



Republic of the Philippines  
 Department of Finance  
**BUREAU OF CUSTOMS**  
 1099 Manila

**MEMORANDUM**

FOR : ALL CONCERNED EMPLOYEES  
 ALL PERSONS UNDER CONTRACT OF SERVICE (BOC)

FROM : *gfrmaoalik*  
**GLADYS F. ROSALES, CESE**  
 CHIEF OF STAFF, OFFICE OF THE COMMISSIONER  
 DEPUTY COMMISSIONER, INTERNAL ADMINISTRATION GROUP

SUBJECT : **SCHEDULE OF CAREER SERVICE EXAMINATION – PEN AND PAPER TEST (CSE – PPT)**

DATE : 08 June 2018

1.0 Civil Service Commission (CSC) has announced that the next CSE – PPT is to be held on **August 12, 2018, Sunday**.

2.0 All interested applicants, BOC employees and all persons under Contract of Service in the BOC must submit their application to the nearest CSC Field Office (FO) on/or before **June 22, 2018, Friday**.

3.0 Interested applicants must complete the following requirements and submit to the CSC FO directly:

3.1 Properly accomplished Application Form (CS Form No. 100, Revised September 2016, available at any CSC regional/Field Office, and downloadable from the CSC website [www.csc.gov.ph](http://www.csc.gov.ph));

3.2 Four pieces of recently taken (not more than three months ago) passport sized (4.5 cm x 3.5 cm) I.D. pictures in white background, showing the applicant's bare face (without eye glasses or any accessory that may cover facial features), and with hand-held and written name tag legibly showing the applicant's signature over the printed full name;

3.3 Original and photocopy of any of the following I.D. cards which must be valid (not expired): Driver's License, Passport, PRC License, SSS I.D., GSIS I.D. (UMID), current Company/Office I.D., current School I.D., Police Clearance/Police Clearance Certificate, or NBI Clearance;

3.4 If the I.D. card has no indicated date of birth, original and photocopy of birth certificate issued by the Philippine Statistic Authority (formerly National Statistics Office), or the Local Civil Registry printed on security paper; and

3.5 Examination fee for both levels of examination (Professional/Sub-Professional) is PhP. 500.00.

4.0 For information.