CSC Eligibility Card; and Philippine Identification (PhilID) Card. (***Note:*** *All other ID cards NOT included in the list shall NOT be accepted).*
4. Applicable examination fee

OTHER/ADDITIONAL REQUIREMENTS, as applicable:
- Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry *(only for applicants without date of birth in their I.D. card/s)*
- Original and photocopy of Identification Certificate (IC) issued by the Bureau of Immigration *(only for applicants holding dual citizenship under R.A. 9225, and those recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution)*

Please check related Examination Announcement for additional and/or updates on admission requirements and/or application requirements.

REMINDERS

A. ***Place of Examination (School/Testing Venue Assignment)*** - shall be announced through the **Online Notice of School Assignment (ONSA)**, available via the CSC website www.csc.gov.ph approximately 2 weeks before examination day. If ONSA cannot be accessed, visit or call and inquire directly with the CSC Regional/Field Office where the examinees filed their application. A complete directory of CSC Regional/Field Offices nationwide is available at the CSC website.

B. ***Ocular Inspection*** - visit and conduct an ocular inspection of the assigned school/testing venue at least 1 day before the exam day to be familiar with the school location

C. Failure to come on scheduled examination will mean forfeiture of examination fee and slot. **Rescheduling of examination date is NOT allowed**.

D. ***THINGS TO BRING ON EXAMINATION DAY*** [Note: Examinees are (i) advised to bring ONLY the items listed below, (ii) encouraged to use transparent bag, and (iii) to check related Exam Advisory for additional and/or updates on Things to Bring on Exam Day.]

1. I.D. card, preferably the same I.D. card presented during filing of application ***(NO I.D., NO EXAM)***
2. BLACK BALLPEN/S (*note: 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. Original of PSA/LCR issued Birth Certificate *(only if I.D. card has no date of birth)*

Note: Examinees may opt to bring water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies/biscuits (subject to inspection by the Room Examiner/Proctor)

E. ***Wear proper attire*** on exam day, preferably plain white shirt/tops. SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS ARE NOT ALLOWED. Long hair (for both male and female) must be tied in "ponytail."

F. **Cellular phones and calculators** are NOT ALLOWED in EXAMINEE'S SEAT, 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 any other items/tools/aids that would facilitate answering the test questions. In this regard, before occupying the assigned seat, examinees shall deposit said items and their bags and all other personal belongings in front of the room or in the designated area. NO BELONGINGS SHOULD BE PLACED UNDER THE EXAMINEE'S SEAT.

IMPORTANT: Access, read thoroughly, and understand fully the *EXAMINEE'S GUIDE* on the conduct of the exam.