



Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE
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MEMORANDUM CIRCULAR NO. 004-2018
23 February 2018

**TO : All BLGF Central and Regional Officials and Employees;
All Local Treasurers and Assistant Treasurers;
All Assessors and Assistant Assessors; and Others Concerned**

SUBJECT: CSC Examination Announcement on the BCLTE for CY 2018

This Memorandum Circular is issued to inform and guide all concerned of the herein attached Civil Service Commission Examination Announcement No. 04, s. 2018, dated February 22, 2018, relative to the **conduct of Basic Competency on Local Treasury Examination (BCLTE) for CY 2018, on 17 June 2018 and 14 October 2018 (both on Sundays)**. The Announcement contains the list of testing venues, coverage of the BCLTE and other important reminders and procedures for the examinees' compliance.

All passers of the BCLTE will be granted the LTE by the CSC. The LTE shall be an equivalent eligibility to the second level or first grade eligibilities, such as the Career Service Professional, Republic Act (RA) No. 1080 and Presidential Decree (PD) No. 907. However, it is clarified that LTE shall only be appropriate for appointment to Local Treasurer and Assistant Local Treasurer positions, and to positions under the Financial Services which do not require practice of profession and are not covered by RA No. 1080 and other special laws.

In this regard, all concerned are enjoined to take note of the **nationwide conduct of the BCLTE for CY 2018, as a civil service eligibility exam, on 17 June 2018 and 14 October 2018, (both on SUNDAYS)**. All local treasury and assessment personnel, and other interested LGU employees, are encouraged to apply for the said examinations.

Individuals who are interested to take the BCLTE shall be guided by the aforementioned CSC Examination Announcement No. 04, s. 2018 and shall use the attached application form (CSC Form No. 100, Revised September 2016). Additional information and bulletins are available at www.blgf.gov.ph/SEAL.

The BCLTE shall form part of the Standardized Examination and Assessment for Local Treasury Service (SEAL) Program of the Department of Finance (DOF) and this Bureau, under DOF Department Order (DO) No. 053.2016, dated 20 October 2016, copy enclosed, the pertinent provisions of which are quoted as follows:

"Section 5. Application of the SEAL Certification in the Appointment and Designation of Local Treasurers and Assistant Treasurers. (a) For purposes of appointing a Local Treasurer or Assistant Treasurer, the corresponding SEAL certification/s identified in Section 2 and Section 4 hereof shall form an integral part of the criteria in selecting and evaluating recommendees for appointment. The weight for SEAL certification shall be given as follows: SEAL 1 Certification (BCLTE) – 20%; SEAL 2 Certification (ICLTE) – 25%; and SEAL 3 Certification (ACLTE) – 30%;

(b) Effective June 2018, all designations and extension of designations shall only be issued to SEAL 1 (BCLTE) certified and recommended designees of the local chief executive (LCE); and

(c) In the event of vacancy of the position of Local Treasurer, the Assistant Treasurer, by rule of succession, whether SEAL 1 (BCLTE) certified or not, shall automatically assume the duties and functions of a Local Treasurer and an appropriate designation may be issued, subject to existing Department regulations.

All concerned are likewise reminded of Section 6 of said DO, regarding the prohibition on any review activities related to the SEAL Examinations, to wit:

"Section 6. Responsibilities of the BLGF. xxx...However, the DOF and the BLGF or any of its officials or employees shall not conduct, authorize or participate in any review activities related to the SEAL examinations."

In this connection, all previously authorized capacity building activities scheduled for implementation after the issuance of the said CSC Examination Announcement shall comply and conform with this Circular, particularly in regard to the abovementioned prohibitions.

The Central and Regional Directors of this Bureau are hereby instructed to widely and immediately disseminate this Circular within their respective jurisdictions.

All concerned shall be guided accordingly.


