### **User's Manual for CESPES Agency Coordinator**

### I. CESPES Agency Coordinator E-mail Notification

CESPES Administrators assign coordinators responsible for facilitating the Online CESPES process for all government departments, offices and agencies concerned with CESPES. Below is the information necessary to create a CESPES Coordinator profile:

- Office/Agency Identifies the government unit assigned to the CESPES Coordinator
- E-Mail address Serves as the username for the CESPES coordinator; all future correspondence will be sent to this email address.
- Name Name of CESPES Coordinator (Lastname, Firstname, Middlename)
- Gender Gender of CESPES Coordinator
- Birthdate Birthdate of CESPES Coordinator

Upon creation of CESPES Coordinator profile, the system generates an e-email notification sent to the email address supplied in the creation of the coordinator profile. The e-mail notification provides additional instructions and links to facilitate user account creation. Below is a sample e-mail notification:

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CESPES Coordinator for Online CESPES! Hello, Allan Sandiego Tienzo! You have been appointed as a CESPES Cooordinator for your offit Pls. Note: • If you already have a CESB Portal Account, log-in and you • If you do NOT have a CESB Portal Account, register here to If you are having problems with accessing Online CESPES, pls. co The is a system generated advoc. Fleese do not reply to the e-mail.	ice/agency using the email address <u>allan.tienzo</u> will have access to CESPES Coordinator modu to gain access to CESPES Coordinator modules ontact your systems administrator thru <u>info</u> sto	Ekcodeworks.pbt

#### <u>Note</u>:

- The system verifies the uniqueness of a person or identity using lastname, firstname, middlename, gender and birthdate.
- To ensure uninterrupted e-mail correspondence, pls. add info@cesboard.gov.ph to your e-mail contact.

### II. User Account Registration

Access to Online CESPES is restricted to registered system users who are assigned CESPES Coordinator role for government department, offices and agencies.

To register, please follow the register here link found on the CESPES Coordinator E-Mail Notification message sent by the system and follow the instructions below:

1. Fill-up the Registration Form.

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### Special Instructions:

- a) The User/E-mail Account should match the address supplied by the CESPES administrator. This is also the email address the Coordinator Notification was sent to.
- b) The Security Question and Answer provides the only mechanism to recover user account in case the password is forgotten. For security reasons, user accounts and passwords are stored using one way encryption; the system administrators do NOT have access to your account and password. Please take note of these fields.
- c) Please read and accept the Terms and Conditions of Use. The register button will not activate until the 'I accept the above Terms and Conditions' is checked.

2. Upon successful registration, the system redirects you to the E-Mail Verification Facility and sends an e-mail verification message e-mail address.

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Below is a sample e-mail verification message:



### Special Instructions:

- a) Enter your User/E-Mail account. This is the same e-mail address used in the above step.
- b) Enter the verification code specified in your E-Mail Verification Message
- c) Please read and understand the E-Mail Verification Information. The verify e-mail account button will not activate until the 'I understand the above information' is checked.
- 3. Upon successful e-mail account verification, the system redirects you to the Login Page.

## III. Logging In and Accessing Online CESPES Facility

The Login facility provides means for the system to authenticate, authorize and audit your activities inside the Online CESPES System.

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Upon successful log-in, the system redirects you to the eCESB Home Portal. The portal home page serves to provide you general information on activities and schedule of CESB.

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It also provides you link to access Online CESPES modules that simplifies and facilitates effective CESPES process for your department, office or agency.



## IV. Ratee Information Module

As CESPES Agency Coordinator, you are granted the permission to manage the ratees and the their assigned raters for your corresponding department, office or agency through the Ratee Information Module. This can be accessed through the sidebar under Online CESPES.

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The instructions below will walk you through the set-up of Ratees for a particular CESPES Evaluation Period for your department, office or agency.

1. Select the department, office or agency you want to manage by clicking on the Office/Agency drop-down list box. Only departments, offices and agencies you are authorized to manage will appear in the choices.

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2. On the Rating Period drop-down list box, select the appropriate rating period you want to manage. The Rating Period and Schedule are created by the CESPES administrator on a per department, office or agency basis.

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3. To add a ratee under your department, office or agency, click on the New button on the Ratee Infomation Sheet section. This will open a modal form for you to provide information on the ratee.

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4. Encode the required ratee information and click on Save button. If needed, you may update or delete the ratee by clicking on the Update or Delete button located next to the New button. The encoded ratee will be added to the list of ratee for your department, office or agency on a per Rating Period basis.

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5. The encoded rater for a particular ratee, click on the New button on the Rater Infomation section. This will open a modal form for you to provide information on the rater. Please note that the Rater Information section displays only the list of raters for the selected ratee in the Ratee Information section.

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6. Encode the required rater information and click on Save button. If needed, you may update or delete the rater by clicking on the Update or Delete button located next to the New button.

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7. You now have a Ratee-Rater relationship for your department, office or agency.

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- 8. Repeat steps 5 to 7 to complete the list of raters for a particular ratee.
- 9. Repeat steps 3 to 7 to complete the list of rates for your department, office or agency.

# Note:

- 1. At the start of every rating schedule (as identified by the Start Date of the Rating Period), the system will send a Rater E-mail Notification to the e-mail addresses of all raters encoded for each ratee.
- 2. The Rater E-Mail Notification contains instructions, security token and link to the Online CESPES Evaluation Form (Superior or Subordinate Form) that the rater will use to evaluate the ratee.
- 3. Upon completion and submission of the online form, the link will no longer be accessible to the ratee.