



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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Office of the Schools Division  
Superintendent

January 29, 2024

**DIVISION MEMORANDUM**

NO: 061 s. 2024

**REVIEW FOR CAREER EXECUTIVE SERVICE BOARD**

TO: Chiefs, CID and SGOD  
All Public Elementary and Secondary Principals  
All Others Concerned

1. This Office hereby disseminates communication from Gilbert Mirandilla Llovit, Proprietor, Manager and Strategist of the GML Review and Consultancy for those interested.
2. Please see attached Communication for more details.
3. For your information.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/EQA/SGOD/MCC/fct

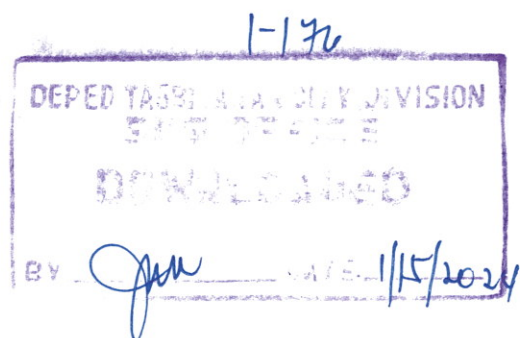
Fwd: Fw: GML CESO Trainings for Q1 - 2024 (with DPWH PE

Gilbert M. Llovit <llovitmpm@gmail.com>

Mon 1/15/2024 6:14 AM

📎 2 attachments (368 KB)

CES WE Appl. Form as of Feb. 2018.doc; New AC\_Application Form as of July 25, 2018\_1.pdf;



Warm and Blessed New Year Greetings from *GML Review and Consultancy!*

We trust and hope that all is well in receiving this Invitation.

As we put premium on our Organization's **Vision and Mission** for 2024, we are dedicated to turning our dream for personal and organizational excellence into reality. A challenging 2023 has catapulted us to several roadblocks and feats – the Year 2024 will even gear up for more grit of innovation and development, productive collaboration with stakeholders, leading by example, unleashing the best potential in our people carved with transformational impact; able to inspire others to do best and be the best version and extraordinary as well.

We are respectfully channeling our **Review and Training Portfolios** for the information and consideration.

We enjoin your interested SG 18 and up personnel to join our CESO Forum for all Levels on **Saturday January 20** via *Zoom* 9AM – CESWE Aspirants, AC and Panel Interview Takers. Zoom ID **861 9783 4414** and Passcode **289203**. Again this is for **FREE**.

The next CESWE is not yet Officially Released at the Website but it might be either **March 10 or March 17, 2024**. All those interested and qualified should FILE application not later last week of January 2024.

We have **CESWE Self-Review Packages 1 to 11** that can be availed especially those taking the CESWE for March 2024 onwards.

The **1st Preliminary Virtual CESWE Coaching** via Zoom is scheduled on **January 27, 2024** and this is **FREE** for those who availed ANY of the GML Review Packages previously or attended our Final Coaching in UP.

Our **Nationwide 2nd Level - AC Virtual Training** via Zoom will likewise be held on **February 10, 2024** Sunday 9:00AM to 12:00Noon. Advance payment required not later February 7, 2024 Wednesday to secure a virtual slot.

The **DPWH Promotional Examination FINAL Virtual Coaching** via ZOOM will be on Sunday - **January 21, 2024** at 9:00AM to



12:00noon exclusive to those who availed our 2024 Self-Review Module.

We can also hold **personalized/small group coaching** for CESWE, AC and Panel Interview in your respective locations - Luzon, Visayas and Mindanao. The Host may add administrative mark-up to the published rates of the Review.

We commend the **Department of Health Center for Health Development Bicol** for spearheading the **CESWE Review** for their Chiefs last year. Of the twelve (12) Takers, eleven (11) were able to pass the CESWE. GML has developed at least **458 CESWE Passers** and now occupying various echelons in the bureaucracy. It has developed recent CESWE **Topnotchers** with ratings of **91.20% and 91.52%**.

We are also conducting **Corporate Excellence Training-Workshops Teambuilding** in enhancing the spirit and values of collaboration, efficiency and interpersonal relationships of internal customers. We believe that satisfied internal clients lead to satisfied external clients.

For those Agencies certified to **ISO 9001:2015** for Quality Management System – we are conductive **Calibration Training for the Internal Quality Auditors (IQAs)** to enhance further the QMS and ensure a productive and value adding Surveillance Audits aimed at Zero NC. This training employs IRCA-simulated examination for the participants.

