



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

August 7, 1998

DECS MEMORANDUM

No. 319, s. 1998

TENURE OF OFFICE OF NON-CES ELIGIBLES
OCCUPYING CES POSITIONS

To: Undersecretaries
Assistant Secretaries
Bureau/Center/Service Directors
Regional Directors
Schools Superintendents

1. Career Executive Service Board (CESB) Circular No. 13, s. 1997 reiterates the Career Executive Service (CES) eligibility requirement in appointment to and/or promotion of officials in CES positions and that the appointment of a non-CES eligibles to a CES position shall be temporary in nature and shall not exceed twelve (12) months.
2. In compliance with said CESB Circular, non-CES eligibles in the DECS who are incumbents of CES positions are given one (1) year from now to stay on their job and to qualify in a CES eligibility examination. All concerned are therefore encouraged to take the Management Aptitude Test Battery (MATB), the first step in the four-stage CES eligibility examination scheduled on September 13, 1998. Copies of the CESB announcement and application form are inclosed.
3. Wide dissemination of this Memorandum is requested.

Andrew Gonzales
ANDREW GONZALEZ, FSC
Secretary

Incl.:
As stated

Reference:
DECS Memorandum: No. 68, s. 1998

Allotment: 1—(D.O. 50-97)

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

ELIGIBILITY
PROMOTIONS

ANNOUNCEMENT

The
CAREER EXECUTIVE SERVICE BOARD (CESB)
announces the holding of the

MANAGEMENT APTITUDE TEST BATTERY (MATB)
the first step in the four-stage

CES ELIGIBILITY EXAMINATION

to establish a register of CES eligibles from where candidates for appointment
to Career Executive Service positions will be drawn.

WHEN : September 13, 1998

WHERE : Manila, Cebu

WHO MAY APPLY

1. **Incumbents of Career Executive Service Positions** (Undersecretary, Assistant Secretary, Bureau/Assistant Bureau Director, Department Regional/Assistant Regional Director, Department Service Chief, Bureau Regional/Assistant Regional Director, Provincial Director of national government agencies and equivalent positions in other offices including government-owned and controlled corporations (GOCCs))

In addition to above, applicant must hold a Bachelor's degree.

HOW

1. Application forms may be obtained personally or by postal service from the Career Executive Service Board (CESB), 139 Panay Avenue, Quezon City.
2. Applicant must file the application form directly with the CES Board accompanied by the following:
 - a) Copy of appointment paper and service record duly authenticated by the office personnel officer;
 - b) Three (3) photographs, size 2" x 2", taken not more than six (6) months before the filing of application, and;
 - c) An admission fee of FOUR HUNDRED PESOS (P400.00) in cash or postal money order payable to the CAREER EXECUTIVE SERVICE BOARD. **Personal checks will not be accepted.**
3. Deadline for filing of application is on **August 31, 1998.**

WHERE TO FILE APPLICATION

Application to take the MATB shall be filed with the Career Executive Service Board, 139 Panay Avenue, Quezon City, Telephone Nos. 924-4275 and 411-0842 to 45.

NOTICE OF ADMISSION will be sent to qualified applicant informing him of the venue and time of the examination. The notice of admission for the tests must be brought by the applicant on examination day for presentation to the examination proctor. If notice of admission is not received by **August 21, 1998**, notify the staff of the Recruitment, Selection, Appointment & Compensation Service of the CESB at the above telephone numbers

TEST COVERAGE - Battery consists of tests in: Error Recognition, Reading Comprehension, Data Interpretation, Logical Reasoning, Quantitative Reasoning, Information, and Management Concepts and Problems

NOTICE OF EXAMINATION RESULT will be sent to the applicant by mail one month from the date of the

Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
 139 Panay Avenue, Quezon City
 Tel. Nos. 924-4275 and 411-0844

Recent
 2" x 2"
 Photo

**Management Aptitude Test Battery (MATB)
 Application Form**

READ THE **NOTICE TO APPLICANT** BELOW BEFORE ACCOMPLISHING THIS FORM.
 DO NOT APPLY IF YOU ARE NOT QUALIFIED.

NOTICE TO APPLICANT

1. Only the following shall qualify to take the MATB:
 - a. **Incumbents of Career Executive Service positions** (Undersecretary, Assistant Secretary, Bureau/Assistant Bureau Director, Department Regional/Assistant Regional Director, Department Service Chief, Bureau Regional/Assistant Regional Director, Provincial Director of national government agencies and equivalent positions in other offices including government-owned and controlled corporations (GOCCs));

In addition, applicant must be a bachelor's degree holder.
2. The following documents shall accompany this form when filed:
 - a. copy of appointment paper to present position and service record authenticated by the office personnel officer;
 - b. two (2) photographs, size 2" x 2", taken not more than six (6) months before the filing of application; and,
 - c. an admission fee of FOUR HUNDRED PESOS (P400.00) in cash or in postal money order payable to the CAREER EXECUTIVE SERVICE BOARD. **Personal checks will not be accepted.**
3. Accomplished application form shall be filed directly with the Career Executive Service Board. Deadline for filing of application is August 31, 1998. The date of examination is on **September 13, 1998**. If you fail to receive your Notice of Admission by August 21, 1998 please call CESB at the above telephone numbers to verify the status of your application.
4. You must bring with you on examination day the following: notice of admission, pencil (mongol #2), ruler and calculator.

A. PERSONAL CIRCUMSTANCE

1. SURNAME		FIRST NAME		MIDDLE NAME	
2. Complete Mailing Address (please indicate your zip code)				3. Tel. No.	
4. Date of Birth	5. Place of Birth	6. Age	7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
8. Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widower <input type="checkbox"/> Separated			9. Name of Spouse (if married)		

B. WORK EXPERIENCE

10. Title of Present Position	11. Date appld. to present position	12. Salary grade
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13. Agency and Office Address	14. Tel. No.
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15. Your duties (as per official designation). Please use separate sheet if necessary:

16. Employment history in supervisory position (please attach certified true copy of service record)

POSITION/OFFICE	INCLUSIVE DATES	SALARY GRADE

C. EDUCATION (please use separate sheet, if necessary)

17. Level of Education	School Graduated	Inclusive Dates	Degree Received	Academic Honors Received
College				
Graduate (MA/MS)				
Post Graduate (Ph.D.)				

D. OTHER INFORMATION

18. Have you ever been dismissed from any employment, forced to resign, or otherwise disciplined as a result of an administrative case? _____ If "yes", state the nature of the charge and penalty. _____

19. Do you have any pending administrative or criminal case? _____ If "yes", state the nature of the case and where it is pending. _____

20. Have you ever been arrested, accused, or convicted for any violation of law or ordinance before any court, or have you been charged with or tried for any breach or infraction of military, or police discipline before any tribunal or authority? _____ If "yes", state the nature of the charge and penalty. _____

21. Have you taken the MATB before? _____ If "yes", give the date you have taken the examination. _____

E. PREFERRED TESTING CENTER (please check)

Manila Cebu

I DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS APPLICATION HAS BEEN ACCOMPLISHED IN GOOD FAITH, VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE STATEMENT PURSUANT TO THE PROVISIONS OF PERTINENT LAWS, RULES AND REGULATIONS OF THE REPUBLIC OF THE PHILIPPINES.

_____ Date

_____ Signature of Applicant