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Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office - Ifugao
Rizal Ave. Poblacion South, Lagawe, Ifugao
3600 Philippines



<http://www.depedcarifugao.com>

Division Memorandum

No. 286 s, 2017

TO: All PSDS, School Head
Teachers, All Other Concerned
This Division

FROM: **FELIPE L. BALLITOC**
OIC-SDS

DATE: October 2, 2017

SUBJECT: **CSC BASIC COMPETENCY ON LOCAL TREASURY AND
INTERMEDIATE COMPETENCY ON LOCAL TREASURY
EXAMINATION)**

1. This office announces that CSC-CAR will conduct Basic Competency on Local Treasury Examination (BCLTE) and Intermediate Competency on Local Treasury Examination (ICLTE) on November 26, 2017 in Baguio City and other test centers nationwide.
2. General qualification and admission requirements for both levels of examinations are as follows:
 - ✓ Filipino Citizen;
 - ✓ Of good moral character;
 - ✓ Has not been convicted by final judgment of an offense or crime involving moral turpitude or disgraceful or immoral conduct, dishonesty, examination irregularity, drunkenness or addiction to drugs;
 - ✓ Has not been dishonorably discharged from military service, or dismissed for cause from any civilian position in the government, and holder of a bachelor's degree on the date/time of filling applications.
 - Additional admission requirements includes:
 - for BCLTE: Applicant must be at least 18 years old on the date/time of application
 - for ICLTE: Must have passed the BCLTE or BCLTE Certified.
3. Interested and qualified applicants must file their applications at the CSC Regional Offices (CSCRO) or any CSCROs Field Offices where they intend to take the examination and submit the following documentary requirements and examination fee of Php700.00.
 - ✓ Fully accomplished CS Form 100 Revised September 2016 (except the portion on "Signature of Applicant" and "Right Thumbmark";



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- ✓ Four (4) pieces identical standard close-up shot passport-sized ID pictures with handwritten nametag. Signature and white background. Said ID must be in bare face showing both ears, with no eyeglasses, colored contact lens or any accessory that may cover facial features.
 - ✓ Original and photocopy of valid (not expired) Identification cards indicating the name of applicant, signature and date of birth; and
 - ✓ For applicants holding dual citizenship under RA 9225, original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship issued by the Bureau of Immigration.
4. Application form is available at any CSC Regional/Field Office or may be downloaded from the CSC website at: www.csc.gov.ph
 5. Period for filing examination application will be from October 6 to 20, 2017.
 6. For your information.