



# APPLICATION FOR CIVIL SERVICE EXAMINATION

**To be filled-out by Applicant**

**For CSC Processor ONLY**

Examination Applied For :

Mode  Pen and Paper Test (PPT)  
 Computerized Examination (COMEX)

Title  CSE-Professional  CSE-SubProfessional  
 Others \_\_\_\_\_

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

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

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

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

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

Verified against:  
 DIBAR  E-Retakers  EDQIS

**ID PHOTO**  
**(see 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". All applications must be filed PERSONALLY by applicant.

**A. PERSONAL INFORMATION**

NAME (Last Name) \_\_\_\_\_ (First 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 / Municipality) \_\_\_\_\_ (Province) \_\_\_\_\_

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

COMPLETE PERMANENT MAILING ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HEIGHT (meters) \_\_\_\_\_ WEIGHT (kg) \_\_\_\_\_ CIVIL STATUS  Single  Married  Others \_\_\_\_\_ OTHER DATA  Pregnant  Person with Disability, please specify \_\_\_\_\_

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

**HIGHEST EDUCATIONAL ATTAINMENT**

Level of Education:  Elementary  High School  College  Master's  Doctorate

Completion:  Not Graduated  Graduated If not graduated, highest Year/Level/Units earned: \_\_\_\_\_  
If graduated, date of Graduation/Completion (mm/dd/yyyy): \_\_\_\_\_ Honors received: \_\_\_\_\_

Complete Title of Course/Degree (for College, Master's, Doctorate): \_\_\_\_\_ 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 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

**D. ADDITIONAL 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 an 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 the Indigenous People's Act (RA 8371), are you a member of any indigenous group? YES  NO   
 If YES, please specify: \_\_\_\_\_

**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: \_\_\_\_\_

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

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

**APPLICATION RECEIPT**

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

Examination Applied For:	Mode	Title
<input type="checkbox"/> PPT <input type="checkbox"/> COMEX <input type="checkbox"/> Professional <input type="checkbox"/> SubProfessional <input type="checkbox"/> Others _____		

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

\_\_\_\_\_  
Signature over Printed Name of Processor

\_\_\_\_\_  
Date Received / Processed

**ID PHOTO**  
**(see Specifications at the back)**

**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: \_\_\_\_\_

**REMINDER :** GATES OF EXAMINATION VENUES SHALL BE CLOSED TO EXAMINEES AT 7:30 A.M. ON EXAMINATION DAY.

**E. DECLARATION**

I declare under oath 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 for which this application is filed.

I understand that the acceptance and approval of my application for the examination is based on the information I provided.

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 shall cause the invalidation of the result of this examination and/or the filing of administrative/criminal case/s against me.

*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	APPLICATION REQUIREMENTS
<ol style="list-style-type: none"> <li>Must be Filipino citizen;</li> <li>Must be of good moral character;</li> <li>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;</li> <li>Must have not been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government; and</li> <li>For Career Service Examination applicants:               <ol style="list-style-type: none"> <li>must be at least 18 years of age on the date of filing of application.</li> <li>must have not taken the same level of Career Service Examination, regardless of mode, within the last three (3) months before the date of examination.</li> </ol> </li> </ol> <p><b>NOTE:</b> 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 may apply for and take the examination upon presentation of original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship from the Bureau of Immigration, 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) Passers of the regular Bar examination given by the Supreme Court of the Philippines and of Board examinations given by the PRC are automatically granted a civil service eligibility. They are automatically considered as civil service eligibles pursuant to CSC Resolution No. 90-1212. Thus, they may opt not to apply and take the corresponding examination anymore. Also, individuals who were granted the Honor Graduate Eligibility (HGE) pursuant to P.D. 907 may opt not to apply and take the corresponding examination anymore.</p> <p>For specific admission requirements of other examinations, please see related Examination Announcement.</p>	<ol style="list-style-type: none"> <li>Fully accomplished Application Form (CS Form No. 100 Revised September 2016);</li> <li>Four (4) pieces of identical I.D. pictures with specifications, as follows:               <ul style="list-style-type: none"> <li>taken within the last three (3) months prior to filing of application</li> <li>Philippine passport picture size (4.5 cm x 3.5 cm or 1.78_ x 1.38_)</li> <li>colored, with white background and printed on good quality photo paper</li> <li>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)</li> <li>in bare face (with no eyeglasses, colored contact lens, or any accessories that may cover the facial features (facial features not computer enhanced)</li> <li>showing left and right ears</li> <li>taken in full-face view directly facing the camera, with neutral facial expression and both eyes open</li> <li>with handwritten (not computer-generated) name tag legibly showing signature over printed full name in the format: First Name, Middle Initial, Last Name, and Extension Name, if any</li> </ul> </li> <li>Original and photocopy of any of the following I.D. cards, which must be valid (not expired upon filing of application), and contains the name, clear picture, date of birth and signature of applicant, and the name and signature of the issuing agency's current head/authorized representative: Driver's License, Passport, PRC ID, SSS ID, GSIS ID/ GSIS UMID ID, Philhealth ID (must at least contain the applicant's name, clear picture, signature and Philhealth number), current Company/Office ID, current School ID (validated for the current school year/semester/trimester), Postal ID, BIR ID (ATM type/TIN card type with picture), Barangay ID, Voter's ID, Police Clearance/Police Clearance Certificate, or NBI Clearance (<b>Note: All other ID cards NOT included in the list shall NOT be accepted</b>).</li> <li>For applicants without date of birth in their I.D. card/s, original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (formerly National Statistics Office) or the Local Civil Registry printed on Security Paper (SecPa).</li> <li>For applicants holding dual citizenship under R.A. 9225, original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship issued by the Bureau of Immigration.</li> <li>Examination fee of PhP500 for the CSE-PPT, or PhP680 for the CSC COMEX. For fees and additional application requirements of other examinations, please see related Examination Announcement.</li> </ol>

**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.

**REMINDERS**

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

Qualified applicants shall be notified of their school assignment through an Application Receipt or a Notice of School Assignment (NOSA) via SMS or e-mail. They can also use as applicable the Online Notice of School Assignment (ONSA) found in the CSC Website ([www.csc.gov.ph](http://www.csc.gov.ph)) to verify and get a print-out of their NOSA, or access related Exam Advisory posted in the CSC website. 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. Applicants are also advised to conduct ocular inspection of their school assignment one (1) day before examination day. Failure to come on scheduled examination will mean forfeiture of examination fee and slot. **Rescheduling of examination date is NOT allowed.**

**B. FOR APPLICANTS OF CSC COMPUTERIZED EXAMINATION (CSC COMEX)**

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

**IMPORTANT:** All personal belongings including articles in clothing (hats/caps, shades, and the like), digital watches/watch calculators, calculators, cellular phones, books, ipads/tablets, and all other electronic gadgets and printed materials shall 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**).

**MAIN GATES OF TESTING VENUES SHALL BE CLOSED AT 7:30 A.M. ON EXAMINATION DAY.**

**BRING THE FOLLOWING ON EXAMINATION DAY**

- |   |                    |
|---|--------------------|
| 1. This Application Receipt and/or Notice of School Assignment                                | 3. Black ballpen/s |
| 2. Same valid I.D. presented at the time of filing of application ( <b>NO I.D., NO EXAM</b> ) |                    |