

CIVIL SERVICE EXAMINATION REVIEWER

(PRO. AND SUB. PRO.)

2020

**CIVIL SERVICE
COMMISSION**

The Civil Service Commission (CSC) announced that the Civil Service Exam - Pencil and Paper Test (CSE-PPT) for this year will be held on March 2020 and August 2020. As announced, the application will be on First Come, First Serve basis. Civil Service Commission (CSC) said that applications may close earlier than the deadline if the Regional Offices or the Field Offices have already reached the target number of applicants.

Here is the detailed schedule and deadline of application for 2020 Civil Service Exams for Professional and Sub professional levels courtesy of CSC.

As per CSC, the applications must be personally filed at CSC Regional Office (CSCRO) in which the applicant wish to take the examination.

QUALIFICATION

The Civil Service Examination is open to all Filipino citizens who wants to be eligible to work in local government positions.

Applicants must be at least 18 years old at the time of filing for examination and with good moral character. The applicant has not been convicted by final judgment of an offense or crime including moral turpitude, immoral conduct, dishonesty, examination irregularity, drunkenness and addiction to drugs.

CSC will not accept applicants who are dishonorably discharge from military service or dismissed for a cause from any civilian government position.

In case of failure for so many times, applicant may still continuously take the same level of examination once and only every three (3) months.

Shall the application was approved; CSC has the right to withdraw upon discovery of grounds for disqualification. Fees paid are forfeited.

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APPLICATION REQUIREMENTS

Below are the specific requirements the applicant must comply:

1. **APPLICATION FORM:** Fully accomplished application form. The 'Signature' and the 'Right Thumb mark' as per CSC shall be left blank as this will be accomplished in the presence of CSC representative/ processor.
2. **ID PICTURES:** Four (4) pieces of ID photos, Passport size, colored with white background, with handwritten name tag showing the signature over printed full name format. In the photo studio, just tell that the photo is to be used for Civil Service application, they already know the specifications.
3. **VALID ID** with clear picture and Date of Birth and signature: Original and photocopy of any of the following: Driver's license, PRC License ID, SSS ID, GSIS ID, Voter's ID, BIR ID, Philhealth ID, Postal ID, Current company ID, Current School ID, Police Clearance, Barangay ID.
4. **NSO BIRTH CERTIFICATE:** if the ID of the applicant doesn't contain the birth date, he/she shall bring the authenticated birth certificate.
5. **EXAMINATION FEE:** 500 pesos
6. In case of dual citizenship under RA 9225, the original and photocopy of Certificate of Retention/ Re-acquisition of Philippine Citizenship issued by BIR is required.

EXEMPTIONS TO CIVIL SERVICE EXAM

Bar examination passers given by the Supreme Court of the Philippines are automatically granted with Civil Service Eligibility.

Board Exam passers given by the Professional Regulation Commission (PRC) are also automatically granted with CSC eligibility under Republic Act No. 1080.

Honor Graduates may opt not to apply also since they are already eligible and may be granted with Honor Graduate Eligibility under P.D. 907.

MAIN OBJECTIVE OF CSE-PPT

According to the Commission, the CSE-PPT examination aims to establish a Register of Eligibles (RoE) from which certification and appointment to first and second level positions in the civil service, except those involving practice of profession and/or are covered by special laws, shall be made, provided the eligibles meet the qualifications and other requirements of the positions.

EXAMINATION COVERAGE

For Professional level, the exam covers the vocabulary, grammar and correct usage, paragraph organization, reading comprehension, analogy, logic and numerical reasoning, both in English and Filipino.

For Subprofessional level, the exam covers the same with Professional level except that the analogy and logic were replaced by spelling and clerical operations.

The general information items on the following: Philippine Constitution; Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713); Peace and Human Rights Issues and Concepts; and Environment Management and Protection are also included for both professional and sub-professional exams.

NUMBER OF EXAM ITEMS/ TIME/ PASSING GRADE

For Professional level, 170 items in a 3 hours and 10 minutes time will be given while 165 items in a 2 hours and 40 minutes time for Sub-Professional level. The applicant is advised by the Commission to come at the examination center one hour before the test proper.

The examinee shall obtain 80.00% general rating to pass the examination.

RELEASE OF RESULTS

CSC said that official list of passers and related results for all regions in the March 2017 and August 2017 Civil Service Exam Exams (CSC-PPT) will be available at their website within 41 days after the examination.

CSC advised examinees to directly coordinate with CSC Regional Office for other concerns like verification of examinee number, and other examination result related matters.

PROFESSIONAL/SUBPROFESSIONAL ELIGIBILITY

According to CSC, Professional or the Career Service Professional Eligibility is the second appropriate level for both first and second level government positions that do not involve practice of profession and are not covered by other laws.

Effective Tips in Passing the Civil Service Exam

- Take time to **review** or self-review days before the exam so you are well-prepared. Remember “Preparation could only take you so far....” Reviewing will also sharpen up your knowledge and will add confidence in passing the exam. It will also allow you to rehearse answering hard and unfamiliar questions. If you want a free reviewer, [go here](#).
- Make sure you know your **Testing Center** already. Spend some time before the exact day to visit your Testing Center and **Room Assignment** so you will know where to go on the exam day. You can avoid being late too.
- Eat your **favorite breakfast** before going to the Testing Center. A satisfied tummy creates a healthy mind. Besides, you need enough energy in a half-day-exam. Believe me, it is not only time consuming, it is also energy consuming because it is a brain workout.
- **Don't be late.** Come earlier like 40 minutes before the time of the exam. It will relax and prepare you well.
- Don't forget to write your **Examination Number** and shade the appropriate circles corresponding to your complete Name. Just imagine if you have answered all the questions and you're so sure to the moon and back you're going to be a Career Service Professional so soon but you forgot your name. Too much excitement is not so good.
- **Follow Instructions Carefully** – yeah that includes listening to your instructor. Listen to what he/she will say. They will always tell you what to fill out and what not to fill out. They will also tell you what subject you will take and what time you need to finish on that subject.
- Don't open the **Test Booklet** until the instructor told you so. Likewise, don't return the Test Booklet until the instructor told you so.
- Shade the circles corresponding to your answers. **Don't overshade** and **don't halfly shade** for that matter. There may be excess numbers, if the time is nearly finished and there are still unanswered numbers, make sure you only shade until the last number of the last question. Some people shade all the items not knowing that this is excessive. You would end up failing.
- Follow specific direction and instruction in a given test.
- Never leave an item blank unless the given instruction directs you accordingly.

- Shade lightly and **erase gently** to avoid damaging the answer sheet. Sometimes we can't avoid erasing something, we must erase as gentle as possible and shade our chosen answer.
- Make sure you have extra pencils and that they are already sharpened to avoid sharpening them again and again. Remember, time in the exam is vital.
- Avoid too much sharpened and pointed pencils because they might damage your answer sheet. It will be easier for you to shade a circle too if your pencil is not too pointed.
- Time is really pressuring so make sure you have done your **Restroom rituals** before the exam. Make sure you have all your pencils prepared. Don't spend too much time on a hard question because time is really just enough.
- Again, never leave an item unanswered. Go back to those questions you skipped and choose the best reasonable and educated answer.
- Relax and **enjoy** the exam. Avoid panicking because it can only worsen things. If you relax and enjoy the exam, it will make you happy and it will condition your brain.
- **Pray** before and after the exam. It always does wonders!

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English Grammar and Correct Usage Sample Tests

Instruction: Choose the correct answer for each question.

1. Which sentence uses “**famish**” correctly?

1. After the straight exam, I felt too exhausted and famished to eat my favourite foods.
2. I could eat a horse, I am famish now.
3. I famished my stomach next time you treat me to a meal out.
4. I will bring lots of pizza, that’s a famish.

