

CONDUCT OF EXAMINATION

NR	PROCEDURES/STEPS		PERSON IN CHARGE	DURATION	REMARKS
	APPLICANT	PAFPMC ACTION			
1	Go to the examination area one hour prior the examination	Control and guide applicants	Recruitment Branch, PTD personnel	1 hour	Attire during examination White T-shirt, Pants and Closed Shoes -Bring 2 pcs Nr. 2 Mongol Pencils
2	Prepare examination permit and ID card	Check and mark examination permit	Recruitment Branch, PTD personnel	1 min	
3	Remove shoes, roll sleeves and pants for limited physical examination	Measure the height and check for any physical disqualifications	Recruitment Branch, PTD personnel	1 min	
4	Enter the examination area and prepare for the examination proper	Guide applicants on his/her designated seat	Recruitment Branch, PTD personnel	1 min	Attire during examination White T-shirt, Pants and Closed Shoes -Bring 2 pcs Nr. 2 Mongol Pencils
5	Wait for instructions from the examiner	Give house rules/Examination directions	Recruitment Branch, PTD personnel	10 mins	
6	Answer all	Supervise and	PTD	3 hours	

	questions. Shade the correct answer	watch the examinees	personnel		
7	If done, wait for final instructions	Give final instructions and briefing	Testing Branch, PTD personnel	10 mins	