



06 JAN 2023

Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

4:16 pm

06 Jan 2023

**DIVISION MEMORANDUM**

No. 010, s. 2023

**PROJECT EXCEL (EXCEPTIONAL AND COMMITTED EDUCATION LEADERS)**

To : OIC - Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Schoolheads

1. SDO Biñan City is committed to ensure the unhindered access of its officials and employees to learning opportunities. Pursuant to DepEd Order No. 88, s. 2012 and CESB Resolution No. 79, Career Service Executive Board (CESB) adopted Revised Integrated Rules on the Grant of Career Executive Service (CES) Eligibility, as amended by CESB Resolution No. 1354, this Office announces the conduct of **Project EXCEL (Exceptional and Committed Education Leaders): Free CES-Written Examination (CES-WE) and Education Management Test (EMT) Review on January 25- March 2, 2023, 3:00 p.m. at the SDO 4<sup>th</sup> Floor.**

2. CES eligibility is acquired by passing the four-stage CES eligibility examination process which consists of the following stages: CES Written Examination; Assessment Center; Performance Validation; and Board Interview.

3. The CES-Written Examination (CES-WE), formerly called the Management Aptitude Test Battery (MATB) is 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. Currently, the CES-WE is composed of 220 test items with seven (7) sub-tests, as follows: Error Recognition, Reading Comprehension, Data Interpretation, Logical Reasoning, Information, Management Concepts and Problems and Essays. The test is administered for 2 hours and 55 minutes.

4. The Schools Division Superintendents Examination, otherwise known as the Educational Management Test (EMT) shall be administered by the Department of Education (DepEd) every five years unless otherwise recommended by the DepEd Executive Committee due to existing vacancies.

5. Passing the EMT shall be a prerequisite for appointment to Assistant Schools Division/City Superintendent (ASDS) and Schools Division/City Superintendent (SDS) positions.

6. Below are the eligibility requirements for Filipino citizens of good moral character:



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
Telephone Nos.: 511-4143/511-8620/511-4191/511-8746  
Email Address: [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)  
Website: [depedbinan.com](http://depedbinan.com)

A. Government Sector, Career Service:

- i. Appointed or designated in acting capacity or Officer-In-Charge (OIC) of CES position for at least six (6) months; or
- ii. Appointed or designated to a position with a corresponding salary grade 18 or higher that requires performance of managerial and supervisory functions for at least two (2) years;

B. Government Sector, Non-Career Service:

- i. Currently appointed, under a contractual status or coterminus status, to a non-career government position that is higher than a Division Chief; and
- ii. Has at least three (3) years managerial experience.

C. Private Sector

- i. A person of outstanding qualification who are either a proprietor or an incumbent of a position performing managerial/supervisory function for at least three (3) years.

Managerial/supervisory functions pertain, but are not limited to, directing, and approving the work outputs of concerned employees; delegating functions to the staff; monitoring and rating employees' performance based on the duly approved performance targets/plans; and supervising the unit or section/division based on the staffing pattern or organizational structure.

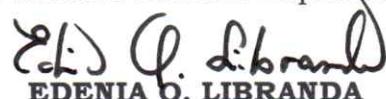
7. Interested participants are requested to pre-register at <https://tinyurl.com/CESWEEEMTReviewBinan> on or before **January 20, 2023**.

8. Final list of participants on the said review sessions, review schedules, coaches and technical working group shall be released in a separate memorandum.

9. For any related concerns regarding this activity, please contact Ms. Mary Joy L. Cabiles, Senior Education Program Specialist-HRD Section at (049) 511-4191 or 0961-761-6828.

10. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent:



**EDENIA O. LIBRANDA**

Chief Education Supervisor  
Officer-in-Charge  
Office of the Assistant Schools Division Superintendent

Encl: None

Reference: DepEd Order No. 88, s. 2012

CESB Resolution No. 791

CESB Resolution No. 1354

SGOD/HRD / EOL / MJLC / DM-Project EXCEL: Free CESWE and EMT Review  
/ 01/06/2023



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