2. Priscila _____ rather not invest her savings in the stock market.

1. must
2. has to
3. could
4. would

3. Did you have any problem _____ our house?

1. search
2. to search
3. searching
4. for searching

4. I hope you don’t mind _____ joining you.

1. to be
2. I had been
3. that I may
4. my

5. Most basketball players are 6 _____ tall or more.

1. foot
2. feet
3. foots
4. feets

6. These children _____ how to improvise more props for the play.

1. knew
2. knows
3. know

4. known

7. The company will upgrade _____ computer systems next week.

1. there
2. their
3. its
4. it's

8. Clara _____ three thousand words for her essay.

1. have wrote
2. has wrote
3. have written
4. has written

9. You have too many _____ but few time to prove you're right.

1. hypothesis
2. hypotheses
3. hyphothesises
4. hypotheses

10. Neither Sarah nor Tina _____ the crime yesterday.

1. witness
2. witnesses
3. witnessed
4. witnessing

11. You do like going to the party alone. _____ you?

1. Does
2. Doesn't
3. Do
4. Don't

12. We had our house _____ in yellow.

1. painting
2. painted
3. paint
4. to paint

13. He has been exercising but his immune system was steadily _____.

1. weak
2. weaken
3. weakened
4. weakening

14. I was _____ that the weather would be sunny and we would be able to enjoy our swimming.

1. hopeless
2. hopeful
3. hopelike
4. hopely

15. I think it's not a great idea. I totally _____.

1. misagree
2. unagree
3. inagree
4. disagree

16. So many _____ I found in the library, now I'm ready to report.

1. information
2. informations
3. infoes
4. infos

17. My grandpa always feed his flock of _____ early in the morning.

1. sheeps
2. sheep
3. ships
4. ship

18. Happy memories are always remembered, not _____.

1. forget
2. forgets
3. forgot
4. forgotten

19. Flight Z735 _____ yesterday. 350 passengers died in that accident.

1. crush
2. crushed
3. crash
4. crashed

20. There is a _____ message when you look closely at her painting.

1. hid
2. hide
3. hided
4. hidden

English Vocabulary Questions

The vocabulary part of the Civil Service exam is tough and difficult for many but you can pass the test if you know how to choose the best and right answers. The technique in getting the right answer is analyzing the given sentences – know their **consistency** and **parallelism**.

Instruction: Choose the word that is most similar in meaning to the underlined word or phrase.

1. If you are ambivalent with the answers, analyze the given problem.

1. confusion
2. innocent
3. uncertain
4. unaware

2. He left the country because of the ominous experiences he had in the past.

1. unforgettable
2. threatening
3. ugly
4. remarkable

3. Teenagers are easily susceptible to peer influence.

1. flexible
2. inspired
3. dependable
4. inclined

4. My mother is always adamant in eating breakfast before leaving the house.

1. resolute
2. uncertain
3. forgetful
4. clueless

5. Reading words without understanding their meaning is futile.

1. helpless
2. useless
3. unnecessary
4. avoidable

6. She wears gold but people knows how ostentatious she can be.

1. pretentious
2. ambitious
3. gorgeous
4. rebellious

7. He submitted a grotesque artwork that nobody in the class could relate to.

1. different
2. weird
3. beautiful
4. colorful

8. Their clandestine affair remained unknown for three years.

1. forbidden
2. surprise
3. secret
4. unacceptable

9. They say love is like a firework, a fleeting moment.

1. brief
2. unforgettable
3. shinny
4. remarkable

10. Cara is repulsive and rebellious. She always speaks sordid words.

1. dirty
2. vulgar
3. weird
4. bizarre

11. Every time I see Cathy looking at me, I feel Euphoria in my bones.

1. gravity
2. ecstasy
3. erotic
4. numb

12. I bought this book because when I read the blurb at the back, I fell in love with it.

1. summary
2. teaser
3. blog
4. plot

13. Finding a way out of the labyrinth is the last challenge of the competition.

1. castle
2. forest
3. maze
4. box

14. There is still love in our hearts amidst our seemingly mundane existence.

1. complicated
2. modern
3. worldly
4. wealthy

15. Cassy has a strong penchant in collecting cars.

1. belief
2. fondness
3. hobby
4. route

16. Diskettes and CDs are going obsolete.

1. recycled
2. refurbished
3. updated
4. outdated

17. The Queen of the Night dances vivaciously.

1. lively
2. awkward
3. kindly
4. sweetly

18. The court released a dogmatic statement that made people more hopeful.

1. naive
2. unbelievable
3. assertive
4. unclear

19. This generation is prone to plethoric use of mobile gadgets.

1. essential
2. crucial
3. important
4. excessive

20. I am usually haphazard in composing my poetry but they turn out so well anyway.

1. disorganized
2. blank
3. puzzled
4. strategic

Idiomatic Expressions with Meaning

Instructions: Choose the meaning of the underlined phrases from the given choices.

1. If you don't spill the beans now, you might gonna regret it.

1. spread rumors
2. let out a secret
3. plant some seeds
4. none of the above

2. Hey, man, you are absolutely barking up the wrong tree here because I'm innocent.

1. choosing the wrong dog
2. giving up a fight
3. accusing the wrong person
4. setting up an event in a tree

3. One proven way to beat an enemy is find his Achilles heel.

1. secret strategy
2. amulet
3. strong point
4. weak spot

4. His new Ferrari costs an arm and a leg so he is now looking for another job.

1. very expensive
2. got fired
3. met an accident
4. was stolen

5. He married a woman who was born with a silver spoon in her mouth.

1. born very beautiful
2. born very poor
3. born into a very rich family
4. born very talkative

6. She has different investments because she doesn't want to put all eggs in one basket.

1. doesn't want to put all resources in one possibility
2. doesn't want to cook everything at once
3. doesn't want to go bankrupt
4. none of the above

7. Whenever his crush passes by the hallway, he's having butterflies on his stomach.

1. he feels sick
2. he feels nervous
3. he feels like flying
4. he feels so handsome

8. Even though they had a nasty fight, they decided to bury the hatchet and move on.

1. kill the enemy
2. remember the past
3. bury the dead
4. forget the past quarrel

9. My father always reminds us, "don't count your chickens before the eggs have hatched."

1. Don't eat your eggs before they are cooked.
2. Don't make plans for something that might not happen.
3. Don't deal with your problems before they are solved.
4. All of the above.

10. iPhones became so popular not only to teens, even my grandparents jumped on the bandwagon and bought some.

1. ride on the gadget and sell Apple
2. jump for technology and sell iphones
3. joined the new trend and bought iphones
4. bought Android and Apple

Analogy and Logic

Test your analogy skills by choosing the best word that expresses similar relationship to the given set of words.