Likewise for those **Parents** in Bicol with children taking the 2024 Philippine Science, Legazpi City Science HS, UPCAT and BUCET, we are starting our 2024 **SUNDAY Management of Academic Retention and Transformational Excellence (SMARTE<sub>x</sub>)** The **SMARTE<sub>x</sub> Cluster 1** will be a Preparation for those taking the SY 2024-2025 and onwards - *National Competitive Examination (NCE)* by the *Philippine Science HS System, Bicol University and Legazpi City Science HS*. The **SMARTE<sub>x</sub> Cluster 2** will further prepare the Incoming **Grades 10, 11 and 12 for the College Entrance Tests in 2024-2025**



and thereby positioning them at strategic leverage in hurdling the competitive examination. This will start on Sunday **January 14, 2024** – 8AM Registration at BU CSSP Daraga Campus (Gates 6 and 7 entrance). Investment Fee is only P4,500 for the six (6) Sunday Morning Sessions – January 14, 28, February 4, 11, 18 and 25. NO CLASS on January 21.

We are humbly confident of meeting your standards and requirements.

**Disclaimers:** GML is NOT in any way connected or endorsed by the CESBOARD or any Agency. We are an independent review entity and has DTI, BIR, Philgeps (till 2024) and 2023 Mayor's (Daraga, Albay) Permit. There are NO absolute answers in this Trainings/Reviews. These materials do not guarantee that these will surface in the actual Exam. These are only guide questions, answers and activities in order to facilitate the calibration of competence of the applicants to the position. Any resemblance to persons, documentation and circumstances is only coincidental. GML preserves the **integrity** of the Examination. Several factors, criteria and qualifications are attributed to passing the Examination. Please refer to CESB or the concerned Agency for **accurate, verified and official information.**

We earnestly hope and pray that this **Communication** be **disseminated to all Channels** of the Organization and other Stakeholders for their kind information.

All payments to be wired to *Gcash* **0998 865 3431** and screenshot of payment shall be sent to *Messenger* **Gilbert Mirandilla Llovit.**

We hope that you will find the attachments in order. Should you have queries, please do not hesitate to get in touch with the undersigned at **0919 008 1032** or [llovit\\_gml@yahoo.com](mailto:llovit_gml@yahoo.com). For faster response please directly message **Gilbert Mirandilla Llovit** at *Messenger*. We look forward to serving your organization further; with client satisfaction, delight and advocacy always in mind.



God bless. Thank you very much and more power! Dios Mabalos.

Very respectfully yours,

**GILBERT MIRANDILLA LLOVIT**, MPM, IRCA, PCQI, ASQ CQIA, SMRIM

Proprietor, Manager and Strategist  
Strategic and Sustainability Consultant

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**Experience GML's sterling track record in assisting individuals and organizations create and add value for operational excellence.**

Our Review and Training Programs address the need and requirements of valued clients who wishes to be assisted in their certification to the international standard, bolster their academic propensities toward clinching entrance tests; and eligibilities in the third and highest level in the bureaucracy and improving organizational performance toward gaining necessary competencies. Hence they will be better equipped to maneuver challenges and roadblocks ahead.

### **Our Approach**

- Personalized and customized trainings that suit your needs
- Armored with a multitude of training and review tools – role plays, simulations, discussion, mock examination and other interactive formats, GML allow participants to engage in the various modules and achieving their learning goals.
- We aim to provide the leverage for growth and development – eventually catapulting innovation and breakthrough development. Participants gain necessary knowledge, develop skills and build networks. With various modalities – live and asynchronous, flexible solutions are developed according to the needs optimizing efficiency aligned to focused learning.

