

**EXAMINEE'S GUIDE IN TAKING THE
CAREER SERVICE EXAMINATION, PEN AND PAPER TEST (CSE-PPT)
- Professional and Subprofessional Levels -
July 2026**

This **Examinee's Guide** serves as the Orientation/Briefing material on the conduct of the CSE-PPT for Professional and Subprofessional levels. Please read thoroughly and understand fully the content of this Guide to familiarize yourself with the examination process.

Queries/concerns regarding the examination may be directed to the CSC Regional/Field Office concerned. A complete directory of the CSC Regional Offices (CSC ROs) and CSC Field Offices (CSC FOs) nationwide is available and can be accessed at the CSC Website, www.csc.gov.ph.

IMPORTANT:

Examinees are warned/cautioned NOT to re-distribute their copy of the Examinee's Guide on their Facebook Page, or any other communication platforms, as the same is exclusively for their use.

Part I: BEFORE EXAMINATION DAY

A. Examinees are required to DO, as follows:

1. Prepare and be ready with the following **THINGS TO BRING ON EXAMINATION DAY:**

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

- 1.1 **I.D. CARD (original¹)** – preferably the same I.D. card presented during the filing of examination application. In case of loss or unavailability of the I.D. card presented during filing of application, the examinee must present any of the other accepted I.D. cards for civil service examination (refer to attached list), which is valid, *i.e.*, not expired on examination 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 examination shall not be allowed.
- 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 months of the year reckoning the date of examination

- 1.2 **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.)

- 1.3 **APPLICATION RECEIPT** and/or **CSC OFFICIAL RECEIPT** (**Note:** It would be ideal for examinees to bring either or both items which shall be used in taking down note of the Examinee Number for later use in accessing the OCSESGS² to be able to generate individual examination rating. But this is not mandatory and is not a requirement for admission.)

¹ Shall include the: (i) Digital National I.D. subject to verification using the National ID Check facility through website <https://everify.gov.ph/check>; and (ii) Digital TIN I.D. pursuant to Revenue Memo Circular No. 120-2023 dated 29 November 2023 subject to verification through the BIR Online Registration and Update System (<https://orus.bir.gov.ph>).

² Online Civil Service Examination Result Generation System.

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1.4 PERSONAL ALCOHOL/HAND SANITIZER (not more than 100 ml in size)

Other/Additional Thing/s to Bring, as applicable:

- Original of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry (*only if I.D. card has no date of birth*)

Note: Examinees may opt to bring water in clear/transparent container, and/or candies/biscuits, which shall be inspected by the Room Examiner/Proctor. (Water bottles/containers should be placed on the floor and not on top of the desk/table.)

2. Ocular inspection of assigned school/testing venue

Examinees are strongly advised to **visit and conduct an ocular inspection** of their 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 APPLICATION/SOFTWARE TO LEAD YOU TO YOUR TESTING VENUE ON EXAMINATION DAY.**

B. Testing Venue

Examinees shall be informed of their places of examination (school assignment) through the **Online Notice of School Assignment (ONSA)**.

The ONSA shall be available via CSC Website www.csc.gov.ph approximately two (2) weeks before examination day. 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.

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.*

Examinees who cannot access the ONSA and/or still do not know their school assignment one (1) week before examination day **should inquire directly with the CSC RO/FO** concerned. A complete directory of CSC ROs/FOs nationwide is available at the CSC website.

C. Scope of Examination and Time Limit

1. Scope of Examination

Examination Coverage for **Professional and Subprofessional**

General Information (in English)

- a. Philippine Constitution
- b. Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713)
- c. Peace and Human Rights Issues and Concepts
- d. Environment Management and Protection

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Verbal Ability (in English and Filipino)

- a. Word meaning
- b. Sentence completion
- c. Error recognition
- d. Sentence structure
- e. Paragraph organization
- f. Reading comprehension

Numerical Ability (in English)

- a. Basic operations
- b. Number sequence
- c. Word problems

Professional	Subprofessional
Analytical Ability (in English) a. Word analogy b. Symbolic logic/abstract reasoning c. Identifying assumptions and drawing conclusions d. Data interpretation	Clerical Ability (in English) a. Filing b. 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

D. Examination Advisory (Pre-Examination)

The CSC shall issue an Examination Advisory approximately two (2) weeks before the examination day, which can be accessed at the CSC website and shall carry details on the following areas for the information of the examinees:

- ✚ Important reminders
- ✚ School assignment / testing venue
- ✚ Things to bring
- ✚ Scope of examination and other information
- ✚ Other reminders
- ✚ **UPDATES / DEVELOPMENTS** (if any) regarding the examination, and/or the above mentioned areas

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E. DISCLAIMERS

E.1. On review materials; review centers/classes/sessions:

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.

E.2. On unauthorized use of CSC name and logo:

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. The use of the CSC logo by individuals or entities without written permission, endorsement, or approval from the CSC shall be dealt with accordingly.

E.3. On sharing/disseminating test questions in social media/other platforms:

The **CSC strongly denounces and strongly discourages** the act of **sharing and disseminating test questions and the suggested answers thereto, including sharing and posting the same online such as in social media applications and other platforms**, and such other means that tend to directly or indirectly undermine or threaten the sanctity and integrity of the Civil Service examinations.