1. Iron: metal: : granite: _____

1. marble
2. rock
3. sand
4. solid

2. Decibel: sound: : volt: _____

1. watts
2. fire
3. electricity
4. lightning

3. Coward: brave: : philanthropist: _____

1. selfish
2. kind
3. pessimist
4. optimist

4. Logic: reasoning: : ethics: _____

1. character
2. behavior
3. subject
4. traits

5. Antenna: signal: : net: _____

1. web
2. catch
3. gross
4. fish

6. Stanza: poem: : act: _____

1. movie
2. opera
3. song
4. lyric

7. Astrology: Astronomy: :Alchemy: _____

1. Chemistry
2. Biology
3. Physics
4. Science

8. Census: population: : inventory: _____

1. accounting
2. merchandise
3. cost
4. list

9. Oath: promise: : contract: _____

1. license
2. contact
3. agreement
4. paper

10. Glimmer: Flicker: : murmur: _____

1. whisper
2. shout
3. rumor
4. speak

11. Bouquet: flowers: : flock:

1. dogs
2. sheep
3. ship
4. cats

12. Rescind: law:: withdraw: _____

1. bank
2. candidacy
3. deposit
4. resume

13. Hoax: deceive:: filibuster: _____

1. delay
2. refuse
3. stop
4. none

14. Syllabus: course: agenda: _____

1. subject
2. platform
3. meeting
4. lesson

15. Cat: kitten: horse: _____

1. cab
2. puppy
3. stallion
4. pony

16. Evaporate: vapor: petrify: _____

1. liquid
2. stone
3. magnify
4. cold

17. Canvas: painter: : marble: _____

1. sculptor
2. rock
3. statue
4. form

18. Hammer: anvil: : pestle: _____

1. ground
2. grinder
3. mortar
4. knife

19. Librarian: books: : curator: _____

1. atlas
2. encyclopedia
3. room
4. paintings

20. Archive: manuscript: arsenal: _____

1. soldier
2. weapon
3. castle
4. king

21. Bodyguard: protection: : mentor: _____

1. advice
2. counsel
3. teacher
4. leader

22. Novelist: plot: : Architect: _____

1. building
2. design
3. blueprint
4. house

23. Molecule: atoms: : tissue: _____

1. organ
2. cells
3. body
4. neutrons

24. Call: telephone: : type: _____

1. cellphone
2. ipad
3. keyboard
4. piano

25. Eavesdrop: conversation: : trespass: _____

1. property
2. house
3. land
4. assets

Reading Comprehension

Instruction: Read each paragraph or passage below and select the best answer for what is being asked.

1. Boracay, the most famous beach in the Philippines, is also known as a blessed island. I have never met anyone who has not been enthralled and fascinated when they visited Boracay. The first time you set foot on its powder-like sand, you'll surely feel lucky to be in a paradise island. The moment you see its crystal pristine water, you'll be so thankful you're alive. Many locals and foreigners go there again and again not only because of the breathtaking view but also because to celebrate life and its blessings.

The best title for the above article is:

1. Famous Beach in the Philippines
2. The Beach of Boracay
3. Boracay, a Blessed Island
4. Why People Go to Boracay

2. Malaysia Airline Flight MH370's disappearance is still under investigation. Many countries joined in the search for what really happened and where the aircraft is now. The flight lost contact with air traffic controllers about an hour after its take off. The weather was fine when the aircraft was flying so it adds more theories about other possible reasons of the aircraft's fate. The oil slick spotted off Vietnam's coast turned out to be fuel oil used in cargo ships so it has nothing to do with the aircraft. Interpol also says the disappearance of the jet plane has nothing

to do with terrorist attack. More questions are adding to this quest and no specific answer is given and proven yet.

The above selection supports the idea:

1. That Flight MH370 is somewhere under the sea
2. That Flight MH370's disappearance is still a mystery
3. That Flight MH370 must have crashed after loss contact
4. That Flight MH370 is in Bermuda Triangle

3. Flappy Bird, a mobile game created in 2013 by Dong Nguyen from Vietnam became a hit at the start of 2014. At the end of January 2014, it was the most downloaded game in the iOS App Store. The game is extremely addictive and difficult so users strive harder to score higher. Due to its intense popularity, the creator decided to remove it from the App Store. Because of its millions of downloads, Nguyen claimed he was making \$50,000 per day from it. The demand of Flappy Bird made some gadgets owners to sell their devices with Flappy Bird installed for twice or thrice their original price.

What is the best title for the above article?

1. Most Downloaded Game
2. The Demand of Flappy Bird Game
3. Flappy Bird App
4. The Rise of Game Apps

4. According to NASA, effects that scientists had predicted in the past would result from global climate change are now occurring like loss of sea ice, accelerated sea level rise and longer, more intense heat waves. Even our Earth's average temperature has increased about 1 degree in Fahrenheit in the 20th century. Many experts and scientists believe that global temperature will continue to rise from 2.5 to degrees Fahrenheit over the next century.

Which of the following conclusions best summarizes the selection above?

1. Climate change will continue to get worse until humanity takes serious actions to stop it.
2. Global climate change is happening on earth now.
3. The effects of climate change are getting extremely dangerous.
4. Global climate change and its effects are occurring and are likely to increase over time.

5. Mark Zuckerberg, Co-Founder and CEO of Facebook spoke with President Barack Obama to discuss about internet privacy impositions by the U.S. government. Zuckerberg said, "The Internet works because most people and companies do the same. We work together to create this secure environment and make our shared space even better for the world."

This is why I've been so confused and frustrated by the repeated reports of the behavior of the U.S. government. When our engineers work tirelessly to improve security, we imagine we're protecting you against criminals, not our own government.

The U.S. government should be the champion for the Internet, not a threat. It needs to be much more transparent about what it's doing, or people will believe the worst. I've called President Obama to express my frustration over the damage the government is creating for all of our future. Unfortunately, it seems like it will take a very long time for true full reform.

So it's up to us — all of us — to build the Internet we want. Together, we can build a space that is greater and a more important part of the world than anything we have today, but is also safe and secure. I'm committed to seeing this happen, and you can count on Facebook to do our part."

Why is Internet Privacy very important to all of us?

1. Because it is not safe to trust anyone with our online accounts.
2. Because nobody really owns the internet. It is a free space.
3. Because it protects and secures not only our online accounts but also our online activities.
4. Because the government's protection is not enough.

6. Search Engine Optimization a.k.a. SEO is vital for a website to stay successful for a long time. The world of internet continues to evolve so website owners must stay in the game by making updates while practicing effective SEO. Great content and correct SEO are the blood of a website because without them, a site could die.

The paragraph is mainly about what?

1. The importance of Search Engine Optimization
2. The life of a successful website
3. The secrets of making a website successful
4. How to apply Search Engine Optimization

7. There are around 2 million Filipinos without jobs today. That includes graduates and undergraduates. According to survey, there will be another half-million to graduate this year without possible job placements. Unemployed people complain about job shortage. Many go to the cities to apply to some companies but end up going home with nothing. Unemployment rate increases each year even though there are many job fairs.

The paragraph states that...

1. Unemployment in the Philippines is common
2. Unemployment rate in the Philippines is seriously increasing

3. Unemployment in the Philippines must be solved
4. Unemployment solutions for Filipinos

8. “In the Olympic Peninsula of northwest Washington State, a small town named Forks exists under a near-constant cover of clouds. It rains on this inconsequential town more than any other place in the United States of America. It was from this town and its gloomy, omnipresent shade that my mother escaped with me when I was only a few months old. It was in this town that I’d been compelled to spend a month every summer until I was fourteen. That was the year I finally put my foot down; these past three summers, my dad, Charlie, vacationed with me in California for two weeks instead.

It was to Forks that I now exiled myself – an action that I took with great horror. I detested Forks.

I loved Phoenix. I loved the sun and the blistering heat. I loved the vigorous, sprawling city.”
-Stephenie Meyer, “The Twilight Saga”

Provide the specific setting of the story

1. Phoenix
2. Rainy day
3. Forks, Washington
4. Twilight

9. “It’s twenty-five after six and the sky still has some shades of purple and orange...oh well just like me, I am standing here, in this secretive rooftop, overjoyed...yet there are still some fragments of fear and haze... I wonder if the sky is glad and excited about the night or if it is crying over the bright day that passed.” – Fehi Dungo – “Higher than the Rooftop”

What is the mood of the story?

1. Happiness
2. Sorrow
3. Confusion
4. Grief

10. Investing has been a hot topic for quite a while. Many people especially employees and entrepreneurs don’t rely on time deposits and regular savings account to save and earn interests. The most common investments in the Philippines are through real estates, mutual funds and trust funds. Although few people also join trading in the stock market, more and more Filipinos are not reluctant to invest their money and diversify them to different money making wheels.

What does the article try to convey?

1. Filipinos are now willing to open different investments.

2. Filipinos are wise in saving their money.
3. Filipinos rely mainly on savings and deposit accounts.
4. Filipinos invest in real estates, mutual funds and trust funds.

Paragraph Organization

Instruction: Choose the best order and sequence of the following sentences to form a well-organized paragraph.

1.

