



**Circular No. 2
Series of 2019**

FOR : ALL HEADS OF DEPARTMENTS AND AGENCIES OF THE NATIONAL GOVERNMENT AND ALL OFFICIALS IN THE CAREER EXECUTIVE SERVICE (CES)

SUBJECT : ADMINISTERING THE ONLINE CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES) FOR CY 2019 USING THE GUIDELINES PRESCRIBED UNDER CESB RESOLUTION NO. 1445

Rationale:

The Career Executive Service Board (CESB), through Resolution No. 1445 dated 25 January 2019 has adopted the guidelines on “Strengthening Performance Accountability through the Enhanced Career Executive Service Performance Evaluation System” for officials in the Career Executive Service (CES).

Pursuant to Career Executive Service Board (CESB) Circular No. 1 s. 2019 (Administering the Online CESPES for CY 2018 Using The Guidelines Prescribed Under CESB Resolution No. 1136), the revised CESPES Guidelines and Tools shall be used beginning Performance Year 2019. All concerned CES Officials and Human Resource Management and Development (HRMD) Directors/Officers are hereby advised to complete the CESPES for purposes of obtaining the 1st sem and 2nd sem of CY 2019 CESPES ratings.

It should be noted that CESPES ratings and participation in other performance-related CESB programs are requirements for original or promotional appointment to CES ranks, as well as determining eligibility for entitlement to the annual performance-based bonus.

Section 1: Scope and Coverage

The provisions of this Circular shall apply to (a) officials who are appointed to CES positions, whether Career Executive Service Officers (CESOs), Career Executive Service Eligibles (CESEs), Career Service Executive Eligibles (CSEEs) or non-CES eligibles; and (b) those designated in acting or officer-in-charge capacity of a CES position.

Section 2: Rating Period

The rating period shall cover two semesters of CY 2019 consisting of six (6) months each that run from January to June and July to December.

In case a Ratee-Official transfers to another agency in between rating periods, the Ratee-Official may be rated in his/her previous position, provided s/he has completed more than one quarter in the previous position.

A Ratee-Official appointed to a position in another agency must complete at least six (6) months in the new position, and may thus be rated at the end of the succeeding semester.

Section 3: Completion of CESPES Forms and Tools

To facilitate the completion of CESPES, the following forms should be accomplished:

- a. Ratee Information Sheet (RIS) – October to November 2019
- b. Performance Commitment and Review Form (PCRF) – November to December 2019
- c. Behavioral Competency Scale (BCS) for 1st sem and 2nd sem of 2019 – January to February 29, 2020

Section 4: Period for Completion of Online CESPES

The period for the accomplishment of ratings for the two semesters of CY 2019 Online CESPES shall commence on 03 January 2020 and must be completed on or before 29 February 2020. The following is the detailed schedule:

Schedule of Completion of 2019 Online CESPES

DATE OF ADMINISTRATION	AGENCY	ATTACHED BUREAUS
2020 JANUARY 3 - 17	DAR	
JANUARY 3 - 17	DA	ATI, BAR, BAFS, BAI, BFAR, BPI, BSWM, NDA, NMIS, NTA, PCAF, PHILFIDA, PHILMEC
JANUARY 3 - 17	DBM	GPPB-PSO
JANUARY 3 - 17	DEPED	NBDB
JANUARY 3 - 17	DOE	
JANUARY 18 - 31	DENR	All DENR Attached Bureaus, NAMRIA, NWRB
JANUARY 18 - 31	DOF	BOC, BIR, BLGF, BTr, IC, NTRC PMO, SEC
JANUARY 18 - 31	DOH	FDA, NNC, PCMC, RITM
JANUARY 18 - 31	DILG	LGA, NAPOLCOM

