

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Manila

February 8, 1979

MEMORANDUM  
No. 42, s. 1979

SECOND TRAINING SESSION OF THE CAREER EXECUTIVE  
SERVICE DEVELOPMENT PROGRAM, PHASE II

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
School Superintendents

1. The Career Executive Board announces the second training session of the Career Executive Service Development Program (CESDP) Phase II.
2. To qualify for admission to the CESDP Phase II, Session 2, the applicant:
  - a. Must be an incumbent of a division chief or higher level supervisory position (not lower than a Career Executive Service, CES, position) in the national government. His appointment must have been attested as permanent by the Civil Service Commission as of December 31, 1978;
  - b. Must not be over fifty (50) years of age as of December 31, 1978;
  - c. Must be a citizen of the Philippines, in good health; and
  - d. Must not have any pending administrative/criminal charges.
3. Qualifying examinations for admission into CESDP Phase II shall be given by the Board in coordination with the Civil Service Commission. The examinations will consist of Management Aptitude Tests (MATB) and other assessment processes. The qualifying examinations will be given on April 1, 1979.
4. The deadline for filing applications is February 26, 1979. Applications mailed should be postmarked not later than this date. Application forms are available at the Civil Service Commission and its regional offices.







5. Inclosed is a copy of Circular No. 7, s. 1975 of the Career Executive Service Board for further information and guidance.

6. Immediate dissemination of this Memorandum and its inclosure is desired.

(SGH) JUAN L. MANUEL  
Minister of Education and Culture

Incl. 1  
As stated

Reference:  
None

Attachment: 1-2-3-4 (D.O. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS & OFFICES  
✓ BOARD or COUNCIL  
✓ EXAMINATIONS  
OFFICIALS  
QUALIFICATIONS  
TRAINING PROGRAM









Republic of the Philippines  
CAREER EXECUTIVE SERVICE BOARD  
3rd Floor, COCOFED Building  
144 Amorsolo Street, Legaspi Village  
Manila, Metro Manila

15 January 1979

CIRCULAR NO. 7  
Series of 1979

TO : ALL HEADS OF MINISTRIES AND AGENCIES  
OF THE NATIONAL GOVERNMENT

RE : REVISED GUIDELINES FOR SELECTION AND ADMISSION  
OF GOVERNMENT PERSONNEL INTO THE CAREER EXECUTIVE  
SERVICE DEVELOPMENT PROGRAM

Pursuant to the provisions of Presidential Decree No. 1 dated 24 September 1972, Presidential Decree No. 336 dated 14 November 1973 and Board Circular No. 1 dated 5 March 1974, the following modified guidelines are issued for the selection and admission of government personnel into the Career Executive Service Development Program:

1. The Career Executive Service Development Program (CESDP)

As provided in Board Circular No. 1 dated 5 March 1974 successful completion of the Career Executive Service Development Program, hereinafter referred to as the Program, shall be one of the basic requirements for membership in the Career Executive Service provided for in the Integrated Reorganization Plan, Part III, Chapter 1, Article IV, as amended. This Program shall be conducted by the Development Academy of the Philippines and shall consist of a specially designed residential training course at Tagaytay City. Except as otherwise provided by law, no person shall be admitted into the Career Executive Service without having satisfactorily completed the Program.

Upon satisfactory completion of the Program, which, for participants therein, shall consist of a residential training course in the Development Academy of the Philippines at Tagaytay City and field work, and upon compliance with other requirements which the Career Executive Service Board may prescribe pursuant to law, the participant shall be enrolled in the roster of Career Executive Service eligibles and shall be qualified for appointment by the President to the appropriate rank in the Career Executive Service, upon recommendation of the Board. After appointment, he may be assigned to any position in the Career Executive Service by the President.







II. Phase II of the Career Executive Service Development Program (CESDP)

Phase II of the Program shall be open to employees in the national government presently occupying supervisory positions other than those covered by the Career Executive Service. (Those employed in government corporations, local government, the judiciary and those in active military service are not qualified). Phase II, Session 2, shall be exclusively for non-incumbents of CES positions and shall not admit non-CES incumbents of CES positions qualified for Phase I of the Program.

Phase I of the Program refers to the training of incumbents of positions of undersecretary, assistant secretary, bureau director, assistant bureau director, regional director, assistant regional director, chief of department service, and other officers of equivalent rank, as may be identified by the Board, who are recommended by their respective department heads.

Qualification Requirements

To qualify for admission to CESDP Phase II, Session 2, the applicant must meet with the following requirements:

1. He must be an incumbent of a division chief or higher level supervisory position (but lower than CES position) in the national government, whose appointment must have been effected as permanent by the Civil Service Commission as of 31 December 1978.
2. He must not be over fifty (50) years of age as of 31 December 1978.\*
3. He must be a citizen of the Philippines, in good health, and must not have any pending administrative/criminal charges.

---

\* This age requirement will not apply to applicants who took the MATB on 23 April 1977 but have not gone thru the Assessment Center, nor will it apply to the 1977 applicants who went through the Assessment Center, but were not admitted to the Program. These applicants may be considered for possible admission to the Program without having to take the MATB for the second time.









### III. Qualifying Examinations For Admission

Qualifying examinations for admission into Phase II of the Program shall be given by the Board, in coordination with the Civil Service Commission, at regular intervals or whenever the needs of the service so require. The examination for Phase II, Session 2, of the Program will consist of: (1) management aptitude tests and (2) other assessment processes. After the initial examination covering the management aptitude tests, the Board shall announce the names of the successful candidates who shall be eligible to undergo further assessment as part of the screening process of participants to Phase II of the Program.

### IV. Date of Examination for Applicants to Phase II, Session 2 of the Career Executive Service Development Program

The qualifying examination for applicants for Phase II, Session 2 of the Program shall be given on 1 April 1979. Application forms for the examination will be made available at the Civil Service Commission and its regional offices.

Deadline for submission of application is 26 February 1979. Certified true copy of appointment as division chief shall be attached to the application. Applications mailed should be post-marked not later than 26 February 1979.

### V. Contract of Service

Upon admission, a participant in the Program shall be required to execute a contract in favor of the government with the understanding that he shall render full time service to the government for at least three (3) years after his attendance of the Program, as certified by the Board.

Any and all provisions regarding CESDP Phase II under Board Circular No. 4 dated 14 January 1977 not consistent herewith is hereby modified accordingly.

This Circular shall take effect immediately.

CAREER EXECUTIVE SERVICE BOARD

By:

(SGD.) JACORO A. CLAVE  
Chairman

TRUE COPY

1/26/79