- A. One effective way is to diversify his funds to different investments like real estate, stocks and money instruments like bonds and trust funds.
- B. It is always best to expand money to different investment wheels.
- C. A wise investor must not put all his eggs in one basket.
- D. He should always consider the risks involved in investing his money.

1. CBAD
2. CBDA
3. CDAB
4. CDBA

2.

- A. It is very vital to have social media presence however personal blogs serve as web domains.
- B. Most people including celebrities and businessmen have blogs nowadays.
- C. Therefore, building them will help anyone in promoting himself or his business.
- D. Apparently blogs are like our offices only they are in the internet.

1. BDAC
2. BADC
3. BACD
4. BDCA

3.

- A. The basic steps in building a website are easy to remember and registering a domain name is the usual priority.
- B. Designing a layout will come after that.
- C. Finally, adding more content and social media presence are required to keep your site active.
- D. Then you need a hosting provider to host your site's content in the World Wide Web.

1. ABCD
2. ADBC
3. ACBD
4. ADCB

4.

- A. Speaking in English every day is also proven effective.
- B. Another way is watching English movies and TV shows particularly with English subtitles.
- C. Reading articles in books, newspapers, and magazines is just among the helpful ways.
- D. There are many ways to improve and develop English proficiency.

1. DCBA
2. DACB
3. DABC
4. DCAB

5.

- A. Others don't realize yet what to pursue because they have many dreams.
- B. Finding the right course in college is one of the most challenging decisions anyone can make.
- C. Some people want to pursue their dreams ever since they were just little.
- D. Indeed destiny is a matter of choice.

1. BDAC 2. BCDA 3. BADC 4. BCAD

6.

- A. While passport, airline tickets and valid IDs are required, proof of financial capacity may be required for visa application.
- B. Many Filipinos rejoiced hearing that good news.
- C. The Bureau of Immigration announced recently that proof of financial capacity is not a primary requirement at the airport.
- D. Positive points go to the bureau for this.

1. CBAD 2. CADB 3. CABD 4. CBDA

7.

- A. This will be one of your tickets to land a job in the government.
- B. That is why many people apply to take the Career Service examination.
- C. If you passed the exam, you will get a certificate of eligibility.
- D. Career Service Eligibility is a major requirement to apply for a job position in the government.

1. DCBA 2. DBAC 3. DBCA 4. DCAB

8.

- A. Your passport will arrive in 7 days if you choose the rush processing.
- B. Getting a passport is faster nowadays.
- C. Now, it only takes about 10 working days.
- D. Compared before, it would take about a month for the regular processing.

1. BCAD 2. BDCA 3. BADC 4. BACD

9.

- A. Facebook has been the number one social network in the web and the world for quite long now.
- B. Mobile instant messaging apps are also dominating social presence in the internet.
- C. After many acquisitions, Facebook bought Instagram, one of the fastest growing photo sharing networks.
- D. Because of that, Facebook acquired WhatsApp, a leading instant chat platform like Kakaotalk.

1. ACBD 2. ABCD 3. ADCB 4. ADBC

10.

- A. They will help you to purchase through zero-interest installment schemes.
- B. Thus, you must be wise and pay in full if you want to avoid never-ending debts.
- C. Credit cards are helpful if you know how and when to use them wisely.
- D. However, they will produce interests from interests if you didn't pay the whole amount at the due date.

1. CDBA

2. CABD

3. CDAB

4. CADB

Numerical Reasoning

Instruction: Solve the following Math quizzes.

1. 2187, 729, 243, 81, 27, 9, ____?

- 1. 6
- 2. 3
- 3. 4
- 4. 2

2. 1, 4, 9, 16, 25, 36, 49, 64, ____?

- 1. 72
- 2. 75
- 3. 81
- 4. 90

3. 13 -21 34 -55 89 ____?

- 1. -95
- 2. 104
- 3. -123
- 4. -144

4. AZ CX EV GT ____?

- 1. IR KP
- 2. IR KQ

3. IS KQ
4. IS KP

5. A5 D25 G125 J625 M3125 ____?

1. P15525
2. P15625
3. O15525
4. O15625

6. What is $-25 + 16$?

1. 9
2. -9
3. -41
4. 41

7. What is $107 - (-17)$?

1. -90
2. 90
3. 124
4. -124

8. $(-9)(-22) =$ ____?

1. 198
2. -198
3. 31
4. -31

9. $(21)(-4) + (8)(-2) =$ ____?

1. -100
2. 100
3. -23
4. 23

10. $(-560) \div 7 =$ ____?

1. -80
2. 80

3. -553
4. 553

11. $6/8 + 2\frac{1}{2} + 4/12$ is also the same as?

1. $\frac{1}{2} + 2.5 + \frac{1}{4}$
2. $\frac{1}{2} + 5/2 + 1/6$
3. $\frac{3}{4} + 2.5 + 1/6$
4. $\frac{3}{4} + 5/2 + 1/3$

12. What is the Least Common Denominator of $1/8$, $3/4$, and $1/16$?

1. 4
2. 8
3. 16
4. 2

13. What is the Greatest Common Factor of 36 and 54?

1. 6
2. 12
3. 18
4. 9

14. What is the sum of $\frac{1}{2} + 8/4 + 6/12$?

1. $15/12$
2. $3/12$
3. 3
4. $3\frac{1}{12}$

15. $3/9 \times 2/3 =$ ____

1. $6/27$
2. $2/9$
3. $9/18$
4. $1/9$

16. $\frac{3}{4} \div 1/8 =$ ____

1. 8
2. 4

3. 12
4. 6

17. What is the decimal form of $\frac{3}{4}\%$?

1. .0075
2. .075
3. .75
4. .00075

18. Convert 3.4% as a fraction.

1. $\frac{34}{100}$
2. $\frac{.34}{100}$
3. $\frac{3.4}{1000}$
4. $\frac{3.4}{100}$

19. What is $\frac{1}{4}$ in decimal?

1. .025
2. .25
3. 2.5
4. .0025

20. What is the ratio of $\frac{1}{2}$ to $\frac{2}{5}$?

1. 3:4
2. 5:4
3. 1:3
4. 2:5

21. 2.12 is multiplied by 10 to the sixth power is?

1. 212.000
2. 2,120,000
3. 212,000
4. 21,200

22. 25 is multiplied by 10 to the fifth power is?

1. 2,500,000
2. 250,000

3. 25,000
4. .000025

23. Find the value of x in the equation: $5x + 25 = 10$

1. 5
2. 3
3. -3
4. -5

24. If $x=8$, find the value of y in the equation: $4x - 2y = 28$.

1. -4
2. -2
3. 4
4. 2

25. Find the value of x if $y= 8$ in the equation: $2x + 4y = 50$

1. 9
2. 8
3. 10
4. 4

Problem Solving / Word Problems:

26. Kit is twice as old as his friend Sam. Sam is 5 years older than Cara. In 5 years, Kit will be three times as old as Cara. How old is Sam?

1. 2 years old
2. 3 years old
3. 4 years old
4. 5 years old

27. James's dad is 5 times older than James and James is twice as old as his sister Sara. In two years, the sum of their ages will be 58. How old is James now?

1. 6 years old
2. 7 years old
3. 8 years old
4. 9 years old

28. Cathy scored 85, 87, 90, 95, and 100 in her Math exams. What will be her average grade in Math from this period?

1. 91.40
2. 91.50
3. 92
4. 93.50

29. Letty left home and drove at the rate of 50 miles per hour for 2 hours. She stopped for lunch then drove for another 4 hours at 65 mph to reach Los Angeles. How many miles did Letty drive to reach LA?

1. 115 miles
2. 360 miles
3. 310 miles
4. 100 miles

30. Michelle went to SM for the 3-day sale. She bought a new pair of shoes and paid only P2,450 discounted for 20% off. What was the original price of the shoes?

