

**Written Examination
 Application Form**

**IMPORTANT: READ THE 'NOTICE TO APPLICANT' BELOW BEFORE ACCOMPLISHING THIS FORM
 DO NOT APPLY IF YOU ARE NOT QUALIFIED.**

NOTICE TO APPLICANT

1. An applicant must be a Filipino Citizen of good moral character and possesses the following requirements:
 - A. Government Sector, Career Service**
 - 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 three (3) years managerial experience.
 - B. Government Sector, Non Career Service**
 He/she must have been appointed to a non-career position whether under coterminous or contractual status in any department or agency of the government with at least three (3) years managerial experience, and has served the government for the same period at the time of his/her application; provided he/she must have been occupying a position equivalent or higher than a Division Chief (SG-24).
 - C. Private Sector**
 Outstanding men/women from outside the government maybe allowed to take the written examination; provided he/she falls under any of the following categories:
 - C.1 A proprietor who is performing managerial/supervisory functions for at least three (3) years; and,
 - C.2 An incumbent of a managerial position exercising supervisory functions, as defined under these rules, for a minimum period of three (3) years.
2. The following documents shall accompany this application form upon filing:
 - 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. Three (3) identical photographs**, (size 2" x 2") with full name tag that includes the first name, surname 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.
 - E. Admission fee** of ONE THOUSAND PESOS (~~P1,000.00~~) either in CASH or in POSTAL MONEY ORDER payable to the CAREER EXECUTIVE SERVICE BOARD. **PERSONAL CHECKS WILL NOT BE ACCEPTED**; and,
 - F. Photocopy** of a valid Identification Card (ID) containing the applicant's picture, signature, birth date and signed by the authorized Official.
3. Accomplished application forms must be filed directly with the **Career Executive Service Board**, No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City either personally or by mail. For inquiries, you may contact Tel. nos. **951-49 81 or 85 (Trunkline) locals 118 & 832.**

A. PERSONAL CIRCUMSTANCES

1. SURNAME	FIRST NAME	MIDDLE NAME	
2. Name of Office and Office Address (please indicate the zip code)			3. Contact Numbers: Tel. No.:
4. Home Address			Mobile No. Email Address:
5. Date of Birth	6. Place of Birth	7. Age	8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
9. Citizenship	10. Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated	11. Name of Spouse (if married)	

THIS FORM IS NOT FOR SALE. REPRODUCTION IS ALLOWED.

more information at the back

B. WORK EXPERIENCE

Present Employment: Government Sector Private Sector

12. Title of Present Position	13. Date Appointed to Present Position	14. Salary grade
15. If designated in OIC/Acting capacity, state present designation (Please attach certified true copy of the designation/special order.)		16. Date designated as OIC/Acting
17. Your duties (as per official designation). Please use separate sheet if necessary:		
18. Employment History in managerial positions (use separate sheet if necessary)		
POSITION / OFFICE	INCLUSIVE DATES	SALARY GRADE

C. EDUCATION (please use separate sheet, if necessary)

Level of Education	School Graduated	Inclusive Dates	Degree Received	Academic Honors Received
College				
Graduate (MA/MS)				
Post Graduate(Ph.D.)				

D. OTHER INFORMATION

19. Have you ever been dismissed from any employment, forced to resign, or otherwise disciplined as a result of an administrative case? If "yes", state the nature of the charge and penalty. _____
20. Do you have any pending administrative or criminal case? _____ If "yes", state the nature of the case and where it is pending. _____
21. Have you ever been arrested, accused or convicted for any violation of law or ordinance before any court, or have you been charged with or tried for any breach or infraction of military, or police discipline before any tribunal or authority? _____ If "yes", state the nature of the charge and penalty. _____
22. Have you taken the CES Written Exam before? _____ If "yes", please specify the date/s. _____

TO BE FILLED-UP BY THE HEAD OF THE AGENCY/AUTHORIZED OFFICIAL
Note: For those designated in an acting capacity or officer-in-charge of a CES position.

This is to certify that Mr./Ms. _____ of this Agency/Office has been in an acting capacity or officer-in-charge of a Career Executive Service (CES) position for at least six (6) months.

