



Circular No. 6
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 : RULES AND PROCEDURES ON ORIGINAL AND PROMOTIONAL APPOINTMENTS TO CAREER EXECUTIVE SERVICE (CES) RANKS

Pursuant to Career Executive Service Board (CESB) Resolution No. 718 dated February 21, 2008, the Board adopted the "Rules and Procedures on Original and Promotional Appointment to Career Executive Service (CES) Ranks" for all officials in the Career Executive Service (CES), which provides:

ARTICLE I
ORIGINAL APPOINTMENT TO
CAREER EXECUTIVE SERVICE (CES) RANKS

Section 1. Ranking Structure in the Career Executive Service (CES).

There are six ranks in the Career Executive Service (CES) Ranking Structure, to wit:

Career Executive Service Rank Grade	Salary
Career Executive Service Officer Rank I	SG 30
Career Executive Service Officer Rank II	SG 29
Career Executive Service Officer Rank III	SG 28
Career Executive Service Officer Rank IV	SG 27
Career Executive Service Officer Rank V	SG 26
Career Executive Service Officer Rank VI	SG 25

In the above ranking structure, Career Executive Service Officer (CESO) I shall be the highest rank with an equivalent salary grade of 30, while Career Executive Service Officer (CESO) VI shall be the lowest rank with an equivalent salary grade of 25.

Section 2. Original Appointment to Career Executive Service (CES) Ranks.

Appointment to CES ranks may be made by the President from a list of CES Eligibles recommended by the Career Executive Service Board, herein referred to as the Board. A CES Eligible appointed to a CES position may qualify for original appointment to a CES rank based on the salary grade corresponding to the position he/she occupies.

Section 3. Baseline Performance Rating for Original Appointment to Career Executive Service (CES) Ranks.

For purposes of original appointment to CES ranks, a CES Eligible must have a performance rating of at least Very Satisfactory for the year immediately preceding the recommendation for appointment to CES ranks.

Section 4. Training Requirements for Original Appointment to Career Executive Service (CES) Ranks.

For purposes of original appointment to CES Rank, a CES Eligible shall comply with the following training requirements:

Rank	Training
CESO I	Completion of ELP and three (3) accredited training programs or its equivalent
CESO II	Completion of ELP and two (2) accredited training programs or its equivalent
CESO III	Completion of ELP and one (1) accredited training program or its equivalent
CESO IV	Completion of Salamin, Diwa & Gabay courses (ELP graduate) or its equivalent
CESO V	Completion of Salamin & Diwa courses or its equivalent
CESO VI equivalent	Completion of Salamin course or its equivalent

ARTICLE II
PROMOTIONAL APPOINTMENT TO
CAREER EXECUTIVE SERVICE (CES) RANKS

Section 1. Promotional Appointment to the Higher CES Rank of a CESO who is Promoted to a Higher CES Position.

A CESO who is promoted to a higher CES position may be appointed by the President to the equivalent higher CES rank, upon recommendation by the Board.

Section 2. Promotional Appointment to the Higher CES Rank of a CESO regardless of the CES Position He/She Occupies.

A CESO, even without getting promoted to a higher CES position, may be recommended for appointment to the higher CES rank.

Section 3. Residency Requirement.

To qualify for promotional appointment as provided for in the immediately preceding section, a CESO shall have, among others, at least three (3) years residency in his/her CES rank.

Section 4. Baseline Performance Rating for Promotional Appointment to Career Executive Service (CES) Ranks.

For purposes of promotional appointment to CES ranks, a CESO must have a performance rating of at least Very Satisfactory for every year of residency in the CES rank.

An Outstanding performance rating received by a CESO in a particular year shall be equivalent to two (2) years of experience in the CES rank.

A CESO who receives an Outstanding and a Very Satisfactory performance rating shall be considered to have met the three (3) years of residency in the CES rank and may be recommended by the Board for promotional appointment to a CES rank.

The computation of either an Outstanding or a Very Satisfactory performance rating shall be cumulative in nature.

An Unsatisfactory performance rating received by a CESO before he/she could complete the three (3) Very Satisfactory or the Outstanding/Very Satisfactory CESPES requirements referred to in the preceding paragraphs shall obliterate his/her previously obtained Outstanding and/or Very Satisfactory ratings. Hence, the CESO concerned shall be required to start once more accumulating Outstanding and/or Very Satisfactory ratings pursuant to the rules provided in the preceding paragraphs of this section before he/she can be recommended by the Board for promotion to a higher CES rank.

Section 5. Training Requirements for Promotional Appointment to Career Executive Service (CES) Ranks.

To be promoted to a higher CES rank, a CESO shall, among others, be required to comply with the same training requirements provided under Section 4, Article I of this Resolution.

ARTICLE III
OTHER REQUIREMENTS FOR ORIGINAL AND PROMOTIONAL
APPOINTMENT TO CAREER EXECUTIVE SERVICE (CES) RANKS

Section 1. Other Requirements for Original and Promotional Appointment to CES Ranks.

In addition to the basic requirements for original and promotional appointment to CES ranks, a CESO or CES Eligible is required to submit the following documentary requirements:

a. Clearances from the following offices:

1. Department or Agency of the CESO or CES Eligible
2. Civil Service Commission
3. Sandiganbayan
4. Office of the Ombudsman
5. Presidential Anti-Graft Commission
6. National Bureau of investigation

b. Self-certification issued by the CESO or CES Eligible under oath stating that he/she has no pending administrative or criminal cases;

c. Copy of appointment paper and service record duly certified by the Office Personnel/Administrative Officer; and

d. Copies of training certificates duly certified by an authorized personnel of duly accredited training institutions.

ARTICLE IV
FINAL PROVISIONS

Section 1. Separability Clause, if any section or part of this resolution shall be held to be invalid, the remaining provisions shall be given full force and effect as if the part held invalid had not been included therein.

Section 2. Repealing Clause. All existing CES rules and regulations, circulars and memoranda inconsistent with this resolution are hereby repealed or amended accordingly.

Section 3. Effectivity. This resolution shall take effect fifteen (15) days after publication in a newspaper of general circulation or in the Official Gazette.

CESB Resolution No. 718 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