



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

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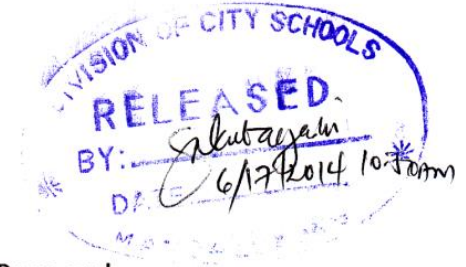


**MEMORANDUM**

Date : June 16, 2014

To : Principals, Public Elementary and Secondary Schools  
Administrative Officer V  
Section Chiefs  
President, Mandaluyong Association of Non-Teaching Personnel

Subject : **ANNOUNCEMENT OF THE CIVIL SERVICE COMMISSION (CSC) – COMPUTERIZED EXAMINATIONS (COMEX)**




Attached herewith is a copy of DepEd Memorandum No. 62, s. 2014, re: **Schedule of CSC-Computerized Examinations (COMEX)** for all interested DepEd saff seeking CSC Eligibility.

Preferential attention is invited to paragraph 4, 6 and the enclosures of the said Memorandum which states the following :

1. the next schedule for the Paper and Pencil Test (PPT) which is set on **October 2014**
2. the link (<http://tinyurl.com/ktegby>) where the interested applicants who are unable to take the COMEX for June 2014 can enlist their name
3. the CSC Comex Guidelines
  - a. Testing Fee and Release of Results
  - b. Testing Slot and Requirements

All DepEd Non-teaching Personnel are encouraged to apply and take the upcoming CSC Tests as it will open an opportunity for further career growth.

Immediate and widest dissemination of this Memorandum is desired.

  
EVANGELINE P. LADINES  
Schools Division Superintendent



Republika ng Pilipinas  
 (Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
 (DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
 (NATIONAL CAPITAL REGION)  
 Daang Misamis, Bago Bantay, Lungsod Quezon  
 (Misamis St., Bago Bantay, Quezon City)

Department of Education  
 National Capital Region  
 RECORDS AND PUBLICATION UNIT

(6)

**RELEASED**

By: [Signature]  
 Date: June 10, 2014

Memorandum to-

Schools Division Superintendents  
 Concerned DepEd-NCR-RO Employees

Enclosed is a copy of DepEd-Memorandum No. 62, s. 2014-Announcement of the Civil Service Commission (CSC) Computerized Examinations (COMEX), for information and guidance of all concerned.

4302  
 DIVISION OF CITY SCHOOLS  
**RECEIVED**  
 By: Merchie  
 Date: 13 JUN 2014  
 Time: 5:00pm  
 MANDALUYONG

For the Director:

[Signature]  
 JOAN R. PEDROCHE  
 OIC, Administrative Division

Incls.: As stated

personnel/epm

Encls.:

As stated

Reference:

None

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
ELIGIBILITY  
EXAMINATION  
EMPLOYEES

Rhea/D-DM CSC-Computerized Examinations for DepEd Personnel  
0015/June 3, 2014

Enclosure No. 1 to DepEd Memorandum No. 62, s. 2014

CSC COMEX Advisory No. 05-A, s. 2014

**TO : ALL REGISTRANTS OF THE CSC COMPUTERIZED EXAMINATION (CSC COMEX)**

**SUBJECT : Schedule of Online Offering of CSC COMEX**

For May and June 2014, CSC COMEX is scheduled on Tuesdays at the CSC Central Office and on Thursdays at the CSC Regional Offices concerned.