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Part II: ON EXAMINATION DAY

IMPORTANT REMINDERS:

- 1. NO I.D. CARD/DOCUMENT, NO EXAMINATION POLICY SHALL BE STRICTLY IMPLEMENTED.**
- 2. PROHIBITED ACTS FOR EXAMINEES IN THE CONDUCT OF CIVIL SERVICE EXAMINATION**

The following Acts are prohibited for examinees in the conduct of civil service examination:

- 2.1. BRINGING IN EXAMINEE'S SEAT / KEEPING IN EXAMINEE'S POCKETS / WEARING AND/OR USING of any of the following items in the conduct of civil service examination:**
 - (i) CALCULATOR of any type/kind, including watch calculator;
 - (ii) DIGITAL/WEARABLE DEVICES (whether turned on or off) including cellular phone/smart phones/smart watches, pens/eyeglasses with built-in audio/speaker/camera, timepieces with cellular connection/audio/video/calculator features, or 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 examination;
 - (iii) books, dictionaries, or any other forms of printed materials; or
 - (iv) any other form of aids/materials/items/gadgets/devices in the conduct of the examination.
- 2.2. BRINGING IN EXAMINEE'S SEAT / KEEPING IN EXAMINEE'S POCKETS AND/OR USING of ANY PIECE OF PAPER (including the **Application Receipt and/or Official Receipt**), or ANY PART OF BODY/SKIN or CLOTHING for SCRATCH WORK, or WRITING UNNECESSARY MARKINGS.**
- 2.3. TAKING PHOTO/PICTURE/VIDEO/AUDIO RECORD 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" inside the testing room, BEFORE, DURING, or AFTER the examination and sharing or posting or publishing of any test questions/suggested answers in the social media, or other communication/information platforms (whether for public, private, or limited view).**
- 2.4. TEARING ANY PAGE of the TEST BOOKLET, MAKING COPIES of the examination questions and/or answers **in any form or manner**, COMPARING OR COPYING notes or answers with and of other examinees, USING CRIB SHEETS, and any other form of cheating in civil service examination.**
- 2.5. BRINGING of the TEST BOOKLET, or ANSWER SHEET, OUTSIDE of the TESTING ROOM.**

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The examination of those who are caught committing/engaging in any of the above-mentioned Prohibited Acts **SHALL BE CANCELLED³**, without prejudice to the filing of criminal, and/or administrative charges warranted under the circumstances pursuant to prevailing laws and rules.

To emphasize, apart from cancellation of the examination, committing/engaging in any of the above-mentioned Prohibited Acts in the conduct of civil service examination may constitute cheating or violation of Republic Act No. 9416⁴ (otherwise known as the Anti-Cheating Law), which prescribes for administrative and criminal liabilities.

3. 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**. *Non-compliance/failure to use the assigned Examinee Number may constitute violation of Republic Act No. 9416 (Anti-Cheating Law), i.e., examinee number switching which, among others, is a specified form of "cheating."*

Moreover, **IMPROPER⁵ SHADING OF EXAMINEE NUMBER, OR UNSHADED⁶ EXAMINEE NUMBER, OR USE OF WRONG⁷ EXAMINEE NUMBER** on the **Answer Sheet** shall **invalidate** the examination. As such, the examination shall be **CANCELLED⁸**.

Still regarding Examinee Number, examinees are advised to **TAKE NOTE** of their **EXAMINEE NUMBER** as it will be **REQUIRED TO ACCESS** their **INDIVIDUAL RATING** through the Online Civil Service Examination Result Generation System (**OCSEGRS**) after the examination. For this matter, examinees are further advised to write down/copy their Examinee Number on their Application Receipt and/or CSC Official Receipt and safe keep the same for later use in accessing the OCSEGRS.

4. 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.**
5. 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.

³ Shall mean that the examination (i.e., Answer Sheet) shall **NOT** be processed, hence, no rating. However, as the case may be, the name/s of examinee/s concerned shall still be included in the register of examinees tagged as "cancelled."

⁴ *An Act Declaring as Unlawful Any Form of Cheating in the Civil Service Examination, Unauthorized Use and Possession of CSC Examination-Related Materials, and Granting the Commission Exclusive Jurisdiction Over the Cases Including Those Committed by Private Individuals.*

⁵ where the shading of the examinee number falls under any of the following instances: (i) double/multi shading, e.g., two or more bubbles are shaded in a column; (ii) erroneous/mismatched shading, e.g., numeral is 8 but shaded bubble is 9; or (iii) incomplete shading of examinee number, i.e., less than six digits/bubbles are shaded notwithstanding complete written examinee number on the corresponding boxes.

⁶ where not a single bubble has been shaded in any columns, notwithstanding a complete written examinee number on the corresponding boxes.

⁷ failure of the examinee to use his/her duly assigned examinee number based on the Examinee Attendance Sheet (EAS), regardless of proper shading.

⁸ shall mean that the examination (i.e., Answer Sheet) shall **NOT** be processed, hence, no rating. However, as the case may be, the name/s of examinee/s concerned shall still be included in the register of examinees tagged as "cancelled."

