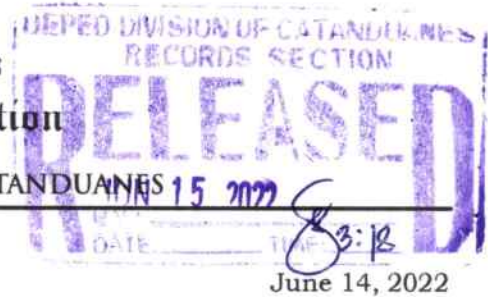




Republic of the Philippines  
Department of Education  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES



**DIVISION MEMORANDUM**

No. 287 s. 2022

**CAREER EXECUTIVE SERVICE WRITTEN EXAMINATION (CESWE)  
APPLICATION PROCESS FOR SDO CATANDUANES APPLICANTS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads  
CESWE Applicants

1. Relative to the goal of the SDO Catanduanes to provide opportunities for career advancement and development, an agency-requested Career Executive Service Written Examination (CESWE) will be conducted on the first week of August 2022.
2. All those who signified to take the test must download, fill up the application form, and secure the requirements enumerated at the back. Please visit the site <https://www.cesboard.gov.ph/2018/index.php?title=Documents/Downloads/forms.php>
3. Submit the accomplished application form, together with other documentary requirements to the Office of Schools Division Superintendent for initial evaluation on or before **June 17, 2022**.
4. The SDO shall consolidate and ship all application forms and other requirements to Career Executive Service Board (CESB) in bulk.
5. CESB will evaluate the applications and inform the SDO of the result. Applicants will be informed when to deposit the payment to the CESB Landbank Account.
6. A CESWE Review shall also be conducted tentatively on July 9-11, 2022, a separate memorandum of the details on this activity will be released.
7. Enclosed herewith is the List of Qualifications and Requirements.
8. For information, guidance, and compliance.

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes  
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Enclosure to DM \_\_\_\_\_ s. 2022

**NOTICE TO APPLICANT**

1. An applicant must be a Filipino Citizen of good moral character and possesses the following requirements:

**A. Government Sector, Career Service**

A.1 He/she must have been appointed to a CES position; or

A.2 He/she must have been designated in an Acting Capacity or Officer-In-Charge (OIC) of a CES position for at least six (6) months; or

A.3 He/she must have been appointed or designated/incumbent to at least a Salary Grade 18 (SG-18) position and actually performing adequate managerial and supervisory functions/experience for at least two (2) years.

**B. Government Sector, Non Career Service**

He/she must have been appointed to a non-career position whether under coterminous or contractual status in any department or agency of the government with at least three (3) years of managerial and supervisory functions/experience and has served the government for the same period at the time of his/her application; provided he/she must have been occupying a position equivalent or higher than salary grade 18 (SG 18) position.

**C. Private Sector**

Outstanding men/women from outside the government may be allowed to take the CES Written Examination; provided he/she falls under any of the following categories:

C.1 A proprietor who is performing managerial/supervisory functions for at least three (3) years; and,

C.2 An incumbent of a managerial position exercising supervisory functions, as defined under these rules, for a minimum period of three (3) years.

2. The following documents shall accompany this application form upon filing:

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 the designation order** duly authenticated by the office personnel/administrative officer in case the applicant is presently designated in an acting capacity or officer-in-charge of a CES position for at least six (6) months or as OIC-division chief for at least two (2) years;

D. **Organizational Chart** showing the applicant's place in the organization and duly certified by the Office Personnel/Administrative Officer;

E. **Three (3) identical photographs, (size 2" x 2")** with full name tag that includes the surname, first name and middle initial taken not more than six (6) months before the filing of the application. Only two (2) of the three (3) 2" x 2" photographs shall be submitted upon filing of the application. The applicant shall keep the third 2" x 2" photograph and shall bring the same on the day of the examination for posting in the examinee seat plan. Pictures that are scanned, photocopied or computer-enhanced will not be accepted;

F. **Examination fee of ONE THOUSAND PESOS (Php1,000.00)** which may be paid together with the filing of application form. Payments may also be deposited thru **CESB's Land Bank of the Philippines Account No. 0622-1022-34**. For interbranch payments, kindly fax deposit slip to CESB's fax no.: (02) 951-4983 indicating participant's name, agency and branch location where payment was deposited;



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- G. **Photocopy of a valid Identification Card (ID)** containing the applicant's picture, signature, birth date and signed by the Authorized Official; and,
  - H. Self-stamped envelope/prepaid courier pouch (with complete mailing address)
3. Please make sure this form is completely filled up. Only applications with complete requirements, i.e. items A, B, C, D, E, F, G, and H will be processed.
  4. Late submission of application may be allowed until two (2) weeks after the deadline but with an additional charge of **FIVE HUNDRED PESOS (Php500.00)** or fifty percent of the application fee.
  5. Accomplished application forms must be filed directly with the **Career Executive Service Board**, No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City either personally or by mail. For inquiries, you may contact Tel. nos. **951-49 81 or 85 (Trunkline) locals 100 & 832.**

**Note:**

1. An applicant who fails to meet the cut-off score may be allowed to retake the test only after one (1) year reckoned from the date of his/her last examination.
2. An incumbent of a CES position may be allowed to retake the test after six (6) months reckoned from the date of his/her last examination, however, the one (1) year interval requirement shall be observed for succeeding retakes thereafter.



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