



**DIVISION MEMORANDUM**  
No. 292, s. 2014

**ANNOUNCEMENT OF THE CIVIL SERVICE COMMISSION (CSC)-COMPUTERIZED EXAMINATION (COMEX)**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads

1. Attached herewith is DepEd Memorandum No. 62, s. 2014, entitled, "Announcement of the Civil Service Commission (CSC)-Computerized Examination (COMEX), for the information of all concerned.
2. Special attention is invited to Section 2, 4 and 6 of the said Memorandum.
3. Immediate dissemination of this Memorandum is directed.

**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

ADM/rng14

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405	Website: <a href="http://www.depedcebuprovince.com">www.depedcebuprovince.com</a>
Asst. Schools Division Superintendent:	(032) 520-3216 loc 104 (Dr. Leah Noveras)	E-mail Add: <a href="mailto:depedcebuprovince@yahoo.com">depedcebuprovince@yahoo.com</a>
	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628 (Mr. Roseller Gelig)	
Accounting Section:	(032) 254-2632 (Mrs. Gervacia Sanchez)	
Disbursing Section:	(032) 255-4401 (Ms. Ma. Teresa Peralta)	
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Republic of the Philippines  
**Department of Education**

06 JUN 2014

DepEd MEMORANDUM  
No. **62**, s. 2014

**ANNOUNCEMENT OF THE CIVIL SERVICE COMMISSION (CSC)-COMPUTERIZED EXAMINATIONS (COMEX)**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. The Civil Service Commission (CSC) has opened its **Computerized Examinations (COMEX) for all DepEd personnel seeking Professional Eligibility.**
2. The CSC-COMEX for Professional Eligibility Category is scheduled this **June 2014**, every Tuesday at the CSC Main Office, and every Thursday at the CSC Regional Offices. As per enclosed CSC-COMEX Advisory No. 05-A, s. 2014, the online offering schedule for the examination shall be at 8:00 a.m. of the day following the last examination.
3. The guidelines on the conduct of the CSC-COMEX are detailed in the enclosure.
4. All DepEd personnel seeking CSC Professional Eligibility are encouraged to take the CSC-COMEX scheduled this June 2014. The next schedule for the Paper and Pencil Test (PPT) will be in **October 2014**.
5. The Regional and Schools Division Offices, which have personnel who will be applying to take the CSC-COMEX for this month, shall furnish the Office of the Undersecretary for Regional Operations with the list of employees indicating their respective June 2014 examination dates.
6. The DepEd personnel who will be unable to take the CSC-COMEX scheduled for this month but are still interested to apply should enlist their name to this link: <http://tinyurl.com/ktregby>. They must fill up all the questions given in the form on or before **June 11, 2014**.
7. For further queries, all concerned may contact the **CSC-COMEX Administrator, Examination, Recruitment and Placement Office, Civil Service Commission (CSC)** at telephone nos.: (02) 931-8163; (02) 931-7935 local 712, 714 and 716 or visit the website: <http://excell.csc.gov.ph/cscweb/cscweb.ph>.
8. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encs.:

As stated

Reference:

N o n e

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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**Enclosure No. 2 to DepEd Memorandum No. 62, s. 2014**

**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>