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6. **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 examination.
7. **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 examination venue. Also, long hair must be tied. Examinees are encouraged to use **transparent bag**.
8. **Wearing of FACE MASKS shall be OPTIONAL/VOLUNTARY.** However, the following individuals are still recommended⁹ 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).
9. 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.*
10. **Items allowed in the examinee's seat**

Examinees shall be allowed to bring only the following items in their seat:

10.1. ONLY ITEMS ALLOWED in examinee's seat DURING PRELIMINARIES:

- 10.1.1. Black ballpen/s;
- 10.1.2. Two extra pictures (to be given to examinees by the Room Examiner during Admission);
- 10.1.3. Application Receipt and/or CSC Official Receipt (to be used by examinees in taking down note of their Examinee Number but must be kept by examinees inside their bags in front of the room or in the designated area after the preliminaries);
- 10.1.4. Alcohol/hand sanitizer (not more than 100 ml.); and
- 10.1.5. Transparent water bottle/container, and/or biscuits/candies.

10.2. ONLY ITEMS ALLOWED in examinee's seat DURING TEST PROPER:

- 10.2.1. Answer Sheet (accomplished and provided during the preliminaries);
- 10.2.2. Black ballpen/s;
- 10.2.3. Alcohol/hand sanitizer (not more than 100 ml.); and
- 10.2.4. Transparent water bottle/container, and/or biscuits/candies.

Note: *Water bottles/containers should be placed on the floor and not on top of the desk/table.*

11. Examinees shall use ONLY the spaces on the pages of the Test Booklet for scratch work. They should NOT use, as scratch paper, the side margins and the back page of the Answer Sheet¹⁰.

⁹ 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*).

¹⁰ The Answer Sheet for low vision examinees is composed of two (2) pages.

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A. INGRESS OF EXAMINEES

1. Examinees shall have their bags checked. Those with or carrying firearms, and any other harmful/pointed/sharp objects (e.g., knife/swiss knife; scissors, etc.) must surrender the items to the Guard-on-Duty.
2. Upon clearance at the main entrance, examinees shall immediately proceed to the assigned testing room. STRICTLY, NO LOITERING / NO HANGING AROUND.
3. Examinees must always keep right when walking in corridors/hallways.
4. Examinees must strictly observe “no loitering” in corridors/hallways.

B. ADMISSION OF EXAMINEES IN THE TESTING ROOM

1. Examinees shall present the following items to the admitting Room Examiner:
 - a. Original¹¹ I.D. card/document [refer to details indicated under Item A (1.1), Part I of this Guide]; and
 - b. Original of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry (*only if I.D. card has no date of birth*).
2. Examinees who still opt to wear face mask shall remove temporarily their face mask (as instructed/required by the Room Examiner) to establish their identity. Once identity is established, concerned examinees may wear back their face mask.
3. Examinees shall receive from the admitting Room Examiner their two (2) extra pictures for pasting on the PSP. They are to write at the back of the photos the name of school, date and title of examination, and room number as written/posted on the board. (*Note: The Room Examiner should return the I.D. card presented by the examinee and the original Birth Certificate, if any.*)
4. Examinees shall then be directed to the Room Proctor (who will attend to the depositing of examinees' belongings in front of the room, or in the designated area, and guide the examinees to their assigned seat) inside the testing room.
5. Upon entering the testing room, examinees shall proceed in front of the room, or in the designated area, and DEPOSIT their BAGS and ALL PERSONAL BELONGINGS, including mobile phones (which should be turned off or in silent mode), smart watches, timepieces with smart phone/with camera and/or calculator features, and all other gadgets/electronic devices, including those that may facilitate video/audio recording.

Hats/caps/headgears (except hijab/niqab), sunglasses, jackets, sweat shirts, and other similar clothing/accessories must be set aside. (*Note: In cool places, examinees need not remove their jackets/sweat shirts but shall be required to roll the sleeves up to their elbow.*)

¹¹ Shall include the: (i) Digital National I.D. subject to verification using the National ID Check facility through website <https://everify.gov.ph/check>; and (ii) Digital TIN I.D. pursuant to Revenue Memo Circular No. 120-2023 dated 29 November 2023 subject to verification through the BIR Online Registration and Update System (<https://orus.bir.gov.ph>).

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Note: The **ONLY ITEMS** that examinees shall, and are allowed to, bring with them in their seat are:

- ✓ Black ballpen/s;
- ✓ Two extra pictures;
- ✓ Application Receipt and/or CSC Official Receipt;
- ✓ Alcohol/hand sanitizer (not more than 100 ml.); and
- ✓ Transparent water bottle/container, and/or biscuits/candies. (Water bottles/containers should be placed on the floor and not on top of the desk/table.)

6. After depositing of personal belongings and before occupying assigned seats, examinees must:
 - ✓ Pocket out and ensure that all their pockets have been emptied of any pieces of paper and all other similar materials/items, including cellphones (*examinees are not allowed to keep their cellphones in their pockets during examination*) and any electronic devices.
 - ✓ Roll long sleeves up to elbow level (*for examinees wearing long sleeves*).
7. Examinees shall then proceed to their assigned seat, bringing with them **ONLY THE ITEMS THAT ARE ALLOWED**.
8. Examinees shall remain seated and wait for the start of the Preliminary Activity and the Test Proper.

C. PRELIMINARY ACTIVITIES

Preliminary activities involve the accomplishing/filling out of the Examinee Attendance Sheet (EAS), Picture-Seat Plan (PSP), and Answer Sheet (AS). In accomplishing these documents, the examinees shall use **BLACK BALLPEN ONLY** for **ALL ENTRIES**, both written and shaded.

