

**[CESB RESOLUTION NO. 459, OCTOBER 8, 2002,
October 08, 2002]**

**REVISED RULES ON THE CAREER EXECUTIVE SERVICE (CES)
ELIGIBILITY**

WHEREAS, Presidential Decree No. 1 dated September 24, 1972, created the Career Executive Service Board (CESB) to serve as the governing body of the Career Executive Service (CES) and to promulgate rules, standards, and procedures on the selection, classification, compensation and career development of members of the Career Executive Service;

WHEREAS, Section 8 Paragraphs 1(c) and 2, Chapter 2, Book V of Executive Order No. 292 expressly provides that the "third level shall cover positions in the Career Executive Service" and that "entrance to the third level shall be prescribed by the Career Executive Service Board";

WHEREAS, Paragraph 5 (a), Article IV, Part III of the Integrated Reorganization Plan, as approved under PD No. 1 provides that "a person who meets such managerial experience and other requirements and passes such examinations, as may be prescribed by the Board, shall be included in the register of career executive eligibles";

WHEREAS, the Board issued Circular No. 1 dated December 15, 1989 which states that "CES Eligibility shall be given to any person who meets such managerial experience and other requirements, and passes the examination prescribed by the Board";

WHEREAS, the aforesaid circular provides for the following stages of examination for the conferment of CES eligibility, namely: the Management Aptitude Test Battery; Assessment of Managerial Capability and Competence; Validation of Performance On-the-Job and a Final Interview by a Member of the CES Board;

WHEREAS, the Board issued Resolution No. 366 dated September 11, 2001 which provides that "the Final Interview Stage of the CES Eligibility Examination process shall come before the Validation of On-The-Job Performance";

WHEREAS, there is a need to further revise the existing CES Eligibility Examination process to make it more responsive and practicable, thus, fulfilling the Board's mandate which is to form a continuing pool of well-selected and development oriented career administrators who shall provide competent and faithful service in the CES;

WHEREFORE, foregoing premises considered, the Board RESOLVES, as it is hereby RESOLVED, to adopt the following Revised Rules on the Career Executive Service Eligibility:

ARTICLE I

Definition of Terms

SECTION 1. Definition of Terms — For purposes of these rules the foregoing words and phrases shall have the following meanings:

1.1 **Agency** — refers to any bureau, office, commission, council, administration, board, institute, government owned or controlled corporation with original charter, and any other unit in the national government.

1.2 **Applicant** — refers to a person who has signified his/her intention in writing to apply for CES Eligibility.

1.3 **Career Executive Service (CES)** — is a continuing pool of well-selected and development-oriented career administrators belonging to the third level of the civil service who shall provide competent and faithful service.

1.4 **Career Executive Service Board (CESB)** — is the governing body of the Career Executive Service, hereinafter referred to as the Board.

1.5 **Career Executive Service Eligibility or CES Eligibility** — is the eligibility conferred to a person who passes the four-stage CES Eligibility Examination process and meets the other requirements prescribed by the Board.

1.6 **Career Executive Service Officer or CESO** — refers to a Career Executive Service (CES) Eligible appointed by the President to a CES rank upon the recommendation by the Board.

1.7 **Career Executive Service (CES) Positions** — refer to the positions of Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Service and such other positions of equivalent rank, as may be identified by the Board.

1.8 **Department** — refers to any department in the executive branch of the government or entity having the category of a department including independent constitutional commissions and bodies.

1.9 **Division Chief Level** — refers to a division chief position or its equivalent in the national government or government-owned or controlled corporations as certified by the personnel officer/administrative officer of the agency based on the classification of the Department of Budget and Management (DBM) and/or the Civil Service Commission (CSC).

1.10 **Management Aptitude Test Battery Accreditation** — is a process by which an applicant who has taken and passed the MATB administered by the Board as entrance or qualifying examination for masteral degrees, courses, and programs, shall, after the appropriate accreditation process, be exempted from the MATB.

1.11 **Managerial Experience** — refers to experience obtained by a person performing the functions of at least a division chief level position in the national government or government-owned or controlled corporations, or its equivalent in the private sector, including experience in an acting or Officer-in-Charge (OIC) capacity.

ARTICLE II

Career Executive Service Eligibility

SECTION 1. Conduct of CES Eligibility Examination and Conferment of CES Eligibility as a Mandate of the Board — The Board is a government agency mandated by law to conduct the CES Eligibility Examination and to confer CES Eligibility.

SECTION 2. CES Eligibility as a Requirement for Assignment to a CES Position and Original and Promotional Appointment to a CES Rank — The CES Eligibility is an appropriate eligibility for assignment to positions in the CES.

CES Eligibility shall also be one of the requirements for original appointment of a CES Eligible to CESO Rank VI and the promotional appointment of a CESO to the next higher rank both by the President.

No person shall be recommended by the Board to the President for original or promotional appointment to CES rank unless he/she has acquired the CES Eligibility conferred by the Board.