1. P3,062.50
2. P3,260.50
3. P3,620.50
4. P3,026.50

Clerical Operations

1. Which department of an office is responsible for hiring new personnel?

1. Office of the President
2. Accounting Department
3. Logistic and Supply
4. Human Resource Department

2. Which computer program should you go if you want to email a company?

1. Word
2. Excel
3. Outlook

4. Powerpoint

3. This is a telephonic transmission of scanned documents of texts and images to a telephone number connected to a printer.

1. Photocopying Machine
2. Fax Machine
3. Typewriter
4. Inkjet Printer

4. The chief financial officer is responsible for the financial matters and financial management of a corporation, she is also known as the _____.

1. Auditor
2. Treasurer
3. Chief Executive Officer
4. Manager

5. Which department of a company is responsible for cash register operations and payment processing?

1. Cashier
2. Billing
3. Accounting
4. Budget

6. What is the correct filing arrangement for the following names?

1. Angeles, Mario P.
2. Angeles, Maricel P.
3. Angeles, Marissa P.
4. Angeles, Maria P.

1. 4,2,1,3
2. 4,1,2,3
3. 4,3,2,1
4. 4,1,3,2

7. All of the following items are found in the Official Receipt form except _____.

1. Name and address of the buyer
2. Signature of the recipient

3. Quantity of the items paid
4. Credit Card Number of the customer

8. The method of indexing and filing where names are in alphabetized order.

1. Numeric
2. Metric
3. Geographic
4. Alphabetic

9. Which is the best way to address a correspondence for the President of the Philippines?

1. His Excellency Rodrigo Duterte
2. His Excellency President Rodrigo Duterte
3. President Rodrigo Duterte
4. President Digong

10. How do you address the Queen of England when you talk about her?

1. Her Highness the Queen
2. Her Majesty Queen Elizabeth II
3. Queen Elizabeth II her Highness
4. Queen Elizabeth II her Majesty

11. Your boss asked you to send her a soft copy of your latest résumé. An example of a soft copy is:

1. A print out copy usually in a paper
2. Original copy written in a paper
3. A copy saved in a computer and sent through email
4. A copy from a Xerox machine

12. When a company asked you to submit your latest CV, what does CV stand for?

1. Curriculum Vitum
2. Curriculum Virtue
3. Curriculum Vitae
4. Curriculum Vital

13. It is the section of Accounting Department in a company that records goods and services that it receives and the payments it owes.

1. Budget
2. Payroll

3. Accounts Payable and Receivable
4. Inventory

14. Which of the following is not a function of Accounting Department in a big corporation?

1. Prepare Interim Financial Statements
2. Inventory Management
3. Bank Reconciliation
4. Internal and External Auditing

15. He is the highest ranking executive manager in a corporation and he is the top person in command in an organization.

1. Chief Financial Executive
2. Chief Executive Officer
3. Executive Admin. Officer
4. Chief Executive Assistant

16. Which of the following is not a responsibility of a clerical worker?

1. Marketing and promotion for customers
2. Filing and updating purchase orders
3. Updating and billing buyer's account
4. Answering business emails

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17. Arrange the proper filing of the following in alphabetical order:

- A. Lieutenant Colonel Mark David
B. Atty. Elen Rodriguez

C.CaptainMaxAquino
D. Dr. Juan Castro

1. CDAB
2. CDBA
3. BDCA
4. BCDA

18. Arrange the proper filing of the following in alphabetical order:

A.Sec.DinkySoliman
B.Sec.RichardGordon
C.Sec.VoltaireGazmin
D. Sec. Armin Luistro

1. DABC
2. DACB
3. CBDA
4. CBAD

19. How much is the present Value-Added-Tax in the Philippines?

1. 12% of gross profit
2. 12% of cost of goods sold
3. 12% of gross sales
4. 12% of net income

20. This department of the company is responsible for preparing and updating customers' accounts:

1. Purchasing section
2. Cashier section
3. Billing Section
4. Releasing section

21. This is a type of document issued by a seller to a buyer relating to a sale transaction and indicating the products, quantities and prices sold to the buyer.

1. Check voucher
2. Purchase order

3. Delivery receipt
4. Sales invoice

22. Which of the following is not a usual document used in a sales company?

1. Form 137
2. Delivery receipt
3. Sales invoice
4. Purchase order

23. One of the responsibilities of a clerical job is answering and tending phone calls. Which is the best way to answer a phone call in a company?

1. Say "Hello," and wait for the caller to speak.
2. Run and get a pen and notebook then pick up the phone.
3. Answer the phone politely and give your department or company name.
4. Wait for fellow employees to answer the phone.

24. An example of a hard copy document is:

1. PDF file letter
2. Company email message
3. A business letter saved in USB
4. Business letter in a paper

25. What does a CC means in an email message?

1. Copy sent
2. Copy furnished
3. Copy cat
4. Client copy

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Civil Service Exam 2017 Philippine Constitution, General Information, Current Events

1. What are the 3 main branches of the Government of the Philippines?

1. Senate, Supreme Court, Congress
2. Presidential, Unicameral- Parliamentary, Bicameral-Parliamentary
3. Legislative, Executive, Judicial
4. The Legislature, The Senate, The Supreme Court

2. The Supreme Court shall be composed of a Chief Justice and how many Associates Justices?

1. 12
2. 13
3. 14
4. 15

3. The Commander-in-Chief of all armed forces of the Philippines this 2017 is _____.

1. Air Force Commanding General Jeffrey Delgado
2. Rodrigo Duterte
3. Chief Justice Maria Lourdes Sereno
4. AFP Chief Lieutenant Gen. Emmanuel Bautista

4. The executive power shall be vested in the _____.

1. President of the Philippines
2. House of Representatives
3. The Supreme Court
4. The Congress

5. The legislative power shall be vested in the _____ which shall consist of a Senate and a House of Representatives.

1. Congress of the Philippines
2. House of Ombudsman
3. The Supreme Court
4. Bureau of Internal Revenue

6. The Senate shall be composed of how many senators elected at large by voters of the Philippines?

1. 21
2. 22
3. 23
4. 24

7. How long shall the term of office of the senators be commenced?

1. 3 years
2. 4 years
3. 5 years
4. 6 years

8. The term of office of the President and Vice-president of the Philippines shall be up to how many years?

1. 3 years
2. 4 years
3. 5 years
4. 6 years

9. The members of the House of Representatives shall be elected for a term of _____.

1. 3 years
2. 4 years
3. 5 years
4. 6 years

10. The following shall be exempted from taxation except:

1. Lands and buildings
2. Churches and convents
3. Charitable institutions
4. Non-profit cemeteries

11. The Congress, by a vote of ____ of both Houses in joint session assembled, voting separately, shall have the sole power to declare a state of war.

1. Two-thirds
2. One-half
3. Three quarters
4. Minority

12. It states that “no person shall be deprived of life, liberty, or property without due process of law, nor any person be denied the equal protection of the laws.”

1. Article VI
2. Bill of Rights
3. Republic Act
4. Court Order

13. All of the following is TRUE except:

1. No person shall be compelled to be a witness against himself
2. No person shall be imprisoned for non-payment of debt or poll tax.
3. No ex post facto law or bill of attainder shall not be enacted.
4. No person shall be detained solely by reason of his political beliefs and aspirations.

14. The following are citizens of the Philippines except:

1. Those fathers or mothers are citizens of the Philippines
2. Those who are born before January 17, 1973, of Filipino mothers, who elect Philippine citizenship upon reaching the age of majority
3. Those who are naturalized citizens of the Philippines in accordance with law.
4. All of the above are true.

15. It is the right and obligation by all citizens, who are at least 18 years of age, and qualified by law, to vote in the election of national and local officials of the government without literacy,, property, or other substantive requirement.

1. Suffrage
2. Election
3. Voting power
4. Civil Right

16. The three inherent powers of the state are the following except one:

1. Police Power
2. Power of Eminent Domain
3. Power of Taxation
4. Power to Impeach

17. It is the power of the State to promote public welfare by restraining the use of both liberty and property of all people.

