



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



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

October 1, 1999

DECS MEMORANDUM

No 430, s 1999

ANNOUNCING THE NATIONWIDE ADMINISTRATION
OF THE MANAGEMENT APTITUDE
TEST BATTERY (MATB)

To Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Superintendents
Chiefs of Divisions

- 1 Inclosed is a copy of the Career Executive Service Board (CESB) announcement relative to its administration of a nationwide Management Aptitude Test Battery (MATB) examination on December 12, 1999
- 2 Said administration is open even to division chiefs in national government agencies (NGAs) including government-owned and controlled corporations (GOCCs) Deadline for filing of applications is November 26 1999
- 3 All non CES eligibles holding CES positions and qualified incumbents of division chief positions (with salary grade 24) in DECS are enjoined to avail of this opportunity The requirements for examination are enumerated in the attached copy of the application form
- 4 Wide dissemination of this Memorandum is desired

Andrew Gonzalez

ANDREW GONZALEZ, FSC
Secretary

Incl As stated
Reference None
Allotment 1--(DO 50 97)
To be indicated in the Perpetual Index
under the following subjects

ELIGIBILITY

OFFICIALS

TESTS

ANNOUNCEMENT

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

MANAGEMENT APTITUDE TEST BATTERY (MATB)

for Incumbents of CES and Division Chief Positions (with salary grade 24)

The MATB is the first stage in the four stage
CES ELIGIBILITY EXAMINATION

to establish a register of CES eligibles from where officials who may be appointed to positions in the Career Executive Service will be drawn provided the other requirements are met

WHEN December 12 1999

WHERE Manila Cebu and Davao

WHO MAY APPLY

- 1 Incumbents of Career Executive Service Positions who are at least Bachelor's degree holders
- 2 Incumbents of Division Chief positions (with salary grade 24) in any National Government Office including Government Owned and Controlled Corporation (GOCC) The applicant must be below 55 years of age at the date of the examination and must have three (3) years managerial experience

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 Diliman Quezon City
- 2 Applicant must file the application form directly with the CES Board accompanied by the following
 - i) 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**

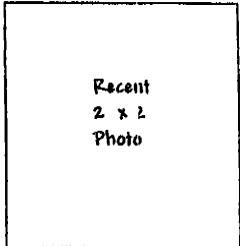
WHERE TO FILE APPLICATION

Application to take the MATB shall be filed with the Career Executive Service Board # 3 Marcelino St. Holy Spirit Drive Diliman Quezon City 1100 Telephone Nos. 951 4981 to 88 **Deadline for filing of application is on November 21 1999**

Reminder

*Qualified applicants who failed to receive their **Notice of Admission** five (5) days before the date of examination should notify the CES Board at the above address and telephone number. Without the **Notice of Admission** the applicant will not be accepted in the examination room.*

Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
 #3 Marcelino St Holy Spirit Drive Quezon City
 Tel Nos 951 4981 to 88



**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 the following shall qualify to take the MATB**
 - a Incumbents of Career Executive Positions
 - b Incumbents of division chief positions (with salary grade 24) in any National Government Office including Government Owned and Controlled Corporation (GOCC) The applicant must be below 55 years of age at the date of the examination and must have three (3) years managerial experience
- 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 Personal checks will not be accepted
- 3 Accomplished application form shall be filed directly with the Career Executive Service Board No 3 Marcelino St Holy Spirit Drive Don Antonio Hgts Quezon City Tel Nos 951 4981 to 88 Deadline for filing of application is on **November 26, 1999** The date of examination is on **December 12, 1999**
- 4 You must bring with you on examination day the following an office identification card (ID) 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
8 Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowe/er <input type="checkbox"/> Separated		7 Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
		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)

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

Davao

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 RI PUBLIC OF THE PHILIPPINES

Date

Signature of Applicant