1. Once all examinees have been admitted into the testing room and have occupied their assigned seats, the Room Proctor will distribute the AS to each of the examinees.
2. Upon receipt, examinees shall check and ensure that the number written in pencil at the upper rightmost portion of the AS corresponds to their sequence or seat number. Then, examinees shall fill out the appropriate fields at the upper left portion of the AS with the Title, Date, and Place of Examination (refer to information as written/illustrated on the board, if any), and Date of Birth (Correct: 10 October 1974 or 10 Oct. 1974 | Wrong: 10/10/74, 10/10/1974).

Note: The *Examinee Number* field at the upper right portion of the AS shall be filled out in front, at the Proctor's table.

3. Examinees shall be called two at a time to accomplish the Examinee Number portion (of the AS), the EAS, and the PSP at the Proctor's table.

Note: As their names are called, examinees to approach the Proctor's table, bringing with them their AS, two extra pictures, Application Receipt and/or CSC Official Receipt, and black ballpen.

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Procedures in Accomplishing the Forms at the Proctor's Table:

Note: - At the right side of the table is where examinees shall accomplish the EAS and the Examinee Number portion of the AS, while at the left side of the table is where the PSP shall be accomplished.

- The two examinees called in front will take turns in accomplishing the forms. While one is doing the EAS and the Examinee Number portion of the AS, the other is doing the PSP, and vice versa. Upon accomplishing one form, they will exchange seats to accomplish the other form.

a. In accomplishing the EAS, the examinees shall:

- a.1 Check carefully whether their name, birthdate, and birthplace are correct. If not, they shall write the correct data on the "REMARKS" column. (*Note: Examinees should not correct on the entry itself.*)
- a.2 Write the number of their Answer Sheet on the corresponding column in the EAS.
- a.3 Affix their signature on the EXAMINEE'S SIGNATURE column in the EAS.
- a.4 Copy or write their Examinee Number as indicated in the EAS on available space of their Application Receipt and/or CSC Official Receipt.

Note: Examinees are advised to **safekeep** their **Application Receipt and/or CSC Official Receipt where their Examinee Number is written** because they will need this later as reference to be able to access the OCSERGS and get their individual examination result.

b. In accomplishing the Examinee Number portion of the AS, the examinees shall:

- b.1 Copy their Examinee Number as indicated in the EAS on appropriate space at the upper right portion of the AS.
- b.2 Shade the circles corresponding to their Examinee Number on the AS using black ballpen. [*Note: The numbers corresponding to the circles start with one (1) at the top and end with zero (0) at the bottom. The shading should be done neatly and completely in circular motion.*]

Note: **IMPROPER¹² SHADING OF EXAMINEE NUMBER, OR UNSHADED¹³ EXAMINEE NUMBER, OR USE OF WRONG¹⁴ EXAMINEE NUMBER** on the **Answer Sheet** shall **invalidate** the examination. As such, the examination shall be **CANCELLED¹⁵**.

¹² where the shading of the examinee number falls under any of the following instances: (i) double/multi shading, e.g., two or more bubbles are shaded in a column; (ii) erroneous/mismatched shading, e.g., numeral is 8 but shaded bubble is 9; or (iii) incomplete shading of examinee number, i.e., less than six digits/bubbles are shaded notwithstanding complete written examinee number on the corresponding boxes.

¹³ where not a single bubble has been shaded in any columns, notwithstanding a complete written examinee number on the corresponding boxes.

¹⁴ failure of the examinee to use his/her duly assigned examinee number based on the Examinee Attendance Sheet (EAS), regardless of proper shading.

¹⁵ shall mean that the examination (i.e., Answer Sheet) shall **NOT** be processed, hence, no rating. However, as the case may be, the name/s of examinee/s concerned shall still be included in the register of examinees tagged as "cancelled."

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c. In accomplishing the PSP (in duplicate), the examinees shall:

- c.1 Paste their two extra photos on the box corresponding to their seat number in each of the PSPs.
- c.2 Affix their thumb mark vertically and their signature on appropriate spaces provided.
- c.3 Print clearly on the corresponding space provided their examinee number, sex, date of birth, and name.

Note: The examinees should write the required data in the following format:

Name – Given Name/s, Middle Initial (as applicable), Last Name, and Extension Name

Sex – “Female” or “Male” and not F or M

Month of birth – in words and not in number (e.g. “October 10, 1974” or “Oct. 10, 1974”) and not 10/10/74.

- 4. After accomplishing the forms, examinees shall: (i) put/keep their Application Receipt and/or CSC Official Receipt inside their bags in front of the room or in the designated area; then (ii) return to their respective seats, bringing with them ONLY their accomplished AS, and black ballpen/s.

Examinees shall then wait for the Distribution of Test Booklet (TB) and Start of Test Proper.

D. DISTRIBUTION OF TEST BOOKLET (TB) AND START OF TEST PROPER
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- 1. Once all examinees have returned to their seats after finishing accomplishing the EAS, PSP, and AS at the Proctor's table, the Room Proctor shall distribute the Test Booklet. (*Note: DO NOT OPEN THE PAGES OF THE TEST BOOKLET UNTIL TOLD TO DO SO.*)
- 2. Upon instruction of, and as led by, the Room Examiner, examinees shall do synchronized checking of the pages of their Test Booklet for misprints and/or missing pages. Should there be any, examinees should raise their hand and the Room Examiner shall assess their concern.
- 3. Examinees shall write their Examinee Number inside the corresponding boxes on the cover of their Test Booklet.
- 4. Examinees shall be given 2 minutes to read the GENERAL DIRECTIONS TO EXAMINEES and the WARNING on the front page of the Test Booklet.

