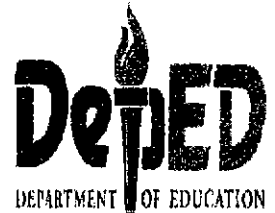




REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
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DepED MEMORANDUM  
No. **100**, s. 2004

MAR 01 2004

DISSEMINATION OF NEW CAREER EXECUTIVE  
SERVICE BOARD (CESB) POLICIES

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

1. For the information and guidance of all concerned, enclosed are copies of the following Career Executive Service Board (CESB) Circulars:
  - a. CESB Circular No. 1, s. 2004 dated January 13, 2004, entitled "Prescriptive Period for Assessment Center (AC) Re-takers under the Old Policy on AC Re-Take"; and
  - b. CESB Circular No. 2, s. 2004 dated January 13, 2004, entitled "Amendment to Item B, Section 2, Article III of the Revised Policy on Original and Promotional Appointment to Career Executive Service (CES) Ranks (CES Res. No. 453, s. 2002)".
2. Immediate dissemination of this Memorandum is desired.

EDILBERTO C. DE JESUS  
Secretary

Yaba/mppd/newcesb  
02/23/04

Encls.: As stated  
Reference: None  
Allotment: 1---(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT  
BUREAUS & OFFICES  
OFFICIALS



Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**  
No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127  
Tel. Nos. 951-4981 to 85 (Trunkline) / 951-3306 (Fax)  
website: [www.cesboard.gov.ph](http://www.cesboard.gov.ph)

Circular No. 1  
Series of 2004

**TO :** All Heads of Departments and Agencies of the National Government, including Government-Owned or Controlled Corporations with Original Charters, and all Officials in the Career Executive Service

**SUBJECT :** PRESCRIPTIVE PERIOD FOR ASSESSMENT CENTER (AC) RE-TAKERS UNDER THE OLD POLICY ON AC RE-TAKE

Pursuant to CESB Resolution No. 512, dated November 25, 2003, the following guidelines for Assessment Center re-takers under the old policy on AC retake are hereby adopted by the Board:

1. Applicants who took and failed the Assessment Center for the first time prior to the effectivity of the Revised Rules on CES Eligibility (CESB Res. No. 459 s. 2002), shall be allowed to re-take the same pursuant to the old policy on the Assessment Center re-take specified under CESB Res. No. 137 s. 1996.

The old policy provides that an applicant who fails the Assessment Center (AC) for the first time shall be allowed to go through the Assessment Center for the second time at his/her own expense if the Assessors of the Development Academy of the Philippines (DAP) would recommend the AC re-take.

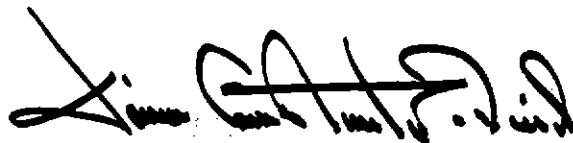
It shall be understood that an applicant is governed by the old policy on Assessment Center retake pursuant to CESB Res. No. 137 s. 1996 when he/she took the Assessment Center before December 31, 2002, the date of effectivity of the Revised Policy on CES Eligibility (CESB Res. No. 459 s. 2002).

2. Assessment Center re-takers, who are qualified to re-take the Assessment Center pursuant to the old policy, are required to signify to the Board their written intention to undergo an Assessment Center retake within two (2) months reckoned from the date of effectivity of this resolution. Failure on their part to signify their written intent, within the period prescribed herein, shall constitute a waiver on their part to take an Assessment Center re-take based on the old policy.

3. Except in cases of medical emergency or in the exigency of public service as may be certified by the attending physician or the immediate superior of the applicant concerned, as the case may be, all applicants, who signified their intention to re-take the Assessment Center within the period prescribed above, shall be subsequently provided with an Assessment Center schedule, upon payment of the Assessment Center Cost, which shall not be later than one (1) month reckoned from the date of receipt of their letter signifying their intention in writing to re-take the Assessment Center. Otherwise, they shall be required to retake the MATB pursuant to the Revised Rules on CES Eligibility (CESB Res. No. 459 s. 2002).
4. The cost of the Assessment Center re-take shall be shouldered by the applicant concerned.

This Circular shall take effect immediately.

Done in Quezon City, Philippines this 19<sup>th</sup> day of January, 2004.



KARINA CONSTANTINO-DAVID  
Chairperson

Attested by:



NORMITA L. VILLANUEVA  
Executive Director



Republic of the Philippines  
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No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127  
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Circular No. 2  
Series of 2004

**TO :** All Heads of Departments and Agencies of the National Government, Including Government-Owned or Controlled Corporations with Original Charters, and all Officials in the Career Executive Service

**SUBJECT :** AMENDMENT TO ITEM B, SECTION 2, ARTICLE III OF THE REVISED POLICY ON ORIGINAL AND PROMOTIONAL APPOINTMENT TO CAREER EXECUTIVE SERVICE (CES) RANKS (CESB RES. NO. 453 s. 2002)

Pursuant to CESB Resolution No. 513, dated December 23, 2003, the following amendments to Item B, Section 2, Article III of CESB Resolution 453, s. 2002, is hereby resolved and adopted by the Board:

**"Section 2. Additional Requirements for Original and Promotional Appointment to CES Ranks.** In addition to the three (3) major criteria for original or promotional appointment to CES rank, a CESO or CES eligible is required to submit to the Board the following documentary requirements:

x x x

- b. Clearances from the following offices:
1. Department or Agency of the CESO or CES Eligible;
  2. Civil Service Commission;
  3. Sandiganbayan;
  4. Presidential Anti-Graft Commission;

x x x"

to read as follows:

**Section 2. Additional Requirements for Original and Promotional Appointment to CES Ranks.** In addition to the three (3) major criteria for original or promotional appointment to CES rank, a CESO or CES eligible is required to submit to the Board all of the following documentary requirements:

x x x

c. Clearances from the following offices:

1. Department or Agency of the CESO or CES Eligible;
2. Civil Service Commission;
3. Sandiganbayan;
4. Presidential Anti-Graft Commission;
5. Office of the Ombudsman;
6. National Bureau of Investigation;

x x x"

This Circular shall take effect immediately.

Done in Quezon City, Philippines this 19th day of January, 2004.



KARINA CONSTANTINO-DAVID  
Chairperson

Attested by:



NORMITA L. VILLANUEVA  
Executive Director