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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. 385, s. 2003

SEP 30 2003

CONDUCT OF THE 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. The Career Executive Service Board (CESB) announces the conduct of the Management Aptitude Test Battery (MATB) on December 7, 2003. Enclosed is the CESB Announcement for reference.
2. Interested applicants may get a copy of the application form from the CESB at No. 3 Marcelino Street, Holy Spirit Drive, Isidora Hills, Diliman, Quezon City, tel nos. 951-4981 to 88, local 105, 831 and 832 or visit website www.cesboard.gov.ph or from the CES Coordinator of the Department. Deadline for submission of application forms is on or before November 7, 2003.
3. Immediate dissemination of this Memorandum is desired.

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RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.: As stated
Reference: DepEd Memorandum: No. 210, s. 2002
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index under the following subjects:

BUREAUS & OFFICES
ELIGIBILITY

OFFICIALS
TESTS

Madel:matb
9-25-03

ANNOUNCEMENT III

Management Aptitude Test Battery

December 7, 2003

*The examination is open to **appointees or OICs of Career Executive Service (CES) positions with at least 6 months residency in their CES position;***

appointees or OICs of division chief level positions with at least 3 years experience as division chief; and

occupants of managerial positions in the private sector or from the government sector whose positions are outside the coverage of the CES with at least 3 years managerial experience.

*Interested applicants may get their application forms from the **Career Executive Service Board** at No. 3 Marcelino Street, Holy Spirit Drive, Isidora Hills, Diliman, Q.C., with tel. nos. 951-4981 to 88 loc.105, 831 & 832 or at **www.cesboard.gov.ph** or from the **CES Coordinator of the Department or Agency***

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 designation order as OIC;**
- **three 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 two photographs 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 (**₱500.00**) 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 in person, by mail or by messenger with the Career Executive Service Board on or before **November 7, 2003.**

*All applicants are expected to call the CESB office to verify the status of their MATB application on or before **November 27, 2003.***

Applicants who have taken the MATB in 2003 with a rating of below 50% will have to wait for one year from date of MATB conduct before they can retake the same.

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

Recent
 1.5" x 1.5"
 Photo

**Management Aptitude Test Battery (MATB)
 Application Form**

Important:

Please submit the original copy of the application form together with the documentary requirements and keep a duplicate copy for your file.

NOTICE TO APPLICANT

1. Only the following shall qualify to take the MATB:
 - a. Appointees or OICs of Career Executive Service positions with at least 6 months residency in the CES position;
 - b. Appointees or OICs of division chief level positions in government with at least 3 years experience as division chief; and
 - c. Occupants of managerial positions in the private sector or from the government sector whose positions are outside the coverage of the CES with at least 3 years managerial experience.
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. **copy of department / office order** for applicants presently designated in OIC / Acting capacity;
 - d. **three 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 two of the three 1.5"x 1.5" photographs shall be submitted upon filing of the application. The applicant shall keep the third 1.5"x 1.5" photograph and shall bring the same on the day of the examination for posting in the examinee seat plan.*);
 - e. **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**; and
 - f. other supporting documents that may be required, if necessary.
3. Application forms may be filed in person, by messenger or by mail with the Career Executive Service Board, No. 3 Marcelino Street, Holy Spirit Drive, Isidora Hills, Diliman, Q.C.. For inquiries, you may call tel. nos. 951-4981 to 88 loc. 105, 831 or 832.
4. **You must bring with you on the examination day the following: a valid office identification card (ID), pencil (Mongol No. 2), ruler, calculator and one 1.5"x 1.5" photograph.**
5. You are expected to call the CESB office to verify the status of your application at least two weeks before the date of the exam.
6. MATB fee of P500 shall be forfeited in case of non-appearance of the examinee during the examination day or upon request for a change of MATB schedule.

A. PERSONAL CIRCUMSTANCES

| | | | | | |
|--|----------------|------------|---|--------------------|--|
| 1. SURNAME | | FIRST NAME | | MIDDLE NAME | |
| 2. Name of Office and Office Address (please indicate the zip code) | | | | 3. Contact Numbers | |
| 4. Home Address | | | | email address: | |
| 5. Date of Birth | 6. Nationality | 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) | | |

B. WORK EXPERIENCE

| | | |
|---|--|-----------------------------------|
| 11. Title of Present Position | 12. Date Appointed to Present Position | 13. Salary grade |
| 14. If designated in OIC/Acting capacity, state present designation (Please attach certified true copy of the designation/special order.) | | 15. Date designated as OIC/Acting |
| 16. Your duties (as per official designation). Please use separate sheet if necessary: | | |
| 17. Employment History in managerial positions (use separate sheet if necessary) | | |
| 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. How many times have you taken the MATB? _____ Please give the dates when you took the MATB.
22. Have you taken the Assessment Center (AC) before? _____ If "yes", give the date/s when you took the AC.

E. TESTING CENTER PREFERENCE

Monthly/Walk-in MATB is held at the CESB Office. Preferred MATB Schedule : _____
 Open MATB: Manila Cebu Davao (Note: Request for change in testing center is not allowed.)

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 any of the following: *Office Personnel or Administrative Officer, Legal Officer, Head of Agency or Notary Public.*