

Examination Announcement No. 05, s. 2019

ANNOUNCEMENT

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

**INTERMEDIATE COMPETENCY ON
LOCAL TREASURY EXAMINATION (ICLTE)
for CY 2019:**

Date of Examination	Application Period	
	From	To
October 13, 2019	July 23, 2019	August 22, 2019

The guidelines that follow shall be observed in the conduct of the examination.

A. OBJECTIVE

The ICLTE is a component of the Standardized Examination and Assessment for Local Treasury Service (SEAL) Program of the Department of Finance (DOF). As such, the ICLTE forms part of the assessment of the DOF in the selection, appointment, designation, and promotion to higher positions in the local treasury service that do not require practice of profession and are not covered by Bar/Board and special laws.

B. TESTING CENTERS

REGION	TESTING CENTER
1	San Fernando City, La Union
2	Tuguegarao City
3	City of San Fernando, Pampanga
4	Batangas City
5	Legazpi City
6	Iloilo City
7	Cebu City
8	Tacloban City
9*	Zamboanga City
10*	Cagayan de Oro City



Management System ISO 9001:2015



Announcement_Oct 13, 2019 ICLTE / Page 1 of 8

Bawat Kawani, Lingkod Bayani

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

FEDERICO R. MARTIN, Ed.D., CESO VI
Schools Division Superintendent

REGION	TESTING CENTER
11*	Davao City
12*	Koronadal City Cotabato City
NCR	Quezon City
CAR	Baguio City
Caraga*	Butuan City

*May also cater to examinees from ARMM

C. QUALIFICATION / ADMISSION REQUIREMENTS

All applicants must strictly meet the following qualification requirements:

1. Filipino citizen;
2. Of good moral character;
3. 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;
4. Has not been dishonorably discharged from military service, or dismissed for cause from any civilian position in the government;
5. Holder of a bachelor's degree on the date/time of filing of application; and
6. Holder of the Local Treasurer Eligibility (resulting from passing the Basic Competency on Local Treasury Examination conducted by the CSC).

- 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) may apply for and take the examination upon presentation of original, and submission of a copy of, certification of retention/re-acquisition of Philippine Citizenship (Identification Certificate) from the Bureau of Immigration, 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 forfeited based on the penalties stated in the decision and under existing Civil Service Law and rules.*

D. APPLICATION REQUIREMENTS

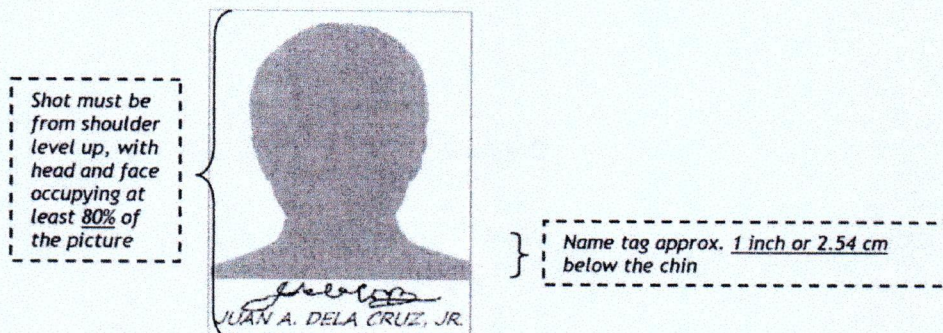
1. Fully accomplished Application Form (CS Form No. 100, Revised September 2016).

Note: > Examinees must indicate the title of examination under "Others".

> The spaces for "**Signature of Applicant**" and "**Right Thumbmark**" on the Application Form should be left blank. These shall be accomplished in the presence of the CSC processor.

2. Two (2) pieces of identical I.D. pictures with specifications, as follows:

- a. **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**
- 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** (with no eyeglasses, colored contact lens, or any 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** in the format: **First Name, Middle Initial, Last Name, and Extension Name, if any**



3. Original and photocopy of any of the following I.D. cards, which is preferably valid (not expired on date of filing of application):

- a. Driver's License/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;
- d. SSS I.D.;
- e. GSIS I.D. (UMID);
- f. Voter's I.D./Voter's Certification;
- g. BIR/Taxpayer's I.D. (ATM type/TIN card type with picture);
- h. PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number);
- i. Company/Office I.D.;
- j. School I.D.;
- k. Police Clearance/Police Clearance Certificate (with picture);
- l. Postal I.D.;
- m. Barangay I.D.;

- n. NBI Clearance;
- o. Seaman's Book;
- p. HDMF Transaction I.D.;
- q. PWD I.D.;
- r. Solo Parent I.D.;
- s. Senior Citizen's I.D.;
- t. Alien Certificate of Registration Identity Card (ACR I-CARD); and
- u. CSC Eligibility Card *(note: Implemented only beginning with the May 3, 2015 CSE-PPT).*

Note: 1. Photocopy only of I.D. card, or cellphone photo of I.D., shall not be accepted.
 1. All other I.D. cards not included in the above list shall not be accepted.
 3. 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 the preceding months of the year reckoning the date of filing of application (or from January 1, 2019 to the date before application filing).

