

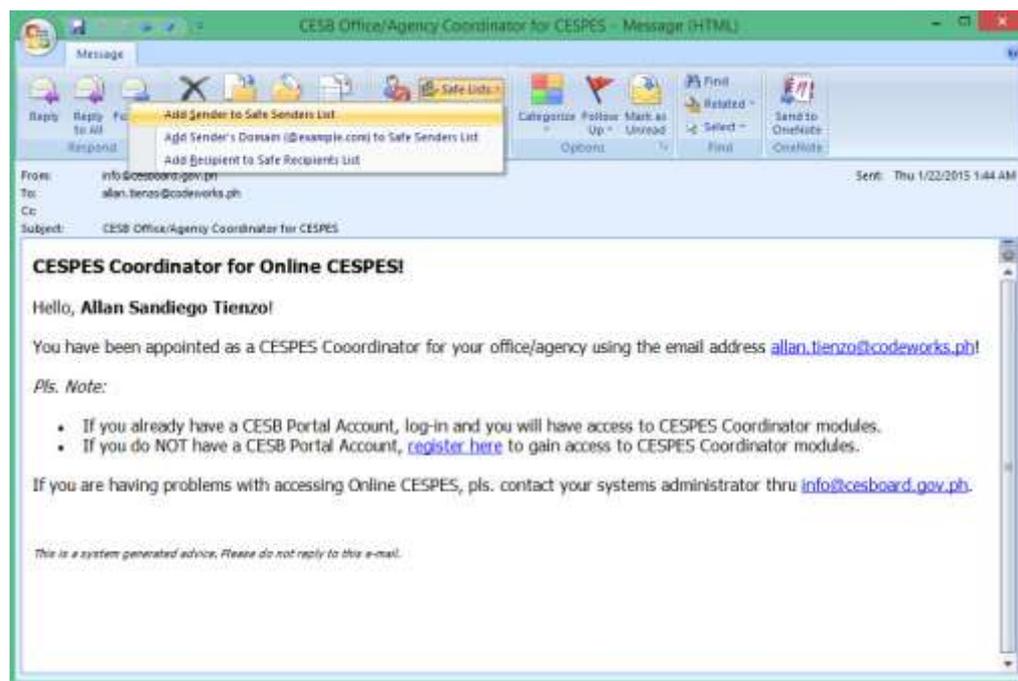
User's Manual for CESPES Agency Coordinator

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-mail 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:



Note:

- 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.

The screenshot shows the registration interface for the Career Executive Service Board (CESB). The header includes the CESB logo and the text 'CAREER EXECUTIVE SERVICE BOARD' and 'TALAMAN NG MGA CETO'. The form is divided into two main sections: 'Registration Form' and 'Terms and Conditions of Use'. The 'Registration Form' section contains the following fields: 'User/Email Account' (with the example 'johan.bonaparte@work.ph'), 'Password', 'Confirm Password', 'Security Question' (with a dropdown menu showing 'What is your pet's name?'), 'Answer to Security Question' (with the example 'Pet Project'), a CAPTCHA image, and a 'Show another code' button. The 'Terms and Conditions of Use' section contains several paragraphs of text regarding the use of the service, including a disclaimer of liability and a statement that the CESB reserves the right to terminate accounts. At the bottom of the form, there is a checkbox labeled 'I accept the above Terms and Conditions' and a 'Register' button. The footer of the page reads '2012 © Copyright Career Executive Service Board'.

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.

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 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.



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.

