

# APPLICATION FOR CIVIL SERVICE EXAMINATION



*To be filled-out by Applicant*

**Examination Applied For :**  
 Mode  Paper-and-Pencil Test (PPT)  
 Computer-Assisted Test (CAT)

Level  CSE-Professional  CSE-SubProfessional  
 Others \_\_\_\_\_

**Last Examination Taken :** (for Career Service Examination Applicants only)  
 CSE-Professional  CSE-SubProfessional

Date of Exam (mm/dd/yyyy) \_\_\_\_\_

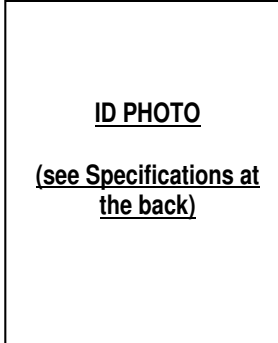
*For Processor ONLY*

CSC Regional Office \_\_\_\_\_

Date of Examination (mm/dd/yyyy) \_\_\_\_\_

Place of Examination \_\_\_\_\_

Verified against:  
 DIBAR  E-Retakers  OEVS



**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". All applications must be filed PERSONALLY by applicant.

CSID NO. (if any) \_\_\_\_\_

NAME (Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Ext. Name, i.e. Jr./Sr., if any) \_\_\_\_\_ (Middle Name) \_\_\_\_\_ (M.I.) \_\_\_\_\_

**A. FACTS OF BIRTH**

AGE \_\_\_\_\_ DATE OF BIRTH (mm/dd/yyyy) \_\_\_\_\_ SEX  Male  Female PLACE OF BIRTH (City / Municipality) \_\_\_\_\_ (Province) \_\_\_\_\_ (Country) \_\_\_\_\_

CITIZENSHIP \_\_\_\_\_ MOTHER'S MAIDEN NAME (Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Middle Name) \_\_\_\_\_

**B. CURRENT DEMOGRAPHIC DATA**

PERMANENT/MAILING ADDRESS (Room / Floor / Unit No. / Bldg. Name) \_\_\_\_\_ (House / Lot / Block / Phase No.) \_\_\_\_\_ (Street Name) \_\_\_\_\_ (Subdivision) \_\_\_\_\_

(Barangay) \_\_\_\_\_ (City / Municipality) \_\_\_\_\_ (Province) \_\_\_\_\_ (Country) \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HEIGHT (meters) \_\_\_\_\_ WEIGHT (kg) \_\_\_\_\_ CIVIL STATUS  Single  Married  Widowed  Legally Separated  Annulled  Others \_\_\_\_\_

MOBILE NUMBER (Required) \_\_\_\_\_ TELEPHONE NUMBER/S (include Area Code) \_\_\_\_\_ E-MAIL ADDRESS (Required) \_\_\_\_\_

**C. EDUCATIONAL BACKGROUND**

Level of Education	Course/Degree Title	Name of School & Address (City/Municipality & Province)	If Not Graduated		If Graduated	
			Year of Last Attendance	Highest Grade/Level/ Units Earned	Year Graduated	Academic Honors Received
Doctorate			_____	_____	_____	_____
Master's			_____	_____	_____	_____
College			_____	_____	_____	_____
Vocational/Technical			_____	_____	_____	_____
High School			_____	_____	_____	_____
Elementary			_____	_____	_____	_____

**D. INFORMATION ON GOVERNMENT EXAMINATIONS PASSED / CIVIL SERVICE ELIGIBILITY**

Title of Examination Passed / Title of Eligibility Granted	Rating Obtained	Date of Examination / Date Eligibility Granted	Place of Examination

Signature over Printed Name of Applicant \_\_\_\_\_

Date Accomplished \_\_\_\_\_

**DO NOT FILL-OUT THE SHADED PORTION. (FOR PROCESSOR ONLY).**

Date: \_\_\_\_\_  
 O.R. No. \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 \_\_\_\_\_  
*Name of Collecting Officer*

Identification/Other Documents Presented: \_\_\_\_\_ Details: \_\_\_\_\_

**ACTION TAKEN:** APPROVED  DISAPPROVED

Reason: \_\_\_\_\_

\_\_\_\_\_ *Signature over Printed Name of Processor / Date*

Date: \_\_\_\_\_  
 O.R. No. \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 \_\_\_\_\_  
*Name of Collecting Officer*

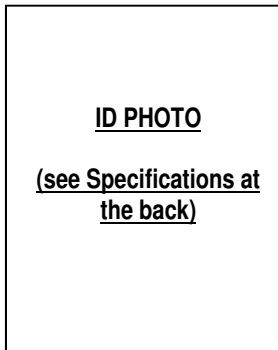
**APPLICATION RECEIPT**

APPLICATION NO. \_\_\_\_\_

**Examination Applied For:**  PPT  CAT  Professional  SubProfessional  Others \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_

\_\_\_\_\_ *Signature over Printed Name of Processor* \_\_\_\_\_ *Date Received / Processed*



*To be filled-out by Applicant*

Applicant's Name: \_\_\_\_\_  
First Name MI Last Name Ext. Name (i.e. Jr./Sr., if any)

Sex:  Male  Female Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Signature: \_\_\_\_\_

**WARNING:** The Civil Service Commission uses a highly reliable system to detect cheats. Any form of cheating in any civil service examination shall be considered a violation of Republic Act No. 9416 (Anti-Cheating Law), and any person found guilty shall be administratively and criminally liable.

