



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



Same-Same  
as DECS

*Tanggapan ng Kalihim*  
*Office of the Secretary*


March 15, 1999

DECS MEMORANDUM  
No. 111, s. 1999

**CAREER EXECUTIVE SERVICE BOARD (CESB) ANNOUNCEMENT ON  
MANAGEMENT APTITUDE TEST BATTERY (MATB)**

To : Undersecretaries  
Assistant Secretaries  
Bureau/Regional Directors  
Directors of Services, Centers and Heads of Units  
Schools Superintendents

1. Inclosed is a copy of the Career Executive Service Board (CESB) announcement relative to its administration of the walk-in Management Aptitude Test Battery (MATB) beginning March, 1999.
2. All non-CES eligibles holding CES positions in DECS are enjoined to avail of this opportunity.
3. Your attention is invited to DECS Memorandum No. 319 s. 1998, giving all non-CES eligibles in DECS who are incumbents of CES positions until August 8, 1999 to stay on their job and qualify in a CES eligibility examination.
4. Wide dissemination of this Memorandum is desired.

  
**ANDREW GONZALEZ, FSC**  
*Secretary*

Incl.:  
As stated

Reference:  
DECS Memorandum: (No. 319, s. 1998)

Allotment: 1—(D.O. 50-97)

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

ELIGIBILITY  
 EXAMINATIONS  
 PROMOTIONS

Tel. # 633-72-08  
633-72-28

# ANNOUNCEMENT

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

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

**CES ELIGIBILITY EXAMINATION**

to establish a register of CES eligibles from which officials who shall be appointed to ranks and assigned to positions in the Career Executive Service will be drawn, provided the other requirements are met.

**WHEN :** Every Second Friday of the month beginning March (Specifically March 12, April 8, May 14, June 11, July 9, Aug. 12, Sept. 10, Oct. 15, and Nov. 12, 1999)

**WHERE:** CAREER EXECUTIVE SERVICE BOARD Training Room, # 3 Marcelino St., Holy Spirit Drive, Quezon City

**WHO MAY APPLY**

1. Incumbents of Career Executive Service Positions who are at least Bachelor's degree holders.

**HOW**

1. Application forms may be obtained personally or by postal service from the Career Executive Service Board (CESB), # 3 Marcelino St., Holy Spirit Drive, Quezon City. (See location map at the back)
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. Only Thirty (30) applicants shall be allowed to take the examination at any given exam date. Thus, applications shall be entertained on a first-come, first-serve basis.
4. Deadline for filing of application is one week before the date of the examination.

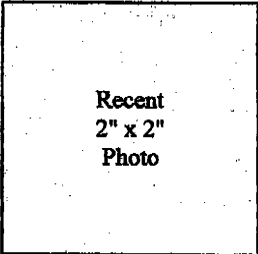
**WHERE TO FILE APPLICATION**

Application to take the MATB shall be filed with the Career Executive Service Board, # 3 Marcelino St., Holy Spirit Drive, Quezon City, Telephone Nos. 951-4981, 931-5732, 932-7416.

**NOTICE OF ADMISSION** will be issued on the day of the examination at the testing venue.

**NOTICE OF EXAMINATION RESULT** will be sent to the applicant by mail three days from the date of the examination.

Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**  
 #3 Marcelino St., Holy Spirit Drive, Quezon City  
 Tel. Nos. 932-7416, 931-5732 and 951-4981



**WALK-IN**  
**Management Aptitude Test Battery (MATB)**  
**Application Form**

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

**NOTICE TO APPLICANT**

1. Only incumbents of CES positions who are holders of at least a bachelor's degree are qualified to take the walk-in MATB.
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. 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 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 one (1) week before the date of the examination. The examination will be held every 2nd Friday of the month beginning March (specifically March 12, April 8, May 14, June 11, July 9, Aug. 12, Sept. 10, Oct. 15 and Nov. 12, 1999).
4. You must bring with you on examination day the following: an office identification card (ID), pencil (mongol #2), ruler and calculator. Your notice of admission will be issued on the day of the examination at the testing venue.
5. The examination will start at exactly 8:00 A.M. If you come in late for the examination, you will not be given any extension or extra time to finish the test. If you do not show up on the exam date, the Board will decide whether or not to allow you to take it on another date. If not, you will have to re-apply and pay again the required admission fee. We will not entertain any request for refund.
6. Testing venue is at the CESB Training Room, #3 Marcelino St., Holy Spirit Drive, Quezon City. (See attached location map)

**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)				

THIS FORM IS NOT FOR SALE. REPRODUCTION IS ALLOWED.

more information at the back →

**B. WORK EXPERIENCE**

10. Title of Present Position	11. Date apptd. to present position	12. Salary grade
13. Agency and Office Address		14. Tel. No.

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. \_\_\_\_\_

**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