



Republic of the Philippines  
Department of Education



**Tanggapan ng Kalihim**  
Office of the Secretary


MAY 04 2005

DepED MEMORANDUM  
No. **140**, s. 2005

INVITATION FOR CAREER EXECUTIVE SERVICE OFFICERS (CESOs) AND ELIGIBLES  
TO PARTICIPATE IN THE COMPETENCY-BASED TRAINING PROGRAM

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 Executive Director Mary Ann Z. Fernandez-Mendoza of CESB, inviting all Career Executive Officers (CESOs) and Eligibles to participate in the Competency-Based Training Programs that have been accredited to answer performance needs of said officials.
2. Attendance to these training programs will be considered partial completion of the requirements for promotion in CES ranks and shall be on official business. Enclosed is the "2005 Schedule of CESB Accredited Training Programs," for ready reference.
3. For more information, please contact Ms. Carmelita Conti of CESB at tel. nos. (02) 952-0335 (DL); (02) 951-4981 or (02) 951-8485 locals 127, 113, 109 or 108 and mobile no. 0920-2554370.
4. Immediate dissemination of this Memorandum is desired.

  
FLORENCIO B. ABAD  
Secretary

Encls.: As stated  
Reference: None  
Allotment: 1- -(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS  
PROMOTION  
TRAINING PROGRAMS

Ms. Alice Tamar  
DEPT. OF EDUCATION  
JUAN MIGUEL LUZ  
ORDERS. CLERK  
RECEIVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_ 2005



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

Albert  
Gonzales

Dear **Colleague**:

May we invite you to participate in the competency-based training programs that CESB has accredited to answer the performance needs of CESOs and Eligibles. CESB has initially lined up three programs for the first semester of 2005, which you may want to take up for your own professional development. This is also a very good opportunity for you to network with fellow CESOs and Eligibles, which is a proven advantage among CESOs in coping with the demands of public service.

We wish to highlight that attendance to these training programs will be considered *partial* completion of the requirements for promotion in CES ranks. As specifically provided in the CESB Res. 453 on the revised Policy On Original and Promotional Appointment To Career Executive Service (CES) Ranks, the corresponding *training requirements* must be complied with before an executive is promoted to the next higher rank. Please see table below:

CES Rank	Training Requirements
CESO I	Completion of three (3) accredited training programs
CESO II	Completion of two (2) accredited training programs
CESO III	Completion of one (1) accredited training program

Please see the attached to know more about the programs. The schedule and registration details are likewise provided for your reference. *Kindly note that there are no pre-requisites to attending these programs.*

If interested to attend, your participation shall be considered official as CESB Resolution 81 states that:

*"BE IT RESOLVED, as it is hereby RESOLVED, to consider as official business the participation by government personnel in all official activities of the Board."*

Likewise, please be informed that the Department of Budget and Management (DBM), in its letter to the CESB dated 22 September 2004 (pls. see attached copy), clarified that training programs, workshops, and conferences conducted by the office, and attendance thereof, are not among those prohibited under Administrative Order No. 103 dated 31 August 2004.

For more information, kindly coordinate with Ms. Carmela Conti of our training division at the following tel. nos. 952-0335 (direct); 951-4981/84/85 locals 127, 113, 109, 108 or thru mobile no. 0920-2554370.

Thank you.

Very truly yours,

*Mary Ann Fernandez-Mendoza*  
MARVANN Z. FERNANDEZ-MENDOZA, CESO I  
Executive Director





REPUBLIC OF THE PHILIPPINES  
**Department of Budget and Management**  
Malacañang, Manila

22 September 2004

**Ms. Mary -Ann Fernandez-Mendoza, CESO II**  
Executive Director  
Career Executive Service Board  
No. 3 Marcelino Street  
Holy Spirit Drive, Diliman, Quezon City

Dear Director Mendoza :

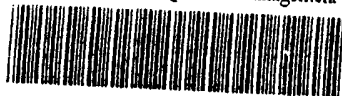
This refers to your letter seeking exemption on the provisions of Administrative Order No. 103 dated August 31, 2004 directing the suspension of the conduct of training, seminars and workshops.

