



Examination Advisory No. 91, s. 2017

## ADVISORY

**TO : Examinees of the Nov 26, 2017 BCLTE and ICLTE**

**SUBJECT : School Assignment and Important Reminders**

### IMPORTANT

GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT EXACTLY 7:30 a.m. on examination day.

Examinees that arrive later than 7:30 a.m. shall NOT be admitted.

#### A. School Assignment

The ONSA or Online Notice of School Assignment shall not be used. Thus, please be advised of the following schools to serve as testing venues for the conduct on Nov 26, 2017 of the Basic Competency on Local Treasury Examination (BCLTE) and the Intermediate Competency on Local Treasury Examination (ICLTE):

Region	Testing Center	Name and Address of School
I	San Fernando City, La Union	Don Mariano Marcos Memorial State University Mid La Union Campus Quezon Avenue, Catbangan, San Fernando City La Union
II	Tuguegarao City	Cagayan National High School Lakandula Street, Tuguegarao City
III	City of San Fernando, Pampanga	Pampanga High School High School Blvd., City of San Fernando, Pampanga
IV	Batangas City	Batangas National High School Rizal Avenue, Poblacion, Batangas City
V	Legazpi City	Mariners Polytechnic Colleges Foundation, Inc. Rawis, Legazpi City
VI	Iloilo City	West Visayas State University Luna Street, Lapaz, Iloilo City

Region	Testing Center	Name and Address of School
VII	Cebu City	University of Cebu-Banilad Campus Gov. M. Cuenco Ave., Cebu City
VIII	Tacloban City	Leyte Normal University Paterno Street, Downtown, Tacloban City
IX	Zamboanga City	Don Pablo Lorenzo Memorial High School Governor Ramos Avenue, Sta. Maria, Zamboanga City
X	Cagayan de Oro City	Liceo de Cagayan University-College Campus RN Pelaez Street, Carmen, Cagayan de Oro City
XI	Davao City	Magallanes Elementary School Davao City
XII	Cotabato City	Cotabato City National High School-Main Campus Sinsuat Avenue, Cotabato City
NCR	Quezon City	San Francisco High School Misamis Street, Bago Bantay, Quezon City (back of SM City Annex, North EDSA)
CAR	Baguio City	Baguio City National High School Governor Pack Road, Baguio City
Caraga	Butuan City	Agusan National High School Butuan City

## B. Other Important Reminders

Examinees are advised of the following procedures and reminders:

1. Visit and have an ocular inspection of the assigned school/testing venue at least one day before the examination day to be familiar with the location;
2. Be at the assigned school/testing venue early on examination day for the verification and locating of room assignment. Testing venues shall be opened to examinees at 6 a.m.;
3. Wear proper attire on examination day (sleeveless shirt/blouse, shorts/short pants, and slippers are NOT allowed).
4. Bring the following items on examination day:
  - a. I.D. card – preferably the same I.D. card presented during filing of application even if already expired by the time/date of examination. 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, in which case, the I.D. card must be valid (not expired):
    - a.1 Driver's License;
    - a.2 Passport;
    - a.3 PRC License;
    - a.4 SSS I.D.;
    - a.5 GSIS I.D. (UMID);
    - a.6 Voter's I.D.;
    - a.7 BIR I.D. (ATM type/TIN card type with picture);

- a.8 PhilHealth I.D. (must, at the least, contain the holder's name, clear picture, signature and PhilHealth number);
- a.9 Company/Office I.D.;
- a.10 School I.D. (validated for the current school year/semester/trimester);
- a.11 Police Clearance/Police Clearance Certificate (with picture);
- a.12 Postal I.D.;
- a.13 Barangay I.D.; or
- a.14 NBI Clearance.

Note: 1. The NO I.D., NO EXAMINATION Rule is strictly implemented.  
2. ONLY the I.D. cards included in the above list shall be accepted.

- b. Black ball pen/s;
  - c. **Calculator** (except watch calculators, cellular phone calculators, and any other gadgets with calculator); and
  - d. Water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies, biscuits, or fruits, which shall be subject to inspection by the Room Examiner/Proctor.
5. Only BLACK BALL PEN shall be used in the examination. Pencils and any other kinds of pen (e.g. gel pen, sign pen, fountain pen, friction pen, etc.) including other colors of ball pen are not allowed.
  6. Other than calculator, use of any aid in answering the test (such as books, dictionaries and other forms of printed materials; watch calculators; cellular phones, smart watches, tablets and any other gadgets; and all other similar materials/items) is strictly prohibited.
  7. Bringing of cellular/mobile phones, smart phones/watches and any other gadgets is not allowed. If brought, these shall be surrendered to the Room Examiner for safekeeping. The examinees concerned shall retrieve the same upon leaving the room. Also, all bags and personal belongings shall be deposited in front of the testing room.
  8. Following are other relevant information:

Reference	BCLTE	ICLTE
Scope of Examination	<ul style="list-style-type: none"> <li>↳ General Ability: (25%) Verbal, Analytical, Leadership and Management, RA 6713</li> <li>↳ Specialized/Technical Area: (75%) <ul style="list-style-type: none"> <li>▪ <i>Mobilization of Resources (35%)</i> <ul style="list-style-type: none"> <li>- Principles of Local Taxation</li> <li>- Real Property Tax</li> <li>- Business and Other Local Taxes</li> <li>- Regulatory Fees and Charges and Local Economic Enterprises</li> <li>- LGU Credit Financing</li> </ul> </li> <li>▪ <i>Management of Local Treasury Services (15%)</i></li> <li>▪ <i>Safekeeping of Local Funds and Records (15%)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>↳ Management: (35%)</li> <li>↳ Specialized/Technical Area: (65%) <ul style="list-style-type: none"> <li>▪ Data Analytics for Local Treasury (including Tax Analysis, Revenue Forecasting and Modeling, and Investment Management)-30%</li> <li>▪ Strategic Mobilization of Local Resources (including Debt Management and Innovative and Non-Traditional Sources of Revenues)-40%</li> <li>▪ Public Expenditure Management and Financial Accountability-10%</li> </ul> </li> </ul>



Reference		BCLTE	ICLTE
		<ul style="list-style-type: none"> <li>▪ <i>Preparation and Analysis of Treasury and Treasury-related Reports (10%)</i></li> <li>▪ <i>Management of Inter-Government and Other Fund Transfers (10%)</i></li> <li>▪ <i>Management of Other PFM Areas (10%)</i></li> <li>▪ <i>Coordinating and Communicating Local Treasury Matters with Stakeholders (5%)</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Principles of Risk Management, Internal Control System, and Internal Audit for Local Treasury-10%</li> <li>▪ Fundamentals of Program/Project Development, Management, and Feasibility Assessment-10%</li> </ul>
No. of Test Items	Test Proper	170	170
	EDQ*	10	10
Time Limit		3 hours, 30 minutes	3 hours, 30 minutes
Test Proper		8 a.m. to 11:30 a.m.	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

9. Failure to take the examination shall mean forfeiture of examination fee and slot. Re-scheduling of examination date is NOT allowed.

Please be guided accordingly.

Approved:

  
**FERNANDO M. PORIO**

Director IV  
Examination, Recruitment and Placement Office

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