



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

OSDS-SDS-UM-4-12-2022/SSC

TO : **ALL Interested Applicants**

FROM : **SUSAN S. COLLANO**
Schools Division Superintendent

SUBJECT : **CONDUCT OF CAREER EXECUTIVE SERVICE WRITTEN EXAM (CESWE)**

DATE : April 12, 2022

1. In consonance with the Learning and Development (L&D) system of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), the Schools Division Office of Catanduanes has requested from the Career Executive Service Board (CESB) the conduct of the Career Executive Service Written Examination (CESWE).
2. The Career Executive Service Written Exam (CESWE) is the first of the four (4) stage in the Career Executive Service (CES) eligibility process geared towards becoming a Career Executive Service Officer (CESO).
3. The CESB granted approval for the said exam and is set to administer it on July 9, 2022 (Saturday).
4. Anent this, all interested and qualified employees and personnel are invited to signify their intent to take the exam by sending a letter to the School Governance and Operations Division, Human Resource Management (HRD) unit starting April 18, 2022.
5. Qualified to take the test are those occupying positions with Salary Grade 18, that is, Principal I and above and holding a managerial/supervisory positions. A complete information about qualification and requirements are found in Annex A of this Memorandum.
6. Pending final instructions from the CESB, interested applicants MUST SUBMIT first their Letter of Intent (LOI) to the HRD to determine the possible number of examinees. Eligibility of the applicant is determined by the CESB.



San Roque, Virac, Catanduanes
(052) 811-40-63
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DepEd Tayo-Region V - Catanduanes



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7. This office can accommodate up to 50 or more applicants to form the two batches as agreed with the CESB. Interested applicants from other agencies may join, subject to availability of slots.
8. A group growth activity with sessions on CESWE familiarization shall also be conducted once the number of qualified applicants is determined.
9. Attached is the CESWE form that covers the qualification and requirements as reference.
10. For more information, please contact Ms. Elizabeth Urbano, Education Program Specialist II, SGOD-HRD at 09173086618.
11. Widest dissemination of this Memorandum is desired.



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Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
 No. 3 Marcelino St., Holy Spirit Drive, Quezon City
 Tel. Nos. 951-4981 or 85 (trunkline) loc. 118 and 832
 Website. www.cesboard.gov.ph

CES Written Examination

IMPORTANT: READ THE 'NOTICE TO APPLICANT' BELOW BEFORE ACCOMPLISHING THE CES WRITTEN EXAMINATION APPLICATION FORM. DO NOT APPLY IF YOU ARE NOT QUALIFIED.

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 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;**
 - 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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CES Written Examination

APPLICATION NO. _____

A. PERSONAL CIRCUMSTANCES

1. SURNAME		FIRST NAME		MIDDLE NAME		Recent 2" x 2" Photo
2. Name of Office and Office Address (please indicate the zip code)						
3. Home Address						
4. Office Tel. No.:				5. Fax No.:		
6. Mobile No.:				7. Email Address:		
8. Date of Birth	9. Place of Birth		10. Age	11. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
12. Citizenship	13. Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widower <input type="checkbox"/> Separated <input type="checkbox"/> Annulled		14. Height (Meters)	15. Weight (Kilos)		
16. Language/s or Dialect/s Spoken			17. Religion	18. Identifying Marks		
19. Name of Spouse (if married) _____ Children _____ Gender _____ Birthdate _____ _____ _____						

B. WORK EXPERIENCE

Present Employment: **Government Sector** **Private Sector**

20. Title of Present Position		21. Date Appointed to Present Position	22. Salary Grade
23. If designated in OIC/Acting capacity, state present designation (Please attach certified true copy of the designation/special order.)			24. Date designated as OIC/Acting
25. Your duties (as per official designation). Please use separate sheet if necessary: 			
26. 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.)				
Vocational				
Others				

D. SCHOLARSHIP/S RECEIVED

Title _____	Title _____
Sponsor _____	Sponsor _____
Inclusive Dates _____	Inclusive Dates _____
<input type="checkbox"/> Local <input type="checkbox"/> Foreign	<input type="checkbox"/> Local <input type="checkbox"/> Foreign

E. MAJOR CIVIC & PROFESSIONAL AFFILIATION/S

Organization _____	Organization _____
Position _____	Position _____
Inclusive Dates _____	Inclusive Dates _____