Please be advised that trainings, workshops and conferences conducted by the CESB which are considered core functions of the Office, and likewise the attendance thereof, are not among those prohibited under the said Administrative Order, hence, no need for an exemption.

Very truly yours,

  
**MARIO L. RELAMPAGOS**  
Undersecretary

Department of Budget and Management



2004-S16257L

## 2005 SCHEDULE OF CESB ACCREDITED TRAINING PROGRAMS

Program Title and Description	Training Dates	Program Fee
<p><b>Problem Analysis and Decision Making (PADM)</b>                      This workshop provides tools that enable leaders to solve problems proactively and gain others' commitment to solutions and decisions. Leaders will make high-quality, effective decisions and learn to recognize how personal bias, tunnel vision, and marginal commitment influence decisions.</p>	<p><b>May 26-27</b> <b>July 28-29</b></p>	<p><b>P 8,800.00</b></p>
<p><b>Delegating and Monitoring (DM)</b>                      This workshop develops skills in delegating authority and tasks to others. It focuses on delegating styles that evaluate the structure and the process. The program then builds skills in evaluating, establishing, and implementing effective monitoring systems.</p>	<p><b>April 28-29</b> <b>June 23-24</b></p>	<p><b>P 8,800.00</b></p>
<p><b>The Power Principle Workshop</b>                      The Power Principle workshop will teach a new paradigm of power. It goes beyond traditional ideas of force, fear, clever negotiating and deal making. The workshop aims to help you tap into your inner source of power, improve influence skills, elicit the highest and best from others and make a difference in your organization.</p>	<p><b>Feb 28-Mar 1</b> <b>May 12-13</b> <b>August 4-5</b></p>	<p><b>P6,950.00</b></p>

For this workshop, please coordinate directly with Center for Leadership and Change, Inc. (CLCI) at telephone numbers 426 6489 to 91 and look for Mr. Nico Ocampo

**Registration Details :**

- Reservation is strictly required and will be on first-come, first-serve basis.
- A 50% reservation fee (or P4400.00) is required to confirm attendance. Check payments should be made payable to the Career Executive Service Board. Payments may be deposited to Land Bank of the Philippines account no. 0622-1022-34.
- Cancellations received less than 10 working days before the training date will automatically forfeit the reservation fee.
- Registration fee includes training materials, workbook/ manual, food (snacks and lunch) and certificate of attendance. Program will be on **live-out arrangement**.
- PADM and DM are administered by **SGV-Development Dimensions International** and will be held at the CESB office at # 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City.
- Requires Pre-work. Advance materials will be provided only to participants with confirmed status.
- CESB reserves the right to re-schedule programs if the minimum number of participants is not met.
- Program fees may change without prior notice.
- For more details, please contact the CESB Training Division (c/o Carme Conti) at **952-0335** (Direct); **951-4981 to 88** (Trunkline) locals 113, 108, 109; mobile no. **0920-2554370** or e-mail [pts@cesboard.gov.ph](mailto:pts@cesboard.gov.ph).

**Please fax reservation slip to 951-3306 or send to CESB Office.**

Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**  
 No. 3 Marcelino St. Holy Spirit Drive, Diliman, Quezon City  
**RESERVATION SLIP**

Training Program/s: \_\_\_\_\_ Training Date/s : \_\_\_\_\_  
 Participant: \_\_\_\_\_ Tel. No/s. \_\_\_\_\_  
 Nickname: \_\_\_\_\_  
 Position: \_\_\_\_\_ Cel No. \_\_\_\_\_  
 Office: \_\_\_\_\_ Fax. No. \_\_\_\_\_  
 Address: \_\_\_\_\_ Email Add: \_\_\_\_\_  
 Signature  
 of participant: \_\_\_\_\_