POLICY ON THE CONDUCT OF THE COMPUTER-AIDED ASSESSMENT CENTER (AC)

CESB RESOLUTION NO. 1088, June 13, 2013

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WHEREAS, Presidential Decree No. 1 dated September 24, 1972, created the Career Executive Service Board (CESB) to serve as the governing body of the Career Executive Service (CES) and to promulgate rules, standards and procedures on the selection, classification, compensation and career development of members of the Career Executive Service;

WHEREAS, Paragraph 5 (a), Article IV, Part III of the Integrated Reorganization Plan, approved under P.D. No. 1 provides that "a person who meets such managerial experience and other requirements and passes such examinations, as may be prescribed by the Board, shall be included in the register of career executive eligibles;"

WHEREAS, the Career Executive Service (CES) Eligibility examination process consists of four stages, namely: 1.) Written Examination; 2.) Assessment Center; 3.) Performance Validation; and, 4.) Board Interview;

WHEREAS, the Assessment Center (AC), which is the second stage of the CES Eligibility Examination is a series of simulation exercises designed to measure an examinee's managerial capability and potential;

WHEREAS, there is a need to make the existing policies on the examination process more responsive and practicable to enable the Board to fulfill its mandate to form a continuing pool of well selected and development oriented career administrators who shall provide competent and faithful service in the CES;

WHEREAS, the necessity for a computer-aided AC was brought about by concerned applicants with special needs, i.e. have impaired motor disabilities and/or physical limitations;

WHEREAS, to address this concern, the Board in its 13 June 2013 meeting was presented with an agenda on the proposed computer-aided AC process and the appropriate security measures to be adopted to further strengthen security, documentation and monitoring measures and to ensure an orderly, proper and credible conduct of the Computer-Aided AC Process;

WHEREAS, in the said meeting, the Board took cognizance of the physical limitations of applicants with special needs, thus approved said proposal taking into account the required application process and security measures to be adopted. The Board also instructed that a pilot test should first be administered;

NOW THEREFORE, foregoing premises considered, the Board RESOLVES, as it is hereby RESOLVED, to adopt the following rules and procedures on the conduct of the computer-aided AC.

THE COMPUTER-AIDED AC PROCESS

1.

OBJECTIVE/PURPOSE

This policy is intended to address the concern of applicants with special needs and to provide them an equal opportunity to undergo the AC process notwithstanding the disability conditions and physical limitations they are faced with.

2. REQUIREMENT FOR QUALIFICATION IN THE COMPUTER-AIDED AC EXAM

2.1

Detected/diagnosed to have special needs, i.e. impaired motor disabilities and/or other physical limitations by a licensed medical doctor;

3.

COMPUTER-AIDED AC PROCESS

3.1

Application and submission of Documents to CESB. Qualified applicants must submit the following:

3.1.1

Duly accomplished AC Application form;

3.1.2

Letter-request addressed to the CESB Executive Director signifying intent to take the computer-aided AC;

3.1.3

Medical Certificate issued by a licensed medical physician indicating present health condition/disability;

3.2

Evaluation and Assessment of Application

3.2.1

The applicant’s documents shall be assessed and evaluated by the AC Project Officer, who is also tasked to review the authenticity and completeness of the documents submitted;

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3.2.2

The AC Project Officer shall submit an Evaluation/Assessment Report indicating that the applicant have met the above mentioned requirements and is qualified to take the computeraided AC. The report shall also include the profile of the applicant together with the required documents. The Evaluation/ Assessment report shall be reviewed by the Eligibility and Rank Appointment Division (ERAD) Chief and approved by the Executive Director;

3.2.3

The Evaluation/Assessment Report shall be tabled for the Board's final decision and approval.

3.3

Board Approval

3.3.1

The Board shall review the Evaluation/Assessment Report and render its final decision on the applicant's request;

3.4

Notice of Admission

3.4.1

The applicant shall be issued a Notice of Admission to take the computer-aided AC upon the Board's approval of his/her request.

FRANCISCO T. DUQUE III
Vice-Chairperson

By Authority:

(SGD) NIEVES L. OSORIO

(SGD) CHARITO R. ELEGIR
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Attested by:

(SGD) IMELDA B. GUANZON
Board Secretary III

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