



Examination Announcement No. 01, s. 2023

ANNOUNCEMENT

The Civil Service Commission (CSC) announces the conduct of the

BASIC COMPETENCY ON LOCAL TREASURY EXAMINATION (BCLTE) 11 June 2023

To establish a Register of Eligibles (RoE) from which certification and appointment to Local Treasurer and Assistant Local Treasurer positions, and to positions under the Financial Services in the civil service, except those requiring practice of profession or are covered by Bar/Board and special laws, shall be made, provided the eligibles meet the qualifications and other requirements of the positions. The RoE may also be a reference for employment in the private sector.

Date of Examination	Application Period		Target Release Date of Test Results
	From	To	
11 June 2023	13 March 2023	12 April 2023	23 July 2023

Note: *Acceptance of applications shall be on a **FIRST-COME, FIRST-SERVED** basis and shall be closed any time before the deadline once the CSC Regional/Field Office has already reached the target number of applicants.*

A. TESTING CENTERS

Applicants must communicate/coordinate with the CSC Regional Office (CSC RO), or CSC Field Office (CSC FO), where they intend to take the examination regarding the **available exam slots**. A complete directory of CSC Regional and Field Offices nationwide is available at the CSC website www.csc.gov.ph for reference.

REGION	TESTING CENTER/S
I	San Fernando City, La Union
II	Tuguegarao City
III	City of San Fernando, Pampanga
IV	Cainta, Rizal
V	Legazpi City
VI	Iloilo City
VII	Cebu City

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Bawat Kawani, Lingkod Bayani

REGION	TESTING CENTER/S
VIII	Tacloban City
IX	Zamboanga City
X	Cagayan de Oro City
XI	Davao City
XII	Koronadal City
NCR	Quezon City
CAR	Baguio City
Caraga	Butuan City
BARMM	Cotabato City

B. QUALIFICATION / ADMISSION REQUIREMENTS

All applicants **MUST STRICTLY MEET** the following qualification requirements:

1. Filipino citizen;
2. At least 18 years old on the date/time of filing of application;
3. Of good moral character;
4. Has 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. Has not been dishonorably discharged from military service, or dismissed for cause from any civilian position in the government; and
6. Holder of bachelor's degree on the date/time of filing of application.

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.*

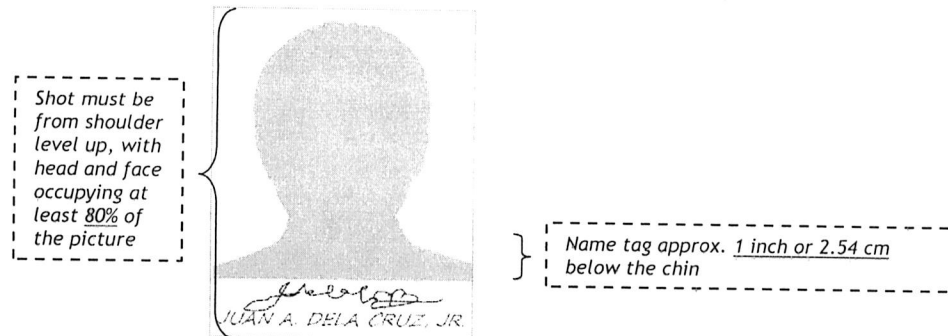
b) *Applicants holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003), and those recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution, may apply for and take the examination upon presentation of pertinent document/s, and meeting of all the other admission and application requirements for the examination.*

c) *Applicants with pending administrative 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 cancelled based on the penalties stated in the decision and under existing Civil Service Law and rules [e.g. Section 57 (a) of the 2017 Rules on Administrative Cases in the Civil Service].*

C. APPLICATION REQUIREMENTS

1. Fully accomplished Application Form (CS Form No. 100, Revised September 2016).
2. Four (4) pieces of identical I.D. pictures with specifications, as follows:
 - a. Philippine **Passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)**
 - b. Colored, with **white background**
 - c. Taken **within three (3) months prior** to filing of application
 - d. Printed on **good quality photo paper** (i.e. photo does not peel off)
 - e. 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)

- f. In **bare face** (no eyeglasses; no colored contact lens; no headdress, no bandana, or any other accessories that may cover the facial features; facial features not computer enhanced)
- g. Showing **left and right ears**
- h. Taken in **full-face view** directly facing the camera
- i. With **neutral facial expression**, and **both eyes open**
- j. 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 accepted **I.D. cards** for civil service exam:
 - a. 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;
 - b. Passport;
 - c. PRC License Card;
 - d. SSS I.D. Card;
 - e. GSIS I.D. Card (UMID);
 - f. Voter's I.D. Card /Voter's Certification;
 - g. BIR/Taxpayer's I.D. Card (*ATM type/TIN card type with picture*);
 - h. PhilHealth I.D. Card (*must have the bearer's name, clear picture, signature and PhilHealth number*);
 - i. Company/Office I.D. Card;
 - j. School I.D. Card;
 - k. Police Clearance/Police Clearance Certificate (with picture);
 - l. Postal I.D. Card;
 - m. Barangay I.D. Card;
 - n. NBI Clearance;
 - o. Seaman's Book;
 - p. HDMF Transaction I.D. Card;
 - q. PWD I.D. Card;
 - r. Solo Parent I.D. Card;
 - s. Senior Citizen's I.D. Card;
 - t. CSC Eligibility Card; and
 - u. Philippine Identification (PhilID¹) Card.