NIÑO RAYMOND B. ALVINA
OIC Executive Director
01625

Enclosures:

1. **CSC Examination Announcement No. 04, s. 2018**, dated 22 February 2018
2. **DOF Department Order No. 053.2016**, dated 20 October 2016
3. **Civil Service Examination Form (CS Form No. 100, Revised September 2016)**



Examination Announcement No. 04, s. 2018

ANNOUNCEMENT

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

BASIC COMPETENCY ON LOCAL TREASURY EXAMINATION (BCLTE) for CY 2018:

Date of Examination	Application Period	
	From	To
June 17, 2018	Feb 26, 2018	April 27, 2018
October 14, 2018	June 25, 2018	Aug 24, 2018

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

A. OBJECTIVE

As a component of the Standardized Examination and Assessment for Local Treasury Service (SEAL) Program of the Department of Finance (DOF), the BCLTE aims to establish a Register of Eligibles (RoE) from which certification and appointment to Local Treasurer and Assistant Local Treasurer positions, and to positions under the Financial Services in the civil service, except those requiring practice of profession or are covered by Bar/Board and special laws, shall be made, provided the eligibles meet the qualifications and other requirements of the positions. The RoE may also be a reference for employment in the private sector.

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

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Bawat Kawani, Lingkod Bayani

REGION	TESTING CENTER
9*	Zamboanga City
10*	Cagayan de Oro City
11*	Davao City
12*	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. At least 18 years old on the date/time of filing of application;
3. Of good moral character;
4. 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;
5. Has not been dishonorably discharged from military service, or dismissed for cause from any civilian position in the government; and
6. Holder of bachelor's degree on the date/time of filing of application.

- 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 from the Bureau of Immigration, and meeting 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

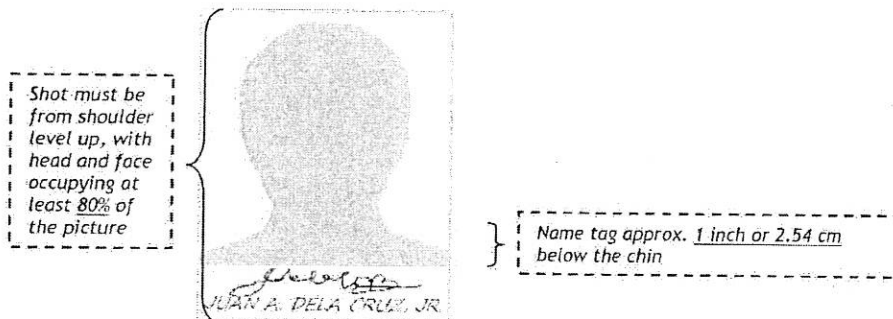
1. Fully accomplished Application Form (CS Form No. 100, Revised September 2016).

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. Four (4) 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;
 - 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. 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, 2018 to the day before application filing).

2. All other I.D. cards not included in the above list shall not be accepted.

- 4. For applicants without date of birth in their I.D. card/s, original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA), or the Local Civil Registry (LCR) printed on Security Paper (SecPa)
- 5. 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
- 6. Examination fee of Seven Hundred Pesos (PhP700.00)

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 Department of Finance-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 have an **ocular inspection** of their assigned school at least one day before the examination day to familiarize them with the school's location.*

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 that arrive later than 7:30 a.m. shall NOT be admitted.
- **Failure to take the examination on scheduled date shall mean forfeiture of examination fee and slot. Re-scheduling of examination date is NOT allowed.**
- Bringing of **cellular phones and any other gadgets**, including smart watches, watch calculators, books and other forms of printed materials and all other similar items, is **NOT allowed**. If brought, these 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 school/testing venue.
- **Proper attire** must be worn on examination day. **SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, and SLIPPERS are 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.

Examinees must bring the following items:

- a. **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 other accepted I.D. cards listed in Item D(3) above, which is preferably valid (not expired);

Note: 1. The **NO I.D., NO EXAMINATION** Rule is strictly implemented.
 2. All other I.D. cards not included in the list under Item D(3) above shall not be accepted.
 3. 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, 2018 to June 16, 2018).

