

## 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	No permit, No exam
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	

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