F. IMPORTANT STUDIES/RESEARCHES/PAPERS WRITTEN

Title _____	Title _____
Publisher _____	Publisher _____
Date _____	Date _____

G. AWARD/S RECEIVED

Title _____	Title _____
Sponsor _____	Sponsor _____
Date _____	Date _____

H. FIELD/S OF SPECIALIZATION / EXPERTISE

<input type="checkbox"/> Agrarian reform	<input type="checkbox"/> Health & Medical Science	<input type="checkbox"/> Social Services
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Information Tech. / M.I.S	<input type="checkbox"/> Sports
<input type="checkbox"/> Arts/Humanities	<input type="checkbox"/> Labor Administration	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Business Mgmt .	<input type="checkbox"/> Law	<input type="checkbox"/> Tourism
<input type="checkbox"/> Communication Arts	<input type="checkbox"/> Local Gov't Administration	<input type="checkbox"/> Trade & Industry
<input type="checkbox"/> Culture	<input type="checkbox"/> Nat'l Security & Defense	<input type="checkbox"/> Transportation
<input type="checkbox"/> Economics	<input type="checkbox"/> Planning	<input type="checkbox"/> Urban Development
<input type="checkbox"/> Education	<input type="checkbox"/> Policy Administration/Mgmt.	<input type="checkbox"/> Project Management
<input type="checkbox"/> Energy Dev't & Mgmt.	<input type="checkbox"/> Public Works & Highways	<input type="checkbox"/> OTHERS, Please Specify
<input type="checkbox"/> Environment & Natural Resources	<input type="checkbox"/> Research	_____
<input type="checkbox"/> Finance	<input type="checkbox"/> Rural Development	_____
<input type="checkbox"/> Foreign Affairs	<input type="checkbox"/> Science & Technology	

I. ELIGIBILITY ACQUIRED (Civil Service/Board/Bar Examinations Passed)

Title	Date Taken	Place	Rating

J. MANAGEMENT AND SPECIAL TRAINING/S ATTENDED

Title	_____
Sponsor	_____
Inclusive Dates	_____
Venue	_____
Title	_____
Sponsor	_____
Inclusive Dates	_____
Venue	_____

K. OTHER INFORMATION

27. 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.

28. Do you have any pending administrative or criminal case? _____ If "yes", state the nature of the case and where it is pending.

29. 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. _____
30. Have you taken the CES Written Exam before? _____ If "yes", please specify the date/s. _____

TO BE FILLED-UP BY THE HEAD OF PERSONNEL/ADMINISTRATIVE DEPARTMENT

Note: For those designated in an acting capacity or officer-in-charge of a CES position.

This is to certify that Mr./Ms. _____ of this Agency/Office has been in an acting capacity or officer-in-charge of a Career Executive Service (CES) position for at least six (6) months.

NAME and ADDRESS OF AGENCY/OFFICE

NAME & POSITION OF HEAD OF
PERSONNEL/ADMINISTRATIVE DEPARTMENT
(Signature over Printed Name)

TO BE FILLED-UP BY THE HEAD OF PERSONNEL/ADMINISTRATIVE DEPARTMENT

Note: For those occupying Salary Grade 18 to 24 and other managerial positions in the career/non-career service (government sector) and those in the private sector.

This is to certify that Mr./Ms. _____ of this Agency/Office has been performing supervisory/ managerial functions (i.e. directing & approving work outputs of employees; delegating functions to the staff; monitoring & rating employees' performance based on duly approved performance targets; & supervising the unit/division based on the staffing pattern/organizational structure), and supervising/managing _____ staff for _____ years now.
(number of staff) (number of years)

NAME and ADDRESS OF AGENCY/OFFICE

NAME & POSITION OF HEAD OF
PERSONNEL/ADMINISTRATIVE DEPARTMENT
(Signature over Printed Name)

L. NAME/S & POSITION OF SUPERIOR/S

NAMES & POSITION OF SUBORDINATES

**NAME AND POSITION OF HEAD OF PERSONNEL/
ADMINISTRATIVE DEPARTMENT**
(Signature over Printed Name)

M. TESTING CENTER PREFERENCE

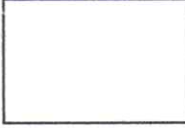
Manila Cebu Davao Others _____ Date of Examination _____

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 FOUND TO BE STATISTICALLY IMPROBABLE.

Signature of Applicant

Date


Right Thumbmark

Subscribed and sworn to before me this _____ day of _____ 20_____.

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.*