

[Back](#)**SCHOOL AND ROOM ASSIGNMENT****Mr. CARDONA, ALJUN P**

PUROK 2A SORIANO CITY OF CABADBARAN ADN

This is to inform you that you have been registered to take the **CAREER SERVICE EXAMINATION - PEN AND PAPER TEST (PROFESSIONAL LEVEL)**, to be held on Sunday, August 20, 2023.

Details of your School and Room Assignment are, as follows:

School Name : BUTUAN CITY SCHOOL OF ARTS AND TRADE (BCSAT)
School Address : J. ROSALES AVE., BUTUAN CITY
Room Number : 032

IMPORTANT REMINDERS:

- **NO FACE MASKS, NO ENTRY TO TESTING VENUE**
- **NO I.D. CARD/DOCUMENT, NO EXAM**
- Be at the testing venue not later than 6:30 a.m., or as required by the CSC Regional/Field Offices concerned, for the preliminary activities.
- Wearing face masks shall be observed at all times, unless otherwise allowed.
- Wear proper attire on examination day, preferably plain white shirt/tops. Examinees wearing SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS will NOT be ALLOWED to enter the exam venue. Also, long hair must be tied. Examinees are encouraged to use transparent bag.

THINGS TO BRING ON EXAMINATION DAY:

1. **I.D. CARD (original)** – preferably the same I.D. card presented during filing of application. If I.D. card has no date of birth, examinees should also bring original of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry.
2. **CERTIFICATE OF CONSENT/RELEASE/WAIVER** (only if not submitted during filing of application)
3. **BLACK BALL PEN/s** (Note: Examinees must bring their own ball pen/s. Strictly, no borrowing of ball pen/s shall be allowed to prevent cross-contamination. Only BLACK BALL PEN shall be used in the examination. Pencils and any other kinds of pen such as gel pen, sign pen, fountain pen, friction pen, etc. including other colors of ball pen are not allowed.)
4. **PERSONAL ALCOHOL/HAND SANITIZER** (not more than 100 ml in size)

Please access, read thoroughly, and fully understand the **EXAMINEE'S GUIDE IN TAKING CAREER SERVICE EXAMINATION – PEN AND PAPER TEST** to be familiar with the whole examination process.

Also, please access the corresponding Examination Advisory posted on the CSC website.

[EXAMINEE'S GUIDE CSEPPT](#)

Very truly yours,

WINSTON L. PLAZA

Director IV

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(This is an electronic printout; signature of the Director is not required.)