Examinees shall then wait for the signal from the Room Examiner to start the Test.

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E. TEST PROPER RULES

1. Examinees should not leave the room once the test proper has started, except in cases of extreme necessity and only in the company of one of the room examiners. Examinees should observe "pocket out" when going to the comfort room.
2. Examinees are reminded and warned that the CSC uses a highly reliable system to detect cheating. In particular, the CSC subjects test results to item response analysis to detect copying on tests.
3. Examinees are cautioned of the following prohibited acts in the conduct of the examination:
 - a. **BRINGING IN EXAMINEE'S SEAT / KEEPING IN EXAMINEE'S POCKETS / WEARING AND/OR USING of any of the following items in the conduct of civil service examination:**
 - (i) CALCULATOR of any type/kind, including watch calculator;
 - (ii) DIGITAL/WEARABLE DEVICES (whether turned on or off) including cellular phone/smart phones/smart watches, pens/eyeglasses with built-in audio/speaker/ camera, timepieces with cellular connection/audio/video/calculator features, or 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 examination;
 - (iii) books, dictionaries, or any other forms of printed materials; or
 - (iv) any other form of aids/materials/items/gadgets/devices in the conduct of the examination.
 - b. BRINGING IN EXAMINEE'S SEAT / KEEPING IN EXAMINEE'S POCKETS AND/OR USING of ANY PIECE OF PAPER (including the **Application Receipt and/or Official Receipt**), or ANY PART OF BODY/SKIN or CLOTHING for SCRATCH WORK, or WRITING UNNECESSARY MARKINGS.
 - c. TAKING PHOTO/PICTURE/VIDEO/AUDIO RECORD 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" inside the testing room, BEFORE, DURING, or AFTER the examination and sharing or posting or publishing of any test questions/suggested answers in the social media, or other communication/information platforms (whether for public, private, or limited view).
 - d. TEARING ANY PAGE of the TEST BOOKLET, MAKING COPIES of the examination questions and/or answers in any form or manner, COMPARING OR COPYING notes or answers with and of other examinees, USING CRIB SHEETS, and any other form of cheating in civil service examination.
 - e. **BRINGING of the TEST BOOKLET, or ANSWER SHEET, OUTSIDE of the TESTING ROOM.**

The examination of those who are caught committing/engaging in any of the above-mentioned Prohibited Acts **SHALL BE CANCELLED**¹⁶, without prejudice to the filing of criminal, and/or administrative charges warranted under the circumstances pursuant to prevailing laws and rules.

¹⁶ Shall mean that the examination (i.e., Answer Sheet) shall NOT be processed, hence, no rating. However, as the case may be, the name/s of examinee/s concerned shall still be included in the register of examinees tagged as "cancelled."

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To emphasize, apart from cancellation of the examination, committing/engaging in any of the above-mentioned Prohibited Acts in the conduct of civil service examination may constitute cheating or violation of Republic Act No. 9416¹⁷ (otherwise known as the Anti-Cheating Law), which prescribes for administrative and criminal liabilities.

4. Examinees should use only the spaces on the pages of the Test Booklet for scratch work. Do not use, as scratch paper, the side margins and the back page of the Answer Sheet.
5. Examinees should work on their own. They should not communicate with their co-examinees.
6. The examiners will not entertain questions about the directions for the test, or about any test question/item.
7. At any point during the examination, EXAMINEES ARE NOT ALLOWED TO STAND TO SUBMIT THEIR TEST MATERIALS.
 - a. Examinees who finish the test ahead of time should raise their hand to call the attention of the examiners. The Proctor will go to the examinee's seat to collect the Answer Sheet and Test Booklet.
 - b. When the time limit has been reached, examinees should STOP answering the test, REMAIN SEATED, and WAIT FOR THE PROCTOR TO COME AND COLLECT THE ANSWER SHEET AND TEST BOOKLET.
8. Upon submission of the Test Booklet and Answer Sheet, examinees shall sign in the retrieval column of the Room Examiner's Report.
9. Only examinees who reach the finish time shall stay inside the room and remain seated until the **Supervising Examiner gives the go signal to leave** which may take approximately 15 to 30 minutes after the examination. While waiting, examinees are not allowed yet to get their personal belongings and to use their cellular phones or any other gadget. If they need to use the toilet, they may do so one at a time.
10. Examinees shall be allowed to bring personal alcohol/hand sanitizer in their seat, which should not be more than 100 ml in size, to enable them to sanitize as often as possible.

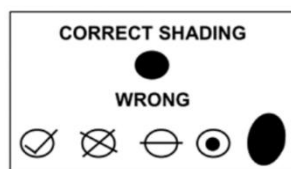
Note: Examinees are reminded to be careful and avoid getting the test materials wet especially the Answer Sheet when using alcohol/hand sanitizer.

¹⁷ An Act Declaring as Unlawful Any Form of Cheating in the Civil Service Examination, Unauthorized Use and Possession of CSC Examination-Related Materials, and Granting the Commission Exclusive Jurisdiction Over the Cases Including Those Committed by Private Individuals.

