



MC No. 07, s. 2002

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : SECOND INTERVIEW OF CSEE

Since 1996, the Civil Service Commission has been administering the Career Service Executive Examination (CSEE) to establish a register of eligibles for appointment to third level or career executive service positions. The administration of the CSEE by the Commission is in accordance with its responsibility, as the central personnel agency of the government, to strengthen the merit system for all levels and ranks in the civil service.

The CSEE consists of two phases: written test and interview. The written test measures competencies in areas such as communication arts, logical reasoning, data analysis, and management and leadership concepts. Those who pass the written test undergo an interview administered by the Commission. Consequently, those who pass both phases are conferred the Career Service Executive Eligibility.

Those who failed in the interview phase may request for a second interview in any one of the two consecutive regular CSEE interviews immediately following the interview taken, as provided for in CSC Resolution No. 020291 dated February 26, 2002. Examinees requesting for a second interview have the option to choose the venue of the interview, either in the CSC regional office where they were first interviewed or at the CSC central office. The second interview fee is P700.00. All incidental expenses of the examinees wishing to be interviewed at the CSC central office shall be borne by the examinees.

Requests for second interview must be sent directly to the CSC office, regional or central, depending on the choice of interview venue. The second interview is available only for examinees of the June 17, 20001 CSEE and the future CSEEs. Those who fail in the second interview will take again the two phases of the CSEE.


KARINA CONSTANTINO-DAVID
Chairman

March 06, 2002
OREP