



CAREER EXECUTIVE SERVICE BOARD

No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127
(02) 951-49-81 locals 108, 109, 113, and 127

Queuing Number: _____

APPLICATION FORM LEADERSHIP AND MANAGEMENT PROFICIENCY (LAMP) PROGRAM

The LAMP is designed for and open **ONLY** to applicants who are: **1) Career Executive Service (CES) eligibles or Career Executive Service Officers (CESOs), or are 2) conferred with the CSE eligibility (CSEE) and occupying a Division Chief position or higher.**

I. Completion and Submission of the LAMP Application Form

Fill-in **ALL** items. Forms with incomplete information will not be processed. **PRINT** all entries **LEGIBLY** and in **ALL CAPS**. Mark **NA** for all items that are not applicable. Send fully accomplished form to the Professional Development Division (PDD) - CESB by telefax: (0632)952-0335; e-mail: pdd@cesboard.gov.ph; or by mail/ messenger: #3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127. **CONFIRM** receipt by PDD-CESB of the form by calling telephone nos: (0632) 951-4981 to 88, local 108/ 109/ 113/ 127.

Full Name : _____ Nickname : _____
(Last Name) (Given Name) (Middle Name)

Eligibility : CESE CSEE Date of Conferment of Eligibility: _____ CESO Rank: _____

Position: _____ Office/Agency: _____

Office Address : _____

Contact Information : Office Landline No(s): _____ Email Address: _____

Office Fax No(s): _____ Alternate Email Address: _____

Mobile No(s): _____

Date of Birth: _____ Height (in feet): _____ Gender: Male

Weight (in kilos): _____ Female

Civil Status: Single Married Others, please specify: _____ Religion: _____

Dietary Restrictions: _____ Health Concerns: _____

Health Apparatus/Device being used, if any: _____

Person to Contact in case of Emergency: _____ Contact No(s): _____

Indicate LAMP Course you are applying for Salamin-Diwa*
*prerequisite to GABAY
 Integrated Gabay. Please specify the Salamin-Diwa Session Attended: _____

TERMS AND CONDITIONS

II. Provisional Acceptance

PDD-CESB will evaluate **ALL** LAMP course applications received based on the: 1) set qualification requirements; 2) class size limit per course, and the; 3) results of a queuing process. **ONLY** accepted applicants will receive a mailed **LETTER OF CONFIRMATION (LOC)**, indicating provisional acceptance to the LAMP course, 1 to 2 months before its scheduled conduct.

III. Full Acceptance

Full acceptance to the course is achieved **ONLY** upon compliance with **ALL** succeeding procedures and requirements stated in the LOC. This includes payment of a **RESERVATION FEE** (i.e. 50% of the Registration/ Training Fee), which is strictly required to secure a slot in the LAMP course. PDD-CESB will advise applicants on the payment mode, procedures and deadlines thru the LOC. Cancellations made **ON or AFTER** the Deadline for Cancellation of Attendance stated in the LOC will result in the **FORFEITURE** of the Reservation Fee.

IV. Official Notification

CESB will officially notify all fully accepted applicants to the LAMP course through an information advisory posted on its website and by an e-mail message sent to the said applicants not later than two weeks before the conduct of the said LAMP course.

V. Official Authority

Attendance in the LAMP course is authorized on **OFFICIAL BUSINESS**. Hence, the Registration/ Training Fee may be charged in full to the agency.

I hereby certify that: 1) all the information herein stated are true, accurate and complete, and that; 2) I have fully read, understood, agreed to, and will comply with all the Terms and Conditions herein stipulated.

Signature over Printed Name

Date: _____