
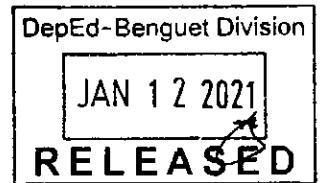
	Republic of the Philippines <b>Department of Education</b> Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422-7501	
	<b>DIVISION ADVISORY No. 01 s. 2021</b>	

TO: Office of the Schools Division Superintendent  
 Curriculum Implementation Division  
 School Governance and Operations Division  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned



FROM: **BENJEDA M. DAYTACA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC - Office of the Schools Division Superintendent

SUBJECT: **CALL FOR POOL OF QUALIFIED APPLICANTS TO THE 2021 CAREER EXECUTIVE SERVICE WRITTEN EXAMINATION**

1. Presidential Decree No. 1 dated September 24, 1972 created the Career Executive Service Board (CESB) to serve as the governing body of the Career Executive Service (CES) and to promulgate rules, standards and procedures on the selection, classification, compensation and career development of members of the CES.
2. The guidelines on the four-stage CES eligibility examination process were modified through CESB Resolution No. 459 dated October 8, 2002 where the Board Interview stage comes before the Performance Validation on-the-job. CES eligibility examination process consists of the following stages:
  - a. CES Written Examination;
  - b. Assessment Center;
  - c. Performance Validation; and
  - d. Board Interview.
3. CES Eligibility is acquired by passing the four-stage CES eligibility examination process. Successful completion of each stage is a pre-requisite to the succeeding stages of the CES eligibility examination process.
4. Applications are open to officials from the:
  - a. Government sector who have rendered at least two (2) years of managerial experience; and
  - b. The private sector who have performed managerial/supervisory functions for at least three (3) years.
5. Managerial/supervisory functions pertain and are not limited to, directing and approving the work outputs of concerned employees; delegating functions to the staff; monitoring and rating employees' performance based on the duly approved performance targets/plans; and supervising the unit or section/division based on the staffing pattern or organizational structure.

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6. Applicants for the CES Written Examination must meet the following prerequisites:
- a. Government Sector (Career Service):
    - a.1. He/ She must have been appointed to a CES position or designated in an acting capacity or Officer-In-Charge (OIC) to a CES position for at least six (6) months; or
    - a.2. He/She must have been appointed to at least a Division Chief position (SG) 24 and has at least two (2) years of managerial experience.
  - b. Government Sector (Non-Career Service)
    - b.1. One who is appointed to a non-career position whether under a coterminous or contractual status in any department or agency of the government may be allowed to take the CES Written Examination provided:
    - b.2. He/She has at least three (3) years managerial experience;
    - b.3. He/She has served the government for the same period of time of his/her application; and
    - b.4. He/She must have been occupying a position equivalent to or higher than a Division Chief (SG 24).
  - c. Private Sector:
 

Outstanding men/women from the private sector may be allowed to take the CES-WE, provided he/she is any of the following:

    - c.1. A proprietor who is performing managerial/supervisory functions for at least three (3) years;
    - c.2. An incumbent of a managerial position exercising supervisory functions, as defined under these rules, for a minimum period of three (3) years.
  - d. Other Requirements:
    - d.1. Citizen of the Philippines;
    - d.2. Must be of good moral character;
    - d.3. Has not been dismissed from the service for cause;
    - d.4. Has not been found guilty by final judgment of a crime involving moral turpitude or other criminal offenses where the penalty imposed by the court carries with it an accessory penalty of perpetual absolute disqualification to hold public office; and,
    - d.5. The applicant has not been found guilty of offenses to or in connection with the conduct of any government examination.

6. The following shall be submitted upon filing for the CES-WE
- a. Duly Accomplished CES-WE Application Form;
  - b. Copy of appointment paper to present position authenticated by the office personnel / administrative officer;
  - c. Service record authenticated by the office personnel/administrative officer;
  - d. 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;
  - e. Organization Chart showing the applicant's place in the organization and duly certified by the Office Personnel/Administrative Officer;
  - f. 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.
  - g. 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.
  - h. Pictures that are scanned, photocopied or computer-enhanced will not be accepted;

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- i. Admission fee of ONE THOUSAND PESOS (P1,000.00) either in CASH or in POSTAL MONEY ORDER payable to the CAREER EXECUTIVE SERVICE BOARD. PERSONAL CHECKS WILL NOT BE ACCEPTED (personal expense);
  - j. Photocopy of a valid Identification Card (ID) containing the applicant's picture, signature, birth date and signed by the Authorized Official;
  - k. Self-stamped envelope with complete mailing address; and,
  - l. Long, brown envelope
7. All QUALIFIED applicants are requested to submit a letter of intent addressed to the Schools Division Superintendent with recommendation by the immediate supervisor, and with complete contact information on or before January 22, 2021.
  8. Required documents and form for the CES WE shall be prepared in soft and hard copies while waiting for further announcement on the date of submission.
  9. For more information and downloadable CES WE form, visit [cesboard.gov.ph](http://cesboard.gov.ph).
  10. Immediate and widest dissemination of this Memorandum is highly recommended.

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