1. Police Power

2. Power of Eminent Domain
3. Power of Taxation
4. Power to Impeach

18. It is the power of the State to take properties for the purpose of public use upon payment of just compensation.

1. Police Power
2. Power of Eminent Domain
3. Power of Taxation
4. Power to Impeach

19. It is the power of the State to impose charge or burden to persons and properties, and property rights for the purpose of raising revenues to protect the people and extend public projects and services.

1. Police Power
2. Power of Eminent Domain
3. Power of Taxation
4. Power to Impeach

20. The following are members of the Constitutional Commission except:

1. Commission on Civil Rights
2. Commission on Elections
3. Civil Service Commission
4. Commission on Audit

21. It states that public office is public trust and that public officers and employees must, at all times, be accountable to the people, serve them with utmost responsibility, integrity, loyalty and efficiency; act with patriotism and justice and lead modest lives.

1. Public Trust
2. Constitutional Rights
3. Accountability
4. Responsibility

22. Who shall have the exclusive power to initiate all cases of impeachment?

1. House of Blue Ribbon Committee

2. House of Representatives
3. House of the Senate
4. Speaker of the House

23. R.A. 6713 is an act to uphold the time-honored principle of public office being a public trust, granting incentives and rewards for exemplary service, enumerating prohibited acts and providing penalties for violations thereof and for other purposes.

1. Preamble
2. Code of Ethics
3. Code of Government Officials
4. Code of Conduct and Ethical Standards for Public Officials and Employees

24. The following are duties and responsibilities of Public officials and Employees except:

1. Act promptly on letters, inquiries, calls or any other form of communications sent by the public.
2. Submit performance reports of the agency or office regularly
3. Accept gifts from the public upon prioritizing their queries.
4. Process documents and papers expeditiously.

25. It is a written instrument containing the proposition and required number of signatories and shall be in a form determined by and submitted to the Commission on Elections.

1. Bill
2. Law
3. Proposition
4. Petition

26. It is the electoral process by which an initiative on the Constitution is either approved or rejected by the people.

1. Referendum
2. Plebiscite
3. Petition
4. Initiative

27. It is the power of the electorate to approve or reject a legislation through an election called for the purpose.

1. Referendum
2. Plebiscite
3. Petition
4. Initiative

28. This law promotes responsible family planning and proper use of reproductive methods to eliminate over-population growth.

1. RH Bill
2. Responsible Parenthood and Reproductive Health Law
3. Reproductive Law
4. Family Planning

29. It is a specialized agency of the United Nations that concerns international public health.

1. Department of Health
2. World Health Organization
3. International Health Organization
4. All of the above

30. APEC is a summit that promotes free trade and economic cooperation throughout the Asia-Pacific region countries. APEC stands for:

1. Asia Pacific Economic Corporation
2. Asia Pacific Economic Cooperation
3. Asia Pacific Economic Council
4. Asia Pacific Economic Countries

31. Association of Southeast Asian Nations (ASEAN) aims to accelerate economic growth, stability, social progress and cultural development in the spirit of equality and partnership to strengthen prosperous and peaceful community along Southeast Asian Nations. Which of the following countries is not a member of ASEAN?

1. Hong Kong
2. Philippines
3. Singapore
4. Thailand

32. It is a law in the Philippines that aims to address legal issues concerning online interactions and harmful internet behavior in the Philippines. It aims to prevent and punish cybercrime in the country.

1. Cybersquatting
2. Cybercrime Act
3. Cybercrime Prevention Act
4. Cyber Identity Theft Act

33. _____ waste breaks down into natural components and can be recycled into the life cycle naturally.

1. Bio-chemical
2. Recyclable
3. Biodegradable
4. Non-biodegradable

34. The following are examples of non-biodegradable waste except:

1. Plastics
2. Metals
3. Styrofoam
4. Papers

35. It is a project of DOST for more accurate, integrated and responsive disaster prevention and mitigation system especially in high-risk calamity areas of the Philippines.

1. PAGASA
2. I am Ready
3. DOST-Advanced Disaster Program
4. Project NOAH

36. PAGASA is the official government agency for weather forecasting, flood control, astronomical observations, and time service. PAGASA stands for _____?

1. Philippine Atmospheric Geographical and Astronomical Services Administration
2. Philippine Atmospheric Geophysical and Astronomical Services Administration
3. Philippine Atmospheric Geological and Astronomical Services Association
4. Philippine Atmospheric Geophysical and Astronomical Services Association

37. PHIVOLCS is a branch of DOST to moderate disasters that may arise from volcanic eruptions, earthquakes, tsunami and other related geotectonic phenomena in the Philippines. What is PHIVOLCS?

1. Philippine Institute of Volcanology and Seismology
2. Philippine Institute of Volcanic and Seismic Services

3. Philippine Institute of Volcanic and Seismology Services
4. Philippine Institute of Volcano and Seismic System

38. Which of the following is a renewable source of energy?

1. Geothermal energy
2. Solar energy
3. Wind energy
4. All of the above

39. It is a process by which thermal radiation from the earth's surface is absorbed by atmospheric greenhouse gases and is re-radiated in all directions.

1. Global Warming
2. Greenhouse Effect
3. Ozone Layer
4. Solar Radiation

40. USB is an industry standard that connects computers and electronic devices like keyboards, digicams, portable media devices, disk drivers, smartphones, and network adapters to any computer. USB stands for?

1. Unit Serial Box
2. Unit Serial Bolt
3. Universal Serial Bin
4. Universal Serial Bus

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Civil Service Exam 2017 Answer Key:

English Grammar and Correct Usage Test Answers:

1. (1) After the straight exam, I felt so exhausted and famished to eat my favorite foods.
2. (4) would
3. (3) searching

4. (4) My
5. (2) feet
6. (3) know
7. (3) its
8. (4) has written
9. (2) hypotheses
10. (3) witnessed
11. (4) Don't
12. (2) painted
13. (4) weakening
14. (2) hopeful
15. (4) disagree
16. (2) information
17. (2) sheep
18. (4) forgotten
19. (4) crashed
20. (4) hidden

English Vocabulary Answers:

1. (3) uncertain
2. (2) threatening
3. (4) inclined
4. (1) resolute
5. (2) useless
6. (1) pretentious
7. (2) weird
8. (3) secret
9. (1) brief
10. (2) vulgar
11. (2) ecstasy
12. (2) teaser
13. (3) maze
14. (3) worldly
15. (2) fondness
16. (4) outdated
17. (1) lively
18. (3) assertive
19. (4) excessive
20. (1) disorganized

Correct Spelling and Idiomatic Expressions Answers:

1. (2) let out a secret

2. (3) accusing the wrong person
3. (4) weak spot
4. (1) very expensive
5. (3) born into a very rich family
6. (1) doesn't want to put all resources in one possibility
7. (2) he feels nervous
8. (4) forget the past quarrel
9. (2) Don't make plans for something that might not happen.
10. (3) joined the new trend and bought iphones

Analogy and Logic Answers:

1. (2) rock
2. (3) electricity
3. (1) selfish
4. (2) behavior
5. (4) fish
6. (2) opera
7. (1) Chemistry
8. (2) merchandise
9. (3) agreement
10. (1) whisper
11. (2) sheep
12. (2) candidacy
13. (1) delay
14. (3) meeting
15. (4) pony
16. (2) stone
17. (1) sculptor
18. (3) mortar
19. (4) Paintings
20. (2) weapon
21. (2) counsel
22. (3) blueprint
23. (2) cells
24. (3) keyboard
25. (1) property

Reading Comprehension Answers:

1. Boracay, a Blessed Island
2. That Flight MH370's disappearance is still a mystery
3. The Demand of Flappy Bird Game
4. Global Climate change and its effects are occurring and are likely to increase over time.

