

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

March 3, 1969

DECS O R D E R
No. 18, s. 1969

OPEN PRINTING/OPEN DISTRIBUTION OF APPLICATIONS (OPCOA)
SCHEME FOR CIVIL SERVICE EXAMINATIONS

To: Regional Directors
Cultural Agency Directors
School Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. On the reverse side is a copy of Memorandum Circular No. 6, s. 1969 of the Civil Service Commission, authorizing all government offices, including government-owned and/or controlled corporations to reproduce application forms for government service examinations. Attention is invited to the instructions on the printing of the forms and the filing of applications by examinees for examinations announced by the Civil Service Commission.

2. All concerned are enjoined to cooperate and support the undertaking of the Civil Service Commission.

(SGD.) LOURDES R. QUILUMBING
Secretary

Incl.:
As stated

Allotment: 1-2-3-4--(M.O. 1-87)

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

AUTHORITY
EXAMINATIONS
FORMS
RULES and REGULATIONS

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Lungsod ng Quezon

MC No. 6, s. 1989

MEMORANDUM CIRCULAR

To : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF
NATIONAL AND LOCAL GOVERNMENTS INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS

Subject : Open Printing/Open Distribution of Applications
(OPODA) Scheme for Civil Service Examinations

The Civil Service Commission hereby announces the adoption of the Open Printing/Open Distribution of Applications (OPODA) Scheme aimed at making application forms for civil service examinations readily available to all qualified applicants.

Under this scheme, all government offices, including government-owned and/or controlled corporations, are authorized to reproduce at their own expense the prescribed application form, a copy of which is attached, for distribution free of charge to all those who desire and are qualified to take civil service examinations. The heads of local government units, in particular, are expected to be of great help to their constituents by reproducing and making available to them the prescribed form. The printing of such form as herein authorized should be made upon issuance by the Commission of the Announcement for a scheduled civil service examination which will contain the information that such form may be obtained in the various government offices, among other outlets.

In this connection, it may be stressed that applications shall be received by the Commission or its Regional Offices, only during the filing period specified in a particular Examination Announcement and that as usual, the same shall be accepted on a first-come-first-served basis, taking into consideration the following provision of the Civil Service Rule I, Sec. 5: "The filing of applications for a particular examination may be closed by the Commission at any time when a sufficient number of applicants has been admitted for the examination."

The cooperation and support of all concerned to this undertaking is hereby enjoined.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

February 13, 1989

A true copy

EXAMINATION APPLIED FOR:
Title _____
Date _____
Place _____

APPLICATION NUMBER: _____

RECENT
ID
PHOTO

Read the Examination Announcement. DO NOT APPLY IF YOU ARE NOT QUALIFIED.
Note: ACCEPTANCE OF APPLICATIONS IS ON A FIRST-COME-FIRST-SERVED BASIS.

1. APPLICANT'S NAME (PRINT IN CAPITAL LETTERS)
(Surname) _____ (Given Name) _____ (Middle Name) _____
2. CIVIL STATUS
 Single
 Married
 Widower
3. COMPLETE MAILING ADDRESS: _____
4. BOX _____ 5. CITIZENSHIP _____

6. BIRTHDATE _____ 7. BIRTHPLACE (CITY/TOWN & PROV.) _____
8. ARE YOU PRESENTLY IN GOV'T SERVICE?
 YES NO

9. EDUCATION: Are you a college graduate?
 YES: Degree finished: _____ Date graduated: _____ School: _____
 NO: Highest year in college completed: _____ Units earned: _____ Course: _____
or, year in high school completed: _____

10. SERVICE RECORD (FOR UNDERGRADUATES ONLY)
Inclusive Dates: _____ Position: _____ Status: _____ Office: _____
Certified by: _____
Signature _____
Personnel Officer _____
Administrative Officer _____
Total: _____ years, _____ months in the government service

11. CIVIL SERVICE/BOARD/BAR EXAMINATION PASSED: RATING: _____ DATE OF EXAM: _____ PLACE OF EXAM: _____

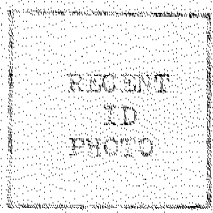
12. Have you ever been dismissed from any employment, forced to resign or otherwise disciplined as a result of administrative case, or convicted of any violation of law, ordinance, or regulations before any civil court and/or military tribunal?
If YES attached copy/ies of Decision/s.

I DO SOLEMNLY DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS APPLICATION HAS BEEN ACCOMPLISHED IN GOOD FAITH, VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE STATEMENT PURSUANT TO THE PROVISIONS OF PERTINENT LAWS, RULES AND REGULATIONS OF THE REPUBLIC OF THE PHILIPPINES.

Residence Cert. No. _____
Dated at _____ on _____ Signature of Applicant _____

DO NOT ANSWER ITEM NO. 13 (FOR PROCESSORS ONLY)
13. Action taken on application: APPROVED DISAPPROVED
REMARKS: _____
Signature of Processor/Date: _____

(TOP)
Affix
Admission
Fee
Stamp
Here
(BOTTOM)



Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City
APPLICATION NO. _____
EXAMINATION PERMIT
(Present this Permit to the Room Examiner.
Examinees without Permit will not be allowed
to take the examination.)

This serves as your Permit to take the _____ examination
to be held on _____ Report not later than 7:30 A.M. of _____