

Republic of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS  
BOARD OF FOREIGN SERVICE EXAMINATIONS

APPLICATION FOR THE 2019 FOREIGN SERVICE OFFICER EXAMINATIONS

**INSTRUCTIONS:**

1. All questions must be answered fully in the applicant's own handwriting in "**BLACK INK PEN**", with all blanks filled-in. A line or dash is not deemed an answer. If the entry is not relevant or there is no answer, please write **N/A. PLEASE WRITE LEGIBLY.**
2. The applicant must complete all the necessary requirements indicated in the examination announcement, and attach the said documents securely to this application.
3. If more space is needed for the answers to some questions, the applicant may use a clean sheet of **8 1/2 in. x 13 in. (long bond) paper**. Follow the same format as in the application form and number the answers accordingly.
4. The completed and notarized application form should be submitted as follows:
  - For those submitting their documents to the BFSE Secretariat, DFA Main Office, Manila: one (1) duly filled out **NOTARIZED APPLICATION FORM** with attachments;
  - For those submitting their documents to a DFA Consular Office or to a Philippine Embassies/Consulates:
    - a. one (1) duly accomplished **NOTARIZED APPLICATION FORM** with attachments and
    - b. one (1) photocopy of the complete set of documents.
5. Application forms shall be filled out by the applicants and submitted in person not later than **29 November 2018 until 5:00 PM only, local time** at any Consular Office or Philippine Embassy or Consulate abroad, and not later than **06 December 2018 until 5:00 p.m. only** at the DFA Main Office. **Applications shall no longer be accepted beyond the set deadlines.**
6. Incomplete application forms shall not be accepted.
7. Any false, misleading, or fraudulent statements knowingly made by the applicant shall be sufficient cause for the cancellation of his/her test papers, removal from office if already appointed, and prosecution for perjury.
8. Applicants who do not follow the foregoing instructions shall not be allowed to take the Foreign Service Officer Examinations.

Colored with white  
background  
photograph  
(4.5 cm x 3.5 cm)

**NOTE:** The Career Service Examination for Foreign Service Officer (CSE-FSO) shall serve as the Foreign Service Officer Examination – Qualifying Test and shall be conducted in collaboration with the Civil Service Commission (CSC). Those who pass the CSE-FSO shall be conferred the Career Foreign Service Officer Eligibility by the CSC and shall qualify for the next phase of the FSO Examination.

1. Name: \_\_\_\_\_  

Surname

First Name

Middle Name

Name Extension (Jr/Sr/II)
2. Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Citizenship(s): \_\_\_\_\_ Religion: \_\_\_\_\_
3. Civil Status: \_\_\_\_\_  
If Married, name of spouse: \_\_\_\_\_  

Surname

First Name

Middle Name

  
Citizenship(s) of spouse: \_\_\_\_\_
  - In case of a Muslim, please enumerate name and citizenships of all spouses (Use a separate sheet if necessary)
  - In case of a foreigner spouse, the application will be brought to the attention of the Secretary of Foreign Affairs, for approval. Additional documentary requirements may be required from the applicant.
4. Home address: \_\_\_\_\_  
Period of Residency: From \_\_\_\_\_ To \_\_\_\_\_  
Home telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Office address: \_\_\_\_\_  
Office telephone number: \_\_\_\_\_

5. Educational attainment: *(Use a separate sheet if necessary)*

Degree/s Received	College/University	Inclusive Dates

6. Present Employment: *(Use a separate sheet if necessary)* ☐ Government ☐ Private ☐ None

Agency/Office	Position/Job Title	Length of Experience in Present Employment	Status of Employment

7. Previous Employment: *(Use a separate sheet if necessary)*

Agency/Office	Address	Position/Job Title	Length of Experience in Present Job/Position	Reason for Leaving

8. Civil Service / Board / Bar / Other Government Examinations Passed *(Use a separate sheet if necessary)*

Name of Examination	Rating	Date of Examination	Place of Examination

9. Character References: Give the names of three (3) Filipino citizens of good standing who can vouch for your good moral character (exclude relatives).

