



MEMORANDUM CIRCULAR NO. 020.2021

22 JUL 2021

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

SUBJECT : **CSC Examination Advisory for the Conduct of Basic Competency on  
Local Treasury Examination (BCLTE) for CY 2021**

This Memorandum Circular is issued to inform and guide all concerned of the herein attached **Civil Service Commission (CSC) Examination Advisory No. 06, s. 2021**, dated 16 July 2021, relative to the conduct of the **Basic Competency on Local Treasury Examination (BCLTE)** on **Sunday, 10 October 2021**. The CSC Advisory contains the list of testing venues, coverage of the BCLTE, and other important reminders and procedures for the examinees' compliance.

In addition, please note the full implementation of Department Personnel Order No. 477-2019<sup>1</sup> dated 04 June 2019, and Department Order No. 053-2016<sup>2</sup> dated 20 October 2016, both issued by Secretary Carlos G. Dominguez, relative to the requirement of BCLTE certification for purposes of designation of local treasurers and assistant local treasurers, including the extension thereof, effective 01 June 2019.

All BLGF 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 subject examination must be directed to the CSC Central or Regional Offices. For further announcements, please visit the BLGF Website ([www.blgf.gov.ph](http://www.blgf.gov.ph)), BLGF Official Facebook Page, or CSC Website ([www.csc.gov.ph](http://www.csc.gov.ph)).

All concerned shall be guided accordingly.



  
**NIÑO RAYMOND B. ALVINA**  
Executive Director

<sup>1</sup> Establishing Guidelines on the Evaluation and Processing of Appointments of Local Treasurers and Assistant Local Treasurers

<sup>2</sup> Establishing the Standardized Examination and Assessment for Local Treasury Service (SEAL) Program





Examination Announcement No. 06, s. 2021

# ANNOUNCEMENT

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

## BASIC COMPETENCY ON LOCAL TREASURY EXAMINATION (BCLTE) for CY 2021:

Date of Examination	Application Period		Target Release Date of Test Results
	From	To	
10 October 2021	21 July 2021	20 August 2021	20 November 2021

**Note:** *Acceptance of applications shall be on a **FIRST-COME, FIRST-SERVED** basis and shall be closed any time before the deadline if the CSC Regional/Field Office has already reached the target number of applicants.*

Below are guidelines to 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
I	San Fernando City, La Union
II	Tuguegarao City
III	City of San Fernando, Pampanga
IV	Batangas City

REGION	TESTING CENTER
V	Legazpi City
VI	Iloilo City
VII	Cebu City
VIII	Tacloban City
IX	Zamboanga City
X	Cagayan de Oro City
XI	Davao City
XII	Koronadal City
NCR	Quezon City
CAR	Baguio City
Caraga	Butuan City
BARMM	Cotabato City

The above-listed testing centers are subject to change in light of the emerging/evolving COVID-19 situation.

### C. QUALIFICATION / ADMISSION REQUIREMENTS

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.

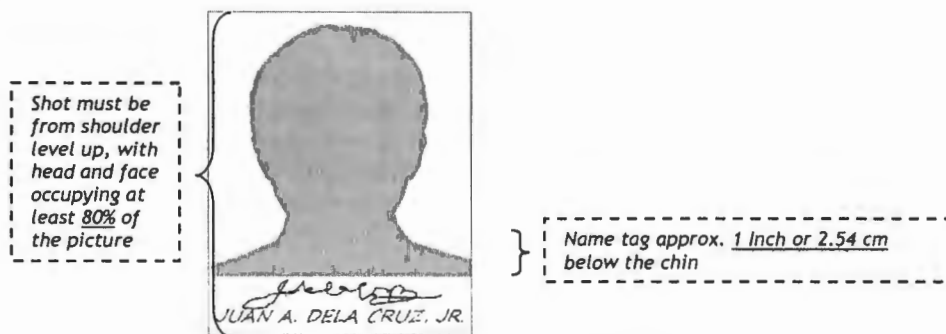
- Note:**
- a) *Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination fees paid shall be forfeited.*
  - b) *Applicants holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003) may apply for and take the examination upon presentation of original, and submission of a copy of, certification of retention/re-acquisition of Philippine Citizenship (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 pass the same. However, this is without prejudice to the outcome of their pending cases. If they are found guilty, with the decision imposing the accessory penalty of cancellation of eligibility, their eligibility shall be forfeited per existing Civil Service Law and rules [e.g. Section 57 (a) of the 2017 Rules on Administrative Cases in the Civil Service].*

#### D. APPLICATION REQUIREMENTS

1. Fully accomplished Application Form (appropriate **CS Form No. 100**).

**Note:** Applicants are strongly advised to download the Application Form from the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph), and print the form using legal size bond paper.

