




Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE
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MEMORANDUM

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

FROM :  **JOSE ARNOLD M. TAN, CESO V**
Deputy Executive Director III

SUBJECT : **CSC Examination Advisory on the BCLTE and ICLTE for CY 2019**

DATE : **OCT 07 2019**

This Memorandum is issued to inform and guide all concerned of the herein attached Civil Service Commission Examination Advisory No. 13, s. 2019, dated 04 October, 2019, relative to the conduct of **Basic Competency on Local Treasury Examination (BCLTE) and Intermediate Competency on Local Treasury Examination (ICLTE) on Sunday, 13 October 2019**. The Advisory contains the list of testing venues, coverage of the BCLTE and ICLTE and other important reminders and procedures for the examinees' compliance.

All Regional Directors are hereby instructed to widely and immediately disseminate this Circular within their respective jurisdictions.

Please be advised that any query or clarification regarding the abovementioned examinations must be directed to the CSC Central or Regional Offices. For further announcements, please visit the BLGF website (www.blgf.gov.ph) or CSC Website (www.csc.gov.ph).

All concerned shall be guided accordingly.



Examination Advisory No. 13, s. 2019

ADVISORY

TO : All Examinees of the October 13, 2019 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 who will arrive later than 7:30 a.m. shall NOT be admitted.
- **Visit and conduct an ocular inspection** of the 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.**
- **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 Item B (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.**



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BY TÜV RHEINLAND



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Bawat Kawani, Lingkod Bayani

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 13, 2019 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	Saint Louis College San Fernando City La Union
II	Tuguegarao City	Tuguegarao West Central School Ugac Highway, Tuguegarao City
III	City of San Fernando, Pampanga	Pampanga High School High School Boulevard, City of San Fernando Pampanga
IV	Batangas City	Batangas National High School Rizal Avenue, Poblacion, Batangas City
V	Legazpi City	Mariners' Polytechnic Colleges Foundation-Main Legazpi City
VI	Iloilo City	Iloilo National High School La Paz, Iloilo City
VII	Cebu City	Cebu Normal University Osmeña Boulevard, 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, Zamboanga City
X	Cagayan de Oro City	Southern Philippines College Julio Pacana Street, Licuan, Cagayan de Oro City
XI	Davao City	A. Mabini Elementary School Davao City
XII	Cotabato City	Cotabato City National High School-Main Campus Sinsuat Street, Cotabato City
	Koronadal City	Koronadal Central Elementary School I Rizal Street, Koronadal City
NCR	Quezon City	Carlos Albert High School Brixton Hill, Santol, Quezon City
CAR	Baguio City	Baguio City National High School Governor Pack Road, Baguio City
Caraga	Butuan City	Agusan National High School (1) 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):

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.

C. Other Reminders

1. Be at the assigned school/testing venue early on examination day for the verification and locating of room assignment. Testing venues shall be open to examinees at 6 a.m.;
2. 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.
3. 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

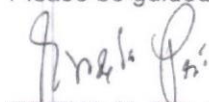
BCLTE	ICLTE
General Ability (25%): Verbal, Analytical, Leadership and Management, RA 6713	Management: (35%)
Specialized/Technical Area (75%): <ul style="list-style-type: none"> ▪ <i>Mobilization of Resources (35%)</i> <ul style="list-style-type: none"> - Principles of Local Taxation - Real Property Tax - Business and Other Local Taxes - Regulatory Fees and Charges and Local Economic Enterprises - LGU Credit Financing ▪ <i>Management of Local Treasury Services (15%)</i> ▪ <i>Safekeeping of Local Funds and Records (15%)</i> ▪ <i>Preparation and Analysis of Treasury and Treasury-related Reports (10%)</i> ▪ <i>Management of Other PFM Areas (10%)</i> ▪ <i>Coordinating and Communicating Local Treasury Matters with Stakeholders (10%)</i> ▪ <i>Management of Inter-Government and Other Fund Transfers (5%)</i> 	Specialized/Technical Area (65%): <ul style="list-style-type: none"> ▪ <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>

2. Other Information

Reference		BCLTE/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

Please be guided accordingly.



EDITHA M. DELA PEÑA

Director IV

Examination, Recruitment and Placement Office

OCT 04 2019

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