NAME	ADDRESS/TELEPHONE OR MOBILE NO.	OCCUPATION

10. Have you ever been accused of, indicted, or tried, for violation of any law, ordinance, or regulation, before any court, military or police tribunal, or other similar authority? ☐ Yes ☐ No

If yes, give the date of the complaint or indictment and state fully the nature of the offense. A certified copy of the order or decision of the court or tribunal shall be submitted with this application.

11. In case you pass the Foreign Service Officer Examinations, are you able to assume your position within one (1) year after you have been notified of your appointment as FSO IV by the President of the Philippines, and do you agree that refusal or failure to do so within the specified period shall result in the dropping of your name from the roster of eligible applicants?

☐ Yes ☐ No

12. In case you are appointed as a Foreign Service Officer, are you willing and able to accept assignment to any post where your services may be required? ☐ Yes ☐ No

13. **For applicants with more than one citizenship.** In case you pass the Foreign Service Officer Examinations, shall you subscribe and swear to an oath of allegiance to the Republic of the Philippines and its duly constituted authorities, and renounce your allegiance to all other countries?

☐ Yes ☐ No ☐ Not Applicable

14. Have you taken the Foreign Service Officer Examinations before? ☐ Yes ☐ No

If yes, state how many times you have taken the following FSO component examinations and the dates of those examinations. *(Use a separate sheet if necessary)*

1. Qualifying Test \_\_\_\_\_
2. Preliminary Interview \_\_\_\_\_
3. Written Test \_\_\_\_\_
4. Psychological Test \_\_\_\_\_
5. Oral Test \_\_\_\_\_

15. Foreign Language Test. Please check the foreign language for which you wish to take the proficiency test.

- ☐ Arabic
 ☐ Bahasa Indonesia
 ☐ Chinese
 ☐ French  
☐ German
 ☐ Japanese
 ☐ Spanish

16. Please check the testing center where you intend to take the Qualifying Test.

NOTE: If the intended testing area is outside Metro Manila, kindly indicate your 1<sup>st</sup> and 2<sup>nd</sup> choice, in case only a few applicants choose that area. BFSE shall notify the applicant as soon as the testing areas are finalized.

- |  |   |  |
|--|---|--|
| <input type="radio"/> Bacolod City         | <input type="radio"/> General Santos City | <input type="radio"/> Puerto Princesa City           |
| <input type="radio"/> Baguio City          | <input type="radio"/> Iloilo City         | <input type="radio"/> Tacloban City                  |
| <input type="radio"/> Cagayan de Oro City  | <input type="radio"/> Lipa City           | <input type="radio"/> Tuguegarao City                |
| <input type="radio"/> Calasiao, Pangasinan | <input type="radio"/> Legazpi City        | <input type="radio"/> San Fernando City, La Union    |
| <input type="radio"/> Cebu City            | <input type="radio"/> Lucena City         | <input type="radio"/> City of San Fernando, Pampanga |
| <input type="radio"/> Davao City           | <input type="radio"/> Metro Manila        | <input type="radio"/> Zamboanga City                 |

17. From where/whom did you first learn about the 2019 Foreign Service Officer (FSO) Examinations? Please put a check mark on the space beside all applicable answer/s.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> DFA website                                  | <input type="checkbox"/> DFA employees                 | <input type="checkbox"/> Newspaper advertisement/s    |
| <input type="checkbox"/> CSC/PIA or other official Government website | <input type="checkbox"/> Friends/relatives             | <input type="checkbox"/> I have taken the exam before |
| <input type="checkbox"/> Blogs/unofficial websites                    | <input type="checkbox"/> Others (please specify) _____ |   |

18. What is your main reason/motivation for taking the FSO Examination? Please put a check mark on the space beside your corresponding answer. If you have more than 1 answer, rank them from 1-5 with 1 as the main reason.