2. Four (4) pieces of identical ID pictures with specifications, as follows:
  - a. Philippine **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** (i.e. photo does not peel off)
  - 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** (no eyeglasses; no colored contact lens; no headdress, no bandana, or any other 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** which includes: **Given Name, Middle Initial (if any), Last Name, and Extension Name (if any)**



3. Original and photocopy of any of the following list of accepted ID cards for civil service exam, 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 ID;
  - e. GSIS ID (UMID);
  - f. Voter's ID/Voter's Certification;
  - g. BIR/Taxpayer's ID (*ATM type/TIN card type with picture*);
  - h. PhilHealth ID (*must have the bearer's name, clear picture, signature and PhilHealth number*);
  - i. Company/Office ID;
  - j. School ID;
  - k. Police Clearance/Police Clearance Certificate (with picture);
  - l. Postal ID;
  - m. Barangay ID;
  - n. NBI Clearance;
  - o. Seaman's Book;
  - p. HDMF Transaction ID;

- q. PWD ID;
- r. Solo Parent ID;
- s. Senior Citizen's ID; and
- t. CSC Eligibility Card (*note: Implemented only beginning with the 3 May 2015 CSE-PPT*).

**Note:** 1. All other ID cards not included in the above list shall not be accepted.  
2. As a last resort, expired ID card may be presented/submitted during filing of examination application, provided that the expiry date of the ID card is within the preceding months of the year reckoning the date of filing of application.

4. Examination fee of Seven Hundred Pesos (PHP700)

**OTHER/ADDITIONAL REQUIREMENTS, as applicable:**

- Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority or the Local Civil Registry (*only for applicants without date of birth on their ID 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 APPLICATION FORM AND HOW TO FILE APPLICATION**

E.1 Where to Get the Application Form

The application form, CS Form No. 100, is available at any CSC Regional/Field Office (RO/FO), or may be downloaded from the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph). It may be printed/reproduced using legal size bond paper.

E.2 How to File/Mode of Filing the Application

Applicants must communicate/coordinate with the CSC RO, or with any of the CSC RO's Field Offices, where they intend to take the examination regarding the mode of filing the application and the corresponding procedures. A complete directory of CSC ROs and FOs nationwide is available at the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph).

**F. TRANSFER OF TESTING CENTER**

Requests for transfer of testing center shall be accommodated within the application period, or not later than five (5) working days after the deadline of filing of application. Strictly, no request for transfer of testing center shall be accepted beyond this period. Hence, applicants are advised to be circumspect and certain in determining the testing center where they intend to take the examination.

The applicant should submit a written request to the CSC Regional/Field Office where the application was filed, which shall be subject to evaluation by the CSC RO/FO concerned. The written request must indicate the reason for the transfer of testing center, and must be accompanied by supporting evidence as well as a copy of the Application Receipt.

The written request shall be sent to the CSC Regional/Field Office concerned through email or through courier (e.g., LBC, Lalamove, Mr. Speedy, 2Go Express, Grab Express, JRS Express, DHL Express, J&T Express, etc.).

## G. 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 at [www.csc.gov.ph](http://www.csc.gov.ph); individual websites of the CSC ROs, as applicable; CSC Facebook page at [www.facebook.com/civilservicegovph](https://www.facebook.com/civilservicegovph) and CSC RO-managed Facebook pages; and other means of publication.

Related inquiries should be coordinated directly with the CSC Regional/Field Office concerned.

**Note:** *Examinees are strongly advised to **visit and conduct an ocular inspection** of their assigned school/testing venue, as much as feasible, at least one day before the examination day. This is for the examinee 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 SOLELY RELY ON GPS NAVIGATION APPLICATIONS, SUCH AS WAZE AND GOOGLE MAPS, ON EXAMINATION DAY.*

## H. EXAMINEE'S GUIDE / AUDIO-VISUAL PRESENTATION (AVP)

An Examinee's Guide/AVP shall be sent via email to examinees approximately one week before exam day. It shall serve as the orientation/briefing material of examinees on the conduct of the examination.

