ANNOUNCEMENT

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

PENOLOGY OFFICER EXAMINATION (POE)
for CY 2021:

<table>
<thead>
<tr>
<th>Date of Examination</th>
<th>Application Period</th>
<th>Target Release Date of Test Results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>10 October 2021</td>
<td>21 July 2021</td>
<td>20 August 2021</td>
</tr>
</tbody>
</table>

**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.

The guidelines that follow shall be observed in the conduct of the examination.

A. OBJECTIVE

To establish a Register of Eligibles (RoE) from which certification and appointment to second level ranks in the Bureau of Jail Management and Penology (BJMP) and other functionally related positions shall be made, provided the eligibles meet the qualifications and other requirements of the positions.

B. TESTING CENTERS

<table>
<thead>
<tr>
<th>REGION</th>
<th>TESTING CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>San Fernando City, La Union</td>
</tr>
<tr>
<td>II</td>
<td>Tuguegarao City</td>
</tr>
<tr>
<td>III</td>
<td>City of San Fernando, Pampanga</td>
</tr>
<tr>
<td>IV</td>
<td>Batangas City</td>
</tr>
<tr>
<td>V</td>
<td>Legazpi City</td>
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<tr>
<td>VI</td>
<td>Iloilo City</td>
</tr>
<tr>
<td>VII</td>
<td>Cebu City</td>
</tr>
<tr>
<td>VIII</td>
<td>Tacloban City</td>
</tr>
<tr>
<td>REGION</td>
<td>TESTING CENTER</td>
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<tr>
<td>--------</td>
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</tr>
<tr>
<td>IX</td>
<td>Zamboanga City</td>
</tr>
<tr>
<td>X</td>
<td>Cagayan de Oro City</td>
</tr>
<tr>
<td>XI</td>
<td>Davao City</td>
</tr>
<tr>
<td>XII</td>
<td>Koronadal City</td>
</tr>
<tr>
<td>NCR</td>
<td>Quezon City</td>
</tr>
<tr>
<td>CAR</td>
<td>Baguio City</td>
</tr>
<tr>
<td>Caraga</td>
<td>Butuan City</td>
</tr>
<tr>
<td>BARRMM</td>
<td>Cotabato City</td>
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</tbody>
</table>

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

C. QUALIFICATION / ADMISSION REQUIREMENTS

All applicants MUST STRICTLY MEET the following qualification requirements:

1. Must be a Filipino citizen;
2. At least 18 years old on the date/time of filing of application;
3. Must be of good moral character;
4. Must have at least graduated from K to 12 Program, or a high school graduate under the old program;
5. Must be mentally and physically fit;
6. Must not have been convicted by final judgment of an offense or crime involving moral turpitude, or of disgraceful or immoral conduct, dishonesty, examination irregularity, drunkenness, or addiction to drugs; and
7. Must not have been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government.

**NOTE:**

a) The above-stated qualifications only pertain to taking the examination and do not necessarily cover appointment to the position of Jail Officer I or related positions, which require completion of a bachelor's degree.

b) Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination fees paid shall be forfeited.

c) 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.

d) 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].

e) The Bar examination given by the Supreme Court of the Philippines and the Board examinations given by the Professional Regulation Commission are declared civil service examinations under Republic Act No. 1080. Accordingly, and under CSC Resolution No. 90-1212, the passers are automatically considered as civil service
eligibles. Moreover, based on R.A. No. 10635, passers of the examination for marine deck and engine officers given by the Maritime Industry Authority are considered as falling under the contemplation of R.A. No. 1080. Thus, they may opt not to take the corresponding examination anymore.

Also, the following individuals may opt not to take the examination anymore:

> Passers of the following civil service eligibility examinations, the resulting eligibilities of which are comparable to the Career Service Professional Eligibility:
  - Career Service Examination (Professional level)
  - Career Service Examination for Foreign Service Officer (CSE-FSO)

> Grantees of the following eligibilities under special laws and CSC issuances, which are comparable to the Career Service Professional Eligibility:
  - Honor Graduate Eligibility under P.D. 907
  - Scientific and Technological Specialist Eligibility under P.D. 997
  - Sanggunian Member Eligibility (2nd Level) under R.A. No. 10156
  - Foreign School Honor Graduate Eligibility under CSC Resolution No. 1302714
  - Veteran Preference Rating Eligibility (Professional) under E.O. No. 132, s. 1948 and E.O. No. 790, s. 1982

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, 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. It may be printed/reproduced using legal size bond paper.

E.2 How to File/Mode of Filing 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.

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; individual websites of the CSC ROs, as applicable; CSC Facebook page at 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.

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.

