



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



*Sama-Sama*  
sa DECS

*Tanggapan ng Kathim*  
*Office of the Secretary*

September 12, 2000

DECS MEMORANDUM  
No. 416, s. 2000

CAREER EXECUTIVE SERVICE BOARD NATIONWIDE  
MANAGEMENT APTITUDE TEST BATTERY (MATB)

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

1. Enclosed is a copy of the letter from Executive Director Normita L. Villanueva of the Career Executive Service Board (CESB), announcing the holding of a nationwide open Management Aptitude Test Battery (MATB) examination on December 3, 2000.
2. All qualified officials in the DECS are enjoined to take said examination, which is the first step in the four-stage CES eligibility examination. It is reiterated that under CESB Memorandum Circular No. 13, s. 1997, CES eligibility is a requirement in appointment to and/or promotion of officials in CES positions.
3. Wide dissemination of this Memorandum is desired.

*Andrew Gonzalez*  
ANDREW GONZALEZ, FSC  
Secretary

Encl.: As stated  
Reference: DECS Memorandum: No. 111, s. 1999  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

~~ELIGIBILITY~~  
~~OFFICIALS~~

~~PROMOTIONS~~  
~~TESTS~~

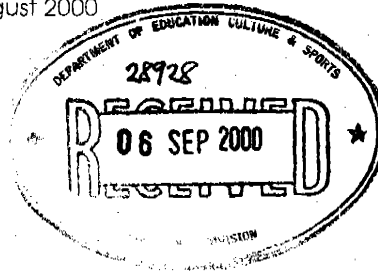


Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**  
No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127  
Tel. Nos. 951-4981 / 951-4985 (Trunkline) / 931-5732 (Fax)



02 August 2000

**M. ROSITA L. SANTIAGO**  
HRMO V  
Personnel Division  
Department of Education, Culture & Sports  
2/F, Rizal Bldg., University of Life Complex  
Meralco Avenue, 1600 Pasig City



Dear Ms. Santiago:

We are pleased to inform you that since last year, we have been conducting a monthly **Management Aptitude Test Battery (MATB)** every second Friday of the month. The examination is exclusive for incumbents of Career Executive Service (CES) positions. Applications for the monthly MATB may be filed a week before the specific schedule an examinee may wish to participate in.

Other than the monthly MATB, we are also going to hold a **nationwide exam on December 3, 2000**, which will be opened even to division chiefs in line and staff agencies and government owned or controlled corporations (GOCCs) of the national government. The deadline for filing of application for this is on **15 November 2000**.

Once again, may we request for your assistance in disseminating the schedule of the nationwide open MATB. The examination requirements are enumerated in the attached application forms and announcements.

Thank you for your continuing support to the CES.

Very truly yours,

  
**NORMITA L. VILLANUEVA, CESO III**  
OIC, Executive Director

/openmatb

# ATTENTION

## GOVERNMENT EXECUTIVES

**WHAT:** OPEN MANAGEMENT APTITUDE TEST  
BATTERY (MATB)

**WHERE:** QUEZON CITY, CEBU CITY, DAVAO CITY

**WHEN:** DECEMBER 3, 2000

*The examination is open to incumbents of CES positions and division chiefs in line agencies & government-owned & controlled corporations of the national government who are at least bachelor's degree holders.*

*Executives who wish to take the examination may get their application forms personally or by mail from the **Career Executive Service Board** at No. 3 Marcelino Street, Holy Spirit Drive, Isidora Hills, Diliman, Quezon City with tel. nos. 951-4981 and 951-4985.*

Application forms must be accompanied by the following:

- Copy of appointment paper to present position and service record duly authenticated by his/her agency's personnel officer;
- Three 2"x2" photos taken not more than six months before the filing of application; and
- An admission fee of five hundred pesos (P500.00)

The deadline for filing of application is **November 15, 2000**.

*Test results will be sent to the applicants by mail one month after the date of examination.*

Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**  
 No. 3 Marcelino St., Holy Spirit Drive, Quezon City  
 Tel. Nos. 951-4981 or 85 Loc. 108 - 109

Recent  
 2" x 2"  
 Photo

**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 Service (CES) Positions;
  - b. Incumbents of division chief positions in line agencies (with salary grade 24) and government-owned and controlled corporation (GOCCs) of the national government. The applicants must not be more than 55 years of age on the date of the examination and must have three (3) years supervisory 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 FIVE HUNDRED PESOS (P500.00) in cash or in postal money order payable to the CAREER EXECUTIVE SERVICE. Personal checks will not be accepted.
3. Accomplished application forms shall be filed directly with the Career Executive Service Board, No. 3 Marcelino Street, Holy Spirit Drive, Isidora Hills, Diliman, Quezon City, Tel. Nos. 951-4981 and 951-4985. Deadline for filing of application is on **November 15, 2000**. The date of the examination is on **December 3, 2000**.
4. You must bring with you on the examination day the following: a valid 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	7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
8. Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <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 appointed 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 managerial/supervisory position (use separate sheet if necessary)		
<b>POSITION/OFFICE</b>	<b>INCLUSIVE DATES</b>	<b>SALARY GRADE</b>

**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 when you took the examination.  
 \_\_\_\_\_

**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 REPUBLIC OF THE PHILIPPINES.***

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant