



Circular No. 5
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 : THE REVISED GUIDELINES ON THE REACTIVATION OF CAREER EXECUTIVE SERVICE RANKS

The Career Executive Service Board, on March 14, 2008 adopted CESB Resolution No. 726 entitled "The Revised Guidelines on the Reactivation of Career Executive Service Ranks", which now provides following guidelines for the Reactivation of Career Executive Service (CES) Ranks, to wit:

- 1.) **Coverage.** Except as otherwise provided for by law, this Resolution shall apply to all Career Executive Service Officers (CESOs) in all departments and agencies of the government covered by the CES.
- 2.) **Inactive CES Rank.** The CES rank of a CESO becomes inactive upon his/her separation from the CES through any of the following modes:
 - a. Acceptance of a position by virtue of an appointment outside the coverage of the CES;
 - b. Dropping from the rolls of government officials and employees; and,
 - c. Other modes of separation from the CES, provided that the separation from the CES resulting from dismissal from the service for cause and after due process shall result in the loss of CES rank.

The CES rank of a CESO shall not become inactive in any of the following circumstances:

- a. Those who are appointed to a CES position and designated as Officer-in-Charge (OIC) or in an acting capacity to a non-CES position;
- b. Those who are seconded or detailed to another position, regardless of whether it is in a CES or non-CES position in a department or agency covered by the CES;
- c. Those who are placed in the CESO pool.

A CESO, whose CES rank has become inactive shall not enjoy the rights and privileges accorded to him/her by law on account of his/her CES rank.

3.) **Reactivation of CES Rank.** The CES Rank of a CESO prior to his/her separation from the CES, shall be reactivated by the CESB upon re-appointment to any CES position and after compliance with the following requirements:

- a. Appointment paper after re-employment to a CES position, duly certified by a Personnel Officer/Administrative Officer;
- b. Service Record, duly certified by a Personnel Officer/Administrative Officer;
- c. Updated CES Personal Data Form (PDF);
- d. Clearances from the following offices:
 - i.) Department or agency of the official concerned;
 - ii.) Civil Service Commission;
 - iii.) Sandiganbayan;
 - iv.) Presidential Anti-Graft Commission; and,
 - v.) Self-certification under oath issued by the CESO stating that he/she has no pending administrative or criminal case.


The Board shall not reactivate the CES rank of a CESO who has been dismissed from the government service for cause and after due process.

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