It shall contain comprehensive information on the conduct of the examination, including guidelines and procedures to be observed before exam day, on exam day, after exam day, and other concerns, as well as the health and safety protocols in light of the COVID-19 situation.

It shall be the responsibility of the examinees to access, read/watch thoroughly, and understand fully the Examinee's Guide/AVP.

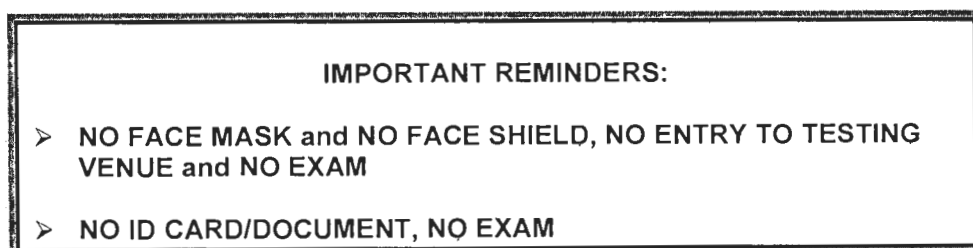
## I. HEALTH DECLARATION FORM

As part of the COVID-19 health protocols, examinees shall be required to accomplish and submit a Health Declaration Form (HDF), which will be available for downloading and printing from the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph).

Examinees shall pre-accomplish the HDF not earlier than one (1) day or within 24 hours prior to exam day. The temperature reading will be written only upon going through thermal scanning at the main entrance of the school/testing venue on exam day.

## J. EXAMINATION DAY

This part only includes the Important Reminders and the Things to Bring on exam day. The comprehensive information on the conduct of the exam shall be contained in an Examinee's Guide as mentioned under Item H of this Announcement.



- Be at the testing venue not later than **6:30 a.m.**
- **Wear your face mask and face shield and practice physical distancing at all times**, unless otherwise allowed.
- **Wear proper attire** on examination day, preferably **plain white shirt/tops**. SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS ARE NOT ALLOWED.

Long hair (for both male and female) must be tied into a ponytail.

- **EXAMINEES ARE NOT ALLOWED TO BRING the following items to their seat:** 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. Prior to occupying their assigned seat, examinees shall be required to deposit said items and all other personal belongings in the designated area.

Also, examinees are encouraged to use **transparent bag**.

- **Using any aid in answering the test** (such as books, dictionaries, and other forms of printed materials; cellular phones; smart phones/watches; tablets and any other gadgets; and all other similar materials/items) is **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 the test booklet outside the testing room/venue is strictly prohibited.** The examination, or test results, of those found violating this rule shall be cancelled.

#### **THINGS TO BRING:**

1. **ID card** – preferably the same ID card presented during filing of application.

In case of loss or unavailability of the ID card presented during filing of application, the examinee may present for admission any of the other accepted ID cards for civil service exam listed under Item D.3 of this Announcement, which is preferably valid (not expired).

**Note:** - *Photocopy of ID card, or cellphone photo of ID, shall not be accepted.*

- *All other ID cards not included in the list under Item D.3 of this Announcement shall not be accepted.*
- *As a last resort, expired ID card may be presented for admission provided that the expiry date of the ID card is within the preceding months of the year reckoning the date of examination (i.e., the expiry date of the ID should only be from 1 January 2021 to 9 October 2021. ID card/s with expiry date before 1 January 2021 shall not be accepted).*

2. **BLACK BALL PEN/S** (*Note: Examinees must bring their own ball pen/s. Borrowing of ball pen/s is strictly prohibited to prevent cross-contamination.*)
3. **Health Declaration Form** (*to be downloaded from the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph)*)
4. **Non-scientific and non-programmable calculator**
5. **Personal alcohol/hand sanitizer** (not more than 100 ml in size) .