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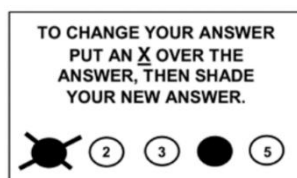
F. MARKING ANSWERS / SHADING THE ANSWER SHEET

The Answer Sheet (AS) has numbers written vertically that correspond to the question items. After each question item number are five (5) circles corresponding to the five (5) answer options. For each question, examinees shall choose the correct or best answer from among the given answer options, and on their AS, shade neatly and completely the circle that corresponds to their chosen answer option using **BLACK BALLPEN ONLY**. For example, for question item no. 1, the chosen answer is option no. 3, shade neatly and completely circle number 3.



Since the test is machine-scored, examinees should strictly observe proper shading of the circles in the AS and use only **BLACK BALLPEN** in shading the circles. Pencils and any other kinds of pen such as gel pen, sign pen, fountain pen, friction pen, etc., including other colors of pen are not allowed.

To change an answer, examinees shall put an “X” mark over their original answer, then shade the circle which corresponds to their new and final answer. Correction fluid, correction pen, correction tape, pen eraser, or any other similar materials are not allowed. Examinees are allowed to **CHANGE ANSWER** for each test item **ONLY ONCE**.



Finally, examinees should not make any unnecessary marks on their AS.

G. RETRIEVAL OF TEST MATERIALS AND DISMISSING OF EXAMINEES

NOTE: *Bringing of the Test Booklet, or Answer Sheet, outside of the testing room/venue is strictly prohibited. The examination of those who violate this rule shall be **CANCELLED**¹⁸.*

1. For examinees who finish the test ahead of time:
 - a. Raise hand to call attention of the Room Examiner/Proctor. (*Note: The Room Examiner/Proctor shall approach the examinee on his/her seat and collect the Answer Sheet and Test Booklet.*)
 - b. Accomplish the portion for “Time Finished” on the Answer Sheet.
 - c. Submit to the examiner the Answer Sheet and the Test Booklet.

¹⁸ Shall mean that the examination (i.e., Answer Sheet) shall NOT be processed, hence, no rating. However, as the case may be, the name/s of examinee/s concerned shall still be included in the register of examinees tagged as “cancelled.”

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- d. Upon submission of the test materials, sign on appropriate column of the Room Examiner's Report.
- e. Upon (clearance) signal by the Room Examiner/Proctor, get personal belongings deposited in front of the room, or in the designated area, and quietly leave the room.
- f. IMMEDIATELY leave the school/testing venue premises through the designated exit gate.
Note: Strictly, NO LOITERING / NO HANGING AROUND on the premises.

2. For examinees who reach the finish time:

- a. Upon instruction of the Room Examiner, STOP answering the test.
- b. Accomplish the portion for "Time Finished" on the Answer Sheet.
- c. Remain seated. (*Note: The Room Examiner/Proctor shall approach each remaining examinee in his/her seat and collect the Answer Sheet and Test Booklet.*)
- d. As turn comes, submit to the examiner the Answer Sheet and the Test Booklet.
- e. Upon submission of the test materials, sign on appropriate column of the Room Examiner's Report.

Note:

- The examiners shall account for all the collected AS and TB from the remaining examinees.
- The Room Examiner shall then proceed to submit the test materials to the Supervising Examiner while the examinees and the Proctor shall stay/remain in the room and wait for the Room Examiner to return.
- Examinees shall be dismissed upon clearance by the Supervising Examiner.

- f. Remain seated and wait for the clearance to leave.

Note: While waiting for the clearance to be dismissed, the examinees are NOT YET ALLOWED to get their personal belongings and to use their cellular phones or any other gadgets. If they need to use the toilet, they may do so one at a time.

- g. Upon signal by the Room Examiner, get personal belongings deposited in front of the room, or in the designated area, and leave the room.
- h. IMMEDIATELY leave the school/testing venue premises through the designated exit gate.
Note: Strictly, NO LOITERING / NO HANGING AROUND on the premises.

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H. TEST RESULT

To pass the test, an examinee should get a general rating of **at least 80.00**.

The List of Passers shall be uploaded/posted on the CSC website www.csc.gov.ph within **59¹⁹ days** after the examination.

Disclaimer: Only the List of Passers posted on the CSC Website is official. The CSC does not recognize and cannot be held liable for postings on any other websites and social media platforms that are not affiliated with, or are engaged in the unauthorized use of the name of the CSC.

Examinees can generate their individual examination rating through OCSEGRS or the Online Civil Service Examination Result Generation System which can also be accessed through the CSC Website. Generation of examination rating through OCSEGRS shall be available approximately 66 days after the examination (or 7 days after the posting of the List of Passers on CSC website), or as indicated in the corresponding issuance/advisory.

Note: Examinee Number shall be a required data field for examinees to be able to access the OCSEGRS. For this purpose, examinees are advised to take note of their Examinee Number and to safekeep their Application Receipt and/or CSC Official Receipt where they have written down their Examinee Number during the preliminaries on examination day.

As appropriate, a Post Examination Advisory shall be released, and posted on the CSC Website, containing guidelines, procedures, requirements, schedule, and other information on the issuance of Certification of Eligibility to examination passers.

Important Notice:

Test results, including the exact values of the ratings, released by the CSC are FINAL AND IRREVERSIBLE. The CSC does not implement re-checking of test results in all types of civil service examinations nor does it apply any mathematical rounding of decimal value on test results/ratings.

