



MC No. 37 s, 1998

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Career Service Executive Examination

Since 1996, the Civil Service Commission (CSC) has been administering the *Career Service Executive Examination (CSEE)* to establish a register of eligibles for appointment to third level or career executive service positions. The CSC administers the CSEE pursuant to its constitutional mandate "to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness and courtesy in the Civil Service ." The administration of the CSEE by the Commission is in accordance with its responsibility, as the central personnel agency of the Government, to strengthen the merit system for all levels and ranks in the Civil Service, including the third level.

The CSEE, as an instrument to measure merit and fitness for appointment to executive positions, consists of two phases: *written test* and *interview*. The written test measures competencies in areas such as: Communication Arts; Logical Reasoning; Data Analysis; Management and Leadership Concepts; and Basic Information and Issues on Environment Protection and Management and Sustainable Development.

Those who pass the written test undergo an interview administered by the Commission, and those who *pass both the written test and the interview are conferred the Career Service Executive Eligibility*. The Career Service Executive Eligibility entitles an appointee to permanent appointment in a career executive service position and security of tenure.

The CSEE is open to those in government and to those in the private sector who wish to join government. Those in government may be admitted to the examination if they hold at least a bachelor's degree in a school/university of good standing and are incumbents of any of the following positions in the career service: Undersecretary; Assistant Secretary; Bureau Director/Assistant Bureau Director; Regional Director/Assistant Regional Director; Department Service Chief; other positions under the Career Executive Service (Salary Grade 25 and above); and Division Chief (Salary Grade 22 and above).

Applicants to the CSEE should be in good health and should not have pending administrative, civil or criminal case.

The CSC administers the CSEE twice a year. The second schedule for 1998 is on November 22. Registration for the examination is until ***November 6, 1998***.

Interested parties may *register with any Civil Service Regional Office* where they intend to take the examination. Registration may also be made with any CSC Provincial or Field Office. Examination fee is P350.00.

Attached is an application form which may be reproduced for use of applicants.


THELMA P. GAMINDE
Commissioner

October 20, 1998
ORRP

Fn: mccseel
ESD/SAM/ahying/jv

RECENT
ID.
2.54 cm X 2.54 cm
PHOTO

APPLICATION FOR THE THIRD LEVEL (CAREER SERVICE EXECUTIVE) EXAMINATION
DATE OF TEST _____
TEST CENTER: _____
DO NOT APPLY IF YOU ARE NOT QUALIFIED
NOTE: ACCEPTANCE OF APPLICATIONS IS ON A FIRST-COME-FIRST-SERVED BASIS

1. APPLICANTS NAME [PRINT IN CAPITAL LETTERS]

(SURNAME) (GIVEN NAME) (MIDDLE NAME)

2. COMPLETE MAILING ADDRESS []

2.A. Tel. No/s.

3. CIVIL STATUS

☐ SINGLE
☐ MARRIED
☐ SEPARATED
☐ WIDOW/ER

4. SEX ☐ FEMALE
☐ MALE

5. BIRTHDAY

6. BIRTHPLACE

7. CITIZENSHIP

8. EDUCATION (Please use separate sheet, if necessary)

DO NOT FILL THIS PORTION

Level of Education	School	Inclusive Dates	Degree Earned	Academic Honors Received
College				
Graduate (MA/MS)				
Post Graduate				

[FOR CODERS ONLY]

D F [] [] []

MFS [] [] []

YG [] [] [] []

8

9. WORK EXPERIENCE

Position	Date Appointed	Status	Salary Grade	Agency/Company/ Address/ Tel No.

(Your duties as per official designation) Please use separate sheets, if necessary

10.A DO YOU HAVE PENDING ADMINISTRATIVE CASE ?

☐ NO

☐ YES

10.B HAVE YOU EVER BEEN DISMISSED FROM ANY EMPLOYMENT, FORCED TO RESIGN OR OTHERWISE DISCIPLINED AS A RESULT OF ADMINISTRATIVE CASE OR CONVICTED OF ANY VIOLATION OF LAW, ORDINANCE, OR REGULATIONS BEFORE ANY CIVIL COURT AND/OR MILITARY TRIBUNAL? ☐ NO ☐ YES, ATTACH COPY/IES OF DECISIONS

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 STATISTICALLY IMPROBABLE.

SIGNATURE OF APPLICANT & DATE

[TOP]

AFFIX

ADMISSION

STAMP

[BOTTOM]

12. DO NOT FILL THIS PORTION

ACTION TAKEN: ☐ APPROVED ☐ DISAPPROVED ☐ OTHERS

NAME/SIGNATURE OF PROCESSOR & DATE

APPLICATION RECEIPT

RECEIVED THE APPLICATION FOR THE (CAREER SERVICE EXECUTIVE) EXAMINATION OF THE APPLICANT WHOSE NAME, DATE OF BIRTH, SEX AND SIGNATURE APPEAR BELOW

APPLICANT'S PRINTED NAME _____
BIRTHDATE _____ SEX _____

APPLICANT'S SIGNATURE _____

RECENT
ID.
2.54 cm x 2.54 cm
PHOTO

DO NOT FILL THIS PORTION

ACTION TAKEN: ☐ APPROVED ☐ DISAPPROVED ☐ OTHERS

PROCESSOR'S PRINTED NAME & SIGNATURE
DATE RECEIVED/PROCESSED _____