



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

April 14, 2026

DIVISION MEMORANDUM

No. **225** s. 2026

**SUBMISSION OF NAMES OF POTENTIAL CAREER EXECUTIVE SERVICE-
WRITTEN EXAMINATION (CES-WE) TAKERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principal/Head Teacher In-charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In line with the Regional Memorandum No. 358, s. 2026, titled Submission of Names of Potential Career Executive Service- Written Examination (CES-WE) Takers, this office enjoins all District Offices to identify and submit the names of qualified personnel using the consolidated Nomination Form, duly signed by the Public Schools District Supervisor to the School Governance and Operations Division **on or before April 23, 2026**.
2. The Career Executive Service-Written Examination (CES-WE) administered by the Career Executive Service Board (CESB) is the first of the four-stage Career Executive Service (CES) Eligibility process. It is designed to assess the executive, managerial, and leadership competencies of government officials performing supervisory, managerial, and policy-related functions.
3. The identification and nomination of potential CES-WE takers shall be guided by the minimum qualifications set by the CESB and additional requirements set, as follows:
 - a. Filipino citizen;
 - b. Career service officer holding a permanent appointment in the government;



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- c. Occupying a supervisory or managerial position with Salary Grade (SG) 18 or higher, or its equivalent;
 - d. With at least three (3) years of supervisory and/or managerial experience;
 - e. Holder of at least a bachelor's degree from a recognized higher education institution; and
 - f. With no pending administrative or criminal case, and not convicted of any offense involving moral turpitude;
 - g. Performance Rating of CY 2025 with at least Very Satisfactory Rating
 - h. For School Head Applicants:
 - a. Performance Rating for SY 2024-2025 with at least Very Satisfactory Rating
 - b. SBM Level of Practice with at least Level II-Maturing rating; and
 - c. Certification of no unliquidated cash advances.
3. Nominees are advised to submit the following documentary requirements in hard copy in long white folder with cover page and soft copy to be uploaded in the link below **on or before April 23, 2026**:
- 1) Live Birth/ NSO/PSA
 - 2) Latest Appointment
 - 3) Service Record
 - 4) Transcript of Records
 - 5) Certification of no pending case signed by the PSDS
 - 6) OPCRIF / IPCRF for CY 2025/SY 2024-2025
 - 7) For School Head
 - a. SBM Level of Practice
 - b. Certification of No. unliquidated cash advances
4. Attached is the Nomination Form which contains the needed information.
5. The hard copies of the requirements stated in Section 2 shall be kept by the SDO TA Focal Person while the scanned copies shall be uploaded by the nominees to the link **<https://tinyurl.com/tpf82cs7>**. There is a corresponding folder per District where the nominee can upload the scanned documentary requirements. The nominee will create a folder with the file name format: SURNAME, GIVEN NAME, MIDDLE NAME (all Caps) with the scanned



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documentary requirements with file name as stipulated in the list of documentary requirements uploaded in the respective District folder. The SDO will screen the uploaded documentary requirements and identify the qualified nominees before forwarding the consolidated Nomination Form and validated documentary requirements to the Regional Office through the Field Technical Assistance Division.



6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of L&D interventions on the account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunities.
7. Immediate dissemination of and compliance with this Memorandum are desired.


FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

Enclosure: As stated

Reference: R.M. No. 358, s. 2026, CESB Rules and regulations

To be indicated in the Perpetual Index
under the following subjects:

**ASSESSMNET
SEARCH**

**EMPLOYEES
SCHOOLS**

**POLICY
SUPERVISION**



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Enclosure No. 1 to DM No. **225** s. 2026

NOMINATION FORM

| No. | Full Name (Juan A. Dela Cruz) | Current Position | Office Assignment | Salary Grade | Years of Supervisory and/or Managerial Experience | Highest Educational Attainment | Email Address | Mobile Number |
|-----|-------------------------------------|---------------------|----------------------|-----------------|---|--------------------------------------|------------------|------------------|
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CERTIFICATION

I hereby certify that the above-listed nominees meet the minimum qualifications for the Career Executive Service-Written Examination (CES-WE) and have submitted complete documentary requirements for evaluation.

Public Schools District Supervisor

Signature Over Printed Name



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