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IMPORTANT REMINDERS:

➢ NO FACE MASK and NO FACE SHIELD, NO ENTRY TO TESTING VENUE and NO EXAM

➢ NO ID CARD/DOCUMENT, NO EXAM

➢ 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
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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 calculators; books, dictionaries and other forms of printed materials; watch calculators; cellular phones, smart phones/watches, tablets and any other gadgets; and all other similar materials/items) is 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)*

4. **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

<table>
<thead>
<tr>
<th>PENOLOGY OFFICER EXAMINATION</th>
</tr>
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<tbody>
<tr>
<td><strong>General Ability (50%)</strong></td>
</tr>
<tr>
<td>- Verbal, Analytical, Numerical</td>
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<tr>
<th>Specialized Area (50%)</th>
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<tbody>
<tr>
<td><strong>Jail Management Concepts &amp; Applications (15%)</strong></td>
</tr>
<tr>
<td>- Commitment and Classifications of Inmates/Prisoners/Detainees</td>
</tr>
<tr>
<td>- Courts &amp; other Entities Authorized to Commit a Person to Jail</td>
</tr>
<tr>
<td>- Categories of Inmates</td>
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<tr>
<td>- Classification of Prisoners</td>
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<tr>
<td>- Classification of Detainees</td>
</tr>
<tr>
<td>- Inmates Security Classification</td>
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<tr>
<td>- Requirements for Commitment</td>
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</tbody>
</table>

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<thead>
<tr>
<th>The United Nations Standard Minimum Rules for the Treatment of Prisoners (Nelson Mandela Rules) and Custodial Concepts (45%)</th>
</tr>
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<tbody>
<tr>
<td>- The Nelson Mandela Rules (30%)</td>
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<tr>
<td>- Guiding Principles of the Nelson Mandela Rules</td>
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<tr>
<td>- Respect for the Inherent Dignity of Persons Deprived of Liberty</td>
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<tr>
<td>- Medical and Health Services</td>
</tr>
<tr>
<td>- Disciplinary Measures and Sanctions</td>
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<tr>
<td>- Investigations of Deaths and Torture in Custody</td>
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<tr>
<td>- Protection of Vulnerable Groups</td>
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<tr>
<td>- Access to Legal Representation</td>
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<tr>
<td>- Complaints and Independent Inspection</td>
</tr>
<tr>
<td>- Training of Staff</td>
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</tbody>
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<thead>
<tr>
<th>Rights and Privileges of Persons Deprived of Liberty (PDL) (10%)</th>
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<tbody>
<tr>
<td>- Rights and Privileges of PDL</td>
</tr>
<tr>
<td>- BJMP Welfare and Development Programs</td>
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<tr>
<td>• Therapeutic Community Modality Program</td>
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<tr>
<td>• Modes and Guidelines of Release of PDL</td>
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<tr>
<td>• Paralegal Services</td>
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</tbody>
</table>

| Bill of Rights, Article III of the Constitution & Republic Act 9745 or the Anti-Torture Act of 2009 (5%) |

<table>
<thead>
<tr>
<th>Special Laws and Other Related Laws (40%)</th>
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</thead>
<tbody>
<tr>
<td>- Salient Features of R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)</td>
</tr>
<tr>
<td>- Salient Features of R.A. 9263 (An Act Providing Professionalization of the BFP and BJMP, Amending Certain Provision of R.A. 6975)</td>
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<tr>
<td>- Salient Features of R.A. 9729 (Climate Change Act of 2009)</td>
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2. Other Information

<table>
<thead>
<tr>
<th>Reference</th>
<th>Penology Officer Examination</th>
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</thead>
<tbody>
<tr>
<td>No. of Test Items</td>
<td></td>
</tr>
<tr>
<td>Test Proper</td>
<td>150</td>
</tr>
<tr>
<td>EDO*</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>160</td>
</tr>
<tr>
<td>Time Limit</td>
<td>3 hours, 5 minutes</td>
</tr>
<tr>
<td>Test Proper</td>
<td>8 a.m. to 11:05 a.m.</td>
</tr>
<tr>
<td>Time Required for Pre and Post Examination Activities/Documentation</td>
<td>Approximately one hour before and one hour after the test proper</td>
</tr>
</tbody>
</table>

*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 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 OCSERGS or Online Civil Service Examination Result Generation System which can also be accessed through the CSC website. Generation of examination rating through OCSERGS shall be available approximately 15 days after the sealing 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 Penology Officer Examination shall be called Penology Officer Eligibility. It is a second level eligibility, which is specific and appropriate for appointment to second level ranks under the uniformed service in the jail management and penology, and functionally related services only, except for ranks under the Philippine National Police. The Penology Officer 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 OCSERGS
- 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, official CSC Facebook page at 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 R.A. 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 of 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 test 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