



Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**  
No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City  
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[www.cesboard.gov.ph](http://www.cesboard.gov.ph)

**Circular No. 8**  
**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 :** ENJOINING THE HUMAN RESOURCE DEVELOPMENT OFFICES (HRDOs) OF THE VARIOUS DEPARTMENTS OF THE NATIONAL GOVERNMENT AND THEIR ATTACHED AGENCIES AND BUREAUS, INCLUDING THE GOVERNMENT OWNED OR CONTROLLED CORPORATIONS (GOCCs) COVERED BY THE CAREER EXECUTIVE SERVICE (CES) TO SUBMIT REPORTS TO THE CES BOARD

The Career Executive Service Board (CESB) in the governance of the Career Executive Service (CES) needs relevant information and other constant updates from the various departments of the national government and their attached agencies and bureaus, including the government-owned or controlled corporations covered by the CES. Such information is essential particularly in the decision-making, policy formulation, and in the implementation of the various programs and activities of the CES Board. On the other hand, the various departments also request vital data and information from the CES Board, which they use for reference and decision-making purposes.

Relative to this, the Human Resource Development Offices (HRDOs), as the official custodian of the personnel records of their respective officials and employees, more specifically the Directors and the most senior Human Resource Management Officers (HRMOs), are hereby enjoined to regularly submit at the end of each quarter the following reports to the CES Board:

1. CES Occupancy Report (CESB Form No. 1);
2. Report on Movements of CES Officials (CESB Form No. 2);
3. Report on CES Officials on Official Leave of Absence (CESB Form No. 3);
4. Report on CESOs and CES Eligibles Occupying Non-CES positions (CESB Form No. 4);
5. Report on Officials with Pending Cases (CESB Form No. 5);
6. Report on Vacant CES Positions (CESB Form No. 6); and,
7. Directory Updates (CESB Form No. 7)

Copies of these forms are available in downloadable form at [www.cesboard.gov.ph](http://www.cesboard.gov.ph).

This circular shall take effect immediately.

**signed**  
**KARINA CONSTANTINO-DAVID**  
Chairperson

Attested by:

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

09 December 2005  
Date