

**FORM 1. PHILIPPINE CIVIL
SERVICE BOARD: MANUAL OF
INFORMATION RELATIVE TO
THE PHILIPPINE CIVIL SERVICE**

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FORM 1.

PHILIPPINE CIVIL SERVICE BOARD

Manual of Information

RELATIVE TO THE

PHILIPPINE CIVIL SERVICE

SHOWING THE CLASSIFIED AND UNCLASSIFIED POSITIONS, THE CONDITIONS GOVERNING EXAMINATIONS AND APPOINTMENTS, THE RULES FOR RATING EXAMINATION PAPERS, AND SPECIMEN EXAMINATION QUESTIONS; ALSO THE CIVIL SERVICE ACT AND THE CIVIL SERVICE RULES.

This manual is divided into two parts. Part 1 is printed in English, and Part 2, containing the same information as Part 1, is printed in Spanish.

Este manual está dividido en dos partes. La primera impresa en inglés y la segunda, que contiene los mismos informes, está vertida al español.

MANILA:

1901.

MANUAL OF INFORMATION.

Section 1. This Manual contains information relative to the conditions under which appointments are made to the Philippine civil service. The scope and character of the principal examinations for entrance to the service are outlined and information is given upon other matters which are usually the subject of correspondence. Persons seeking information in regard to the service should therefore carefully read this Manual before making inquiries of the Board in regard to questions which may be fully answered herein. If information is desired which is not given in the Manual, letters of inquiry should be addressed to the Philippine Civil Service Board, Manila. The Board does not receive applications for admission to the civil service of the United States. All such applications should be addressed to the United States Civil Service Commission, Washington, D. C.

Civil positions in the Military Division of the Philippines are not in the Philippine civil service, but are in the civil service of the United States and are, therefore, not subject to examination or certification by this Board. The positions referred to include those under the Adjutant General, Inspector General, Chief Quartermaster, Chief Commissary, Chief Surgeon, Chief Paymaster, Engineer Officer, Ordnance Officer and Signal Officer.

On September 19th, 1900, the United States Philippine Commission enacted a law known as the "Civil Service Act," which provides for the organization of the Philippine Civil Service Board, which is authorized by the act to prepare rules and to formulate examinations for entrance to and promotion in the service covered by the act, the purpose of which is declared to be "the establishment and maintenance of an efficient and honest civil service in the Philippine Islands." The Civil Service Act, and the Rules prepared in accordance therewith are printed as an appendix to this Manual.

The term "Unclassified Service" indicates that portion of the Philippine civil service in which vacancies may be filled without examination and certification by the Board.

The term "Classified Service" indicates that portion of the service which is subject to the provisions of the Act and the Rules, and in which vacancies must be filled according to the methods therein prescribed. A vacancy in a position in the classified service may be filled: first, by original appointment through examination and certification by the Board; second, by promotion of a person in the classified service to the vacant position; third, by the reinstatement of a person formerly in the service; fourth, by the transfer of a person from a position in the classified service of the Philippine Islands or from the Federal classified civil service of the United States to the vacant position. These various methods of filling vacancies are explained in this Manual.

Certain positions, as shown in the schedules below, when not filled by promotion, transfer, or reinstatement, must be filled by competitive

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examination while others may be filled by non-competitive examination if in the opinion of the Board a competitive examination is not practicable.

Classified and unclassified positions.

Sec. 2. The following schedules show the methods of entrance to the various positions in the different branches of the service.

Schedule A. All civil employees of whatever designation, whether compensated by a fixed salary or otherwise, whose duties are principally those of bookkeepers, bookbinders, clerks, chief clerks, draughtsmen, engineers (steam or mechanical), examiners, inspectors, interpreters, janitors, letter-carriers, machinists, messengers, printers, stenographers, typewriters, translators, or watchmen under the Military Governor, the United States Philippine Commission, the Treasurer of the Islands, the Auditor of the Islands, the Collector of Customs for the Islands, the Collector of Internal Revenue for the Islands, the Director of Posts for the Islands, the Civil Service Board, the Bureau of Forestry, the Bureau of Mines, the Bureau of Statistics, the General Superintendent of Public Instruction, the Wardens of Penitentiaries and Prisons, the Provost Marshal General of Manila, and the Captain of the Port of Manila. The offices, positions and employments included in this schedule are classified, and vacancies therein, if not filled by promotion, transfer or reinstatement, shall be filled by competitive examination.