SECTION 3. Grounds for Invalidation of Application for CES Eligibility — An applicant for CES Eligibility shall make a full disclosure to the Board of any information relevant to his/her application for CES Eligibility.

When an applicant is found to have intentionally made any false statement of material fact in the application or employed any form of deception or fraud in connection with his/her application for CES Eligibility, the Board shall invalidate such application, without prejudice to the filing of appropriate administrative and/or criminal case against the applicant concerned.

SECTION 4. CES Eligibility Examination Not Equivalent to Other Government Examinations — For purposes of assignment to CES positions or appointment to CES ranks, all other government examinations administered by agencies mandated by law to conduct government examinations shall not be equivalent to the Career Executive Service Eligibility Examination conducted by the Board.

SECTION 5. Non-Compliance with the CES Eligibility Examination Requirements — The Board, in its discretion, reserves the right to discontinue the processing of application for CES Eligibility of an applicant, who is unable to comply with the requirements established in any of the stages of the CES Eligibility Examination.

SECTION 6. Additional Requirements for Conferment of CES Eligibility — An applicant for CES Eligibility shall, in addition to the requirements prescribed by the Board, be required to submit a self-certification under oath stating that he/she has no pending administrative or criminal case.

SECTION 7. The CES Eligibility Examination Process — The four-stage CES Eligibility Examination process shall consist of the following stages:

1st stage — The Management Aptitude Test Battery (MATB);

2nd stage — The Assessment of Managerial Capability and Competence through the Assessment Center or simplify the Assessment Center;

3rd stage — The Board Interview;

4th stage — The Performance Validation On-the-Job

Successful completion of each stage is a pre-requisite to the succeeding stages of the CES Eligibility Examination process.

ARTICLE III

Management Aptitude Test Battery

SECTION 1. Management Aptitude Test Battery — The Management Aptitude Test Battery (MATB) is a paper-and-pencil test given to applicants to determine their general intelligence and knowledge of management principles.

SECTION 2. Composition of the MATB — The MATB shall consist of three (3) sub-tests, namely:

Sub-Test I

1. Error Recognition
2. Reading Comprehension
3. Information

Sub-Test II

1. Data Interpretation
2. Logical Reasoning
3. Quantitative Reasoning

Sub-Test III

1. Management Concepts and Problems

SECTION 3. Conduct of the MATB — The MATB shall be conducted by the Board through the Secretariat at least once a year or as often as may be deemed necessary on such dates as may be announced from time to time.

SECTION 4. MATB Admission Requirements — An applicant for MATB must meet the following admission requirements:

- 4.1 He/she must be a Filipino Citizen of good moral character;
- 4.2 He/she must not have reached the compulsory retirement age of 65; and
- 4.3 He/she must be any of the following:
 - 4.3.1 Any person, assigned or who acts as Officer-in-Charge (OIC) of a CES position for at least six (6) months;

4.3.2 An appointee or Officer-In-Charge (OIC) of a division chief position in the government with at least three (3) years managerial experience immediately preceding the filing of the MATB application;

4.3.3 Any person appointed as permanent to a position outside the coverage of the CES, with at least three (3) years managerial experience immediately preceding the filing of the MATB application provided that the applicant concerned meets the following conditions:

4.3.3 a) He/she occupies a position equivalent to or higher than a division chief level position in the government; and

4.3.3 b) He/she shall shoulder the Assessment Center cost.

4.3.4 Any person appointed to a non-career position including those holding a co-terminous or contractual status of appointment in a department or agency of the government, with at least three (3) years managerial experience, and has served the government for the same period of time immediately preceding the filing of the MATB application; provided that the applicant concerned meets the following conditions:

4.3.4 a) He/she occupies a position equivalent to or higher than a division chief level position in the government; and

4.3.4 b) He/she shall shoulder the Assessment Center cost;

SECTION 5. Admission Requirements for Applicants from the Private Sector — An applicant from the private sector shall be allowed to take the MATB, provided that the following admission requirements are met:

5.1 He/she must be an occupant of a managerial position pursuant to the provisions of the Labor Code (Presidential Decree No. 442, as amended), and has at least three (3) years managerial experience;

5.2 He/she must express his/her request in writing to be allowed to take the MATB and have it approved by the CESB Executive Director; and

5.3 He/she shall shoulder the cost of Assessment Center.

SECTION 6. Application Form and Examination Fee — An applicant for MATB shall be required to submit to the Secretariat either personally or through mail a duly accomplished application form including the supporting documents, if there are any, and an examination fee not later than fifteen (15) days before the date of the examination.

Application forms submitted beyond the aforementioned deadline set shall be automatically considered in the next MATB schedule provided that the applicant concerned shall be informed of his/her examination schedule.

An applicant, who fails to submit to the Secretariat the required supporting documents or examination fee upon submission of the MATB application form, may