5. Because it protects and secures not only our online accounts but also our online activities.
6. The importance of Search Engine Optimization
7. Unemployment rate in the Philippines is seriously increasing
8. Forks, Washington
9. Confusion
10. Filipinos are now willing to open different investments.

Paragraph Organization Answers:

1. (3) CDAB
2. (2) BADC
3. (2) ADBC
4. (1) DCBA
5. (4) BCAD
6. (4) CBDA
7. (3) DBCA
8. (2) BDCA
9. (1) ACBD
10. (4) CADB

Numerical Reasoning Correct Answers with Solutions and Explanations:

1. (2) next number in the sequence is 3. Notice that the numbers in the pattern were divided by 3 to get the next number. Therefore, you divide 2187 by 3 you'll get 729, then the next and so on.
2. (3) 81 – you can get this by squaring the numbers ($1 \times 1 = 1$), ($2 \times 2 = 4$), ($3 \times 3 = 9$) and so on...
3. (4) -144 – subtract the 3rd and 1st to get the 2nd number, do the same to the next 3 sets
4. (1) IR KP – Use the equivalent ascending and descending letters in the alphabet
5. (2) P15625 – the pattern is the next 2 letters from the alphabet and the number multiplied by 5 to get the next one...
6. (2) -9 – positive + negative numbers is to subtract them and follow the sign of the bigger number
7. (3) 124 – positive – negative numbers is to change the sign of the subtrahend and follow the rules in addition
8. (1) 198 – multiplying numbers with similar signs = positive
9. (1) -100 – already explained
10. (1) -80 – dividing numbers with different signs = negative
11. (4) $\frac{3}{4} + 5\frac{1}{2} + 1\frac{1}{3}$ – simplify the fractions given and convert the mixed number into improper fraction
12. (3) LCD is 16 – the denominators are: 8, 4 and 16
13. (3) GCF is 18 since 36 and 64 are divisible by 18, 9, 6, 3
14. (3) the answer is 3 because $\frac{1}{2} + 2 + \frac{1}{2} = 3$

15. (2) the answer is $\frac{6}{27}$ simplified into $\frac{2}{9}$
16. (4) you will get 6 if you cross multiply the fractions
17. (1) .0075 because $\frac{3}{4}$ is 75 percent or $\frac{75}{100}$
18. (4) $\frac{3.4}{100}$ because percent is $n/100$
19. (2) .25 because it is the same as $\frac{25}{100}$
20. (2) 5:4 because it is $\frac{1}{2}$ divided by $\frac{2}{5}$
21. (2) 2,120,000 because 10 to the 6th power is in million
22. (1) 2,500,000 because it is $25 \times 100,000$
23. (3) $x = -3$ because $5(-3) + 25 = 10$
24. (4) $y = 2$ because $4(8) - 2(2) = 28$
25. (1) $x = 9$ because $2(9) + 4(8) = 50$
26. (4) 5 years old – to get it, make a table and derive the equation:

Let x be Sam's age:

Write the new relationship in an equation using the ages in 5 yrs.

	<i>age now</i>	<i>age in 5 yrs</i>
Kit	$2x$	$2x + 5$
Sam	x	$x + 5$
Cara	$x - 5$	$x - 5 + 5$

In 5 years, Kit will be three times as old as Cara.

$$2x + 5 = 3(x - 5 + 5)$$

$$2x + 5 = 3x$$

$$x = 5$$

Sam is now 5 years old.

27. (3) 8 years old – again solve it by making a table and derive the equation:

Let x be James's age now. Add 2 to get the ages in 2 yrs.

	<i>age now</i>	<i>age in 2 yrs</i>
James' dad	$5x$	$5x + 2$
James	x	$x + 2$
Sara	$\frac{1}{2}x$	$\frac{1}{2}x + 2$

Write the new relationship in an equation using the ages in 2 yrs.

In two years, the sum of their ages will be 58.

$$5x+2+x+2+\frac{1}{2}x+2=58$$

$$5x+x+\frac{1}{2}x=58-2-2-2$$

$$6\frac{1}{2}x=52$$

$$x=8$$

James is now 8 years old.

29. (2) 360 miles Solution: $D=50(2)+4(65)=360$ miles

30. (1) Original price is P3,062.50

To get it, simply divide P2450 by 80%

Math is never difficult to those who master the basic concepts and logic in Math.” – Fehlgungo

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Clerical Operations / Clerical Reasoning Answers:

1. (4) Human Resource Department
2. (3) Outlook
3. (2) Fax machine
4. (2) Treasurer
5. (1) Cashier
6. (1) 4,2,1,3
7. (4) Credit Card Number of the customer
8. (4) Alphabetic
9. (2) His Excellency President Rodrigo Duterte
10. (2) Her Majesty Queen Elizabeth II
11. (3) A copy saved in a computer and sent through email

12. (3) Curriculum Vitae
13. (3) Accounts Payable and Receivable
14. (4) Internal and External Auditing
15. (2) Chief Executive Officer
16. (1) Marketing and promotion for customers
17. (4) BCDA
18. (1) DABC
19. (3) 12% of gross sales
20. (3) Billing section
21. (4) Sales invoice
22. (1) Form 137
23. (3) Answer the phone politely and give your department or company name.
24. (4) Business letter in a paper
25. (2) Copy furnished

Philippine Constitution, General Information, Current Events Answers:

1. (3) Legislative, Executive, Judicial
2. (3) 14
3. (2) President Rodrigo Duterte
4. (1) President of the Philippines
5. (1) Congress of the Philippines
6. (4) 24
7. (4) 6 years
8. (4) 6 years
9. (1) 3 years
10. (1) Lands and buildings
11. (1) Two-thirds
12. (2) Bill of Rights
13. (3) No ex post facto law or bill of attainder shall not be enacted.
14. (4) All of the above are true.
15. (1) Suffrage
16. (4) Power to Impeach
17. (1) Police Power
18. (2) power of Eminent Domain
19. (3) power of Taxation
20. (1) Commission on Civil Rights
21. (3) Accountability
22. (2) House of Representatives
23. (4) Code of Conduct and Ethical Standards for Public Officials and Employees
24. (3) Accept gifts from the public upon prioritizing their queries.
25. (4) Petition
26. (2) Plebiscite
27. (1) Referendum

- 28. (2) Responsible Parenthood and Reproductive Health Law
- 29. (2) World Health Organization
- 30. (2) Asia Pacific Economic Cooperation
- 31. (1) Hong Kong
- 32. (3) Cybercrime Prevention Act
- 33. (3) Biodegradable
- 34. (4) Papers
- 35. (4) Project NOAH
- 36. (2) Philippine Atmospheric Geophysical and Astronomical Services Administration
- 37. (1) Philippine Institute of Volcanology and Seismology
- 38. (4) All of the above.
- 39. (2) Greenhouse Effect
- 40. (4) Universal Serial Bus



GENERAL INFORMATION

[REPUBLIC ACT NO. 6713]

AN ACT ESTABLISHING A CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES, TO UPHOLD THE TIME-HONORED

PRINCIPLE OF PUBLIC OFFICE BEING A PUBLIC TRUST, GRANTING INCENTIVES AND REWARDS FOR EXEMPLARY SERVICE, ENUMERATING PROHIBITED ACTS AND TRANSACTIONS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Title. — This Act shall be known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

Section 2. Declaration of Policies. — It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

Section 3. Definition of Terms. — As used in this Act, the term:

- (a) "Government" includes the national government, the local governments, and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations, and their subsidiaries.
- (b) "Public Officials" includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.
- (c) "Gift" refers to a thing or a right disposed of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.
- (d) "Receiving any gift" includes the act of accepting directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or in exchange for, a favor.
- (e) "Loan" covers both simple loan and commodatus as well as guarantees, financing arrangements or accommodations intended to ensure its approval.
- (f) "Substantial stockholder" means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.

(g) "Family of public officials or employees" means their spouses and unmarried children under eighteen (18) years of age.

