



Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City
1127 Tel Nos. 951-4981 to 85 (Trunkline) / 951-3306 (Fax)
www.cesboard.gov.ph

**Circular No. 2
Series of 2005**

- TO :** All Heads of Departments and Agencies of the National Government, Including Government-Owned or Controlled Corporations with Original Charters, and all Officials in the Career Executive Service
- SUBJECT :** PROVIDING GUIDELINES IN THE CONDUCT AND ADMINISTRATION OF THE SENIOR CAREER EXECUTIVE OFFICER ASSESSMENT PROGRAM (SCAP) OR THE HURDLE

Pursuant to CESB Resolution No. 576 dated March 9, 2005, the Board hereby adopts the following Guidelines in the Conduct and Administration of the Senior Career Executive Officer Assessment Program (SCAP) or the Hurdle. These guidelines, outlined hereunder, shall form part of the screening process for CESO rank IV holders aspiring to become Senior CESOs.

Section 1. Admission Requirements. All participants to the hurdle must comply with the following requirements before they can be admitted to participate in the screening process:

- a) Must have at least three (3) years incumbency as CESO IV with three (3) "Very Satisfactory" Career Executive Service Performance Evaluation System ratings in said CES rank. Provided, that an "Outstanding" rating obtained by the CESO during the year shall be equivalent to two (2) years of experience in the CES rank.
- b) Must submit a self-certification stating that he/she has no pending administrative or criminal case filed against him/her.

Section 2. Categories of Ratings. Participants in the hurdle shall receive a rating of either "High Pass", "Pass", "Not Ready", or "Fail". The four (4) categories of ratings shall be governed by the following rules:

- a) Those who obtained a rating of either "High Pass" or "Pass" in the hurdle shall be recommended for promotion to CESO III, provided,

they have already complied with all the requirements prescribed under CESB Resolution No. 453, s. 2002.

- b) Those who have been found “Not Ready” for promotion to CESO III shall be allowed to retake the hurdle after one (1) year reckoned from the date of the hurdle last taken.
- c) Those who obtained a rating of “Fail” shall be allowed to retake the hurdle only after three (3) years reckoned from the date of the hurdle last taken.
- d) In no case shall a retaker in the hurdle receive a “High Pass” rating.

In this regard, all concerned are formally notified for their guidance and information.

This circular takes effect immediately.

signed
KARINA CONSTANTINO-DAVID
Chairperson

Attested by:

signed
MARY ANN Z. FERNANDEZ - MENDOZA, CESO I
Executive Director