



Republic of the Philippines  
**Department of Education**

Region V

**SCHOOLS DIVISION OFFICE OF CAMARINES SUR**

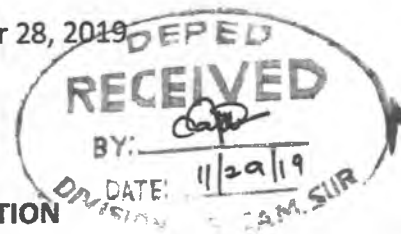
Freedom Sports Complex, San Jose, Pili, Camarines Sur



November 28, 2019

**DIVISION MEMORANDUM**

NO. 447 S. 2019



**CONDUCT OF CAREER EXECUTIVE SERVICE WRITTEN EXAMINATION  
IN THE SCHOOLS DIVISION OFFICE OF CAMARINES SUR (Year 4)**

TO: Assistant Schools Division Superintendent  
Chiefs, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
Principals  
All Qualified DepEd Personnel

1. The Career Executive Service Board has approved the Schools Division Office's request to conduct a Career Executive Service Written Examination (CESWE) on **February 8, 2020** at the **Division Office Conference Hall, 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-18 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 **December 26, 2019**. The application form may be downloaded from [www.cesb.gov.ph](http://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 Office Personnel/ Administrative Officer;

\*Telefax No. (054) 871-33-40 \*Email: [deped.camsur@deped.gov.ph](mailto:deped.camsur@deped.gov.ph) \*Website: [www.depedcamsur.com](http://www.depedcamsur.com)

\*Telefax No. (054) 871-33-40 \*Email: [deped.camsur@deped.gov.ph](mailto:deped.camsur@deped.gov.ph) \*Website: [www.depedcamsur.com](http://www.depedcamsur.com)