



Civil Service Commission Regional Office VI

CSC RO VI Advisory No. 1, s. 2022

ADVISORY

TO : REGISTERED EXAMINEES OF THE JULY 18, 2021 CSE-PPT

SUBJECT : Resetting of the July 18, 2021 CSE-PPT to March 13, 2022, Requirements and Guidelines

The Commission has reset the conduct of the July 18, 2021 Career Service Examination-Paper and Pencil Test (CSE-PPT) for Professional and Sub-Professional levels to March 13, 2022. To recall, the conduct of the July 18, 2021 CSE-PPT in Region 6 was postponed because of the overwhelming surge in the number of COVID-19 cases.

All registered examinees for the July 18, 2021 schedule will be accommodated on March 13, 2022, subject to the following guidelines:

RT-PCR/Saliva/Antigen Testing Protocol

1. Fully vaccinated examiners/test administrators, and examinees shall NO longer be required to undergo RT-PCR/Saliva/Antigen testing. Fully vaccinated shall refer to individuals who have completed the two doses of COVID-19 vaccine. This would include those given a single, complete dose of COVID-19 vaccine (e.g. Janssen).

Examiners/test administrators, and examinees concerned shall be strictly required to present the original of their Vaccination Card on the day of the exam.

Fully vaccinated examiners/test administrators who will not be able to present their Vaccination Card on exam day shall not be allowed to administer the exam.

Similarly, examinees who claim to be fully vaccinated but are unable to present their Vaccination Card on exam day shall not be allowed to enter the testing venue and to take the exam.

2. Partially vaccinated and unvaccinated examiners/test administrators, and examinees shall be required to undergo either RT-PCR/Saliva test, or Antigen test. Partially vaccinated shall refer to individuals who have received only the 1st dose of COVID-19 vaccine; Unvaccinated shall refer to those who have not received any dose of COVID-19 vaccine.

- a. Examinees/examiners who fall under the following groups shall undergo RT-PCR/Saliva test from any of the DOH accredited facilities 3-5 days before the examination date:
 - i. Suspect cases; or
 - ii. Individuals with relevant history of travel and exposure (or contact) whether symptomatic, or asymptomatic; and
 - iii. Health care workers with possible exposure whether symptomatic, or asymptomatic.

The following exposures should have happened 2 days before, or within 14 days from onset of symptoms of a confirmed, or probable case:

- Face-to-face contact with a confirmed case within 1 meter and for more than 15 minutes;
- Direct physical contact with a confirmed case;
- Direct care for patient with probable, or confirmed, COVID-19 without using proper personal protective equipment.

In this case, the examinee/examiner shall be required to present the results of his/her RT-PCR/Saliva test. Only those with negative results shall be allowed to take/administer the examination.

- b. Examinees/examiners that do not fall on the above-mentioned conditions shall undergo Antigen test not earlier than 6 a.m. the day before the exam date. Only those with negative results shall be allowed to take/administer the examination.

Accordingly, examiners/test administrators, and examinees concerned shall be strictly required to present/submit their “Negative” RT-PCR/Saliva/Antigen test result on the day of the exam.

Partially vaccinated and unvaccinated examiners/test administrators who will not be able to present their “negative” RT-PCR/Saliva/Antigen test result on exam day shall not be allowed to administer the exam.

Similarly, partially vaccinated and unvaccinated examinees unable to present their “Negative” RT-PCR/Saliva/Antigen test result on exam day shall not be allowed to enter the testing venue and to take the exam.

TEMPORARY LIFTING OF 7:30 A.M. CLOSING TIME OF MAIN ENTRANCE/GATE

Due to the continuing COVID-19 situation, health protocols shall continue to be implemented during ingress/entrance of examinees to the testing venue. Hence, the customary closing of testing venues’ main entrance/gate at 7:30 a.m. shall be temporarily lifted. Examinees may be admitted as long as the test proper has not started.

ADMISSION REQUIREMENTS ON EXAM DAY

Each examinee shall be required to present the following items to the admitting Room Examiner:

To be RETURNED to examinees	To be COLLECTED from examinees
1. Original I.D. card/document (preferably the same I.D. card/document submitted during filing of application) 2. Vaccination Card (<i>for the fully vaccinated</i>) 3. “Negative” RT-PCR/Saliva/Antigen test result (<i>for the partially vaccinated, and the unvaccinated</i>) <i>(note: RT-PCR/Saliva test should be undertaken within 72 hours prior to exam day, while Antigen test should be not earlier than 6 a.m. the day before the exam date.)</i> 4. Original Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry (<i>only if I.D. card has no date of birth</i>)	1. Duly accomplished Health Declaration Form (pre- accomplished not earlier than one day or within 24 hours prior to exam day) 2. Duly accomplished Certificate of Consent (<i>only if not submitted during filing of application</i>) <i>Please see attached forms.</i>