*Creating Impacts | Advancing Development | Accelerating Resilience*

GML Review and Consultancy | 0919 008 1032 |  
[llovit\\_gml@yahoo.com](mailto:llovit_gml@yahoo.com)

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***GML Review and Consultancy***

**Galvanizing Management and Leadership Excellence**





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## ASSESSMENT CENTER APPLICATION FORM

Full Name: (Surname, First name & Middle name)

Date of Birth:	Age:	Gender:	Civil Status:	Religion:
Appointed Position:				Salary Grade:
Current Position (if designated to other position):			Date of Designation:	
Agency/Office:				
Office Address:				
Home Address:				
Office Phone No.:		Fax No.:		
Mobile No.:		E-mail Address:		
In case of emergency, please notify (indicate contact number):				

Date of Written Exam (MATB/CEOE): \_\_\_\_\_ Supervisory Experience(No. of years/months) \_\_\_\_\_

### PLEASE CHECK APPROPRIATE BOX/ES.

- |                                                                            |                                                     |
|----------------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> First Time to Undergo AC                          | <input type="checkbox"/> AC Re-taker                |
| <input type="checkbox"/> Master in National Security Administration (MNSA) | <input type="checkbox"/> Date of previous AC: _____ |
| <input type="checkbox"/> Master in Public Safety Administration (MPSA)     |                                                     |
| <input type="checkbox"/> Career Service Executive Eligible (CSEE)          |                                                     |

### APPLICATION PROCESS

1. Accomplish AC application form and send to CESB at Fax Nos.: (02) 951-4983 / 951-3306 or thru e-mail address: nojuan@cesboard.gov.ph. Kindly verify from CESB if form was properly received.
2. All applications received by CESB shall be evaluated and processed in accordance with existing policies and standards. Since CESB can only accommodate 24 examinees per conduct, confirmation of participation will be on a **FIRST COME, FIRST SERVED BASIS**. CESB shall officially notify applicants of their AC schedule.
3. For **MNSA, MPSA, CSEE and AC Re-takers**, kindly submit the following documents together with this form:
  - ✓ Latest Appointment Paper
  - ✓ Service Record
  - ✓ Office Order indicating designation to a third level position
  - ✓ Certificate of Eligibility (for CSEEs only)
4. For further information, you may call the Eligibility and Rank Appointment Division (ERAD) at (02) 951-4981 locals 118/832 or visit our website: www.cesboard.gov.ph for updates.

*This is to certify that the above information is true and correct.  
I hereby confirm my intention to undertake the Assessment Center  
on the date provided by the Career Executive Service Board.*

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
DATE



QPERA01F01



Republic of the Philippines  
**CAReeR eXeCUTive SeRVICE BOARD**  
 No. 3 Marcelino St., Holy Spirit Drive, Quezon City  
 Tel. Nos. 951-4981 or 85 (trunkline) loc. 118 and 832  
 Website: www.cesboard.gov.ph

## CES Written Examination

**IMPORTANT:** READ THE 'NOTICE TO APPLICANT' BELOW BEFORE ACCOMPLISHING THE CES WRITTEN EXAMINATION APPLICATION FORM. DO NOT APPLY IF YOU ARE NOT QUALIFIED.

### NOTICE TO APPLICANT

1. An applicant must be a Filipino Citizen of good moral character and possesses the following requirements:

#### **A. Government Sector, Career Service**

- A.1 He/she must have been appointed to a CES position; or
- A.2 He/she must have been designated in an Acting Capacity or Officer-In-Charge (OIC) of a CES position for at least six (6) months; or
- A.3 He/she must have been appointed or designated/incumbent to at least a Salary Grade 18 (SG-18) position and actually performing adequate managerial and supervisory functions/experience for at least two (2) years.

#### **B. Government Sector, Non Career Service**

He/she must have been appointed to a non-career position whether under coterminous or contractual status in any department or agency of the government with at least three (3) years managerial and supervisory functions/experience, and has served the government for the same period at the time of his/her application; provided he/she must have been occupying a position equivalent or higher than salary grade 18 (SG 18) position.

#### **C. Private Sector**

Outstanding men/women from outside the government may be allowed to take the CES Written Examination; provided he/she falls under any of the following categories:

- C.1 A proprietor who is performing managerial/supervisory functions for at least three (3) years; and,
- C.2 An incumbent of a managerial position exercising supervisory functions, as defined under these rules, for a minimum period of three (3) years.

2. The following documents shall accompany this application form upon filing:

- A. Copy of appointment paper to present position authenticated by the office personnel/administrative officer;
- B. Service record authenticated by the office personnel/administrative officer;
- C. 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 or as OIC-division chief for at least two (2) years;
- D. Organizational Chart showing the applicant's place in the organization and duly certified by the Office Personnel/Administrative Officer;
- E. 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;
- F. Examination fee of ONE THOUSAND PESOS (Php1,000.00) which may be paid together with the filing of application form. Payments may also be deposited thru CESB's Land Bank of the Philippines Account No. 0622-1022-34. For interbranch payments, kindly fax deposit slip to CESB's fax no.: (02) 951-4983 indicating participant's name, agency and branch location where payment was deposited;
- G. Photocopy of a valid Identification Card (ID) containing the applicant's picture, signature, birth date and signed by the Authorized Official; and,
- H. Self-stamped envelope/prepaid courier pouch (with complete mailing address)

3. Please make sure this form is completely filled up. Only applications with complete requirements, i.e. items A, B, C, D, E, F, G, and H will be processed.