- |  |  |
|--|--|
| <input type="checkbox"/> Pursue a career in the government | <input type="checkbox"/> Academic background/training                  |
| <input type="checkbox"/> Opportunity to work overseas      | <input type="checkbox"/> Explore opportunities for professional growth |
| <input type="checkbox"/> Others (please specify) : _____   |  |

I understand that the BFSE reserves the right not to conduct the Qualifying Test in any of the above-mentioned testing centers, depending on the number of qualified examinees thereat.

I hereby agree to pay a non-refundable admission fee of ₱500.00 upon acceptance of my application.

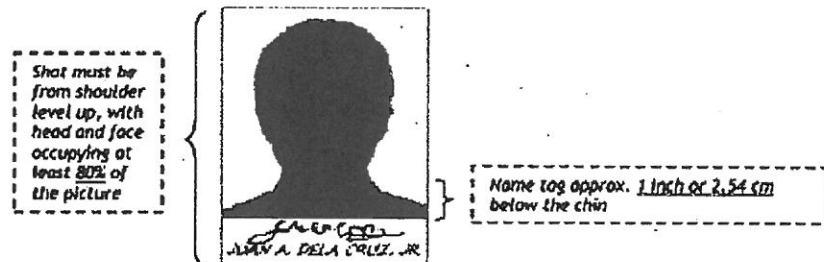
I hereby attach the following documents/requirements as integral parts of this application:

- ☐ Download and fill out Civil Service Form No. 100 (**to be printed on 8 1/2 in. x 13 in. or legal size paper**) from the CSC website: (<http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/174-csform100-revised-2016.html>) The CSC form shall serve as your admission to take the CSE-FSOE Qualifying Test.
- ☐ Photocopy of transcript of records from the college or university from which the degree was obtained, bearing the seal of the college or university. An applicant who has attended **graduate** school should submit a copy of the transcript of records certified as true copy by the said school, **in addition** to the college or university records. Transcript of records obtained from a foreign school should be **certified as a true copy by the foreign school**, with the English translation, and duly **authenticated** by a Philippine Foreign Service Post exercising jurisdiction over the country where the foreign school is located;
- ☐ Photocopy of diploma (or certificate of graduation) from the college or university from which the degree was obtained, bearing the seal of the college or university. An applicant who has attended graduate school shall submit a copy of the diploma or certificate of graduation certified as true copy by said school, in addition to the college diploma. Any diploma or certificate of graduation obtained from a foreign school should be **certified as a true copy by the foreign school**, with the English translation, and duly authenticated by a Philippine Foreign Service Post exercising jurisdiction over the country where the foreign school is located;
- ☐ Proof of past and present employment and further studies, if any;

Photocopy of birth certificate issued by the Philippine Statistics Authority

- ☐ For Filipinos born abroad: Report of Birth at Post may be submitted in case no birth record is available at the PSA. The Report of Birth should be duly authenticated by the issuing Post. A certification of non-availability of birth certificate from the PSA should be submitted along with the Report of Birth.
- ☐ For a Filipino citizen with dual or multiple citizenships: a notarized affidavit stating that, upon passing the examination, the applicant intends to renounce his/her oath of allegiance to his/her other countries of citizenship. He/she must also submit a notarized affidavit stating that he/she is a permanent resident of the Philippines.
- ☐ For married applicants: a photocopy of marriage contract issued by the PSA. If married to a non-Filipino, the applicants must secure from the Secretary of Foreign Affairs, through the BFSE, authority to take the FSO Examinations.
- ☐ Ten (10) colored photographs: 4.5cm and 3.5cm; with white background; taken within three (3) months prior to filing of application; printed on good quality photo paper; in standard close-up shot; showing the full frontal view of the face of the applicant without make-up; **with the applicant's 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 printed name** (For photograph details, please refer to CSC webpage - <http://csc.gov.ph/2014-02-27-07-36-50/2014-02-27-07-37-12.html> (item no. 2); and,

Photograph format:



(For photograph details, please refer to Civil Service Commission (CSC) webpage - <http://csc.gov.ph/2014-02-27-07-36-50/2014-02-27-07-37-12.html> (item no. 2); and,

- ☐ Copies of two (2) valid identification cards (IDs), with the originals to be presented upon submission.