Schedule B. Heads of departments and offices of the municipal service of Manila and professional, technical and scientific positions, including all employees of whatever designation, whether compensated by a fixed salary or otherwise, whose duties are principally those of bacteriologists, cashiers, chemists, civil engineers, disbursing officers, foresters, physicians, practicante, vaccinators and veterinarians. The offices and positions in this schedule are classified, and vacancies therein, if not filled by promotion, transfer or reinstatement, shall be filled by selections from certifications of eligibles secured by competitive or non-competitive examination, or otherwise, as the Board may determine to meet the needs of the service.

Schedule C. Positions of skilled and unskilled laborers. These positions are classified and vacancies therein will be filled in accordance with the method described in this Manual under the head "Employment of Laborers."

Schedule D. The Treasurer of the Islands, the Auditor of the Islands, the Collector of Customs for the Islands, the Collector of Internal Revenue for the Islands, the Director of Posts for the Islands, the Head of the Bureau of Forestry, the Head of the Bureau of Mines, the General Superintendent of Public Instruction, the members of the Civil Service Board, and the Chief Statistician. These offices are not at this time, subject to any form of examination by the Board, but after eighteen months from the date when the Board shall certify that it has a sufficient list of eligibles to fill vacancies in the lower grades in the service, vacancies occurring in said offices shall be filled without examination, as provided in the Civil Service Act, from a class to be composed of all the first, second and third assistants in such offices, without regard to the office in which they may

be employed. Until the expiration of this time vacancies in these offices may be filled without regard to the provisions of the Civil Service Act.

Schedule E. The Cashier of the Collector of Customs for the Islands, the Captain of the Port of Manila, the Collector of Customs at Iloilo, and the Collector of Customs at Cebu. These offices are not at this time subject to any form of examination by the Board, but after one year from the date when the Board shall certify that it has a list of eligibles to fill lower grade vacancies, vacancies in these offices shall be filled by promotion by competitive examination. Until the expiration of this time vacancies in these offices may be filled without regard to the Civil Service Act.

Schedule F. One private secretary for the Military Governor and for each member of the United States Philippine Commission, members of the police force and of the fire department of the city of Manila, guards at prisons and penitentiaries, and school teachers of the Department of Public Instruction. These positions are not classified and are therefore not subject to any form of examination by the Board.

The omission in any of the above schedules of any official designation of an office, position or employment shall not exclude it from the schedule to which it properly belongs, in accordance with requirements of the Civil Service Act.

How to proceed to secure an examination.

Sec. 3. Applicants residing in the Philippine Islands who desire to be examined for this service should apply by letter or in person to the Philippine Civil Service Board, Casa de Intendencia, Manila, for a blank form upon which to make application for examination and for a Manual of Information for Applicants. Each applicant must apply for his own application blank and Manual, as it is contrary to the practice of the Board to furnish them to one person for the use of another.

Applicants residing in the United States who desire to be examined for this service, should apply to the United States Civil Service Commission, Washington, D. C., which Commission will furnish the necessary information and hold the examinations for this Board in the United States. Such applicants should forward their applications when completed to the United States Civil Service Commission.

An applicant upon receiving a blank application and a Manual should decide what examination he desires to take. A description of the principal examinations held by this Board will be found in the Manual. Applicants residing in the Philippine Islands may be examined at Manila, Iloilo or Cebu.

The blank application furnished by the Board should first be carefully read by the applicant and then filled in with great care, every question being answered. Full instructions for the filling in and completion of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions. Failure to do this will cause unnecessary delay and annoyance to the applicant as well as to the Board. The application, as well as the oath of loyalty, must be subscribed and sworn to before a justice of the peace in and for the province in which the applicant resides, or may be made before a member of the Civil Service Board. The oath of loyalty need not be executed by applicants for examination in the United

States. The vouchers must be filled in by reputable persons who are acquainted with the applicant. After the application has been filled in and properly executed, it should be forwarded to the Board. If the application is found in correct form the applicant will be sent a notice of the fact by the Board and informed when and where he may be examined.

