DIVISION MEMORANDUM
No. ___, s. 2018

August 8, 2018

CONDUCT OF SPECIAL CAREER SERVICE EXAMINATION
PAPER AND PENCIL TEST (CSE-PPT)

To: DIVISION AND SCHOOL NON-TEACHING PERSONNEL

1. Pursuant to the Memorandum dated August 7, 2018 of Atty. Alberto T. Escobarte, CESO III, Regional Director of the Department of Education Region XI Office, Davao City on the CSC advisory on the conduct of special CSE-PPT for agencies, you are hereby encouraged to apply for the said Career Service Examination if you have not obtain such eligibility.

2. Interested personnel shall inform in writing the Office of the Schools Division Superintendent and comply with the requirements provided by the Civil Service Commission as it shall be needed in transmitting your documents to the Civil Service Commission Davao del Sur Field Office for inclusion in the list of takers.

3. For immediate dissemination and strict compliance.

WINNIE E. BATON, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent

Ends: as stated
References: Memorandum dated August 7, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: CONDUCT OF SPECIAL CSE-PPT
admin5: Conduct of Special Career Service Examination-Paper and Pencil Test.
8 August 2018
MEMORANDUM

TO : Schools Division Superintendents/ OIC-SDS
Regional Office Division Chiefs/Section Heads

FROM : ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

SUBJECT : CSC Advisory on the Conduct of Special CSE-PPT for Agencies on October 14, 2018

DATE : August 7, 2018

This has reference to the Civil Service Commission Regional Office XI Advisory on the Conduct of Special CSE-PPT for Agencies on October 14, 2018.

Anent to this, you are hereby directed to inform interested applicant/s in your respective divisions/sections and comply with the attached requirements.

For immediate dissemination and compliance.

Incl: as stated

ROAS/PS/jg
Advisory on the Conduct of Special CSE-PPT for Agencies on October 14, 2018

A number of government agencies have requested a special conduct of the CSE-PPT in the light of COA-DBM Joint Circular No. 01 s. 2017.

In view of this, the Commission through its Examination Recruitment and Placement Office, has approved the conduct of a special CSE-PPT for requesting agencies on October 14, 2018.

Acceptance and Processing

Acceptance of applications shall be based on official, written request by government agencies. Requesting agencies shall submit an official List of Examinees (by level of examination – Professional or Sub-Professional) to be used in accepting and processing applications, using the attached template. Strictly, individuals not included in the agency-submitted list of examinees shall not be accepted.

Interested applicants shall be given a two-week application period, from August 13 to 24, 2018 to file their application at this Regional Office with address at Ecoland Drive, Matina, Davao City and may be reached through telephone numbers (082) 299-1724/25/27. The following field offices may also accept applications at:

1. CSCFO-Davao City – (062) 221-5551
   Palma Gil Elementary School Compound, Quirino Avenue, Davao City
2. CSCFO-Davao del Sur – (082) 553-4671
   DPWH Compound, Lapu-Lapu St., Digos City
3. CSCFO-Davao del Norte - (084) 216-3674
   Government Center, Maniklan, Tagum City
4. CSCFO-Compostela Valley Province - (0935) 2414461
   Nabunturan, Compostela Valley Province
5. CSCFO-Davao Oriental - (087) 388-4681
   Dahican, Davao Oriental

Moreover, in the light of the August 12, 2018 CSE-PPT, applicants shall be required to accomplish and submit the attached Declaration Form on non-taking of the same level of the CSE-PPT within three months prior to the scheduled examination. The accomplished Declaration Form shall be attached to and form part of the Application Form.

Bawat Kawani, Lingkod Bayani
Special CSE-PPT for Government Agencies
October 14, 2018

Agency Name: 

Agency Address: 

Agency Focal Person: 

Position Title & Dept./Office: 

Contact Number/s: 

OFFICIAL LIST OF EXAMINEES
(CSE-PPT Professional Level)
Region 

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<tr>
<th>SeqNo</th>
<th>Name (in alphabetical order based on LNN-FNN-M format)</th>
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****nothing follows****

Use additional sheet/s. as needed
DECLARATION

I declare that I did not take the same level of Career Service Examination being applied for either through the Pen and Paper Test (PPT) mode or Computerized Examination (COMEX) mode within the last three (3) months.

Further, I declare that the above statement is true. I, therefore, agree that any misrepresentation made in this statement may cause the disapproval of my application, forfeiture of my payment, invalidation of my examination result, or revocation of eligibility granted, without prejudice to the filing of administrative and/or criminal case/s against me.

Signature over Printed Full Name

Date: __________________________

Right Thumbmark