In view thereof, please be advised that, as a general rule, the online offering schedule for the next examination shall be at 8 a.m. of the day following the last examination. Hence, please be guided by the online offering schedules for May and June 2014, as follows:

**CSC CENTRAL OFFICE**

MAY 2014		JUNE 2014	
Date of Examination	Date & Time of Online Offering	Date of Examination	Date & Time of Online Offering
May 6, 2014	April 30, 2014 8 a.m.	June 3, 2014	May 28, 2014 8 a.m.
May 13, 2014	May 7, 2014 8 a.m.	June 10, 2014	June 4, 2014 8 a.m.
May 20, 2014	May 14, 2014 8 a.m.	June 17, 2014	June 11, 2014 8 a.m.
May 27, 2014	May 21, 2014 8 a.m.	June 24, 2014	June 18, 2014 8 a.m.

**CSC REGIONAL OFFICES**

MAY 2014		JUNE 2014	
Date of Examination	Date & Time of Online Offering	Date of Examination	Date & Time of Online Offering
May 8, 2014	May 2, 2014 8 a.m.	June 5, 2014	May 30, 2014 8 a.m.
May 15, 2014	May 9, 2014 8 a.m.	June 19, 2014	June 13, 2014 8 a.m.
May 22, 2014	May 16, 2014 8 a.m.	June 26, 2014	June 20, 2014 8 a.m.
May 29, 2014	May 23, 2014 8 a.m.		

**NOTE:** Applicants must NOT have taken the same level of Career Service Examination being applied for, either through the Paper and Pencil Test (PPT) mode or the Computerized Examination (COMEX) mode, within the last three (3) months.

Further, please be advised that availability of online offering for the CSC Regional Offices (ROs) shall be subject to and include only CSCROs joining the scheduled conduct of examination.

For further queries, contact the CSC COMEX Administrator in the Examination, Recruitment and Placement Office at telephone number (02) 931-8163, or (02) 931-7935 loc. 712, 714 and 716.

### EXAMINATION, RECRUITMENT AND PLACEMENT OFFICE

07 MAY 2014

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CSC COMEX GUIDELINES

Testing Fee and Release of Results:

Examination Fee is P600.00 (both for CSE Prof and Sub-Prof Levels) and results are released two (2) weeks after the examination day for both the CSC Main Office and CSC Regional Offices. The official list of passers shall be posted on the CSC website.

Testing Slot and Requirements:

Applicants need to present the following documents:

- 1 valid ID and printed application form (created during online registration) on exam day.
- Computerized Examination Fee: P600

3-step Registration Process

- Applicants must create an account in the CSC COMEX website ([www.comex.csc.gov.ph/user](http://www.comex.csc.gov.ph/user)). They need to supply information to create an account, plus a valid email address for confirmation.
- Applicants will receive exam notifications in their respective emails, which include the type of CSC COMEX Advisory No. 05-A, s. 2014 examination, number of slots, date and time of personal appearance, date and time of examination, and examination venue. They can choose from the available examination (Please refer to CSC COMEX Advisory No. 05-A, s. 2014) and reserve an examination slot.
- Applicants must go to CSC Testing center on their scheduled personal appearance for verification of identity, payment of examination fee, and capturing of photo, fingerprints, and digital signature.

Testing Sites:

The COMEX is available in the CSC Main Office and in their following Regional Offices

- CSC Central Office – IBP Road, Constitution Hills, Diliman, Quezon City
- CSC Regional Office No. 1 – Quezon Ave., San Fernando City, La Union
- CSC Regional Office No. 2 – San Gabriel, Tuguegarao City, Cagayan
- CSC Regional Office No. 4 – 139 Panay Ave., Brgy. South Triangle, Quezon City
- CSC Regional Office No. 5 – Rawis, Legazpi City

- CSC Regional Office No. 7 – Sudlon, Lahug, Cebu City
- CSC Regional Office No. 10 – Vamenta Blvd., Carmen, Cagayan de Oro City
- CSC Regional Office No. 11 – Ecoland Drive cor. Beechnut St., Ecoland Subdivision, Davao City
- CSC CAR – 116 Wagner Road, Military Cut-Off, Baguio City

For more details, visit: <http://excell.csc.gov.ph/cscweb/cscweb.ph>