Applications for examinations may be obtained from and filed with the Board at any time, but unless received at least five days prior to the date fixed for an examination in Manila, or in sufficient time prior to the holding of an examination in Iloilo or Cebu to permit of the shipment of papers to those points, they may not be accepted for that examination; but, if properly executed, will be approved, and a notice sent to the applicant for the next examination of the kind which he desires, which may be held at the place selected.

Applicants who claim citizenship in the United States must make oath in their application to their citizenship. In the case of Europeans claiming citizenship, proof of such must be furnished. If naturalized, the certificate of naturalization must accompany the application. A foreign born person who claims that his parents were citizens of the United States at the time of his birth must furnish the sworn statements of at least two disinterested persons to prove that to their knowledge his parents were United States citizens at the time of his birth, and that they did not previously, then, or at any subsequent time renounce, or legally declare their intention of renouncing their United States citizenship, and also that the applicant is the reputed child of the person through whom he claims citizenship. A foreign born citizen who was naturalized by the naturalization of his father or his mother while he was a minor must furnish the parent's certificate of naturalization and the sworn statements of two disinterested persons to prove his identity as the child of the one whose certificate is furnished. A woman who claims naturalization through marriage to a citizen of the United States must furnish evidence of the husband's citizenship (his certificate being required if he is a naturalized citizen), and evidence of her marriage to him.

An application from a foreign born person claiming citizenship, but failing to furnish the required proof, will be cancelled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When naturalization papers are lost, certificate must be procured from the court that issued the naturalization papers, showing the facts in the case.

No person will be admitted to examination unless he has filed an application blank with the Board as required.

An applicant who has applied for examination at Manila, Iloilo or Cebu and desires to change the place of his examination from one city to another, may be examined at the place requested by him, if he returns his authority for examination within sufficient time prior to the date of examination to permit of the shipment of the necessary papers.

An application is good for only one kind of examination, and if an applicant desires to take two or more different kinds he must file an application for each examination.

Persons who are debarred from examinations.

Sec. 4. No person will be admitted to an examination :
Who is under eighteen years of age.

Who is over forty years of age, if he is an applicant for examination for any of the positions included in Schedule A on page 4.

Who is not a citizen of the United States or a native of the Philippine Islands or a person who has, under and by virtue of the Treaty of Paris, acquired the political rights of natives of the Islands; except that in special cases where it is not practicable to hold competitive examinations, the Board may waive this requirement to meet the demands of the service.

Who is a resident of the Philippine Islands and fails to take the oath of loyalty required of applicants and to furnish evidence satisfactory to the Board that he is loyal to the United States of America as the supreme authority in the Islands.

Who is a resident of the United States and who, upon the physical examination required to be given by a competent physician, is found to be disqualified for efficient service in these Islands.

Who habitually uses intoxicating liquors to excess.

Who is an officer or an enlisted man in the Army, the Navy or the Marine Corps of the United States, and has not obtained permission from the proper military or naval authority to enter an examination.

Who has made a false statement in his application or who has been guilty of deceit or fraud in any manner in connection with an application or examination, or who has been guilty of crime or of infamous or of notoriously disgraceful conduct, which in the opinion of the Board should disqualify him for the service.

Who has been dismissed from the service for delinquency or misconduct within one year preceding the date of his application.

Who has failed to receive absolute appointment at the end of his probationary service to the position for which he again applies within one year from the date of his probationary service.

Who within one year has taken the same kind of examination for which he again applies and is eligible as a result of that examination.

What applicants should bring to the examination room.

Sec. 5. All applicants in competitive examinations, and in non-competitive examinations where writing is required, must provide themselves with pens, penholders, erasers, ink and blotters. Applicants should not bring paper for use in the examination room, as such blank paper as may be needed in connection with the examination sheets will be furnished by the Board.

Applicants for the stenography and typewriting examination should provide themselves with typewriting machines and stands or tables. However, in view of the present lack of typewriting machines in the Philippine Islands the Board will, when possible and when requested in advance, endeavor to furnish typewriting machines for the use of competitors examined in the islands.

Applicants for the bookkeeper, draughtsman or other examinations requiring the use of instruments, must furnish the instruments required.

Each applicant must bring his authority for examination to the examination room and present it to the examiner in charge.

Haste and carelessness in examinations.

Sec. 6. Many competitors fail to pass an examination or fail to obtain a satisfactory grade, not through a lack of knowledge, but princi-