



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

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DepEd MEMORANDUM
No. **108**, s. 2003

MAR 28 2003

2003 MATB SCHEDULES AND SUBSCRIPTION OF "THE PUBLIC MANAGER"

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

1. The Career Executive Service Board (CESB) announces the following 2003 MATB Schedules:

1.1 For monthly walk-in MATB-every 2nd Friday of the Month
(March 14, April 11, May 9, July 11, August 8, September 12, October 10, and November 14)

1.2 For Open/Regular schedule
June 1 (Sunday) and December 7 (Sunday)

1.3 For Department-Based MATB-to be scheduled upon request

2. The deadlines for filing of application are the following (a) for June 1, 2003, deadline is May 2, 2003, (b) for December, deadline for filing is November 7, 2003. For inquiries, please contact tel. nos. 951-4985 to 88 locals 105, 123 and 831.

3. Subscription forms to the "The Public Manager", the official newsletter of the CESB, are available at the Personnel Division this Department. Please make your payment payable to the Career Executive Service Board and send it together with the subscription form at # 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127.

4. Subscription fee is PhP240.00/12 issues or PhP480.00/24 issues or PHP20.00 per copy (Fees inclusive of postage). For more information, please call the CES Board at tel. nos. 951-4981 up to 4988.

5. Immediate dissemination of this Memorandum is desired.

EDILBERTO C. DE JESUS
Secretary

Reference: DepEd Memorandum: No. 67, s 2002

Allotment: 1—(D.O. 50-97)

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

ELIGIBILITY
EXAMINATIONS
OFFICIALS

Brief description of present duties:

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9. Languages/ dialects spoken and/ or written. (indicate Fluent or Fair):

Written and Spoken	Written Only	Spoken Only

10. Published works (attach list. If necessary):

Titles of these books	Subject Matter		Publisher & Place	Date of Publication

(C) Give the following particulars of two persons to whom reference may be made. (They should be in the same professional as the applicant):

Name	Present position	Years of Acquaintance	Address

Wife/husband & children:

Name	Relationship	Date of Birth	Citizenship	Place of Residence	Intending/not Intending to Reside in Penang

6. Academic qualifications (in chronological order):

University/College/Institution	Dates	Degree/Diploma (with class of Honours)	Major

7. Employment and Experience since graduation (in chronological order):

Organization/ Institution	Dates	Position	Subjects taught if applicable

8. Present position:

Monthly salary: US\$ US\$ (In US dollar equivalency)

(Basic)

(Gross)

(D) Any physical handicap or disability? If so, please describe.

(E) Any other information relevant to this application -----

Application's Signature

Year Month Day

Important:

1. Application should be accompanied by two copies of the applicant's passport photograph taken recently.
2. One true copy each of applicant's birth and educational certificates must accompany this application; the originals should not be forwarded. If your originals have been lost or mislaid, please obtain authenticated duplicates or certified true copies from the issuing authorities. All attachments to your application must bear your name.
3. Use print writing when filling in the form which must be completed in duplicate
4. If the space provided on the form is insufficient, please write on separate sheets of paper, but the number of the item must be quoted.
5. The completed application forms (2 copies) with supporting documents should be returned under registered cover by the closing date stipulated, through the Ministry of Education/ the Dept. of Education of your country, To, **The Director, SEAMEO Regional Centre For Education in Science and Mathematics, 11700 Glugor, Penang, Malaysia**, by the closing date stipulated.
6. Successful applicants are required to be certified medically fit by a registered physician, prior to joining the Centre.