



MC No. 06 s. 2017

MEMORANDUM CIRCULAR

- TO :** HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; STATE UNIVERSITIES AND COLLEGES; AND OTHERS CONCERNED
- SUBJECT :** Incorporating the Pre-Employment Test, the Promotional Test and the Ethics-Oriented Personality Test (EOPT) as Part of Recruitment, Placement and Promotion in the Civil Service

As contained in CSC Resolution No. 1601231 promulgated on November 2, 2016, the Commission has resolved to incorporate the Pre-Employment Test, the Promotional Test and the Ethics-Oriented Personality Test (EOPT) as part of recruitment, placement and promotion in the civil service.

The details of the above tests are, as follows:

1. A Pre-employment Test is a 100-item general ability test which measures verbal, analytical and numerical abilities of applicants to various government positions. Primarily, it is intended for first and second level positions and separate tests are given for technical/professional and executive/managerial positions. It is a human resource (HR) assessment tool given to applicants to fill up vacancies in government. It serves as a mechanism to filter applicants for certain positions in an agency.
2. The CSC Promotional Test is a general ability test comprising of 100 test items on verbal, analytical and numerical tests to be used for second level positions, both technical and managerial. For supervisory positions and above, test items on thinking strategically and creatively, managing performance and coaching for results, leading change, building collaborative and inclusive working relationships, and other leadership competency areas are the components of the test. It is another HR assessment tool that gauges the readiness and competencies (to include competency gaps) of applicants for promotion; and
3. The CSC Ethics-Oriented Personality Test or EOPT is an assessment instrument with a total of 210 items (in English and Filipino) which determines behavioral tendencies and personality profile of civil servants. Tailor-fitted for the bureaucracy, it uses the Five-Factor Model, which organizes personality

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traits into five (5) broad traits or domains and the different facets or sides for every domain. These include: (1) Conscientiousness (helpfulness, responsibility, self-discipline, orderliness); (2) Agreeableness (honesty, humility, understanding); (3) Emotional Stability (calmness, emotional maturity, capacity to withstand stress); (4) Extraversion (alertness, cheerfulness, gregariousness, novelty-seeking); and (5) Openness to Experience (openness to fantasy or creativity, openness to aesthetics, openness to ideas, openness to values).

The above tests shall not replace the Civil Service examinations administered for obtaining civil service eligibility (Professional and SubProfessional). The abovementioned tests are additional forms of HR assessment tools intended to strengthen the overall recruitment, placement and promotion in all government agencies. Hence, government agencies are encouraged to integrate the conduct of all or any of the abovementioned tests in their respective Merit Promotion Plan (MPP) or internal rules.

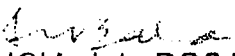
The CSC shall set a regular date for the conduct of the three (3) tests twice a year to be administered in CSC Testing Centers nationwide. For 2017, the abovementioned tests shall be conducted on May 21 and October 15. The application fee is PhP700.00 for the Pre-Employment and Promotional Tests and PhP900.00 for the EOPT.

The tests shall be made available to government agencies that are in need of these services. Government agencies shall make a written request to the CSC, through its CSC Regional Office having jurisdiction over the agency, to administer any or all of the tests for its applicants. On the other hand, requests from individual test takers to take any of the tests shall be made through the agency where they applied.

A Certification shall be issued by the CSC which shall be valid and effective for five (5) years from the date of issuance of certification/release of results. Correspondingly, the same Certification may be used by the holder for subsequent applications (e.g. application for another or the same position in another or the same agency) provided that the agency requires the passing of any of the tests of the Certification is still valid and appropriate to the level of position the individual intends to apply.

Moreover, the Certification shall be applicable/appropriate only for the level of positions for which the examination is intended (e.g. The Pre-employment Test for the first level shall be applicable for entrance to first level positions only. The promotional Test for Executive/Managerial positions shall be applicable for promotion to the same level of positions only).

For the guidance of all concerned.


ALICIA dela ROSA-BALA
Chairperson
05 MAR 2017

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