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(h) "Person" includes natural and juridical person unless the context indicates otherwise.

(i) "Conflict of interest" arises when a public official or employee is a member of

a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.

(j) "Divestment" is the transfer of title or disposal of interest in property by voluntarily, completely and actually depriving or dispossessing oneself of his right or title to it in favor of a person or persons other than his spouse and relatives as defined in this Act.

(k) "Relatives" refers to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including bilas, inso and balae.

Section 4. Norms of Conduct of Public Officials and Employees.

— (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

(a) Commitment to public interest

. — Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) Professionalism. — Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill.

They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

(c) Justness and sincerity. — Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy,

public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

(d) Political neutrality. — Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

(e) Responsiveness to the public. — Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) Nationalism and patriotism. — Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) Commitment to democracy. — Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

(h) Simple living. — Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

(B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards including the dissemination of information programs and workshops authorizing merit increases beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experimentation on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

Section 5. Duties of Public Officials and Employees.— In the performance of their duties, all public officials and employees are under obligation to:

(a) Act promptly on letters and requests. — All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request.

(b) Submit annual performance reports. — All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.

(c) Process documents and papers expeditiously. — All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three

(3) Signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer-in-charge shall sign for and in their behalf.

(d) Act immediately on the public's personal transactions. — All public officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.

(e) Make documents accessible to the public. — All public documents must be made accessible to, and readily available for inspection by, the public within reasonable working hours.

23 Section 6 System of Incentives and Rewards.— A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the Ombudsman and Chairman of the Civil Service Commission as Co-Chairmen, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President, as members. It shall be the task of this Committee to conduct a periodic, continuing review of the performance of public officials and employees, in all the branches and agencies of Government and establish a system of annual incentives and rewards to the end that due recognition is given to public officials and employees of outstanding merit on the basis of the standards set forth in this Act. The conferment of awards shall take into account, among other things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and the risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorships in government-owned or controlled corporations, local and foreign scholarship grants, paid vacations and the like. They shall likewise be automatically

promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act. The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

Section 7. Prohibited Acts and Transactions.— In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

(a) Financial and material interest. — Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

(b) Outside employment and other activities related thereto. — Public officials and employees during their incumbency shall not:

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

(2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or (3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office. These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

(c) Disclosure and/or misuse of confidential information. — Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:

(1) To further their private interests, or give undue advantage to anyone; or

(2) To prejudice the public interest.

(d) Solicitation or acceptance of gifts.— Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any Transaction which may be affected by the functions of their office.

As to gifts or grants from foreign governments, the Congress consents to:

(i) The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;

(ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or

(iii) The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs. The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this subsection, including pertinent reporting and disclosure requirements. Nothing in this Act shall be construed to restrict or prohibit any educational, scientific or cultural exchange programs subject to national security requirements.

Section 8. Statements and Disclosure.

— Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households. 24 25

(A) Statements of Assets and Liabilities and Financial Disclosure. — All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The two documents shall contain information on the following:

(a) Real property, its improvements, acquisition costs, assessed value and current fair market value;

(b) Personal property and acquisition cost;

(c) All other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;

(d) Liabilities, and;

(e) All business interests and financial connections.

The documents must be filed:

- (a) Within thirty (30) days after assumption of office;
- (b) On or before April 30, of every year thereafter; and
- (c) within thirty (30) days after separation from the service.

All public officials and employees required under this section to file the foretasted documents shall also execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including, if possible, the year when they first assumed any office in the Government. Husband and wife who are both public officials and employees may file the required statements jointly or separately. The Statements of Assets, Liabilities and Net Worth and the Disclosure of Business Interests and Financial Connections shall be filed by:

- (1) Constitutional and national elective officials, with the national office of the Ombudsman;
- (2) Senators and Congressmen, with the Secretaries of the Senate and the House of Representatives, respectively; Justices, with the Clerk of Court of the Supreme Court; Judges, with the Court Administrator; and all national executive officials with the Office of the President;
- (3) Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;
- (4) Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below said ranks, with the Deputy Ombudsman in their respective regions; and
- (5) All other public officials and employees, defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

(B) Identification and disclosure of relatives.

— It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

(C) Accessibility of documents.— (1) Any and all statements filed under this Act, shall be made available for inspection at reasonable hours.

(2) Such statements shall be made available for copying or reproduction after ten (10) Working days from the time they are filed as required by law.

(3) Any person requesting a copy of a statement shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.

(4) Any statement filed under this Act shall be available to the public for a period of ten (10) years after receipt of the statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(D) Prohibited acts.— It shall be unlawful for any person to obtain or use any statement filed under this Act for:

(a) Any purpose contrary to morals or public policy; or

(b) Any commercial purpose other than by news and communications media for dissemination to the general public.

Section 9 Divestment.— A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.

The same rule shall apply where the public official or employee is a partner in a partnership.

The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor to laborers and casual or temporary workers.

Section 10 Review and Compliance Procedure. — (a) The designated Committees of both Houses of the Congress shall establish procedures for the review of statements to determine whether said statements which have been submitted on time, are complete, and are in proper form. In the event a determination is made that a statement is not so filed, the appropriate Committee shall so inform the reporting individual and direct him to take the necessary corrective action.

(b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of Congress shall have the power within their respective jurisdictions, to render any opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval by affirmative vote of the majority of the particular House concerned. The

individual to whom an opinion is rendered and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in this Act.

(c) The heads of other offices shall perform the duties stated in subsections (a) and (b) hereof insofar as their respective offices are concerned, subject to the approval of the Secretary of Justice, in the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

Section 11. Penalties. — (a) Any public official or employee, regardless of whether or not he holds office or employment in a casual, temporary, holdover, permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) months' salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute.

Violations of Sections 7, 8 or 9 of this Act shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.

(b) Any violation hereof proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him.

(c) Private individuals who participate in conspiracy as co-principals, accomplices or accessories, with public officials or employees, in violation of this Act, shall be subject to the same penal liabilities as the public officials or employees and shall be tried jointly with them.

(d) The official or employee concerned may bring an action against any person who obtains or uses a report for any purpose prohibited by Section 8 (D) of this Act. The Court in which such action is brought may assess against such person a penalty in any amount not to exceed twenty-five thousand pesos (P25, 000.00). If another sanction hereunder or under any other law is heavier, the latter shall apply.

Section 12. Promulgation of Rules and Regulations, Administration and Enforcement of this Act. — The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act. It shall transmit all cases for prosecution arising from violations of this Act to the proper authorities for appropriate action: Provided, however, that it may institute such administrative actions and disciplinary measures as may be warranted in accordance with law. Nothing in this provision shall be construed as a deprivation of the right of each House of

Congress to discipline its Members for disorderly behavior. The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provisions of this Act, including guidelines for individuals who render free voluntary service to the Government. The Ombudsman shall likewise take steps to protect citizens who denounce acts or omissions of public officials and employees which are in violation of this Act.

Section 13. Provisions for More Stringent Standards— Nothing in this Act shall be construed to derogate from any law, or any regulation prescribed by anybody or agency, which provides for more stringent standards for its official and employees.

Section 14 Appropriations. — The sum necessary for the effective implementation of this Act shall be taken from the appropriations of the Civil Service Commission. Thereafter, such sum as may be needed for its continued implementation shall be included in the Annual General Appropriations Act.

Section 15 Separability Clause. — If any provision of this Act or the application of such provision to any person or circumstance is declared invalid, the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

Section 16 Repealing Clause. — All laws, decrees and orders or parts thereof inconsistent herewith, are deemed repealed or modified accordingly, unless the same provide for a heavier penalty.

Section 17 Effectivity.— This Act shall take effect after thirty (30) days following the completion of its publication in the Official Gazette or in two (2) national newspapers of general circulation. Approved, February 20, 1989.

Republic of the Philippines

**CIVIL SERVICE
COMMISSION**

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