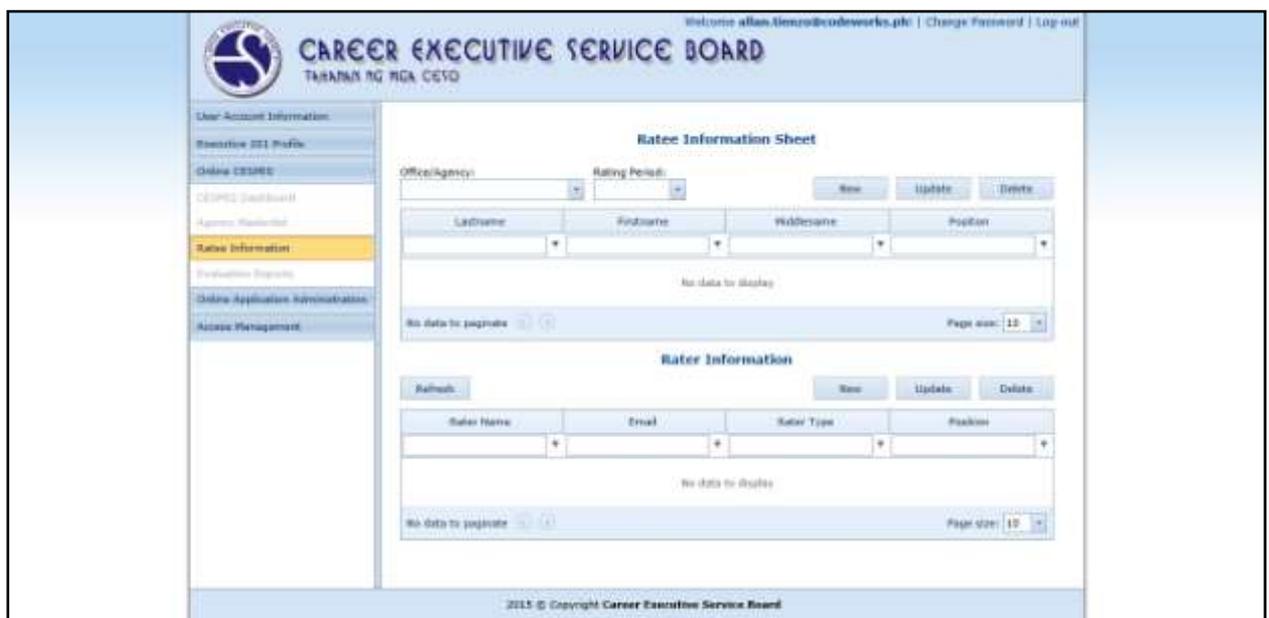


It also provides you link to access Online CESPES modules that simplifies and facilitates effective CESPES process for your department, office or agency.



IV. Ratee Information Module

As CESPES Agency Coordinator, you are granted the permission to manage the rates and 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.

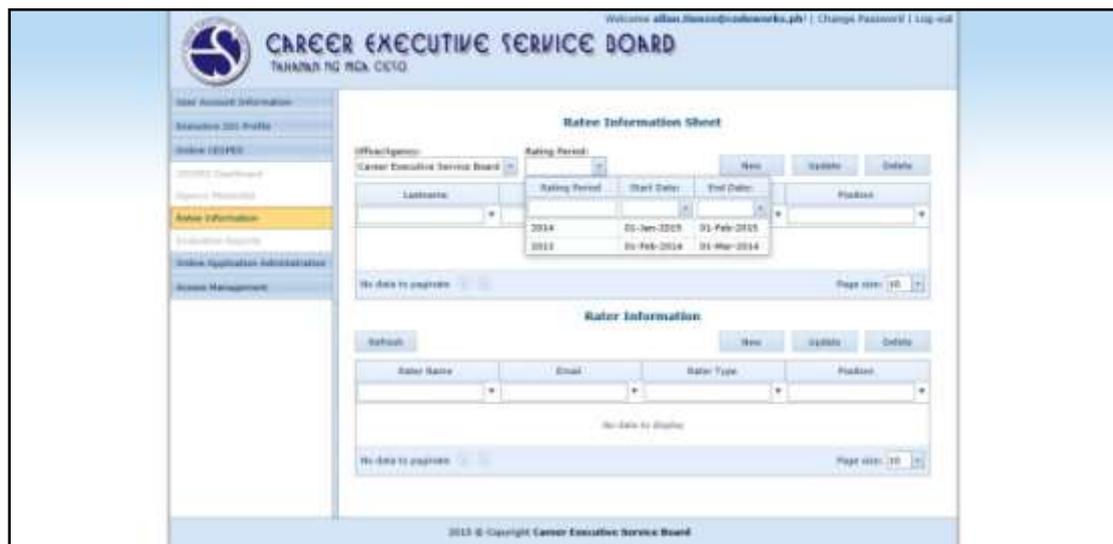


The instructions below will walk you through the set-up of Ratees for a particular CESPES Evaluation Period for your department, office or agency.

