



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

August 11, 2026

DIVISION MEMORANDUM

No. **450**, s. 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS OF NOMINEES FOR THE
POOL OF POTENTIAL TEST TAKERS OF CAREER EXECUTIVE
SERVICE – WRITTEN EXAMINATION (CES-WE)**

To: Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public School District Supervisors
Principals/Head Teacher-in-Charge of the District
Heads of Public & Private Elementary, Secondary, & Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 780, s. 2026 regarding the **Submission of Documentary Requirements of Nominees for the Pool of Potential Test Takers of Career Executive Service – Written Examination (CES-WE)**, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MARY CHERRY LYNN M. TABERNILLA EdD
Education Program Supervisor - Science
Curriculum and Implementation Division
In-charge of the Division

Enclosure: As stated
To be indicated in the Perpetual Index
Under the following subjects:

ASSESSMENT

REQUIREMENTS

EMPLOYEES

CIU/jpsb



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

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REGIONAL MEMORANDUM
No. 780, s. 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS OF NOMINEES FOR
THE POOL OF POTENTIAL TEST TAKERS OF CAREER EXECUTIVE
SERVICE – WRITTEN EXAMINATION (CES-WE)**

To: Assistant Regional Director
Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

1. Relative to **Regional Memorandum No. 358, s. 2026**, titled "**Submission of Names of Potential Career Executive Service – Written Examination (CES-WE) Takers**," this Office, through the **Field Technical Assistance Division (FTAD)**, requests the submission of the complete documentary requirements of all officially nominated **CES-WE applicants** to facilitate the regional validation and endorsement process and the creation of a Pool of Potential Takers.
2. All Schools Division Offices (SDOs) and Regional Office Functional Divisions are requested to ensure that the nominees identified pursuant to **Regional Memorandum No. 358, s. 2026** submit the complete documentary requirements and satisfy the qualification standards prescribed therein.
3. The complete documentary requirements of each nominee, together with the duly accomplished and signed Nomination Form, shall be reviewed and validated by the concerned Schools Division Office or Functional Division prior to submission to the Regional Office. The consolidated submissions shall be submitted in **hard copy** to the **Field Technical Assistance Division (FTAD)**, **DepEd Regional Office VI**, and an **electronic copy** shall likewise be transmitted through the official email address **region6.ftad@deped.gov.ph** on or before **August 20, 2026**, following the submission procedures prescribed in **Regional Memorandum No. 358, s. 2026**.
4. The FTAD will conduct the regional validation of all submitted documentary requirements and coordinate with the concerned Schools Division Offices and Functional Divisions regarding deficiencies or additional documentary requirements, when necessary. Only nominees with complete and compliant documentary submissions will be included in the pool.



Republic of the Philippines
Department of Education
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5. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Regional Director

Encl: As stated
Reference: Regional Memorandum No. 358, s. 2026
To be indicated in the Perpetual Index

Assessment

Requirements

Employees

SPB/FTAD/Submission of Documentary Requirements...
00_/July 23, 2026



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

APR 08 2026

REGIONAL MEMORANDUM
No. 358, s. 2026

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

To: OIC-Assistant Regional Director
Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

1. In line with the Department of Education's continuing efforts to strengthen leadership development and ensure a ready pool of competent executives, this Office through the Field Technical Assistance Division, enjoins all concerned offices to identify and submit the names of qualified personnel who may be encouraged to take the **Career Executive Service – Written Examination (CES-WE)** administered by the Career Executive Service Board (CESB).

2. The CES-WE 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 by this Office, as follows:

- a) Filipino citizen;
- b) Career service officer holding a permanent appointment in the government;
- 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 for 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.



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4. Concerned offices are encouraged to nominate personnel who exhibit leadership potential, managerial competence, integrity, and readiness to assume higher executive responsibilities.
5. Attached is the Nomination Form which contains the needed information.
6. The hard copies of the requirements stated in Section 3 shall be kept by the SDO/RO TA Focal Person while the scanned copies shall be uploaded to the link <https://tinyurl.com/CESWERepo2026>



7. The consolidated Nomination Form, duly signed by the Schools Division Superintendent or Functional Division Chief concerned for the Regional Office Personnel, shall be submitted to the Field Technical Assistance Division through the official email and hard copy on or before **April 30, 2026**.

email address: region6.ftad@deped.gov.ph

8. Immediate dissemination of this Memorandum is desired.


CRISTITO A. ECO, CESO III
Regional Director

Encl: As stated
References: CESB Rules and Regulations
To be indicated in the Perpetual Index
Under the following subjects
Assessment
Employees
Search

JLD/FTAD / Memo of CES-WE
00_/February 13, 2026



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

Enclosure No.1 to RM No. 358 s. 2026

NOMINATION FORM

No.	Full Name	Current Position	Office Assignment	Salary Grade	Years of Supervisory and/or Managerial Experience	Highest Educational Attainment	Email Address	Mobile Number

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.

Signature over Printed Name
Schools Division Superintendent (for SDO Nomination)
Chief Education Supervisor (for RO FDs Nomination)