



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**SGOD-2025-0166**

To : Assistant Schools Division Superintendent  
 Chiefs of the Schools Governance and Operations Division and  
 Curriculum Implementation Division  
 Ker Denzel G. Infiesto, Planning Officer III

Subject : **PARTICIPATION TO CAREER EXECUTIVE SERVICE BOARD  
 ASSESSMENT CENTER**

Date : March 26, 2025

Attached is the invitation letter from the Career Executive Service Board (CESB) for taking up the Assessment Center (AC), the second stage of the screening process for the conferment of the CES eligibility. Please be advised to prepare yourself and process the necessary documents prior to your schedule on May 18, 2025 at CESB Office, Quezon City.

To provide you with ample time to prepare, you are advised to be on official business in Quezon City on May 16, 2025 until May 19, 2025 as your official travel time back in your station.

All expenses relative to your participation and engagement with this stage are chargeable against Division MOOE funds subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent

Encl: As stated  
 SGOD/aba/kdgi

**RELEASED**

**MAR 27 2025**

RECORDS SECTION, SDO PANABO CITY  
 BY 



Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**



21 March 2025

**MR. KER DENZEL G. INFUESTO**

Planning Officer III

Schools Division Office of Panabo City

Department of Education

City Hall Grounds, Barangay J.P. Laurel, Panabo City

Dear Mr. Infiesto:

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 **18 May 2025 (Sunday) 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 28 March 2025 (Friday) since we can accommodate only 24 examinees. Confirmation is on a *first come first serve basis*. **Failure to submit confirmation slip and pay the AC fee or present a promissory note on the prescribed deadline shall constrain CESB to forfeit your slot and make it available to those in the waitlist. Please note that cancellation of your AC application after the prescribed deadline or failure to complete the AC will warrant the 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 April 2025 (Friday)**. 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.



- You are expected to be at the CESB Office at **6:00 AM to afford time for registration, initial orientation and breakfast. The exam proper will start at exactly 7:00 AM.**
- Please wear appropriate office attire, SMART watches are prohibited. Likewise, bring with you your **valid office I.D.** for proper identification and **two (2) pieces of 2"x2" recent I.D. picture.** Note that laptops will be provided by CESB.
- **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](mailto: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 or present a promissory note on the prescribed deadline. I am also made aware that cancellation of my AC application after the prescribed deadline will warrant the forfeiture of the AC Fee.

☐ No, I will defer my attendance to the AC.

\_\_\_\_\_  
Signature Over Printed Name