



Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
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**Circular No. 6
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 : STRICT IMPLEMENTATION OF THE BOARD POLICIES ON PRESCRIPTIVE PERIODS AND STRICT ADHERENCE TO DEADLINES ON SUBMISSION OF REQUIRED DOCUMENTS PRESCRIBED BY THE BOARD**

Pursuant to CESB Resolution No. 593 dated July 12, 2005, the Board adopts a policy providing for the strict implementation of the Board policies on prescriptive periods and strict adherence to deadlines on submission of required documents.

The Board, through CESB Resolution No. 459 series of 2002 dated October 8, 2002, issued the Revised Rules on the Career Executive Service (CES) eligibility adopting a four-stage CES eligibility examination process consisting of the 1) Management Aptitude Test Battery (MATB); 2) Assessment Center (AC); 3) Board Interview and 4) Performance Validation on-the-Job. The same resolution provides for prescriptive periods on the MATB, Assessment Center, Completion of the CES eligibility examination process and deadlines in the submission of documentary requirements in the Board Interview and the Performance Validation stage. Moreover, the Board also issued, among others, CESB Resolution No. 485 dated June 5, 2003 allowing MATB passers and MNSA and MPSA graduates from 1997 onwards to signify within fifteen (15) days from the date of publication of the said resolution in the Official Gazette, Public Manager and/or paper of national circulation their intention in writing to proceed to the next stage, which is the Assessment Center, otherwise, they shall be deemed to have abandoned the same.

In the implementation of the above-cited policy resolutions, the Board on several occasions sent ultimatum letters to applicants due to non-compliance with the prescriptive period, non-submission of the required documents and lack of interest to pursue the CES eligibility examination process. A substantial number of applicants despite due notification through ultimatum letters sent to them failed to comply with the prescribed requirements and, therefore, were not allowed to proceed with the examination process. As a matter of fact, they were de-listed from the roster of applicants.

The Board, however, observed that after it has de-listed a number of applicants from the CES eligibility examination process due to the above-cited reasons, it continued to receive request for reconsiderations from de-listed applicants.

Hence, the Board decided to strictly implement its policies on prescriptive periods and strictly adhere to the deadlines in the submission of the required documents prescribed by the Board through its various policy resolutions.

The request for reconsideration of applicants, who failed to comply with the policies of the Board on prescriptive period and/or failed to adhere to the deadlines prescribed for the submission of the required documents, shall be outrightly denied by the Board through the CESB Secretariat except under highly exceptional circumstances.

The existence of highly exceptional circumstances may be determined by the concurrence of the following conditions:

- a) There is proof of interest/initiative on the part of the applicant to pursue his/her CES eligibility; and,
- b) Failure to comply with the policies of the Board on prescriptive period and/or failure to adhere to the deadlines in the submission of the required documents is not due to the fault of the applicant.

signed
KARINA CONSTANTINO-DAVID
Chairperson

Attested by:

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

28 October 2005
Date