- 4. Original and photocopy of Certification of Eligibility (Local Treasurer Eligibility) issued by the CSC (*Note: The Certification may either be CSC Letterhead printed, or Security Paper printed*)
- 5. Examination fee of Seven Hundred Pesos (PhP700.00)

OTHER/ADDITIONAL REQUIREMENTS, as applicable:

- Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry printed on security paper *(only for applicants without date of birth in 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)*

E. WHERE TO GET AND FILE APPLICATION FORMS

E.1 Where to Get 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 also be secured from any Regional/Field Office of the DOF-Bureau of Local Government Finance.

E.2 Where to File Application

Applicants must **personally file** their applications at the CSC Regional Office (CSC RO), or at any of the CSC RO's Field Offices, where they intend to take the examination.

- Note:**
- 1) A complete directory of CSC Regional and Field Offices nationwide is available at the CSC website www.csc.gov.ph for reference.
 - 2) Only applications with a COMPLETE set of application documentary requirements under Item D of this Announcement must be submitted to the CSC Regional/Field Office.
 - 3) Proper attire should be worn during filing of application. SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, and SLIPPERS are NOT allowed.

F. EXAMINATION VENUE

The CSC shall issue an Examination Advisory on the examination venue/school assignment and other important reminders, including what to bring on examination day. The advisory shall be posted on the main CSC website www.csc.gov.ph as well as individual websites of the CSC ROs, as applicable, and other means of publication (e.g. bulletin board).

Note: *Examinees are strongly advised to **visit and conduct an ocular inspection** of their assigned school/testing venue at least one day before the examination day to be familiar with the school location and its route/direction, the available means of public transport, and particularly the time and motion requirement of travelling from point of origin to the school/testing venue considering the traffic situation. DO NOT RELY OR LEAVE YOUR FATE TO THE WORKINGS OF WAZE OR ANY OTHER GPS NAVIGATION/ROUTE/DIRECTION APP ON EXAMINATION DAY.*

G. EXAMINATION DAY

IMPORTANT REMINDERS:

- **NO I.D., NO EXAM**
- **GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT EXACTLY 7:30 a.m.** Examinees who will arrive later than 7:30 a.m. shall NOT be admitted.
- **Wear proper attire** on examination day. **SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, and SLIPPERS ARE NOT ALLOWED.**
- Only **NON-SCIENTIFIC and NON-PROGRAMMABLE CALCULATOR** shall be allowed in the examination. (*watch calculators, cellular phone calculators, and any other gadgets with calculator are NOT allowed*)
- Bringing of **cellular phones and any other gadgets**, including smart phones/watches and pens/eyeglasses with built-in camera, wristwatches with calculator, books and other forms of printed materials and all other similar items, is **NOT allowed**.

Examinees are strongly advised to bring **ONLY** the items listed under "THINGS TO BRING" below.

- **Bringing of the test booklet outside of the testing room/venue** (including tearing any page thereof and making copies of the examination questions and answers) and failure to submit the same to the Room Examiner/Proctor are **strictly prohibited**. Violation of this rule shall result in the cancellation of one's examination.
- **Failure to take the examination on scheduled date shall mean forfeiture of examination fee and slot. Re-scheduling of examination date is NOT allowed.**

➤ 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 review center for the purpose of offering and holding review classes to prospective civil service examinees. Availing of any such product/service shall be at one's own risk.

Examinees must be at their assigned school early on examination day. Testing venues shall be opened to examinees starting 6 a.m.