I. RESULTING CIVIL SERVICE ELIGIBILITY

The civil service eligibility resulting from passing the CSE (Professional) shall be called **Career Service Professional Eligibility**. It is a second level eligibility appropriate for first level (clerical) positions, and second level (technical) positions in the government that do not involve practice of profession and are not covered by special/other laws.

The civil service eligibility resulting from passing the CSE (Subprofessional) shall be called **Career Service Subprofessional Eligibility**. It is a first level eligibility appropriate only for first level (clerical) positions in the government that do not involve practice of profession and are not covered by special/other laws.

¹⁹ Subject to adjustment by the CSC, as the case may be, pursuant to the Program Expenditure Classification (PREXC)-based 59-day-after-exam release of test results for CY 2026 for actual number of examinees up to 300,000 only. One (1) day shall be added for every 5,000 examinees in excess of 300,000.

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J. DATA PRIVACY NOTICE

The information solicited from, and provided by, the applicants of civil service examinations mainly through CS Form No. 100 (Application for Civil Service Examination) shall be handled and used particularly for examination related processing as well as for policy development/review, research, and study purposes, according to appropriate provisions of RA No. 10173 or the Data Privacy Act of 2012. Moreover, the information especially those of civil service examination passers may be shared with or indorsed to government agencies essentially for recruitment/employment purposes.

K. PROHIBITED ACTS FOR EXAMINEES IN THE CONDUCT OF CIVIL SERVICE EXAMINATION

The following Acts are prohibited for examinees in the conduct of civil service examination:

- 1. BRINGING IN EXAMINEE'S SEAT / KEEPING IN EXAMINEE'S POCKETS / WEARING AND/OR USING of any of the following items in the conduct of civil service examination:**
 - (i) CALCULATOR of any type/kind, including watch calculator;
 - (ii) DIGITAL/WEARABLE DEVICES (whether turned on or off) including cellular phone/smart phones/smart watches, pens/eyeglasses with built-in audio/speaker/ camera, timepieces with cellular connection/audio/video/calculator features, or 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 examination;
 - (iii) books, dictionaries, or any other forms of printed materials; or
 - (iv) any other form of aids/materials/items/gadgets/devices in the conduct of the examination.
- 2. BRINGING IN EXAMINEE'S SEAT / KEEPING IN EXAMINEE'S POCKETS AND/OR USING of ANY PIECE OF PAPER (including the **Application Receipt and/or Official Receipt**), or ANY PART OF BODY/SKIN or CLOTHING for SCRATCH WORK, or WRITING UNNECESSARY MARKINGS.**
- 3. TAKING PHOTO/PICTURE/VIDEO/AUDIO RECORD 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" inside the testing room, BEFORE, DURING, or AFTER the examination and sharing or posting or publishing of any test questions/suggested answers in the social media, or other communication/information platforms (whether for public, private, or limited view).**
- 4. TEARING ANY PAGE of the TEST BOOKLET, MAKING COPIES of the examination questions and/or answers in any form or manner, COMPARING OR COPYING notes or answers with and of other examinees, USING CRIB SHEETS, and any other form of cheating in civil service examination.**
- 5. BRINGING of the TEST BOOKLET, or ANSWER SHEET, OUTSIDE of the TESTING ROOM.**

The examination of those who are caught committing/engaging in any of the above-mentioned Prohibited Acts **SHALL BE CANCELLED**²⁰, without prejudice to the filing of criminal, and/or administrative charges warranted under the circumstances pursuant to prevailing laws and rules.

²⁰ Shall mean that the examination (i.e., Answer Sheet) shall NOT be processed, hence, no rating. However, as the case may be, the name/s of examinee/s concerned shall still be included in the register of examinees tagged as "cancelled."

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To emphasize, apart from cancellation of the examination, committing/engaging in any of the above-mentioned Prohibited Acts in the conduct of civil service examination may constitute cheating or violation of Republic Act No. 9416²¹ (otherwise known as the Anti-Cheating Law), which prescribes for administrative and criminal liabilities.

L. WARNING

The Civil Service Commission uses a highly reliable system to detect cheats.

Cheating refers to any act or omission before, during, or after any civil service examination that will directly or indirectly undermine the sanctity and integrity of the examination. Any form of cheating in any civil service examination has been declared criminally and administratively punishable under Republic Act No. 9416 and its Implementing Rules and Regulations. Cheating comes in forms such as, but not limited to, the following:

1. Use of crib sheets or “codigo” containing codes in any form (written on any material or in digital form);
2. Impersonation;
3. Employing a “poste” or a person inside or outside of the examination room who may or may not be an examinee but provides examinees with answers;
4. Collusion of whatever nature between examinees and examination personnel;
5. Examinee number switching;
6. Unauthorized possession / use / reproduction / dissemination of examination-related materials;
7. Possession / use of fake Eligibility; or
8. Such other acts of similar nature which facilitate the passing of examination.

/erpo.ead/HGTR/CCB/mfm/masfm.071026
\\Examinee's guide_CSE-PPT_2026-07 (Prohibited Acts;TB front page reading;EN improper shading)_a.docx

²¹ *An Act Declaring as Unlawful Any Form of Cheating in the Civil Service Examination, Unauthorized Use and Possession of CSC Examination-Related Materials, and Granting the Commission Exclusive Jurisdiction Over the Cases Including Those Committed by Private Individuals.*

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Accomplishing the Answer Sheet

Note: Examinees must use BLACK BALLPEN ONLY.

