

ADVISORY

TO : All Examinees of the October 14, 2018 BCLTE and ICLTE

SUBJECT : School Assignment and Important Reminders

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.
 - **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**.
- Further, **NO bags** and any other personal stuff shall be allowed. Examinees are advised to bring **ONLY** the items listed under Item B (Things to Bring) below.
- **Failure to take** the examination on scheduled date shall mean **forfeiture of examination fee and slot. Re-scheduling of examination date is NOT allowed.**

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 October 14, 2018 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	La Union National High School Governor Nisce Street San Fernando City, La Union



Region	Testing Center	Name and Address of School
II	Tuguegarao City	Tuguegarao City Science High School Mabini Street, Tuguegarao City
III	City of San Fernando, Pampanga	Pampanga High School High School Boulevard, City of San Fernando Pampanga
IV	Batangas City	Batangas State University-Main Rizal Avenue Extension, Batangas City
V	Legazpi City	Divine Word College of Legazpi Rizal Street, Old Albay District, Legazpi City
VI	Iloilo City	West Visayas State University Luna Street, La Paz, Iloilo City
VII	Cebu City	Lahug Elementary School Gorordo Avenue, Cebu City
VIII	Tacloban City	Leyte Normal University Paterno Street, Tacloban City
IX	Zamboanga City	Don Pablo Lorenzo Memorial High School Governor Ramos Avenue, Zamboanga City
X	Cagayan de Oro City	Southern Philippines College J. Pacana Street, Licuan, Cagayan de Oro City
XI	Davao City	Palma Gil Elementary School Elpidio Quirino Avenue, Davao City
XII	Cotabato City	<ul style="list-style-type: none"> ▪ Cotabato City National High School-Rojas Site Sousa Street, Cotabato City ▪ Koronadal Central Elementary School I Rizal Street, Koronadal City
NCR	Quezon City	Ramon Magsaysay High School (Cubao) Ermin Garcia Street cor. EDSA (in front of Nepa Q Mart) Cubao, Quezon City
CAR	Baguio City	Baguio City National High School Governor Pack Road, Baguio City
Caraga	Butuan City	Butuan City School of Arts and Trades Butuan City

B. Things to Bring

Bring ONLY the following items on examination day:

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):

- 1.1 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;
- 1.2 Passport;
- 1.3 PRC License;
- 1.4 SSS I.D.;
- 1.5 GSIS I.D. (UMID);
- 1.6 Voter's I.D./Voter's Certification;
- 1.7 BIR/Taxpayer's I.D. (ATM type/TIN card type with picture);
- 1.8 PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number);
- 1.9 Company/Office I.D.;
- 1.10 School I.D.;
- 1.11 Police Clearance/Police Clearance Certificate (with picture);
- 1.12 Postal I.D.;
- 1.13 Barangay I.D.;
- 1.14 NBI Clearance;
- 1.15 Seaman's Book;
- 1.16 HDMF Transaction Card;
- 1.17 PWD I.D.;
- 1.18 Solo Parent I.D.;
- 1.19 Senior Citizen's I.D.;
- 1.20 Alien Certificate of Registration Identity Card (ACR I-CARD); and
- 1.21 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, 2018 to October 13, 2018).

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 advised to bring **ONLY** the above listed items.

C. Other 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 school location;
2. Be at the assigned school early on examination day for the verification and locating of room assignment. Testing venues shall be open to examinees at 6 a.m.;
3. Use of any aid in answering the test (such as books, dictionaries and other forms of printed materials; **watch calculators, cellular phone calculators, and any other gadgets with calculator**; cellular phones, smart phones/watches, tablets and any other gadgets; and all other similar materials/items) is strictly prohibited.
4. 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.

D. Scope of Examination and Other Information

1. Scope of Examination

BCLTE	ICLTE
General Ability (25%): Verbal, Analytical, Leadership and Management, RA 6713	Management: (35%)
<p>Specialized/Technical Area (75%):</p> <p><i>Mobilization of Resources (35%)</i></p> <ul style="list-style-type: none"> ▪ Principles of Local Taxation ▪ Real Property Tax ▪ Business and Other Local Taxes ▪ Regulatory Fees and Charges and Local Economic Enterprises ▪ LGU Credit Financing <p><i>Management of Local Treasury Services (15%)</i></p> <p><i>Safekeeping of Local Funds and Records (15%)</i></p> <p><i>Preparation and Analysis of Treasury and Treasury-related Reports (10%)</i></p> <p><i>Management of Other PFM Areas (10%)</i></p> <p><i>Management of Inter-Government and Other Fund Transfers (10%)</i></p> <p><i>Coordinating and Communicating Local Treasury Matters with Stakeholders (5%)</i></p>	<p>Specialized/Technical Area (65%):</p> <p><i>Data Analytics for Local Treasury, including Tax Analysis, Revenue Forecasting and Modeling, and Investment Management (30%)</i></p> <p><i>Strategic Mobilization of Local Resources, including Debt Management and Innovative and Non-Traditional Sources of Revenues (40%)</i></p> <p><i>Public Expenditure Management and Financial Accountability (10%)</i></p> <p><i>Principles of Risk Management, Internal Control System, and Internal Audit for Local Treasury (10%)</i></p> <p><i>Fundamentals of Program/Project Development, Management, and Feasibility Assessment (10%)</i></p>

2. Other Information

Reference		BCLTE/ICLTE
No. of Test Items	Test Proper	170
	EDQ*	10
Time Limit	Regular	3 hours, 30 minutes
	Visually Impaired (Dictation; Braille; Low Vision)	4 hours, 30 minutes
	Deaf/Hard of Hearing	
Test Proper	Regular	8 a.m. to 11:30 a.m.
	Visually Impaired (Dictation; Braille; Low Vision)	8 a.m. to 12:30 p.m.
	Deaf/Hard of Hearing	
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

Please be guided accordingly.

Approved:


FERNANDO M. PORIO

Director IV
Examination, Recruitment and Placement Office

28 SEP 2018