



Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM NO. 341 s. 2018

TO: Assistant School Division Superintendent
Chiefs, SGOD and CID
Educational Program Supervisors
Public Schools Division Supervisors
Principals
All qualified DepEd Personnel



FROM: 
CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

SUBJECT: CONDUCT OF CAREER EXECUTIVE SERVICE WRITTEN EXAMINATION IN THE SCHOOLS
DIVISION OFFICE OF CAMARINES SUR (Year 3)

DATE: 15 October 2018

1. The Career Executive Service Board has approved the Schools Division Office's request to conduct a Career Executive Service Written Examination (CESWE) on **December 15, 2018** at the **Division Office Conference, Freedom Stadium, San Jose Pili, Camarines Sur**. DepEd qualified personnel are enjoined to avail of this opportunity to take the examinations.
2. The following personnel are qualified to take the CES Written Examinations:
 - 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 to at least a Division Chief position (SG-24) and possesses at least two (2) years managerial experience (for DepEd Personnel, a personnel with at least SG-19 and supervises at least 7 subordinates may apply)
3. The CESWE application, together with the required documents, is now being accepted at the SGOD-SMME Office. Limited slots will be available for this year's examination, so it will be on a first come first served basis. The last day of filing will be on **November 6, 2018**. The application form may be downloaded from www.cesb.gov.ph or from the SGOD-SMME office. The following documents shall be attached to the application form upon submission:
 - 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;
 - 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. Photocopy of a valid Identification Card (ID) containing the applicant's picture, signature, birth date and signed by the Authorized Official;
 - g. Self-stamped envelope with complete mailing address; and,
 - h. Long, brown envelope
4. Examination Admission fee of **ONE THOUSAND PESOS (PhP1,000.00)** will be paid to the Career Executive Service Board.
5. For inquiries please see or contact Dr. Delfin A. Bondad or Ms. Marilyn S. Gomez at the SMME Office, telephone number 09053180916 or 09477871275 respectively.
6. For information and guidance of all concerned.