4. Late submission of application may be allowed until two (2) weeks after the deadline but with an additional charge of FIVE HUNDRED PESOS (Php500.00) or fifty percent of the application fee.

5. Accomplished application forms must be filed directly with the Career Executive Service Board, No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City either personally or by mail. For inquiries, you may contact Tel. nos. 951-49 81 or 85 (Trunkline) locals 100 & 832.

#### **Note:**

1. An applicant who fails to meet the cut-off score may be allowed to retake the test only after one (1) year reckoned from the date of his/her last examination.

2. An incumbent of a CES position may be allowed to retake the test after six (6) months reckoned from the date of his/her last examination, however, the one (1) year interval requirement shall be observed for succeeding retakes thereafter.



## CES Written Examination

APPLICATION NO. \_\_\_\_\_

### A. PERSONAL CIRCUMSTANCES

1. SURNAME		FIRST NAME		MIDDLE NAME		Recent 2" x 2" Photo
2. Name of Office and Office Address (please indicate the zip code)						
3. Home Address						
4. Office Tel. No.:				5. Fax No.:		
6. Mobile No.:				7. Email Address:		
8. Date of Birth	9. Place of Birth		10. Age		11. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
12. Citizenship	13. Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/d <input type="checkbox"/> Separated <input type="checkbox"/> Annulled		14. Height (Meters)		15. Weight (Kilos)	
16. Language/s or Dialect/s Spoken			17. Religion		18. Identifying Marks	
19. Name of Spouse (if married) _____ Gender _____ Birthdate _____ Children _____ _____						

### B. WORK EXPERIENCE

Present Employment: ☐ Government Sector ☐ Private Sector

20. Title of Present Position	21. Date Appointed to Present Position	22. Salary Grade
23. If designated in OIC/Acting capacity, state present designation (Please attach certified true copy of the designation/special order.)		24. Date designated as OIC/Acting
25. Your duties (as per official designation). Please use separate sheet if necessary:          		
26. Employment History in managerial positions (use separate sheet if necessary)		
POSITION / OFFICE	INCLUSIVE DATES	SALARY GRADE

### C. EDUCATION (please use separate sheet, if necessary)



Level of Education	School Graduated	Inclusive Dates	Degree Received	Academic Honors Received
College				
Graduate (MA/MS)				
Post Graduate(Ph.D.)				
Vocational				
Others				

#### D. SCHOLARSHIP/S RECEIVED

Title _____	Title _____
Sponsor _____	Sponsor _____
Inclusive Dates _____	Inclusive Dates _____
<input type="checkbox"/> Local <input type="checkbox"/> Foreign	<input type="checkbox"/> Local <input type="checkbox"/> Foreign

#### E. MAJOR CIVIC & PROFESSIONAL AFFILIATION/S

Organization _____	Organization _____
Position _____	Position _____
Inclusive Dates _____	Inclusive Dates _____

