

**[ CESB CIRCULAR NO. 1, SERIES OF 2004, January 13, 2004 ]**

**PRESCRIPTIVE PERIOD FOR ASSESSMENT CENTER (AC) RE-TAKERS UNDER THE OLD POLICY ON AC RE-TAKE**

Pursuant to CESB Resolution No. 512, dated November 25, 2003, the following guidelines for Assessment Center re-takers under the old policy on AC retake are hereby adopted by the Board:

1. Applicants who took and failed the Assessment Center for the first time prior to the effectivity of the Revised Rules on CES Eligibility (CESB Res. No. 459 s. 2002), shall be allowed to re-take the same pursuant to the old policy on the Assessment Center re-take specified under CESB Res. No. 137 s. 1996.

The old policy provides that an applicant who fails the Assessment Center (AC) for the first time shall be allowed to go through the Assessment Center for the second time at his/her own expense if the Assessors of the Development Academy of the Philippines (DAP) would recommend the AC re-take.

It shall be understood that an applicant is governed by the old policy on Assessment Center retake pursuant to CESB Res. No. 137 s. 1996 when he/she took the Assessment Center before December 31, 2002, the date of effectivity of the Revised Policy on CES Eligibility (CESB Res. No. 459 s. 2002).

2. Assessment Center re-takers, who are qualified to re-take the Assessment Center pursuant to the old policy, are required to signify to the Board their written intention to undergo an Assessment Center retake within two (2) months reckoned from the date of effectivity of this resolution. Failure on their part to signify their written intent, within the period prescribed herein, shall constitute a waiver on their part to take an Assessment Center re-take based on the old policy.
3. Except in cases of medical emergency or in the exigency of public service as may be certified by the attending physician or the immediate superior of the applicant concerned, as the case may be, all applicants, who signified their intention to re-take the Assessment Center within the period prescribed above, shall be subsequently provided with an Assessment Center schedule, upon payment of the Assessment Center Cost, which shall not be later than one (1) month reckoned from the date of receipt of their letter