



CSC COMEX Advisory No. 36, s. 2018

TO : ALL CSC COMEX REGISTRANTS
SUBJECT : CSC COMEX (Central Office) Online Reservation on November 28, 2018 and December 5, 2018

Please be informed that the **Online Reservation on November 28, 2018** for the December 4, 2018 (Professional) and **December 5, 2018** for the December 11, 2018 (Professional) CSC COMEX (Central Office) shall be at **10:00 a.m.**

To join the COMEX Online Reservation on November 28, 2018 and December 5, 2018, please follow the steps below:

1. Register for a COMEX account by accessing the COMEX website (<http://comex.csc.gov.ph/user>), and clicking the "Sign Up Now!" button. Accomplish the required details in the "Account Information" portion, and follow the succeeding instructions. **(STRICTLY REQUIRED)**

Note: Those with existing COMEX Active Account may proceed to Step 2.

2. Access the COMEX Reservation website (<http://erpo.csc.gov.ph/comexreservation/user>). Fill out the required fields.

Note: Please remember or take note of your login credentials (email address and password).

Those with existing COMEX Reservation Account, please log in and update your account to select the preferred type and date of examination.

3. Login using your email and password to (<http://erpo.csc.gov.ph/comexreservation/user/login>) and choose SLOT RESERVATION.

Note: A countdown timer is indicated/shown to mark the start of reservation.

4. Refresh the page as soon as the timer/countdown has ended to start your reservation.
5. Click the "Reserve A Slot" button and wait for the Confirmation.
6. If you have successfully reserved a slot, click "Ok". Go to "View Status" and click "Print This Form".

Important: Please bring the required documents during your Personal Appearance

For further inquiry, you may call us at telephone nos. 931 8089 or 931 7939 local 714 and 716.

Thank you!

EXAMINATION, RECRUITMENT AND PLACEMENT OFFICE

Approved:


FERNANDO M. PORIO
Director IV, ERPO

27 NOV 2018



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Bawat Kawani, Lingkod Bayani