JANUARY 18 - 31	DOJ	BPP, LRA, NBI, PPA-DOJ
FEBRUARY 1 - 15	DOLE	ECC, ILS, NCMB, NWPC, OSHC, OWWA, POEA
FEBRUARY 1 - 15	DND	GA, OCD, PVAO, VMMC
FEBRUARY 1 - 15	DPWH	
FEBRUARY 1 - 15	DOST	ASTI, FNRI, FPRDI, ITDI, MIRDC, PAGASA, PCAARD, PCAMRD, PCHRD, PCIEERD, PHILVOCS, PNRI, PTRI, STII, CEI, TAPI
FEBRUARY 1 - 15	DSWD	CWC
FEBRUARY 1 - 15	DTI	BOI, CITEM, CITC, CIAP, DCP, IPO, PTTC
FEBRUARY 16 - 29	DOT	IA, NPDC
FEBRUARY 16 - 29	DOTr	CAB, LTFRB, LTO, LRTA, OTS, TRB
FEBRUARY 16 - 29	DICT	NTC
FEBRUARY 16 - 29	NEDA	PSA, PNVSCA, PPPC
FEBRUARY 16 - 29	OP	CESB, CHED, DDB, GCG, MDA, NCCA, NHCP, NIA, NLP, NSC, PCW, PDEA, PMS
FEBRUARY 16 - 29	Office of CabSec & PCOO	NAPC, NCIP, NCMF, TESDA BBS, BCS, NPO

Failure to complete the CESPES rating process within the period shall cause the Ratee-Official to have no CESPES rating for the said rating period.

Section 5: CESPES Overall Performance Feedback Report

All accomplished CESPES forms and tools of all CES Officials/Ratees in the department/agency shall be completed for the computation of the performance ratings not later than **29 February 2020**.

The CESB shall provide the Department Secretary/Head of the Agency with a summary of the performance ratings of the Ratee-Officials in the department/agency, copy furnished the Highest Human Resource Officer of the Agency.

The original copy of the CESPES Feedback Report shall be sent to the Ratee-Official.

Section 6: Reopening of Online CESPES for Amendments of Ratings

Upon receipt of the CESPES Feedback Report by the official/ratee, the concerned official/ratee may request the CESB to reopen the Online CESPES system based on meritorious grounds. The CESB may, upon careful evaluation of the request and finding

merit on the grounds cited, reopen the online CESPES system and inform the concerned raters of the schedule within which to complete amendments on the CESPES rating.

Amendments after the given schedule shall no longer be received nor entertained by the CESB and shall cause the official/ratee to have the latest CESPES rating on record with the CESB for the Rating Period.

Section 7: Grievance Mechanism

In case of non-concurrence by the official/ratee to the generated ratings, the official/ratee has fifteen (15) days within which to appeal with the agency's Performance Management Team (PMT) for the purpose of reviewing and amending the CESPES rating, copy furnished the CESB.

The PMT must inform the CESB of the agreements reached following the review of the CESPES rating within seven (7) days from the termination of the grievance process.

Section 8: Step Increment due to Meritorious Performance

In accordance with the Civil Service Commission and Department of Budget and Management Joint Circular No. 1, series of 2012, the maximum number of employees that may be granted Step Increment/s due to Meritorious Performance in any given year shall be limited to five percent (5%) of all incumbent officials and employees in an agency.

1. **Two (2) Step Increments due to Meritorious Performance** may be granted to an incumbent of a CES position who has attained two (2) ratings of "Outstanding" during the two (2) rating periods within a calendar year in the CESPES.
2. **One (1) Step Increment due to Meritorious Performance** may be granted to an incumbent of a CES position who has attained one (1) rating of "Outstanding" and one (1) rating of "Very Satisfactory", or two (2) ratings of "Very Satisfactory" during the two (2) rating periods within a calendar year in the CESPES.

For compliance.


ALICIA dela ROSA-BALA, CESO I
Chairperson
Civil Service Commission
and Career Executive Service Board

Attested by:


MARIA ANTHONETTE VELASCO-ALLONES, CESO I
Executive Director

11 September 2019