- b. Original of PSA/LCR issued Birth Certificate printed on Security Paper (if I.D. card has no date of birth);
- c. Application Receipt with CSC Official Receipt (if available);
- d. Black Ball Pen/s;
- e. **non-programmable Calculator** (*note: watch calculators, cellular phone calculators, and any other gadgets with calculator are not allowed*); and
- f. 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.

H. SCOPE OF EXAMINATION AND OTHER INFORMATION

1. Scope of Examination

General Ability (25%):

Verbal, Analytical, Leadership and Management, RA 6713

Specialized/Technical Area (75%):

Mobilization of Resources (35%)

- Principles of Local Taxation
- Real Property Tax
- Business and Other Local Taxes
- Regulatory Fees and Charges and Local Economic Enterprises
- LGU Credit Financing

Management of Local Treasury Services (15%)

Safekeeping of Local Funds and Records (15%)

Preparation and Analysis of Treasury and Treasury-related Reports (10%)

Coordinating and Communicating Local Treasury Matters with Stakeholders (10%)

Management of Other PFM Areas (10%)

Management of Inter-Government and Other Fund Transfers (5%)

2. Other Information

Reference		BCLTE
No. of Test Items	Test Proper	170
	EDQ*	10
Time Limit		3 hours, 5 minutes
Test Proper		8 a.m. to 11:05 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 List of Passers shall be posted on the CSC website www.csc.gov.ph within 41 days after the examination.

Note: *Only the List of Passers posted on the CSC website is official. The CSC does not recognize and is not liable for any other postings on any other websites that are not affiliated with, or are engaged in the unauthorized use of the name of, the CSC.*

Examinees can generate their examination rating through OCSERGS or Online Civil Service Examination Result Generation System which can also be accessed through the CSC website. Generation of examination rating through OCSERGS shall be available approximately 15 days after the posting of the List of Passers, or as indicated in the corresponding issuance/advisory.

K. ISSUANCE OF CERTIFICATION OF ELIGIBILITY TO PASSERS

Passers shall be issued a **Certification of Eligibility** printed on CSC letterhead, free of charge.

Passers must personally claim their Certification. Representatives are not allowed to claim the same. For this matter, passers who have moved to or are based in another region, or in remote areas within the region, may personally claim their Certification of Eligibility at the CSC Regional or Field Office (conduit CSC RO/FO) nearest their present place of residence or work, upon written request.

Claiming of Certification shall be available approximately 1 month after the posting of the List of Passers, or as indicated in the corresponding issuance/advisory. Nevertheless, passers should verify first with the CSC Regional/Field Office if their Certification is already available before going to the CSC Regional/Field Office. A complete directory (contact numbers) of the CSC Regional/Field Offices may be accessed at the CSC website.

The basic requirements in claiming the Certification are:

1. **I.D. card** – preferably the same I.D. card presented during filing of application. If the I.D. card to be presented for claiming of Certification is different from the I.D. card presented during filing of application, the examinee must present any of the other accepted I.D. cards listed in Item D(3) above, which is preferably valid (not expired);

- Note:** a. All other I.D. cards not included in the list under Item D(3) above shall not be accepted.
- b. As a last resort, expired I.D. card may be presented for claiming of Certification, provided that, the expiry date of the I.D. card is within the preceding months of the year reckoning the date of claiming of Certification.

2. Application Receipt with CSC Official Receipt (if available).

Note: The CSC Regional/Field Office may require additional document/s as necessary to establish the identity of the passers.

A corresponding Advisory on these matters shall be posted on the CSC website. For any other concerns on examination results including queries on examinee number, examinees must verify directly with the CSC Regional Office concerned. The CSC Regional Offices handle the release and distribution of the examination results and Certification of Eligibility.

L. RESULTING CIVIL SERVICE ELIGIBILITY

The civil service eligibility resulting from passing the BCLTE shall be called **Local Treasurer Eligibility**. It is a second level eligibility, which is only appropriate for appointment to Local Treasurer and Assistant Local Treasurer positions, and to positions under the Financial Services that do not require the practice of profession and are not covered by Bar/Board or Special Laws.

