



CSC COMEX Advisory No. 34, s. 2018

TO : ALL CSC COMEX REGISTRANTS

SUBJECT : CSC COMEX (Central Office) Online Reservation on November 21, 2018

Please be informed that the **Online Reservation** on **November 21, 2018** for the November 27, 2018 (SubProfessional) CSC COMEX (Central Office) shall be at **10:00 a.m.**

To join the COMEX Online Reservation on November 21, 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.

**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.

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

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".

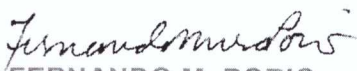
**Important: Please bring the required documents during your Personal Appearance on November 27, 2018 at 8:00 a.m.**

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**

Noted:

  
FERNANDO M. PORIO  
Director IV, ERPO



Management System  
ISO 9001:2015



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