#### F. IMPORTANT STUDIES/RESEARCHES/PAPERS WRITTEN

Title _____	Title _____
Publisher _____	Publisher _____
Date _____	Date _____

#### G. AWARD/S RECEIVED

Title _____	Title _____
Sponsor _____	Sponsor _____
Date _____	Date _____

#### H. FIELD/S OF SPECIALIZATION / EXPERTISE

<input type="checkbox"/> Agrarian reform	<input type="checkbox"/> Health & Medical Science	<input type="checkbox"/> Social Services
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Information Tech. / M.I.S	<input type="checkbox"/> Sports
<input type="checkbox"/> Arts/Humanities	<input type="checkbox"/> Labor Administration	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Business Mgmt.	<input type="checkbox"/> Law	<input type="checkbox"/> Tourism
<input type="checkbox"/> Communication Arts	<input type="checkbox"/> Local Gov't Administration	<input type="checkbox"/> Trade & Industry
<input type="checkbox"/> Culture	<input type="checkbox"/> Nat'l Security & Defense	<input type="checkbox"/> Transportation
<input type="checkbox"/> Economics	<input type="checkbox"/> Planning	<input type="checkbox"/> Urban Development
<input type="checkbox"/> Education	<input type="checkbox"/> Policy Administration/Mgmt.	<input type="checkbox"/> Project Management
<input type="checkbox"/> Energy Dev't & Mgmt.	<input type="checkbox"/> Public Works & Highways	<input type="checkbox"/> OTHERS, Please Specify
<input type="checkbox"/> Environment & Natural Resources	<input type="checkbox"/> Research	_____
<input type="checkbox"/> Finance	<input type="checkbox"/> Rural Development	_____
<input type="checkbox"/> Foreign Affairs	<input type="checkbox"/> Science & Technology	

**I. ELIGIBILITY ACQUIRED (Civil Service/Board/Bar Examinations Passed)**

Title	Date Taken	Place	Rating

**J. MANAGEMENT AND SPECIAL TRAINING/S ATTENDED**

Title	_____
Sponsor	_____
Inclusive Dates	_____
Venue	_____

Title	_____
Sponsor	_____
Inclusive Dates	_____
Venue	_____

**K. OTHER INFORMATION**

27. Have you ever been dismissed from any employment, forced to resign, or otherwise disciplined as a result of an administrative case? If "yes", state the nature of the charge and penalty. \_\_\_\_\_
28. Do you have any pending administrative or criminal case? \_\_\_\_ If "yes", state the nature of the case and where it is pending. \_\_\_\_\_
29. Have you ever been arrested, accused or convicted for any violation of law or ordinance before any court, or have you been charged with or tried for any breach or infraction of military, or police discipline before any tribunal or authority? \_\_\_\_\_  
If "yes", state the nature of the charge and penalty. \_\_\_\_\_
30. Have you taken the CES Written Exam before? \_\_\_\_ If "yes", please specify the date/s. \_\_\_\_\_

**TO BE FILLED-UP BY THE HEAD OF PERSONNEL/ADMINISTRATIVE DEPARTMENT**

**Note:** For those designated in an acting capacity or officer-in-charge of a CES position.

*This is to certify that Mr./Ms. \_\_\_\_\_ of this Agency/Office has been in an acting capacity or officer-in-charge of a Career Executive Service (CES) position for at least six (6) months.*

\_\_\_\_\_  
NAME and ADDRESS OF AGENCY/OFFICE

\_\_\_\_\_  
NAME & POSITION OF HEAD OF  
PERSONNEL/ADMINISTRATIVE DEPARTMENT  
(Signature over Printed Name)

**TO BE FILLED-UP BY THE HEAD OF PERSONNEL/ADMINISTRATIVE DEPARTMENT**

**Note:** For those occupying Salary Grade 18 to 24 and other managerial positions in the career/non-career service (government sector) and those in the private sector.

*This is to certify that Mr./Ms. \_\_\_\_\_ of this Agency/Office has been performing supervisory/ managerial functions (i.e. directing & approving work outputs of employees; delegating functions to the staff; monitoring & rating employees' performance based on duly approved performance targets; & supervising the unit/division based on the staffing pattern/organizational structure), and supervising/managing \_\_\_\_\_ staff for \_\_\_\_\_ years now.*  
*(number of staff) (number of years)*

\_\_\_\_\_  
NAME and ADDRESS OF AGENCY/OFFICE

\_\_\_\_\_  
NAME & POSITION OF HEAD OF  
PERSONNEL/ADMINISTRATIVE DEPARTMENT  
(Signature over Printed Name)

**L. NAME/S & POSITION OF SUPERIOR/S**



NAMES & POSITION OF SUBORDINATES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NAME AND POSITION OF HEAD OF PERSONNEL/  
ADMINISTRATIVE DEPARTMENT  
(Signature over Printed Name)

M. TESTING CENTER PREFERENCE

☐ Manila ☐ Cebu ☐ Davao ☐ Others \_\_\_\_\_ Date of Examination \_\_\_\_\_

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 FOUND TO BE STATISTICALLY IMPROBABLE.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Right Thumbmark

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
ADMINISTERING OFFICER  
(Printed Name/Signature)

\_\_\_\_\_  
POSITION/OFFICE

NOTE: The Administering Officer may be one of the following: *Office Personnel or Administrative Officer, Legal Officer, Head of Agency or Notary Public.*