

NOTICE

Subject: CONDUCT OF SEC CERTIFICATION EXAMINATION IN CEBU ON 27 NOVEMBER 2025

The Commission announces its schedule of Certification Examination in the SEC Cebu Extension Office and its corresponding application process for 27 November 2025.

Passing the Certification Examinations is mandatory for individuals aspiring to become registered Equity Securities Salesmen, Fixed Income Market Salesmen, Certified Investment Solicitors and Compliance Officers/Associated Persons for Broker-Dealers in the Equities Market.

All examination applicants are advised to take the time to read, understand, and follow the steps accordingly.

I. Examination Schedule Date

Date: 27 November 2025 (Thursday)
Application Period: 22 October to 21 November 2025
Venue: SEC Cebu Extension Office, Conference Room, 12th Floor, AppleOne-Equicom Tower, Mindanao Avenue corner Biliran St., Cebu Business Park, Cebu City

Successfully registered applicants will be informed of the examination time via email.

II. Mode of Examination

The examination will be conducted in person, proctored, and administered using pen and paper.

III. Examination Fee

The fee per person, per schedule for either Phase 1 or Phase 2 is PhP1,500.00.

A transaction fee, determined by the SEC's partner payment channels, will apply to the total fee. The payment is non-transferable and non-refundable.

IV. Application and Payment

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

Procedure:

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

Phase 1	Phase 2
Fillable PDF (v.2022)	Fillable PDF (v.2022)

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 within the prescribed application period through email to certification@sec.gov.ph, with the following details:

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

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

Body/Content of email:

- Complete name of the applicant
- Examination applied for
- Contact numbers of the 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 ID cards	
• Alien Certificate of Registration Identity Card	• PhilID
• BIR/Taxpayer's ID	• Police Clearance
• COMELEC/Voter's ID	• Postal ID
• Company/Office ID	• PRC License
• CSC Eligibility Card	• PWD ID
• Driver's License	• Senior Citizen ID
• Latest School ID	• Solo Parent ID
• NBI Clearance	• SSS ID
• Philippine Passport	• UMID
• PhilHealth ID	

To prevent any delay in processing, applicants should ensure that all required information—ID photos, valid ID card, and preferred schedules—are complete prior to submission.

3. If the submitted application requirements are found compliant, the applicant will receive a Payment Assessment Form (PAF) via email from certification@sec.gov.ph. The examination fee must be paid within three (3) working days from issuance of the PAF or before the end of the application period, whichever comes first.
4. If the application is found non-compliant, the applicant will receive an email from certification@sec.gov.ph indicating 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 examination fee must be paid online through the [Electronic System for Payment to SEC \(eSPAYSEC\)](#). Upon successful payment, an electronic official receipt (e-OR) will be sent to the email address indicated in the payment transaction.
6. Immediately after payment, applicants must send a copy of the e-OR through the same email thread on submission of the application.
7. Once payment is verified, the applicant will receive an email and an Application Receipt confirming the examination schedule. Applicants from nearby provinces are advised to wait for this email before booking their travel arrangements.

Note: Access to the SEC Body of Knowledge (SEC BOOK) for Phase 1 shall be granted to the email address of Phase 1 examinees.

V. Examination Day Requirements

Examinees must bring the following:

- Two (2) original valid ID cards;
- One (1) blue or black ballpoint pen; and
- One (1) basic/ordinary calculator (*scientific/financial/programmable calculators are not allowed*),

Notes:

- Examinees must observe the [SEC Visitor's Dress Code Policy](#) to ensure smooth entry into the premises.
- Examinees should arrive at the venue at least 15 minutes prior to the scheduled time. Those who arrive late will be allowed to take the examination, but only within the remaining duration.
- Food and snacks are not permitted inside the examination room.

VI. Rescheduling and Non-attendance

- Requests for rescheduling, regardless of cause or reason, will not be granted.
- Non-appearance on the day of the examination would mean forfeiture of payment.

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

For further queries on the foregoing, interested parties are advised to get in touch with the ERTD–Market Professionals Development Division (MPDD) through the following:

- Email: mpdd-ertd@sec.gov.ph
- Landline: 8818-7256
- Mobile: (+63) 998-841-3545

Issued on 22 October 2025 in Makati City, Philippines.