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

Approved:



FERNANDO M. PORIO
Director IV
Examination, Recruitment and Placement Office

22 FEB 2018



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

DEPARTMENT ORDER NO. 053.2016
20 October 2016

**SUBJECT: ESTABLISHING THE STANDARDIZED EXAMINATION AND ASSESSMENT FOR
LOCAL TREASURY SERVICE (SEAL) PROGRAM**

WHEREAS, the Secretary of Finance is mandated to appoint local treasurers and assistant treasurers of all provinces, cities, and municipalities across the country, pursuant to Sec. 470 and Sec. 471 of the Local Government Code (LGC) of 1991;

WHEREAS, local treasurers and assistant treasurers are regarded as local fiscal managers, and they ought to be professionals discharging their official duties and responsibilities with the highest degree of excellence, efficiency, professionalism, skills, ethical orientation and technical competencies that adequately respond to the requirements of the local government units (LGUs) that they serve;

WHEREAS, the Department of Finance (DOF) aims to institutionalize high standards of qualifications, practice and benchmarks for technical proficiencies and competencies in the local treasury service, in order to recruit highly qualified and competent local treasurers and assistant treasurers;

WHEREAS, the DOF endeavors to develop and institute continuing competency and professional development mechanisms for local treasury service;

WHEREAS, the DOF, in coordination with the Bureau of Local Government Finance (BLGF), will partner with the Civil Service Commission (CSC) in the development, institutionalization, conduct and administration of standardized examinations, assessment and intervention programs for local treasury service;

NOW, THEREFORE, in consideration of the foregoing premises, the **Standardized Examination and Assessment for Local Treasury Services (SEAL) Program** is hereby established and institutionalized, as follows:

Section 1. Goals and Objectives. It is the goal of the DOF to promote the continuous professional development of the local treasury service and to develop a corps of competent and qualified local treasury officials who demonstrate and perform their functions with the highest degree of excellence, integrity, and professionalism so they may effectively serve their LGUs and the general public. Toward this end, the Department endeavors to:

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- 1.1. Ensure that local treasurers and assistant treasurers appointed and designated to the respective positions meet the established standards and benchmarks of the DOF for the required competencies and ethical orientation sufficient to the level of fiscal operations and environment of the LGUs that they will serve;
- 1.2. Improve the internal mechanisms pertaining to the assessment of candidates for appointment and designation of local treasurers and assistant treasurers by the Secretary of Finance; and
- 1.3. Establish a ready pool of highly qualified personnel ready to be designated or appointed to the position of local treasurer or assistant treasurer.

Section 2. The Three-Level SEAL Program. To support the attainment of competency requirements for the effective and efficient discharge of local treasury duties and functions, there shall be established the three-level competency certification under the SEAL Program according to tactical-operational competencies, strategic-managerial competencies, and leading for innovation competencies, as follows:

2.1. SEAL 1 Certification: Basic Competencies on Local Treasury. This first level of certification pertains to the basic or general set of tactical-operational competencies that the Local Treasurer/Assistant Treasurer possesses to undertake the tasks associated with local treasury functions:

- a. Operationally knows the applicable laws, rules, and regulations;
- b. Operationally familiar with the compliance requirements of documented policies, processes, transactions, and procedures;
- c. Performs key functions according to prescribed systems and frameworks;
- d. Effectively delivers the key performance commitments/indicators;
- e. Provides support, advice, and guidance to personnel within the treasury function;
- f. Coordinates with various units with complementary functions;
- g. Demonstrates effective analytical and communication skills, ethical conduct, and ability to build relationships with key stakeholders; and
- h. Knowledgeable about the current developments that affect or influence local treasury.

The SEAL 1 certification is applicable to all provincial, city and municipal treasurers and assistant treasurers regardless of LGU income classification.

