



Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127
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Circular No. 4
Series of 2008

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 : DOCUMENTARY REQUIREMENTS FOR CONFERMENT OF CAREER EXECUTIVE SERVICE (CES) ELIGIBILITY

Pursuant to CESB Resolution No. 729 entitled "Documentary Requirements for Conferment of Career Executive Service (CES) Eligibility," dated March 14, 2008, candidates for Career Executive Service (CES) eligibility shall be required to submit the following documentary requirements:


1. Personal Data Form;
2. Candidates' Profile;
3. Organizational chart of the candidates' Office or Agency;
4. List of immediate superior/s and subordinates as certified by the Personnel Officer/HRMO;
5. Recent appointment paper and Service Record;
6. Detailed information about the pending case/s, if any;
7. Recent Performance Rating;
8. Sworn Statement of Asset and Liabilities, and Net Worth, Disclosure of Business Interests and Financial Connections and Identifications of Relatives in the Government Service;
9. Income Tax Return (for candidates from the private sector) or the Joint Certification (for candidates from the government sector), which is issued pursuant to Revenue Regulations No. 2-98, as amended by Revenue Regulations No. 3-2002, and Employer's Certificate of Compensation Payment/Tax Withheld (BIR Form No. 2316). In case the candidates are self-employed they are also required to submit (Annual Income Tax Return for Self-employed (BIR Form No. 1701).
10. Clearances from the following Offices:
 - a.) Office of the Ombudsman;
 - b.) Sandiganbayan;
 - c.) Civil Service Commission;
 - d.) Presidential Anti-Graft Commission (PAGC), if presidential appointee.

For the information and guidance of all concerned.

CESB Resolution No. 726 was published on April 28, 2008 in the Official Gazette.


BERNARDO P. ABESAMIS
Chairperson

Attested by:


MA. ANTHONETTE VELASCO - ALLONES
Executive Director
3 JULY 2008
Date

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