- Note:**
- *If ID card has no date of birth, examinees should also bring their original Birth Certificate issued by the Philippine Statistics Authority or the Local Civil Registry.*
  - *Examinees may opt to bring water or preferred beverage (except alcoholic beverage) placed in a clear/transparent container, and candies/biscuits, which shall be subject to inspection by the Room Examiner/Proctor.*

## K. SCOPE OF EXAMINATION AND OTHER INFORMATION

### 1. Scope of Examination

<p><b>General Ability (25%):</b> Verbal, Analytical, Leadership and Management, RA 6713</p>
<p><b>Specialized/Technical Area (75%):</b></p> <p><i>Mobilization of Resources (35%)</i>  <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>Coordinating and Communicating Local Treasury Matters with Stakeholders (10%)</i>  <i>Management of Other PFM Areas (10%)</i>  <i>Management of Inter-Government and Other Fund Transfers (5%)</i></p>

### 2. Other Information

Reference		BCLTE
No. of Test Items	Test Proper	170
	EDQ*	10
	Total	180
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		<b>Approximately one hour before and one hour after the test proper</b>

\*Examinee Descriptive Questionnaire, pertaining to personal data of examinees

## L. PASSING GRADE

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



## M. RELEASE OF TEST RESULTS

The List of Passers shall be uploaded/posted on the CSC website at [www.csc.gov.ph](http://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 OCSEGRS or Online Civil Service Examination Result Generation System, which can also be accessed through the CSC website. Generation of examination rating through OCSEGRS shall be available approximately 15 days after the ceiling date of posting of the List of Passers, or as indicated in the corresponding issuance/advisory.

## N. ISSUANCE OF CERTIFICATE, OR CERTIFICATION, OR ELIGIBILITY CARD TO PASSERS

A Post Examination Advisory shall be released, and posted on the CSC website, containing guidelines, procedures, requirements, schedule, and other information on the issuance of Certificate of Eligibility, or Certification of Eligibility, or Civil Service Eligibility Card, to examination passers.

## O. 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 practice of profession and are not covered by Bar/Board or Special Laws. The Local Treasurer Eligibility is NOT comparable to the Career Service Professional or Subprofessional Eligibility.

## P. EXAMINATION ADVISORY

### 1. Pre-Examination

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

- Important reminders
- School assignment / testing venue
- Things to bring
- Scope of examination and other information
- Other reminders
- UPDATES / DEVELOPMENTS regarding the examination, and/or the above mentioned areas

## 2. Post-Examination

Similarly, an Examination Advisory shall be issued to inform the examinees on the release of examination results. As such, the post-examination advisory shall provide details on the following areas:

- Individual examination result/rating through OCSEGRS
- Issuance and claiming of certificate of eligibility, or certification of eligibility, or eligibility card for passers

Both the pre-examination advisory and the post-examination advisory shall be posted on the main CSC website at [www.csc.gov.ph](http://www.csc.gov.ph), official CSC Facebook page at [www.facebook.com/civilservicegovph](https://www.facebook.com/civilservicegovph), and other official CSC communication platforms, including individual websites and Facebook pages of the CSC Regional/Field Offices, as applicable.

### **DATA PRIVACY NOTICE**

*The information solicited from, and provided by, the applicants of civil service examinations mainly through CS Form No. 100 (Application for Civil Service Examination) shall be handled and used particularly for examination-related processing as well as for policy development/review, research, and study purposes, according to appropriate provisions of RA No. 10173 or the Data Privacy Act of 2012. Moreover, the information, especially those of civil service examination passers, may be shared with or indorsed to government agencies essentially for recruitment/employment purposes.*

### **DISCLAIMER**

**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 individual, group, or review center for the purpose of producing/publishing and/or distributing/marketing/selling any review material, and of offering and holding review sessions/classes to prospective civil service examinees. Availing of any such product/service shall be one's personal option and accountability.**

## WARNING

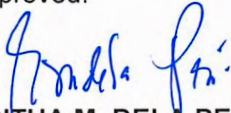
The Civil Service Commission uses a highly reliable system to detect cheats.

Cheating refers to any act or omission before, during, or after any civil service examination that will directly or indirectly undermine the sanctity and integrity of the examination. Any form of cheating in any civil service examination has been declared criminally and administratively punishable under Republic Act No. 9416 and its Implementing Rules and Regulations. Cheating comes in forms such as, but not limited to, the following:

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 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. Unauthorized possession / use / reproduction / dissemination of examination-related materials
7. Possession / use of fake Eligibility
8. Such other acts of similar nature which facilitate passing the examination

**Bringing the test booklet outside the testing room/venue is strictly prohibited. The examination, or test results, of those found violating this rule shall be cancelled.**

Approved:



**EDITHA M. DELA PEÑA**

Director IV

Examination, Recruitment and Placement Office



**JUL 16 2021**

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