2.2. SEAL 2 Certification: Intermediate Competencies on Local Treasury. This second level of certification focuses on managerial-strategic abilities denoting that the Local Treasurer/Assistant Treasurer has the competencies to oversee the achievement of the goals and objectives of the local treasury unit:

- a. Sets goals and objectives according to the thrusts and priorities of the DOF, the BLGF and the local government he/she serves;
- b. Plans the effective use of resources to achieve the goals and objectives;
- c. Knows data analytics and the practical application thereof to drive change and improvement in local treasury operations, targets and performance commitments;
- d. Conceptualizes, designs, and proposes valuable programs and projects;

- e. Ensures effective implementation of programs, activities, and projects relative to local treasury operations;
- f. Effectively manages the risks pertaining to local treasury by identifying and assessing them;
- g. Institutes internal control mechanisms to mitigate risks in the LGU, in general, and in the local treasury office, in particular;
- h. Motivates staff in the performance of tasks in line with the strategic performance management system;
- i. Influences key stakeholders, both internally and externally, relative to local treasury functions; and
- j. Manages change, where necessary.

The SEAL 2 certification is primarily intended for local treasurers and assistant treasurers in 1st, 2nd and 3rd Income Class Provinces, Cities and Municipalities.

2.3. SEAL 3 Certification: Advance Competencies on Local Treasury. This highest level of certification seeks to guarantee that the Local Treasurer/Assistant Treasurer is able to spearhead the adoption of innovative and leading-edge approaches to local treasury functions, with the following core competencies:

- a. Assesses both internal and external landscape surrounding the local treasury and the general local fiscal and financial management affairs;
- b. Knowledgeable about modern approaches, institutional frameworks, business models, and tools that shape the functioning of local treasury;
- c. Promotes systems thinking and adopts a system approach to service delivery;
- d. Influences and drives forward continuous improvement initiatives;
- e. Engages in innovative use of data analytics and encourages researches for documenting best practices and gaining insights from learning opportunities;
- f. Adopts innovative approaches to managing key stakeholders;
- g. Develops, enhances, or protects the image and reputation of the whole local government organization;
- h. Manages information and communication effectively to intended users; and
- i. Knows how to use influence and authority in the leadership of the treasury function to work collaboratively across the organization and significantly influence the strategy and the overall success of the local government organization.

The SEAL 3 certification is suited for treasurers and assistant treasurers of Special, 1st Class and Highly Urbanized Cities, and 1st Income Class Provinces.

Section 3. Manner of Attaining the SEAL Certification. The DOF, in coordination with the BLGF, shall partner with the CSC in the development and administration of the examinations required for SEAL 1, through the Basic Competency on Local Treasury Examination (BCLTE) and for SEAL 2, through the Intermediate Competency on Local Treasury Examination (ICLTE). The BCLTE shall be open to any interested applicant who intends to join the local treasury service. The qualifications set under Sections 470 and 471 of the LGC shall not be a requirement in applying for the said examination. For the SEAL 2, the SEAL 1 (BCLTE) certification shall be a pre-requisite. In the case of SEAL 3, the Advance Competency for Local Treasury Examination (ACLTE) shall be separately set up and directly

handled by the DOF and the BLGF, and it shall only be open to those who have been certified under SEAL 2 (ICLTE).

Section 4. Nature and Scope of Examinations and Assessment. The corresponding competency clusters/areas/subjects of the SEAL Program are hereby provided:

4.1. SEAL 1 Certification (BCLTE). The competency areas/subjects to be examined under SEAL 1, through the BCLTE, shall include, but shall not be limited to, the following:

- a. Management of Local Treasury Services;
- b. Mobilization of Resources;
 - b.1. Principles of Local Taxation;
 - b.2. Real Property Tax Collection;
 - b.3. Business and Other Local Taxes;
 - b.4. Fees and Charges, and Local Economic Enterprises; and
 - b.5. LGU Credit Financing.
- c. Management of Inter-Government and Other Fund Transfers;
- d. Preparation and Analysis of Treasury and Treasury-Related Reports;
- e. Safekeeping of Local Funds and Records;
- f. Coordinating and Communicating Local Treasury Matters with Stakeholders;
- g. Management of Other Public Financial Management Areas; and
 - g.1. Local Budgeting Cycle;
 - g.2. Irregular, Unnecessary, Excessive, Extravagant, and Unconscionable Expenditures; and
 - g.3. External Audit Processes and Opinions.
- h. General Ability Test, and General Information, Adherence to Code of Conduct and Ethical Standards for Public Officials/Employees, and Anti- Red Tape Act.