**E. PRESENT EMPLOYMENT**

<input type="checkbox"/> Government	<input type="checkbox"/> Private	<input type="checkbox"/> Non-government Organization	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Unemployed
Agency/Office	Address	Position/Job Title	No. of Years in Present Position/Job	Status of Appointment/ Employment

**F. OTHER INFORMATION**

1. Have you ever been dismissed from the military/civil service for cause, or found guilty of crime involving moral turpitude, or of infamous, disgraceful or immoral conduct, drunkenness or addiction to drugs, or of offense relative to or in connection with the conduct of a civil service examination? YES  NO  IF YES, attach copy/ies of decision/s.
2. Pursuant to (a) *Indigenous People's Act (RA 8371)* and (b) *Magna Carta for Disabled Persons (RA 7277, as amended)*, please answer the following items:
  - a) Are you a member of any indigenous group? YES  NO   
If YES, please specify: \_\_\_\_\_
  - b) Are you a person with disability? YES  NO   
If YES, please specify: \_\_\_\_\_

**G. DECLARATION**

***I declare under oath that I personally accomplished this application form, and I hereby 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 understand that the acceptance and approval of my application for the examination is based on the aforesaid information.***

***I therefore agree that, in case a post-verification yields information contrary to what is declared, my application shall be disapproved, and my payment forfeited. I further agree that any misrepresentation made in this document may cause the invalidation of the result of this examination and/or the filing of administrative/criminal case/s against me.***

***In addition, I agree to undergo a validating examination in case my test results shall be found statistically improbable. Failure on my part to take the validating examination shall cause the cancellation of my test results.***

*Note: Spaces for Signature/Printed Name and Right Thumbmark of applicant should be left blank. These shall only be accomplished in the presence of the Administering Officer/CSC Processor.*

\_\_\_\_\_  
Signature over Printed Name of Applicant

\_\_\_\_\_  
Right Thumbmark

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature over Printed Name of Administering Officer

\_\_\_\_\_  
Office / Position

**ADMISSION REQUIREMENTS**

1. Must be 18 years of age on the date of filing of application;
2. Must be Filipino citizen;
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. For Career Service Examination applicants, must have not taken the same level of Career Service Examination in less than three (3) months.

**NOTE:** 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 of grave offenses, their eligibility shall be forfeited based on the penalties stated in the decision and pursuant to Section 52 (a) of the Revised Rules on Administrative Cases in the Civil Service.

**APPLICATION REQUIREMENTS**

1. Fully accomplished application form (CS Form No. 100 Revised 2012);
2. Four (4) copies of identical pictures with specifications, as follows:
  - taken within the last three (3) months prior to filing of application
  - Philippine passport picture size (4.5 cm x 3.5 cm or 1.78" x 1.38")
  - colored, with white background and printed on quality photo paper
  - 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 below the chin)
  - in bare face (without eyeglasses or any accessories that may cover the facial features and showing left and right ears)
  - taken in full-face view directly facing the camera, with neutral facial expression and both eyes open
  - with full and handwritten (not computer-generated) name tag in the format: First Name, Middle Initial, Last Name, and Extension Name, if any, and signature over the printed name
3. Original and photocopy of any valid ID containing applicant's clear picture, date of birth, signature, and signature of the authorized head of the issuing agency such as Driver's License, SSS ID, GSIS ID, Philhealth ID, current Company/Office ID, current School ID, Postal ID, BIR ID, Barangay ID, Voter's ID, Valid Passport, or Police Clearance (Note: Any other ID not included in the list shall NOT be accepted)
4. For applicants without data on their date of birth in their valid ID, original and photocopy of NSO-issued Birth Certificate or Birth Certificate authenticated/issued by the Local Civil Registrar (LCR)
5. Examination fee of Php500 for the CSE-PPT, or Php600 for the CSE-CAT. For fees of other examinations, please see related Examination Announcement.

**REMINDERS****A. FOR APPLICANTS OF CSE PAPER-AND-PENCIL TEST (CSE-PPT)**

Qualified applicants shall be notified of their school assignment through an Application Receipt or a Notice of School Assignment (NOSA). They can also use the Online Notice of School Assignment (ONSA) found in the CSC Website ([www.csc.gov.ph](http://www.csc.gov.ph)) to get a print-out of their NOSA. If applicants still do not know their school assignment or cannot get a copy of their NOSA via internet one (1) week before the examination day, they should visit or call the Regional Office or Field Office where they filed their application to inquire about their school assignment. Failure to come on your scheduled examination will mean **forfeiture of examination fee and slot**.

**B. FOR APPLICANTS OF CSE COMPUTER-ASSISTED TEST (CSE-CAT)**

Failure to come on your scheduled examination will mean **forfeiture of examination fee and slot**.

**IMPORTANT:** All personal belongings including cellular phones, calculators, books, and all other electronic and printed materials must be surrendered to the Room Examiners. Firearms, if any, must also be surrendered to the security guard/designated firearm custodian at the entrance gate of the testing center. Proper attire should be worn on filing of application form and on examination day. (e.g. **NOT IN SLEEVELESS SHIRT/BLOUSE, OR IN SHORT PANTS, OR IN SLIPPERS**)

**BRING THE FOLLOWING ON EXAMINATION DAY**

- |  |  |
|--|--|
| 1. This Application Receipt or Notice of School Assignment   | 3. One (1) blue or black ballpen         |
| 2. Same valid I.D. presented at the time of filing of application ( <b><u>NO I.D., NO EXAM</u></b> ) | 4. Lead pencil/s No. 1 or 2 and eraser/s |