THINGS TO BRING:

1. **I.D. card** – preferably the same I.D. card presented during filing of application. If the I.D. card to be presented for admission is different from the I.D. card presented during filing of application, the examinee must present any of the following accepted I.D. cards, which is preferably valid (not expired):

Driver's License/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; Passport; PRC License; SSS I.D.; GSIS I.D. (UMID); Voter's I.D./Voter's Certification; BIR/Taxpayer's I.D. (*ATM type/TIN card type with picture*); PhilHealth I.D. (*must have the bearer's name, clear picture, signature and PhilHealth number*); Company/Office I.D.; School I.D.; Police Clearance/Police Clearance Certificate (with picture); Postal I.D.; Barangay I.D.; NBI Clearance; Seaman's Book; HDMF Transaction Card; PWD I.D.; Solo Parent I.D.; Senior Citizen's I.D.; and CSC Eligibility Card
(note: Implemented only beginning with the May 3, 2015 CSE-PPT).

- Note:**
- The **NO I.D., NO EXAMINATION** Rule is strictly implemented.
 - Photocopy only of I.D. card, or cellphone photo of I.D., shall not be accepted.
 - All other I.D. cards not included in the above list shall not be accepted.
 - As a last resort, expired I.D. card may be presented for admission on examination day, provided that, the expiry date of the I.D. card is within the preceding months of the year reckoning the date of examination (or from January 1, 2019 to October 12, 2019).

2. BLACK BALL PEN/S;
3. **Non-scientific and non-programmable Calculator** (**note: watch calculators, cellular phone calculators, and any other gadgets with calculator are not allowed**)
4. Original of PSA/LCR issued Birth Certificate printed on Security Paper (*only if I.D. card has no date of birth*);
5. Application Receipt and/or CSC Official Receipt (*only if available*); and
6. Water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies/biscuits, which shall be subject to inspection by the Room Examiner/Proctor.

Note: Examinees are strongly advised to bring **ONLY** the above listed items.

H. SCOPE OF EXAMINATION AND OTHER INFORMATION

1. Scope of Examination

Subject Area	Percentage Allocation
Leadership and Management	35%
Specialized/Technical Area <i>Data Analytics for Local Treasury, including Tax Analysis, Revenue Forecasting and Modeling, and Investment Management (30%)</i> <i>Strategic Mobilization of Local Resources, including Debt Management and Innovative and Non-Traditional Sources of Revenues (40%)</i> <i>Public Expenditure Management and Financial Accountability (10%)</i> <i>Principles of Risk Management, Internal Control System, and Internal Audit for Local Treasury (10%)</i> <i>Fundamentals of Program/Project Development, Management, and Feasibility Assessment (10%)</i>	65%

2. Other Information

Reference		ICLTE
No. of Test Items	Test Proper	170
	EDQ*	10
Time Limit		3 hours, 30 minutes
Test Proper		8 a.m. to 11:30 a.m.
Time Required for Pre and Post Examination Activities/Documentation		Approximately one hour before and one hour after the test proper

*Examinee Descriptive Questionnaire, pertaining to personal data of examinees

I. PASSING GRADE

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

J. RELEASE OF TEST RESULTS

The CSC shall release the test results to the DOF-BLGF within 41 days after the examination. Accordingly, the DOF-BLGF shall be responsible in releasing the test results to the examinees. The CSC shall NOT release test results directly to examinees. For this matter, any concern on the release of test results shall be coordinated directly with the DOF-BLGF.

K. EXAMINATION ADVISORY

1. Pre-Examination

The CSC shall issue an Examination Advisory one to two weeks before the examination day, which shall carry details on the following areas for the information of the examinees:

- ✦ Important reminders
- ✦ School assignment / testing venue
- ✦ Things to bring
- ✦ Scope of examination and other information
- ✦ Other reminders
- ✦ Updates / developments regarding the examination (if any)

2. Post Examination

Similarly, an Examination Advisory shall be issued to inform the examinees on the release of examination results.

Both the pre-examination advisory and the post examination advisory shall be posted on the main CSC website www.csc.gov.ph and on the official CSC Facebook page, as appropriate. The advisory may also be posted on individual websites of the CSC Regional/Field Offices, as applicable.

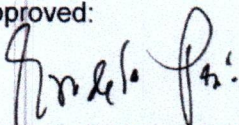
WARNING

The Civil Service Commission uses a highly reliable system to detect cheats.

Any form of cheating in any civil service examination has been declared criminally and administratively punishable under Republic Act No. 9416. The forms of cheating are, as follows:

1. Impersonation
2. Use of crib sheets or "codigo" containing codes in any form (written on any material, or in digital form)
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. Possession and/or use of fake certificate of eligibility
7. Tampering with the examination records
8. Such other acts of similar nature which facilitate the passing of examination, including possession and/or use of fake Certificate of Eligibility

Approved:



EDITHA M. DELA PEÑA

Director IV

Examination, Recruitment and Placement Office

12 JUL 2019

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