4.2. SEAL 2 Certification (ICLTE). The competency areas/subjects to be examined under SEAL 2, through the ICLTE, shall include, but shall not be limited to, the following:

- a. Data Analytics for Local Treasury (including Tax Analysis, Revenue Forecasting and Modeling, and Investment Management);
- b. Strategic Mobilization of Local Resources (including Debt Management and Innovative and Non-Traditional Sources of Revenues);
- c. Public Expenditure Management and Financial Accountability;
- d. Principles of Risk Management, Internal Control System, and Internal Audit for Local Treasury; and
- e. Fundamentals of Program/Project Development, Management, and Feasibility Assessment.

4.3. SEAL 3 Certification (ACLTE). The competency areas to be covered under SEAL 3, through an assessment by the DOF and the BLGF, shall include, but shall not be limited to, the following:

- a. Leading Change in Organizations (including Systems Thinking);
- b. Continuous Improvement and Innovations at Work-Productivity and Quality;

- c. Advanced Data Analytics (including Financial Modelling and Sensitivity Analysis for Local Treasury);
- d. Advanced Risk Management and Internal Control System for Local Treasury;
- e. Information Management, Communication Strategies and Social Marketing;
- f. Public Policy Review and Development; and
- g. Evolving Practices on Public Financial Management.

Section 5. Application of the SEAL Certification in the Appointment and Designation of Local Treasurers and Assistant Treasurers. (a) For purposes of appointing a Local Treasurer or Assistant Treasurer, the corresponding SEAL certification/s identified in Section 2 and Section 4 hereof shall form an integral part of the criteria in selecting and evaluating recommendees for appointment. The weight for SEAL certification shall be given as follows: SEAL 1 Certification (BCLTE) - 20%; SEAL 2 Certification (ICLTE) - 25%; and SEAL 3 Certification (ACLTE) - 30%;

(b) Effective June 2018, all designations and extension of designations shall only be issued to SEAL 1 (BCLTE) certified and recommended designees of the local chief executive (LCE); and

(c) In the event of vacancy of the position of Local Treasurer, the Assistant Treasurer, by rule of succession, whether SEAL 1 (BCLTE) certified or not, shall automatically assume the duties and functions of a Local Treasurer and an appropriate designation may be issued, subject to existing Department regulations.

Section 6. Responsibilities of the BLGF. The BLGF shall endeavor to provide the necessary support and assistance towards the full attainment of the goals and the sustainability of the SEAL Program. The BLGF shall, from time to time, issue clarificatory guidelines and adjustments in the benchmarks for each competency category, manage the subject areas, adjust the competency standards for each SEAL, update the criteria for selection and evaluation for appointment of treasurers and assistant treasurers of LGUs pursuant to Section 5(a) hereof, and coordinate with the CSC, as may be necessary, subject to the direct supervision and approval of the Undersecretary of Revenue Operations Group. Further, the BLGF shall develop, deliver and institutionalize interventions and technical assistance, such as trainings, continuing professional education, among others, in partnership with the academe, higher education institutions, and reputable training institutions and providers. However, the DOF and the BLGF or any of its officials or employees shall not conduct, authorize or participate in any review activities related to the SEAL examinations.

Section 7. Administrative Arrangements. Registration of applicants for the BCLTE and ICLTE, and the imposition of fees and collection thereof shall be in accordance with the rules and regulations of the CSC. The examination fee/s that may be collected shall be borne by the concerned applicants. Enrollment or registration fees for review shall not be charged to the Government. No other fees shall be collected unless duly authorized by the proper authorities. The examination day and the requisite travel time to the testing centers for all incumbent local treasurer and assistant treasurer, whether appointed or designated, who shall take the examination, shall be considered on official time. As may be applicable, they shall be entitled to travelling, per diems and other incidental expenses incurred, except

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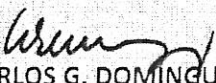
examination and review fees, subject to the usual accounting and audit rules and regulations of the Government.

