APPLICATION FOR CIVIL SERVICE EXAMINATION

To be filled-out by Applicant

For Processor ONLY

CSC Regional Office

ID PHOTO
(see Specifications at the back)

CS FORM No. 100 (Revised 2012). This Form is NOT for sale. Reproduction is allowed.

Vocational/Technical

Male

Date of Exam (mm/dd/yyyy)

Verified against:

ID PHOTO
(see Specifications at the back)

If Not Graduated

EARNED

Signature over Printed Name of Applicant

Date Accomplished

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

DOB: 

ACTION TAKEN: APPROVED □ DISAPPROVED □

Date: 

O.R. No.: 

Amount: 

Name of Collecting Officer: 

APPLICATION RECEIPT

APPLICATION NO.

To be filled-out by Applicant

Signature over Printed Name of Applicant

Date Received / Processed

Applicant’s Name: 

First Name: 

Last Name: 

Signature:

WARNING: The Civil Service Commission uses a highly reliable system to detect cheaters. 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.

~ Please continue at the Back Page ~
E. PRESENT EMPLOYMENT

<table>
<thead>
<tr>
<th>Agency/Office</th>
<th>Private</th>
<th>Non-government Organization</th>
<th>Self-Employed</th>
<th>Unemployed</th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>Position/Job Title</td>
<td>No. of Years in Present Position/Job</td>
<td>Status of Appointment/ Employment</td>
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</table>

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 copies of decision/s.

2. Pursuant to (a) Indigenous People’s Act (RA 8371) and (b) Magna Carta for Disabled Persons (RA 7277), please answer the following items:
   a) Are you a member of any indigenous group?  YES ☐ NO ☐ If YES, please specify: ________________________________
   b) Are you differently abled or physically challenged?  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.

Signature over Printed Name of Applicant

Subscribed and sworn to before me this ________ day of ______________________________, 20 ______.

Signature over Printed Name of Administering Officer

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, SSD IS, 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 through their school assignment by 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) 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 (NO I.D., NO EXAM )
2. Same valid I.D. presented at the time of filing of application
3. One (1) blue or black ballpen
4. Lead pencils No. 1 or 2 and eraser/s