MEMORANDUM

TO : ALL CAREER EXECUTIVE SERVICE (CES) INCUMBENTS

SUBJECT : Conduct of Management Aptitude Test Battery (MATB)

DATE : 04 February 2000

The Career Executive Service Board (CESB) will be conducting the monthly examination, the first step in the four-stage CES Eligibility, every second Friday of the month beginning March specifically March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13 & November 10, and December 8, 2000.

The examination is exclusive for incumbents of Career Executive Service (CES) positions. Interested applicants may file their application directly with the CESB. Deadline for the filing of application is one week before the date of examination.

An admission fee of Five Hundred Pesos (P500.00) shall be shouldered personally by the applicant. Other requirements for the examination are enumerated in the attached copies of the application form and CESB announcement.

All CES incumbents are encouraged to take the examination.

J. WALEM V. VALMORES
Deputy Administrator
MEMORANDUM

TO: All Heads of Offices, Services, Bureaus, Regional Offices, and Attached Agencies
This Department

SUBJECT: MANAGEMENT APTITUDE TEST BATTERY (MATB)

DATE: 28 January 2000

The Career Executive Service Board (CESB) will be conducting the monthly MATB examination, the first step in the four-stage CES Eligibility, every second Friday of the month beginning March specifically March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, and December 8, 2000.

The examination is exclusive for incumbents of Career Executive Service (CES) positions. Interested applicants may photocopy the attached application form and may be filed directly with the CESB. Deadline for the filing of application is one week before the date of examination.

An admission fee of Five Hundred Pesos (P500.00) shall be shouldered personally by the applicant. Other requirements for the examination are enumerated in the attached copies of the application form and CESB announcement.

For your information.

[Signature]

ROSALINDA D. BALDOZ
Undersecretary

[Stamp: RECEIVED BY: FEB. 2-0000]
ANNOUNCEMENT

The CAREER EXECUTIVE SERVICE BOARD (CESB) announces the holding of the

MONTHLY MANAGEMENT APTITUDE TEST BATTERY (MATB)
the first step in the four-stage

ces eligibility examination
to establish a register of CES eligibles from which officials who shall be appointed to ranks and assigned to positions in the Career Executive Service will be drawn, provided the other requirements are met.

WHEN Every second Friday of the month beginning March (specifically March 10, April 14, May 12, June 9, July 14, Aug. 11, Sept. 8, Oct. 13, Nov. 10 and Dec. 8, 2000)

WHERE: CAREER EXECUTIVE SERVICE BOARD Training Room, #3 Marcelino St., Holy Spirit Drive, Don Antonio Hgts., Diliman, Quezon City

WHO MAY APPLY
1. Incumbents of Career Executive Service Positions who are at least Bachelor's degree holders.

HOW
1. Application forms may be obtained personally or by postal service from the Career Executive Service Board (CESB), #3 Marcelino St., Holy Spirit Drive, Don Antonio Hgts., Diliman, Quezon City.

2. Applicant must file the application form directly with the CES Board accompanied by the following:
   a) Copy of appointment paper to present position;
   b) Service record duly authenticated by the office personnel officer;
   c) Three (3) photos size 2" x 2", taken not more than six (6) months before the filing of application; and
   d) Admission fee of FIVE HUNDRED PESOS (P500.00) in cash or postal money order payable to the CAREER EXECUTIVE SERVICE BOARD. Personal checks will not be accepted.

3. Only sixty (60) qualified applicants shall be allowed to take the examination at any given exam date. Thus, applications shall be entertained on a first-come, first-serve basis.

4. Deadline for filing of application is one week before the date of the examination.

WHERE TO FILE APPLICATION

Application to take the MATB shall be filed with the Career Executive Service Board, #3 Marcelino St., Holy Spirit Drive, Don Antonio Heights, Quezon City. Telephone Nos. 951-4981 to 88.

NOTICE OF ADMISSION will be issued on the day of the examination at the testing venue.

NOTICE OF EXAMINATION RESULT will be sent to the applicant by mail a week after the examination.
Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
3 Marcelino St., Holy Spirit Drive, Quezon City
Tel. Nos. 490-4991 to 98

MONTHLY
Management Aptitude Test Battery (MATB)
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. Only incumbents of CES positions who are holders of at least a bachelor’s degree are qualified to take the monthly MATB.

2. The following documents shall accompany this form when filed:
   a. Copy of appointment paper to present position and service record authenticated by the office personnel officer;
   b. Three (3) photographs, size 2" x 2", taken not more than six (6) months before the filing of application; and
   c. An admission fee of FIVE HUNDRED PESOS (P500.00) in cash or in postal money order payable to the CAREER EXECUTIVE SERVICE. Personal checks will not be accepted.

3. Accomplished application form shall be filed directly with the Career Executive Service Board. Deadline for filing of application is one (1) week before the date of the examination. The examination will be held every 2nd Friday of the month beginning March (specifically March 10, April 14, May 12, June 9, July 14, August 11, Sept. 8, Oct. 13, Nov. 10 & Dec. 8, 2000).

4. You must bring with you on examination day the following: an office identification card (ID), pencil (moglobin #2), ruler and calculator. Your notice of admission will be issued on the day of the examination at the testing venue.

5. The examination will start at exactly 8:00 A.M. If you come in late for the examination, you will not be given any extension or extra time to finish the test. If you do not show up on the exam date, you will have to re-apply and pay again the required admission fee. We will not entertain any request for refund.

6. Testing venue is at the CESB Training Room, #3 Marcelino St., Holy Spirit Drive, Don Antonio Hts., Quezon City.

A. PERSONAL CIRCUMSTANCE

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<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
<th>Middle Name</th>
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2. Complete Mailing Address (please indicate your zip code)  
3. Tel. No.

4. Date of Birth  
5. Place of Birth  
6. Age  
7. Sex  
   □ Male  □ Female

8. Civil Status  
   □ Single  □ Married  □ Widowed/er  □ Separated

9. Name of Spouse (if married)

This form is not for sale. Reproduction is allowed. More information at the back.