Section 8. Transitory Arrangements. To ensure continuity in local treasury operations, new designations and extension of designations may be issued to non SEAL 1 (BCLTE) certified recommendees of the LCE until the period prescribed in Section 5b hereof. Thereafter, designees shall acquire said certification to be considered for extension of designation. Incumbent appointed Local Treasurers and Assistant Treasurers, who enjoy the security of tenure, are encouraged to obtain the SEAL 1 (BCLTE) certification.

Section 9. Responsibilities and Discipline. All local treasurers, assistant treasurers and concerned BLGF officials and employees are directed to comply with the provisions of this Order. Pursuant to Republic Act No. 9416, any form of cheating in civil service examinations, and the unauthorized use and possession of CSC examination-related materials shall be unlawful, and the CSC shall have the exclusive jurisdiction over these cases including those committed by private individuals.

Section 10. Repealing and Separability Clause. All issuances, circulars, rules and regulations issued that are inconsistent herewith are hereby repealed, amended, and/or modified accordingly. If any part or provision of this Order is declared illegal or unconstitutional, the other parts or provisions shall remain valid.

This Department Order shall take effect immediately upon its publication in the Official Gazette or in a newspaper of nationwide circulation.


CARLOS G. DOMINGUEZ
Secretary of Finance





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 type="checkbox"/> Others _____
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-Relakers <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.)
(e.g. De La Paz = D, P, or DLP; Dela Paz = D, P, or DP)				
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 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others _____	OTHER DATA <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				
1. 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 <input type="checkbox"/> NO <input type="checkbox"/> IF YES, attach copy/ies of decision/s.				
2. Pursuant to the Indigenous Peoples Act (RA 8371), are you a member of any indigenous group? YES <input type="checkbox"/> NO <input type="checkbox"/> 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 _____	

Date: _____	APPLICATION RECEIPT		APPLICATION NO. _____
O.R. No. _____	Mode <input type="checkbox"/> PPT <input type="checkbox"/> COMEX	Title <input type="checkbox"/> Professional <input type="checkbox"/> SubProfessional <input type="checkbox"/> Others _____	<p>ID PHOTO (see Specifications at the back)</p>
Amount: _____	DATE: _____	TIME: _____	
Name of Collecting Officer _____	PLACE: _____	Signature over Printed Name of Processor _____	
Date Received / Processed _____			

To be filled-out by Applicant

Applicant's Name: _____	First Name	MI	Last Name	Ext. Name (i.e. 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"> 1. Must be Filipino citizen. 2. Must be of good moral character. 3. 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. 4. Must have not been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government and 5. For Career Service Examination applicants: <ol style="list-style-type: none"> a. must be at least 18 years of age on the date of filing of application. b. 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. <p>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.</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"> 1. Fully accomplished Application Form (CS Form No. 100 Revised September 2016) 2. Four (4) pieces of identical I.D. pictures with specifications, as follows: <ul style="list-style-type: none"> • taken within the last three (3) months prior to filing of application • Philippine passport picture size (4.5 cm x 3.5 cm or 1.78 x 1.38) • colored, with white background and printed on good quality photo paper • 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) • in bare face (with no eyeglasses, colored contact lens, or any accessories that may cover the facial features (facial features not computer enhanced) • showing left and right ears • taken in full-face view directly facing the camera, with neutral facial expression and both eyes open • 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 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 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 (Note: All other ID cards NOT included in the list shall NOT be accepted). 4. 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). 5. 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. 6. 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.

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) 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/BOUSE, 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

- | | |
|---|--------------------|
| 1. This Application Receipt and/or Notice of School Assignment | 3. Black ballpen/s |
| 2. Same valid I.D. presented at the time of filing of application (NO I.D., NO EXAM) | |