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.



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.



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

The screenshot shows the 'Ratee Information Sheet' interface. At the top, it says 'CAREER EXECUTIVE SERVICE BOARD' and 'TRAINING TO GOVERNMENT'. The user is logged in as 'alan.hansen@calnetworks.gil'. The interface has a left sidebar with navigation options like 'User Account Information', 'Executive Job Profile', 'Ratee (CESES)', 'Agency Resources', 'Performance Records', 'Online Application Administration', and 'Access Management'. The main content area is titled 'Ratee Information Sheet' and includes a 'Rating Period' dropdown set to '2019'. Below this is a table with columns for 'Lastname', 'Firstname', 'Middlename', and 'Position'. The table is currently empty with the message 'No data to display'. There are 'New', 'Update', and 'Delete' buttons. Below the table is a 'Ratee Information' section with a 'Refresh' button and another 'New', 'Update', 'Delete' set. This section also has a table with columns for 'Ratee Name', 'Email', 'Ratee Type', and 'Position', which is also empty. A footer at the bottom reads '2011 © Copyright Career Executive Service Board'.

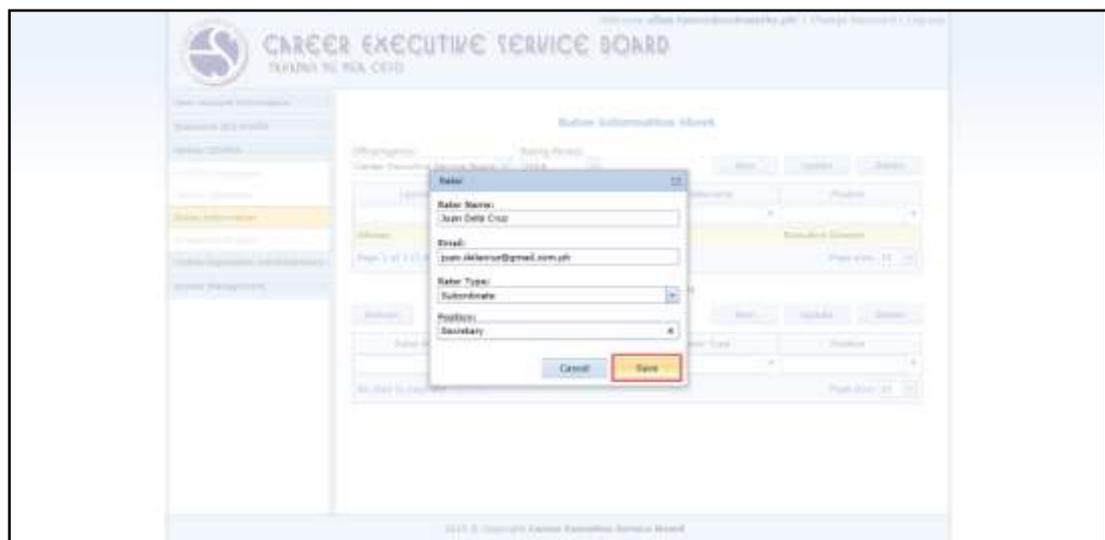
- Encode the required ratee information and click on Save button. If needed, you may update or delete the ratee by clicking on the Update or Delete button located next to the New button. The encoded ratee will be added to the list of ratee for your department, office or agency on a per Rating Period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

This screenshot shows the same 'Ratee Information Sheet' interface as the previous one, but with a modal form titled 'Agency Ratee' open. The modal form contains the following fields: 'Lastname' (filled with 'Johnson'), 'Firstname' (filled with 'Mark Antonella'), 'