



*Office of the Secretary*

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MAY 04 2004

DepED MEMORANDUM  
No. 198 s. 2004

SCHEDULE OF THE MANAGEMENT APTITUDE TEST BATTERY

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

1. For the information and guidance of all concerned, enclosed is a copy of the letter from the Career Executive Service Board (CESB) regarding the schedule of this year's Management Aptitude Test Battery (MATB).
2. Likewise, a copy of the application form for said examination is enclosed.
3. Immediate and wide dissemination of this Memorandum is desired.

  
EDILBERTO C. DE JESUS  
Secretary

Encls.:  
As stated

Reference:  
DepED Memorandum: No. 385, s. 2003

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS & OFFICES  
ELIGIBILITY  
TESTS

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04-28-04



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

*Josue*  
APP 23 2004

March 31, 2004

**HON. EDILBERTO C. DE JESUS**  
Secretary  
Department of Education  
University of Life Complex, Meralco Avenue  
1600 Pasig City

*mel 11:00*

Attention: **Ms. Rosita L. Santiago**  
CES Coordinator  
HRMO V, Personnel Division

Dear **Secretary De Jesus**:

We would like to inform you of the schedules of **Management Aptitude Test Battery (MATB)** for 2004.

<u>Dates</u>	<u>Deadline for filing of application</u>
June 6	- May 7
September 5	- August 6
December 5	- November 5

The MATB is the first stage in a series of examinations for conferment of Career Executive Service (CES) eligibility. This will be open to those who are:

- appointees or OICs of CES positions with at least 6 months residency in any CES position;*
- appointees or OICs of division chief level positions with at least 3 years experience in any division chief level position ; and*
- Occupants of managerial positions in the private sector or from the government sector whose positions are outside the coverage of the CES with at least 3 years managerial experience.*

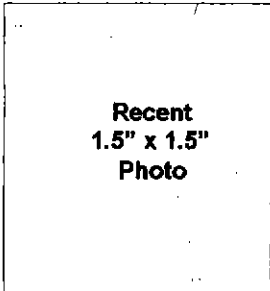
The CES eligibility is one of the major requirements for appointment to CES rank, and for security of tenure in government service. We therefore solicit your support in requiring all concerned officials in your department to take the MATB. We believe that with your directive, we will be able to reach out especially to those who have always been hesitant to take the exam. Those who have, however, previously taken the MATB in 2003 with a rating of below 50% will have to wait for one year before they can retake the same based on the revised rules on CES eligibility process.

Attached are the application forms.

Thank you for your usual support and assistance to the CES.

Very truly yours,

*A. M. Lachica*  
**ATTY. ARTURO M. LACHICA, CESO III**  
OIC -Executive Director



Recent  
1.5" x 1.5"  
Photo

### Management Aptitude Test Battery (MATB) Application Form

**Important:**

**The CESB shall shoulder the AC fee ONLY of those who come from the national government agencies whose third level officials are appointed by the President.**

**NOTICE TO APPLICANT**

1. Only the following shall qualify to take the MATB:
  - a. Appointees or OICs\* of Career Executive Service positions with at least 6 months residency in the CES position;
  - b. Appointees or OICs\* of division chief level positions in government under permanent status with at least three (3) years managerial experience. Managerial experience applies only to experience in at least a division chief level position in either 'OIC' or 'Acting' capacity. *Applicants whose managerial experience were partly in OIC/Acting capacity must submit a copy of department/office order for the appropriate period(s) if such managerial experience as full-fledged division chief is less than three (3) years.*
  - c. Occupants of managerial positions in the government sector whose positions are outside the coverage of the CES, with at least three (3) years managerial experience.  
\*the salary grades of OICs shall not be lower than SG 18 or its equivalent
2. The following documents shall accompany this form when filed:
  - 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 department / office order** for applicants presently designated in OIC / Acting capacity;
  - d. **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 1.5"x 1.5" photographs shall be submitted upon filing of the application. The applicant shall keep the fourth 1.5"x 1.5" photograph and shall bring the same on the day of the examination for posting in the examinee seat plan.*);
  - e. **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**; and
3. Accomplished application forms must be filed directly with the **Career Executive Service Board**, No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City. For inquiries, you may contact tel. nos. **9514985 to 88 loc. 105 & 831**.
4. **You must bring with you on the examination day the following: a valid office identification card (ID), pencil (Mongol No. 2), ruler, calculator and one 1.5"x 1.5" photograph.**
5. MATB fee of P500 shall be forfeited in case of non-appearance of the examinee during the examination day or upon request for a change of MATB schedule.

#### A. PERSONAL CIRCUMSTANCES

1. SURNAME		FIRST NAME		MIDDLE NAME	
2. Name of Office and Office Address (please indicate the zip code)				3. Contact Numbers	
4. Home Address				email address:	
5. Date of Birth	6. Place of Birth	7. Age	8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
9. Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated			10. Name of Spouse (if married)		

**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**

(Request for change in testing center is not allowed)

Manila     Cebu     Davao    Preferred Schedule: \_\_\_\_\_

**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.*