_____ NAME and ADDRESS OF AGENCY/OFFICE

_____ NAME & POSITION OF HEAD OF AGENCY/AUTHORIZED OFFICIAL
 (Signature over Printed Name)

TO BE FILLED-UP BY THE HEAD OF THE AGENCY/AUTHORIZED OFFICIAL
Note: For those occupying Division Chief level positions (SG-24) in the career/non-career service (government sector) and those in the private sector.

This is to certify that Mr./Ms. _____ of this Agency/Office has been performing supervisory/ managerial functions (i.e. directing & approving work outputs of employees; delegating functions to the staff; monitoring & rating employees' performance based on duly approved performance targets; & supervising the unit/division based on the staffing pattern/organizational structure), and supervising/managing _____ staff for _____ years now.
 (number of staff) (number of years)

_____ NAME and ADDRESS OF AGENCY/OFFICE

_____ NAME & POSITION OF HEAD OF AGENCY/AUTHORIZED OFFICIAL
 (Signature over Printed Name)

E. TESTING CENTER PREFERENCE

(Request for change in testing center is not allowed)

Manila

Cebu

Davao

Date of Examination _____

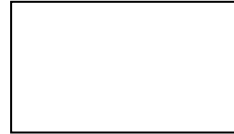
I DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS APPLICATION HAS BEEN ACCOMPLISHED IN GOOD FAITH, VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE STATEMENT PURSUANT TO THE PROVISIONS OF PERTINENT LAWS, RULES AND REGULATIONS OF THE REPUBLIC OF THE PHILIPPINES.

I LIKewise AGREE THAT I WILL SUBJECT MYSELF TO A VALIDATING EXAMINATION IN CASE THE TEST RESULTS IN MY PLACE OF EXAMINATION ARE FOUND TO BE STATISTICALLY IMPROBABLE.

Date: _____
 O.R. No. _____
 Amount: _____
 Printed Name and Signature of
 Collecting Officer

 Signature of Applicant

 Date



Right Thumbmark

Subscribed and sworn to before me this _____ day of _____ 2009.

ADMINISTERING OFFICER
 (Printed Name/Signature)

POSITION/OFFICE

NOTE: The Administering Officer may be one of the following: **Office Personnel or Administrative Officer, Legal Officer, Head of Agency or Notary Public.**

(Do not fill-up this portion. For Processor/s only)

ACTION TAKEN: APPROVED [] DISAPPROVED [] DATE _____

 Printed Name and Signature of Processor

Date: _____
 O.R. No. _____
 Amount: _____
 Printed Name and Signature of Collecting Officer

APPLICATION RECEIPT
 (This serves as a Notice of Admission)

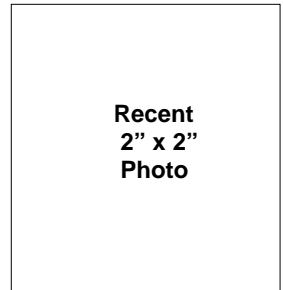
Application No. _____

Received the application for the: WRITTEN EXAMINATION

Printed Name of Processor: _____

Signature of Processor: _____

Date Received/Processed: _____



**Recent
 2" x 2"
 Photo**

DATE : _____ **TIME:** _____ **CENTER:** _____

SCHOOL: _____ **ADDRESS:** _____

ROOM No. _____

Applicant's Printed Name: _____

Birthdate: _____ **Sex:** _____

Signature: _____

BRING THE FOLLOWING ON EXAMINATION DAY:

- 1.) This Application Receipt; 2.) Valid Office Identification Card (ID); 3.) Pencil (Mongol No. 2); 4.) Ruler; 5.) One (1) 2" x 2" photograph; 6.) Calculator (Calculators from Cellular Phones, Personal Digital Assistant (PDA) and similar gadgets shall not be allowed).

REMINDERS:

- 1. Examinees are required to be at the examination venue by _____. Tardiness and/or failure of the applicant to present his/her application receipt will be a sufficient ground to disqualify him/her from taking the examination.
- 2. An applicant who fails to present a valid Office Identification Card (I.D.) will not be allowed to take the examination.
- 3. A qualified applicant who failed to receive his/her Application Receipt five (5) days before the date of examination should notify the Career Executive Service Board at No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City or may contact Tel. Nos. 951-49 81 or 85 (Trunkline) locals 118 & 832.
- 4. The Examination Fee of P1,000.00 shall be forfeited in case of non-appearance of the applicant during the examination day.