Have the examinee fill up the upper portion of the answer sheet using the information written on the board (use BALLPEN); the examinee's number should also be written using ballpen

REMINDER: USE BALLPEN IN FILLING OUT ALL TEXT FIELDS

1. TITLE OF EXAMINATION	2. DATE OF EXAMINATION	
3. PLACE OF EXAMINATION REGION _____ CENTER _____ SCHOOL _____ ROOM _____		
4. BIRTHDATE OF EXAMINEE	5. TIME STARTED	6. TIME FINISHED

The month of Birthdate should be written in word.
Ex. April 22, 1969 or Apr. 22, 1969

Shading of Examinee Number

COPY HERE YOUR
**EXAMINEE
NUMBER** FROM
THE EXAMINEE
ATTENDANCE
SHEET AND
BLACKEN
APPROPRIATE
CIRCLES
USING
BALLPEN.

EXAMINEE NUMBER					
0	9	1	6	9	7
1	1	●	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	●	6	6
7	7	7	7	7	●
8	8	8	8	8	8
9	●	9	9	●	9
●	0	0	0	0	0

Remember that
the circles for
the numbers
starts at one (1)!

Note: Examinees shall **STRICTLY USE ONLY THE EXAMINEE NUMBER ASSIGNED** to them as found in the **Examinee Attendance Sheet**. They **MUST NOT USE ANY OTHER EXAMINEE NUMBER**. Non-compliance/failure to use the assigned Examinee Number may constitute violation of Republic Act No. 9416 (Anti-Cheating Law), i.e., examinee number switching which, among others, is a specified form of “cheating.”

IMPROPER²² SHADING OF EXAMINEE NUMBER, OR UNSHADED²³ EXAMINEE NUMBER, OR USE OF WRONG²⁴ EXAMINEE NUMBER on the Answer Sheet shall **invalidate** the examination. As such, the examination shall be **CANCELLED²⁵**.

²² where the shading of the examinee number falls under any of the following instances: (i) double/multi shading, e.g., two or more bubbles are shaded in a column; (ii) erroneous/mismatched shading, e.g., numeral is 8 but shaded bubble is 9; or (iii) incomplete shading of examinee number, i.e., less than six digits/bubbles are shaded notwithstanding complete written examinee number on the corresponding boxes.

²³ where not a single bubble has been shaded in any columns, notwithstanding a complete written examinee number on the corresponding boxes.

²⁴ failure of the examinee to use his/her duly assigned examinee number based on the Examinee Attendance Sheet (EAS), regardless of proper shading.

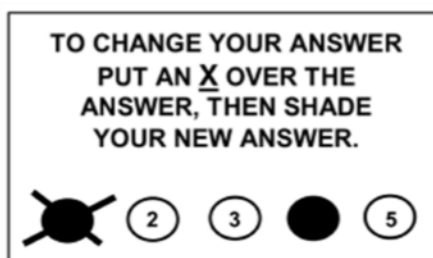
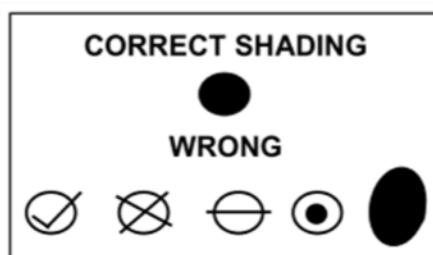
²⁵ shall mean that the examination (i.e., Answer Sheet) shall **NOT** be processed, hence, no rating. However, as the case may be, the name/s of examinee/s concerned shall still be included in the register of examinees tagged as “cancelled.”

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**Marking/Shading Answers and Changing Answer
in the Answer Sheet**

GUIDES IN MARKING ANSWERS

- USE BLACK **BALLPEN** IN MARKING YOUR ANSWER.
- SHADE COMPLETELY THE CIRCLE THAT CORRESPONDS TO YOUR ANSWER.
- DO NOT USE CORRECTION FLUID / PEN / TAPE. ETC.
- MAKE NO STRAY MARKS ON THIS ANSWER SHEET.



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Picture Seat Plan (PSP)

 JUAN A. DELA CRUZ		← Thumbmark (vertical)
	Right Thumbmark 180107 Examinee Number	← Examinee Number found on EAS
	MALE Sex	← Full word: "Male" or "Female"
	JAN. 18, 1970 Date of Birth	← Month must be written in words. Ex. January 18, 1970 or Jan. 18, 1970
		← Examinee Signature
JUAN A. DELA CRUZ Printed Name		← Printed name of examinee [First Name, Middle Initial, Last Name, Extension Name (if any)] Must be in CAPITAL LETTERS.

*Note: Examinees shall **STRICTLY USE ONLY THE EXAMINEE NUMBER ASSIGNED to them** as found in the **Examinee Attendance Sheet**. They **MUST NOT USE ANY OTHER EXAMINEE NUMBER**. Non-compliance/failure to use the assigned Examinee Number may constitute violation of Republic Act No. 9416 (Anti-Cheating Law), i.e., examinee number switching which, among others, is a specified form of "cheating."*

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

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. Card²⁶ (*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 (PhilID²⁷) Card.

²⁶ Shall include the Digital TIN I.D. pursuant to Revenue Memo Circular No. 120-2023 dated 29 November 2023 subject to verification through the BIR Online Registration and Update System at <https://orus.bir.gov.ph>.

²⁷ 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://everify.gov.ph/check>.