1. Conditions for **ALLOWING** examinees to enter testing venue and take the exam

Examinees shall be **ALLOWED** to enter the testing venue and to take the exam only when they strictly meet **ALL** of the following conditions:

- a. Temperature of less than or equal to 37.5 degrees Celsius ($\leq 37.5^{\circ}\text{C}$); and
- b. Not manifesting/exhibiting any COVID-19 symptom/s; and
- c. Did not answer “yes” to any of the questions in the HDF; and
- d. Based on vaccination status:
 - d.1 With Vaccination Card (for the fully vaccinated); or
 - d.2 With “Negative” RT-PCR/Saliva/Antigen test result (for the partially vaccinated, and the unvaccinated).

2. Conditions for **DISALLOWING** examinees to enter testing venue and take the exam

Examinees shall **NOT BE ALLOWED** to enter the testing venue and to take the exam when they meet **ANY, OR ALL**, of the following conditions:

- a. Temperature of more than 37.5 degrees Celsius ($> 37.5^{\circ}\text{C}$); and/or
- b. Manifesting/exhibiting other COVID-19 symptom/s; and/or
- c. Answered “yes” to any of the questions in the HDF; and/or
- d. Without both Vaccination Card and “Negative” RT-PCR/Saliva/Antigen test result.

Accordingly, examinees who are unable to present either a Vaccination Card, or a Negative RT-PCR/Saliva/Antigen Test Result shall not be allowed to enter the testing venue and to take the exam.

Concerned examinees shall be advised to go home to undergo necessary quarantine, or to seek medical treatment. The examinees' health form shall be collected at the gate/entrance and endorsed/submitted to the Chief Examiner for monitoring of affected examinees. Affected examinees shall be allowed rescheduling of the exam, free of charge, in the next available schedule of exam.

The RO will NOT DEVIATE from, and will be strict in adhering to, this critical procedure as allowing examinees who are exhibiting COVID-19 symptom/s, regardless of placing them in one room, is an outright nonconformity to a basic health protocol and defeats the very purpose of health screening. Allowing examinees exhibiting COVID-19 symptoms to enter the testing venue premises and to take the test is tantamount to possibly contributing to the spread of virus.

REITERATING TEMPORARY EXCLUSION OF EXAMINEES' ORIENTATION/BRIEFING

As part of the health protocols in light of the COVID-19 situation, the customary examinees' orientation/briefing on exam day during preliminary activity shall temporarily be lifted.

For this matter, examinees shall instead be provided an Examinee's Guide and/or Audio-Visual Presentation (AVP) to serve as the Orientation/Briefing materials for examinees to be familiar with the whole examination process. The Examinee's Guide, on the one hand, contains comprehensive information on the guidelines and procedures to be observed by examinees before exam day, on exam day, after exam day, and other concerns including health and safety reminders relating to COVID-19. The AVP, on the other hand, is a compressed account/version of the Examinee's Guide.

The Examinee's Guide, and the AVP shall NOT be posted on the CSC website. Since the website is a public domain, this measure is mainly to safeguard the security and confidentiality of the test procedures against exposure to the public at large, in general, and to unscrupulous elements in particular.

Corollary, the CSC ROs/FOs will not post said materials on CSC RO's/FO's Facebook Page, or any other means accessible to the public at large. In this regard, the CSC RO shall provide/send the link to the Examinee's Guide and/or AVP directly to examinees, through the CSC RO VI Text Messaging Suite, approximately 1 week before exam day. As such, it shall be the responsibility of the examinees to access, read/watch thoroughly, and understand fully the Examinee's Guide/AVP.

ALTERNATE EXAMINATION DATES

Alternate exam dates shall refer to dates in which to reset the conduct of exam in case the scheduled exam would not push through due to possible restrictions (e.g. upgrading of Alert Level) brought about by the continuing volatility of the pandemic situation. Below are three alternate exam dates for each of the originally calendared exam date for CY 2022.

Original Exam Date	Alternate Exam Dates	Exam/s covered
March 13, 2022	March 20, 2022 March 27, 2022 April 3, 2022	<ul style="list-style-type: none"> ● Reset of July 18, 2021 CSE-PPT ● CSE-PPT (agency request / regular)

In connection with the above guidelines, you are advised to coordinate with the Field Office where you filed your application for examination for instructions and further details.

You are also advised to check our Facebook page from time to time for additional instructions or other relevant information.

For your information and guidance.


NELSON G. SARMIENTO
 Director IV

January 11, 2022

PALD/NGS/ETE/tja
2022 WFH/2022 Advisory/March 13, 2022 CSE-PPT