



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CEBU PROVINCE

**Office of the Schools Division  
Superintendent**

**October 11, 2022**

DIVISION MEMORANDUM  
No. 298 , s. 2022

**ADMINISTRATION OF CAREER EXECUTIVE SERVICE-WRITTEN EXAMINATION  
(CES-WE)**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is a copy of REGIONAL MEMORANDUM No. 0841, s. 2022 entitled **“Administration of Career Executive Service-Written Examination”**, contents of which are self-explanatory.
2. For proper guidance and more details, refer to the enclosed memorandum. Interested applicants may contact Dr. Norman O. Blanco @ [norman.blanco@deped.gov.ph](mailto:norman.blanco@deped.gov.ph) and/or Dr. Roderic T. Goles @ [rodericgoles001@deped.gov.ph](mailto:rodericgoles001@deped.gov.ph)
3. Only applicants with complete documents and those who meet the requirements specified in the above-mentioned Regional Memorandum shall be included for evaluation.
4. Immediate dissemination of this memorandum is desired.

  
**MARILYN S. ANDALES EdD, CESO VI**  
Schools Division Superintendent

MSA/LMD/SGOD/VAY/lgm2022



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City  
Telephone Nos.: 032-2556405  
Email Address: [cebu.province@deped.gov.ph](mailto:cebu.province@deped.gov.ph) ; [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)  
Website: [www.depedcebuprovince.com](http://www.depedcebuprovince.com)



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Office of the Regional Director  
REGIONAL MEMORANDUM  
No. **0841** s. 2022

OCT 05 2022

**ADMINISTRATION OF CAREER EXECUTIVE SERVICE-WRITTEN EXAMINATION  
(CES-WE)**

TO : Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Career Executive Service-Written Examination (CES-WE) is one of the first of the four-stage CES Eligibility Examination Process. It is a paper-and-pencil type of test that determines the applicant's general intelligence and knowledge of management concepts and principles.
2. The Career Executive Service (CES) Board announces that the next CES-WE to be conducted in Cebu City is on December 11, 2022. Having coordinated with CES Board, DepEd Regional Office VII shall provide technical assistance to potential CES-WE applicants in DepEd Region VII, especially in facilitating their applications.
3. Schools Divisions are enjoined to submit a list of CES-WE applicants (at least ten) to DepEd RO VII not later than October 19, 2022.
4. A virtual orientation to these CESWE applicants will be conducted on October 21, 2022 via MS Teams (Link: <https://tinyurl.com/CVcesweOrient>)
5. CES-WE applications are open to DepEd Region VII employees of good moral character and meets the following requirements:
  - 5.1 Appointed or designated in an acting capacity or Officer-in-Charge (OIC) of CES position for at least six (6) months; or
  - 5.2 Appointed or designated to a position with a corresponding salary of 18 or higher that requires performance of managerial and supervisory functions for at least two (2) years;
6. CES-WE applicants must prepare the following:
  - 6.1 Duly Accomplished CES-WE Application Form;
  - 6.2 Copy of appointment paper to present position authenticated by the office personnel/administrative officer;
  - 6.3 Service record authenticated by the office personnel/administrative officer



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: [region7@deped.gov.ph](mailto:region7@deped.gov.ph)



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- 6.4 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;
  - 6.5 Organization Chart showing the applicant's place in the organization and duly certified by the Office Personnel/Administrative Officer;
  - 6.6 Three (3) identical photographs, (size 2" x 2") with full name tag that includes the surname, first name 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;
  - 6.7 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.
  - 6.8 Photocopy of a valid Identification Card (ID) containing the applicant's picture, signature, birth date and signed by the Authorized Official; and
  - 6.9 Self-stamped envelope with complete mailing address.
7. The above-mentioned CES-WE requirements should be filed on or before November 11, 2022 by DepEd RO VII. Hence, the following task schedules shall be observed:

<b>Schedule</b>	<b>Task</b>	<b>Person/s Responsible</b>
October 5-7, 2022	Dissemination of this memo	SDS, ASDS, SGOD Chief, SEPS-M&E
October 5-28, 2022	Securing documents listed in statement no. 6 of this memo	CES-WE applicants assisted by Office Personnel/Administrative Officer
	Submission of documents listed in statement no. 6 of this memo	CES-WE applicants, SGOD Chief, SEPS-M&E, EPS II-M&E
	Evaluation of the accuracy, completeness, and authenticity of documents of Identified CES-WE Applicants in Schools Divisions	ASDS, SGOD Chief, SEPS-M&E, and EPS II-M&E
October 31, 2022	Submission of CES-WE applicants' documents to the Regional Office	SDS, ASDS, SGOD Chief, SEPS-M&E, EPS II M&E, Liaison Officer



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Nov 3-4, 2022	Review of the documents of DepEd Region VII CES-WE Applicants	QAD Chief, QAD and FTAD Education Program Supervisors
Nov. 7-11, 2022	Endorsement/submission of documents to CES Board	Regional Management

8. The Regional Testing Coordinator for CES-WE is Merden L. Bryant, Education Program Supervisor of Quality Assurance Division.

9. Immediate and wide dissemination of this Memorandum to all concerned is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/EBEJ/QAD\_merdenbryant22



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Email Address: region7@deped.gov.ph