



## ECONOMIC RESEARCH AND TRAINING DEPARTMENT

# NOTICE

TO : ALL SEC CERTIFICATION EXAMINATION APPLICANTS

SUBJECT : SEC CERTIFICATION EXAMINATIONS SCHEDULE FOR APRIL 2023 AT THE SEC HEADQUARTERS AND APPLICATION PROCEDURE

DATE : 21 MARCH 2023

The Commission announces the examination schedule and the corresponding application process for the month of April.

I. **Examination Schedule Dates** : 

April 12, 17, 19, 21, 24, 26 and 28
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**Time** : 9:00 am or 1:30 pm

**Venue** : SEC Examination Room  
10<sup>th</sup> Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village  
Bel-Air, Makati City, 1209

### II. Application and Payment

Only paid applications will be scheduled for the examination. Applicants will be scheduled on a **first-come, first-served** basis. The schedules will automatically be closed once all available slots are filled. Walk-in applicants will not be accommodated.

The examination fee is PhP 500.00 per person per schedule.

#### Procedure:

1. Click on the link below to download the appropriate application form.

Phase 1	Phase 2
<a href="#">Fillable PDF (v.2022)</a>	<a href="#">Fillable PDF (v.2022)</a>
<a href="#">Editable Excel format (v.2022)</a>	<a href="#">Editable Excel format (v.2022)</a>

The Application Form must be submitted in a Portable Document Format (PDF) file.

2. The duly accomplished and signed Application Form, together with a scanned copy of one valid identification (ID) card (see list below), should be submitted through email to [certification@sec.gov.ph](mailto:certification@sec.gov.ph) preferably at least 10 working days prior to the preferred examination date, with the following details:

Subject line of email: [Examination applied for] Exam Application: Complete Name

*Examples: Subject: Phase 1 Exam Application: Juan C. Dela Cruz*  
*Phase 2 7A CIS Exam Application: Juan C. Dela Cruz*

Body/Content of email:

- Complete name of applicant
- Preferred examination dates (applicants must be available on the indicated dates)
- Examination applied for
- Contact numbers of applicant
- If the application is company-sponsored, indicate the payor and address that should reflect in the electronic official receipt (e-OR).

List of acceptable identification (ID) cards	
• Philippine Identification (PhilID)	• NBI Clearance
• SSS ID	• Latest Passport
• UMID	• Latest Driver's License
• PRC License	• Police Clearance
• PWD ID	• Solo Parent ID
• Comelec Voter's ID	• CSC Eligibility Card
• BIR/Taxpayer's ID	• Alien Certificate of Registration Identity Card
• PhilHealth ID	• Company/Office ID
• Postal ID	• Latest School ID
• Barangay ID	

To prevent any delay, applicants should ensure that all required information, ID photos, valid ID card, preferred schedules are complete prior to submission of the application.

If any of the preferred examination date is not available, the applicant will receive an email from certification@sec.gov.ph to send another set of preferred examination schedules.

Phase 2 applicants applying for more than one examination must email their application requirements separately.

3. If the application requirements are compliant, the applicant will receive a Payment Assessment Form (PAF) thru email from certification@sec.gov.ph. Applicants must pay the examination fee **within three (3) working days** after the issuance of the PAF.
4. If the application requirements are non-compliant, the applicant will receive an email from certification@sec.gov.ph on the deficiencies for compliance. Upon receipt of the applicant's reply, and all requirements have been complied with, the application will proceed as indicated in Item 3.
5. The applicant must pay the examination fee online through the [Electronic System for Payment to SEC \(eSPAYSEC\)](#). Payment methods are via debit card, credit card, GCash and Maya. A transaction fee, determined by SEC's partner payment channels, will apply on the total fee. Successfully paid applicants will receive an e-OR through the email address indicated upon payment. Payment is non-refundable and shall be forfeited if not availed of within the year of payment. [Click here to watch the eSPAYSEC instructional video.](#)
6. Immediately after payment, applicants must send a copy of the e-OR through the same email thread upon submission of application.
7. Once payment is verified and any of the preferred examination date is available, the applicant will receive an email and Application Receipt confirming the examination schedule. Applicants from the provinces are advised to wait for this email before booking their travel.

Non-appearance on the day of the examination would mean forfeiture of payment.

### III. What to Bring on Examination Day

On the day of the examination, examinees should bring the following:

1. One (1) original valid ID card (see List of acceptable ID cards)
2. One (1) blue or black ballpoint pen;
3. One (1) pencil (any type);
4. One (1) basic/ordinary calculator (scientific/financial/programmable calculators are not allowed);
5. 70% Isopropyl or Ethyl Alcohol for personal use; and
6. Hard copy or electronic copy of:
  - A copy of the requirement indicated in Section I of the [SEC Guidelines on the Health and Safety Protocols to be Observed in the Conduct of the SEC Certification Examinations During the COVID-19 Pandemic](#)
  - Application Receipt (second page of the Application Form with confirmed schedule)

Examinees must comply with the [SEC Guidelines on the Health and Safety Protocols to be Observed in the Conduct of the SEC Certification Examinations During the COVID-19 Pandemic and other Guidelines that may be issued by the SEC.](#)

The examination slots per session and schedule are subject to change in compliance with applicable public health guidelines, and/or public declaration of work suspension or non-working holiday that may take effect within the period covered. Should any of these arise, the concerned examinees will be notified accordingly for rescheduling of their examination.

Should there be further queries on the foregoing, interested parties are advised to get in touch with the ERTD – Market Professionals and Investor Education Division (MPIED) through email address [certification@sec.gov.ph](mailto:certification@sec.gov.ph), landline 8818-7256 or mobile number (+63) 998-841-3545.

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