Note:

1. All other I.D. cards not included in the above list shall not be accepted.
2. As a last resort, expired I.D. card may be presented/submitted during filing of examination application, provided that the expiry date of the I.D. card is within CY 2023.

4. Duly accomplished **Certificate of Consent/Release/Waiver** (attached as **Annex A**)

5. **Examination fee** of Seven Hundred Pesos (PhP700)

¹ 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 shall be accepted as valid I.D. card for civil service exam.

OTHER/ADDITIONAL REQUIREMENTS, if 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 on 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 applicants recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution*)

D. WHERE TO GET APPLICATION FORM AND HOW TO FILE APPLICATION

1. Where to Get the Application Form

The application form (CS Form No. 100, Revised September 2016) is available at any CSC Regional/Field Office, or may be downloaded from the CSC website: www.csc.gov.ph. The application form may be printed/reproduced using legal size bond paper.

2. How to File/Mode of Filing Application

Applicants must communicate/coordinate with the CSC Regional Office (CSC RO), or CSC Field Office, where they intend to take the examination for information/details regarding the mode/s of filing application and the corresponding procedures. A complete directory of CSC Regional and Field Offices nationwide is available at the CSC website at www.csc.gov.ph for reference.

E. TRANSFER OF TESTING CENTER

Requests for transfer of testing center may be permitted under certain meritorious cases (e.g. transfer of residence/workplace), subject to the evaluation of the CSC RO/FO concerned. Such request shall be made in writing and submitted not later than five (5) working days after the deadline of filing of application. The written request must: (i) indicate the reason for the transfer of testing center; (ii) be accompanied by supporting evidence, and a copy of the Application Receipt; and (iii) be sent to the CSC RO/FO concerned through email, or courier. Strictly, no request for transfer of testing center shall be accepted beyond said period. Hence, applicants are advised to be circumspect and certain in determining the testing center where they intend to take the examination.

F. SCOPE OF EXAMINATION

General Ability (25%):

Verbal, Analytical, Leadership and Management, RA 6713

Specialized/Technical Area (75%):

Mobilization of Resources (35%)

Management of Local Treasury Services (15%)

Safekeeping of Local Funds and Records (15%)

Preparation and Analysis of Treasury and Treasury-related Reports (10%)

Coordinating and Communicating Local Treasury Matters with Stakeholders (10%)

Management of Other PFM Areas (10%)

Management of Inter-Government and Other Fund Transfers (5%)

G. PASSING GRADE

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

H. TARGET RELEASE OF TEST RESULTS

The List of Passers shall be uploaded/posted on the CSC Website www.csc.gov.ph within 42 days after the examination.

Note: *Only the List of Passers posted on the CSC Website is official. The CSC does not recognize and is not liable for any other postings on any other websites 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 approximately 57 days after the examination, or as indicated in the corresponding issuance/advisory.

I. RESULTING CIVIL SERVICE ELIGIBILITY

The civil service eligibility resulting from passing the BCLTE shall be called **Local Treasurer Eligibility**. It is a second level eligibility, which is only appropriate for appointment to Local Treasurer and Assistant Local Treasurer positions, and to positions under the Financial Services that do not require practice of profession and are not covered by Bar/Board or Special Laws. The Local Treasurer Eligibility is NOT comparable to the Career Service Professional or SubProfessional Eligibility.

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 only, according to appropriate provisions of R.A. 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.

DISCLAIMER

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. Availing of any such product/service shall be one's personal option and accountability.

WARNING

The Civil Service Commission (CSC) 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; and /or
8. Such other acts of similar nature which facilitate passing the examination.

Bringing the test booklet outside the testing room/venue is strictly prohibited. The examination, or test results, of those found violating this rule shall be cancelled.

Moreover, 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.

Approved:



Atty. PRISCO S. RIVERA, JR.

Director IV

Examination, Recruitment and Placement Office

27 FEB 2023

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CERTIFICATE OF CONSENT/RELEASE/WAIVER

I, _____, a Filipino citizen,
(Given Name, Middle Name, Last Name, Extension Name if any)
of legal age, and a resident of _____,
(Complete Address)

hereby, declare that:

1. I understand that the Civil Service Commission (CSC) is conducting the _____ on _____.
(Title of Examination) (Date of Examination)
2. I am participating in said examination as: Examinee Examiner
3. I am fully aware of the continuing existence of the Corona Virus Disease (COVID-19) and its potential health threats/risks.
4. I understand that all known precautions and health safety protocols, in accordance with the Omnibus Guidelines of the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, to ensure my safety are taken/instituted by the CSC in and for the conduct of the examination.
5. I understand that it is my responsibility to comply with the required precautionary measures such as, but not limited to, wearing of face mask, hand sanitizing as often as possible, and physical distancing, as may be applicable in my case.
6. I understand that, despite taking all known precautions and health safety protocols, exposure to COVID-19 is an ever-present risk for which my absolute safety or protection from potential contracting of the virus in the conduct of the examination is not and cannot be guaranteed.

With my full knowledge and understanding of the above declarations, I hereby wholly give my consent and confirm my participation on my own free will and volition in the conduct of the _____ on _____.
(Title of Examination) (Date of Examination)

Accordingly, I set CSC entirely free from any liability or responsibility in the event that I contract COVID-19 during the period of the aforementioned examination.

Signature over printed full name of examinee/examiner

Date

Signature over printed full name of witness

Date