### OATH OF APPLICANT

I, \_\_\_\_\_, after having been duly sworn in accordance with the law, hereby declare that the foregoing answers to the questions in this application to take the Foreign Service Officer Examinations are true and correct to the best of my knowledge and belief; that I have not knowingly made any false, misleading, or fraudulent statement; and that I understand that any false, misleading, or fraudulent statement knowingly made by me shall be sufficient cause for the cancellation of my examination papers, removal from office if already appointed, and prosecution for perjury. I hereby accept as final all decisions made by the Board of Foreign Service Examinations pertinent to my application.

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

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Affiant displaying to me his/her Residence Certificate No. \_\_\_\_\_ or Passport No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Notary Public/  
Administering Officer



## APPLICATION FOR CIVIL SERVICE EXAMINATION

To be filled-out by Applicant

For CSC Processor ONLY

Examination Applied For:	
Mode	<input type="checkbox"/> Pen and Paper Test (PPT) <input type="checkbox"/> Computerized Examination (COMEX)
Title	<input type="checkbox"/> CSE-Professional <input type="checkbox"/> CSE-SubProfessional <input checked="" type="checkbox"/> Others <b>CSE-FSOE</b>
Last Examination Taken : (for Career Service Examination Applicants only) <input type="checkbox"/> CSE-Professional <input type="checkbox"/> CSE-SubProfessional	
Date of Exam (mm/dd/yyyy)	_____

CSC Regional Office
Date of Examination (mm/dd/yyyy) _____
Place of Examination _____
Verified against: <input type="checkbox"/> DIBAR <input type="checkbox"/> E-Retakers <input type="checkbox"/> 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.)	
<small>(e.g. On La Paz = O, P, or DLP; Data Paz = D, P, or DP)</small>									
AGE	DATE OF BIRTH (mm/dd/yyyy)	SEX	<input type="checkbox"/> Male <input type="checkbox"/> 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		OTHER DATA					
		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others		<input type="checkbox"/> Pregnant <input type="checkbox"/> Person with Disability, please specify _____					
MOBILE NUMBER (Required)		TELEPHONE NUMBER (include Area Code)				E-MAIL ADDRESS (Required)			

## HIGHEST EDUCATIONAL ATTAINMENT

Level of Education:	<input type="checkbox"/> Elementary	<input type="checkbox"/> High School	<input type="checkbox"/> College	<input type="checkbox"/> Master's	<input type="checkbox"/> Doctorate
Completion:	<input type="checkbox"/> Not Graduated	<input type="checkbox"/> 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

<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

## D. ADDITIONAL INFORMATION

- 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.
- 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: _____	Identification/Other Documents Presented: _____	Details: _____
O.R. No. _____	ACTION TAKEN: APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>	
Amount: _____	Reason: _____	
Name of Collecting Officer	Signature over Printed Name of Processor / Date	

## APPLICATION RECEIPT

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

Date: _____	Mode	Title
O.R. No. _____	<input type="checkbox"/> PPT <input type="checkbox"/> COMEX <input type="checkbox"/> Professional <input type="checkbox"/> SubProfessional <input checked="" type="checkbox"/> Others	CSE-FSOE
Amount: _____	DATE: _____	TIME: _____
Name of Collecting Officer	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 (e.g. Jr/Sr., if any)
Sex: <input type="checkbox"/> Male <input type="checkbox"/> 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.

- Please continue at the Back Page -



**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.</p> <p>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.</p> <p>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.</p> <p>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:**

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