

104149



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023- 273

To : PETER-JASON C. SENARILLOS
Senior Education Program Specialist

Subject : INVITATION TO TAKE THE ASSESSMENT CENTER (AC) OF THE
CAREER EXECUTIVE SERVICE BOARD (CESB)

Date : July 3, 2023

Attached is a letter invitation to take the Assessment Center (AC) from the Career Executive Service Board (CESB) as the second stage of the screening process for the conferment of the Career Executive Service (CES) eligibility on August 5, 2023.

In connection with this invitation, you are hereby encouraged to attend above schedule which shall be on official business.

The Assessment Center Fee of eight thousand five hundred pesos (P8,500), meals, travel and other incidental expenses shall be charged local funds subject to the usual accounting and auditing rules and procedures.

For your information and guidance.

Melanie P. Estacio
MELANIE P. ESTACIO
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
 22-104149
 DATE: JUL 04 2023 TIME: 11:44 am
 BY: *[Signature]*

Enclosed: As stated.


SGOD/SBO/pjs



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

June 26, 2023

MELANIE P. ESTACIO, CESO VI
Assistant Schools Division Superintendent
Officer In charge – Office of the Schools Division Superintendent
Department of Education – Digos City Division

104149
12:05
26 JUN 2023
BY: 

Madam,

I am grateful for the opportunity to advance in terms of career and public service through undergoing the Assessment Center of the Career Executive Service Board (CESB). I took and passed the Career Executive Service Written Exam (CESWE) last year during the June 26, 2022 CESWE schedule.

Attached is an invitation from the Career Executive Service Board for my attendance to the Assessment Center on August 5, 2023.


In view of the above, May I request that the Assessment Center Fee of Eight Thousand Five Hundred Pesos (P8,500) and other expenses which cover meals, transportation, and other incidental expenses shall be covered by the office as my attendance is considered "On Official Business" by virtue of CESB Resolution No. 81.

Hoping for your favorable response.

Respectfully yours,


PETER JASON C. SENARILLOS
Senior Education Program Specialist

Approved:


MELANIE P. ESTACIO, CESO VI
Assistant Schools Division Superintendent
Officer In charge – Office of the Schools Division Superintendent



Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD

No. 3 Marcelino Street, Iskora Hills Subd. | Tel. Nos. +63 2 8951 4981 to 85
Brgy. Holy Spirit, Diliman, Quezon City 1127 | Website: www.cesboard.gov.ph



Certificate Registration No. 44 100 102375

20 June 2023

MR. PETER-JASON C. SENARILLOS

Senior Education Program Specialist
Division of Digos City
Department of Education
Roxas corner Lopez Jaena Streets
Zone 2, Digos City, Davao del Sur

Dear Mr. Senarillos:

May we invite you to take the Assessment Center (AC), the second stage of the screening process for conferment of Career Executive Service (CES) eligibility on **05 August 2023 (Saturday) at the CESB Office** (see attached map).

The AC is intended to measure the present performance of the examinees to determine their potentials as successful Career Executive Service Officers. It is a screening tool, which makes use of a series of simulation exercises, where candidates are exposed to demands, pressures and problems that managers commonly experience.

In preparation for the AC, please be guided by the following:

- 1. CONFIRMATION.** You are required to confirm your participation by sending the accomplished Assessment Center (AC) Confirmation Slip through E-mail not later than 27 June 2023 (Tuesday) since we can accommodate only 24 participants. Confirmation is on a *first come first serve basis*. **Failure to submit confirmation slip and pay AC fee on prescribed deadlines shall constrain CESB to forfeit your slot and make it available to those in the waitlist.** Please note that failure to attend or complete session will mean forfeiture of your AC Fee.
- 2. AC FEE.** Total AC Fee is Seventeen Thousand Pesos (Php 17,000). Pursuant to Resolution No. 931 dated February 08, 2011, candidates who are employed by government entities covered by the Salary Standardization Law (SSL) shall be required to pay only fifty percent (50%) of the total AC fee. You may therefore, request your agency to shoulder the AC fee in the amount of **EIGHT THOUSAND FIVE HUNDRED PESOS (Php8,500.00)** and must be **paid on or before 11 July 2023 (Tuesday)**. Payments may be in cash or in cheque payable to the Career Executive Service Board and **shall be deposited in CESB's Land Bank of the Philippines Account Number 0622-1022-34.** For Interbranch payments, kindly e-mail a copy of the deposit slip indicating **participant's name, agency and branch location where payment was deposited at nojuan@cesboard.gov.ph.**

"Isang Karangalan ang Maglingkod sa Bayan"

3. ATTENDANCE TO THE AC IS CONSIDERED OFFICIAL.

Please be informed that CESB Resolution No. 81 states that:

"BE IT RESOLVED, as it is hereby RESOLVED, to consider as official business the participation by government personnel in all activities of the Board."

Hence, taking the Assessment Center is considered official. A certificate of appearance shall be provided to you after you have completed the Assessment Center process. *(See attached CESB Resolution)*

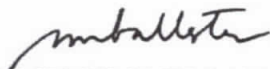
4. REQUIREMENTS AND REMINDERS.

- Submission of a **Negative Antigen Result on 04 August 2023 (Friday)** is required. You may purchase any self-administered antigen kit available in reputable drug stores/medical suppliers. Please administer and send a picture of your antigen result a day before your scheduled AC (not later than 3:00 PM) to nojuan@cesboard.gov.ph. Note that only assessees with a negative Antigen result shall be allowed to undergo the Assessment Center.
- You are expected to be at the CESB Office at **6:00 AM to afford time for registration, health protocols, tech check and breakfast. The exam proper will start at exactly 7:00 AM.**
- Please wear appropriate office attire and bring with you your **valid office I.D.** for proper identification and **two (2) pieces of 2"x2" recent I.D. picture.** You are likewise required to **wear your facemask during the duration of the exam.**
- **Payment of Php 700.00 for your breakfast, lunch and PM snack will have to be settled on or before the assessment date.** You may deposit said amount together with your AC fee using the same account details.
- Bringing of prescribed medicines, eye/reading glasses, bottled water, candies, ballpen and pencil is highly encouraged. **Please note that only bags with a height of 8", width of 12" and length of 18",** to carry your personal belongings, is purposely required for proper disinfection by the CESB.

Should you have any concern or clarifications, you may contact Ms. Narciliza O. Juan of the Eligibility and Rank Appointment Division at telephone number 8951-4981 locals 100/132/832 or email at nojuan@cesboard.gov.ph.

Thank you and we wish you all the best in your CES journey.

Very truly yours,



MARIA MARCY COSARE-BALLESTEROS, CESO II
Executive Director

————— Please cut here and send this to us by **E-MAIL** —————

CESB ASSESSMENT CENTER CONFIRMATION SLIP

NAME: _____

AGENCY: _____

CONTACT NOS.: _____

Please check (✓) appropriate box.

Yes, I will take the AC on _____ and will pay the corresponding AC fee.

No, I will defer my attendance to the AC.

Signature Over Printed Name