



*Tanggapan ng Kalihim*  
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AUG 3 1 2004

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DepED MEMORANDUM  
No. 371 s. 2004

**CONDUCT OF THE 2004 MANAGEMENT APTITUDE TEST BATTERY  
FOR THE DEPARTMENT OF EDUCATION**

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) has approved our request to conduct the Management Aptitude Test Battery (MATB) for the Department of Education to help build a pool of qualified applicants who may later be appointed to higher positions in the Department.
2. In this connection, enclosed is a copy of the CESB announcement for the conduct of the special MATB to be simultaneously held on October 24, 2004 in the three examination centers in Quezon City, Cebu City and Davao City for your information and guidance.
3. Those who passed the MATB examinations in 1995 and 1997 are qualified to take the forthcoming Superintendent Examination. They may however opt to take this MATB for purposes of qualifying for the CES eligibility. For this purpose, the standard cut-off score prescribed by the CESB in determining passers and non-passers shall apply.
4. Applicants to this special MATB, who should not be more than sixty (60) years old during the time of application, are to comply with the requirements set in said CESB announcement.
5. Also enclosed is a copy of the application form for said examination, which may be reproduced by the concerned offices.
6. Immediate and wide dissemination of this Memorandum is desired.

EDILBERTO C. DE JESUS  
Secretary

Encls.: As stated  
Reference: DepED Memorandum: No. 108, s. 2003  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index under the following subjects:

EXAMINATIONS

OFFICIALS

## 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)		
<b>POSITION / OFFICE</b>	<b>INCLUSIVE DATES</b>	<b>SALARY GRADE</b>

## 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

**MATB Schedule :** October 24, 2004

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

**ANNOUNCEMENT III**

**Management Aptitude Test Battery\***  
**for Department of Education**

**October 24, 2004**

*The examination is open to the following Dep Ed officials  
(who have at least three (3) years supervisory experience):*

*Regional, Division and District Supervisors*

*School Principals*

*School Heads*

*Education Supervisors*

*Professors of both public and private schools, colleges and universities*

*Interested applicants may get their application forms from any Dep Ed regional office.  
Deadline for filing of application is on **September 30, 2004.***

Application form 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;
- **four 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 three of the four 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 (**P500.00**) either in CASH or in POSTAL MONEY ORDER payable to the CAREER EXECUTIVE SERVICE BOARD. **PERSONAL CHECKS WILL NOT BE ACCEPTED.**

\*Examination Centers: Quezon City, Cebu City, Davao City