



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Pangalawang Kalihim
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DepEd MEMORANDUM
No. 145, s. 2002

AUG 09 2002

**CONDUCT OF THE MANAGEMENT APTITUDE TEST BATTERY (MATB)
FOR SUPERINTENDENT APPLICANTS**

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

1. For your information and guidance, attached is the Career Executive Service Board announcement of the conduct of the Management Aptitude Test Battery (MATB) to be simultaneously held in Quezon City, Cebu City and Davao City on September 15, 2002.
2. Deadline for the filing of applications is August 30, 2002.
3. Wide dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary

Encl.:
As stated

Reference:
DECS Memorandum: No. 416, s. 2000

Allotment: 1—(D.O. 50-97)

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

ELIGIBILITY
SUPERINTENDENTS
TEST

"Bawat Graduate, Bayani at Marangal"

ANNOUNCEMENT III

**WHAT: MANAGEMENT APTITUDE TEST BATTERY (MATB)
For Superintendent Applicants at the Department of Education**

WHERE: QUEZON CITY, CEBU CITY, DAVAO CITY.

WHEN: September 15, 2002

*The examination is open to incumbents of the following positions who have at least a **masters degree in education** and who are not more than **60 years of age**:*

- a. Regional, Division and District Supervisors
- b. School Principals (P-I to P-IV)
- c. School Heads (OIC / TIC / Head Teachers)
- d. Education Administrators
- e. Professors of both public and private schools, colleges and universities

*Interested applicants may get their application form from the Personnel Division of the **Department of Education (Central Office)** or from the Office of the Regional Director (DepEd Regional Office) or from the **Career Executive Service Board** at No. 3 Marcelino Street, Holy Spirit Drive, Isidora Hills, Diliman, Q.C., with tel. nos. 951-4985 to 88 loc.105, 118 & 123 or at www.cesboard.gov.ph*

Application forms must be accompanied by the following:

- **copy of appointment paper** to present position authenticated by the office personnel / administrative officer;
- **service record** authenticated by the office personnel / administrative officer;
- **certified true copy of Diploma** for masters degree;
- **two 1.5"x 1.5" photographs**, taken not more than six (6) months before the filing of application each bearing the printed name and signature of the applicant at the back of the photograph (*Only one photograph shall be submitted upon filing of the application. The applicant shall bring the other photograph on the day of the examination for posting in the examinee seat plan.*); and
- **admission fee** of FIVE HUNDRED PESOS (**P500.00**) either in CASH or in POSTAL MONEY ORDER payable to the CAREER EXECUTIVE SERVICE BOARD. **PERSONAL CHECKS WILL NOT BE ACCEPTED.**

Accomplished application forms must be filed directly with the Career Executive Service Board on or before **August 30, 2002.**

Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
No. 3 Marcelino St., Holy Spirit Drive, Quezon City
Tel. Nos. 951-4985 to 88 Loc. 105, 118 & 123

**Management Aptitude Test Battery (MATB)
for Superintendent Applicants
Application Form**

Recent
1.5" x 1.5"
Photo

Important:

1. READ THE 'NOTICE TO APPLICANT' BELOW BEFORE ACCOMPLISHING THIS FORM.
2. ALL MATB PASSERS WILL QUALIFY FOR THE SCHOOLS SUPERINTENDENT EXAMINATION. THEY MAY ALSO PROCEED TO THE SECOND STAGE OF THE CES ELIGIBILITY EXAMINATION PROCESS OR THE ASSESSMENT CENTER (AC) ONLY UPON COMPLIANCE OF THE FOLLOWING CONDITIONS: a) APPOINTMENT TO A CAREER EXECUTIVE SERVICE POSITION; b) PAYMENT OF THE AC FEE; AND 3) IF THE 3-YEAR VALIDITY PERIOD OF MATB HAS NOT YET LAPSED.
3. DO NOT APPLY IF YOU ARE NOT QUALIFIED.

NOTICE TO APPLICANT

1. Incumbents of the following positions who hold at least a **masters degree in education** and who are not more than **60 years** of age will be admitted to this examination:
 - a. Regional, Division and District Supervisors
 - b. School Principals (P-1 to P-1V)
 - c. School Heads
 - d. School Heads
 - e. Education Administrators
 - f. Professors of both public and private schools, colleges and universities
2. The following documents shall accompany this form when filed:
 - a. **copy of appointment paper** to present position authenticated by the office personnel / administrative officer;
 - b. **service record** authenticated by the office personnel / administrative officer;
 - c. Certified true copy of **Diploma for masters degree**;
 - d. **two 1.5"x 1.5" photographs**, taken not more than six (6) months before the filing of application each bearing the printed name and signature of the applicant at the back of the photograph (*Only one photograph shall be submitted upon filing of the application. The applicant shall bring the other photograph on the day of the examination for posting in the examinee seat plan.*); and
 - e. **admission fee** of FIVE HUNDRED PESOS (**₱500.00**) either in CASH or in POSTAL MONEY ORDER payable to the CAREER EXECUTIVE SERVICE BOARD. **PERSONAL CHECKS WILL NOT BE ACCEPTED.**
3. Accomplished application forms must be filed directly with the **Career Executive Service Board**, No. 3 Marcelino Street, Holy Spirit Drive, Isidora Hills, Diliman, Quezon City. For inquiries, you may contact tel. nos. **951-4985 to 88 loc. 105, 118 & 123.**
4. Deadline for filing of application is **August 30, 2002**. The date of examination is on **September 15, 2002**.
5. **You must bring with you on the examination day the following: a valid office identification card (ID), pencil (Mongol No. 1), ruler, calculator and one 1.5"x 1.5" photograph.**

A. PERSONAL CIRCUMSTANCES

1. SURNAME		FIRST NAME		MIDDLE NAME	
2. Complete Mailing Address (please indicate the zip code)				3. Contact Numbers	
5. Date of Birth	6. Place of Birth	7. Age	8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
9. Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated			10. Name of Spouse (if married)		

THIS FORM IS NOT FOR SALE. REPRODUCTION IS ALLOWED.

more information at the back

B. WORK EXPERIENCE

11. Title of Present Position	12. Date Appointed to Present Position	13. Salary grade
12. Office and Office Address		Tel. Nos.

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 when you last took the examination.

E. TESTING CENTER PREFERENCE

- 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.

I LIKewise AGREE THAT I WILL SUBJECT MYSELF TO A VALIDATING EXAMINATION IN CASE THE TEST RESULTS IN MY PLACE OF EXAMINATION ARE STATISTICALLY IMPROBABLE.

Date

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____ 200__

Administering Officer
(Printed Name/Signature)

Position / Office

NOTE: The administering officer may be one of the following: Office Personnel / Administrative Officer, any Member of the Judiciary, Legal Officer or the Head of Office.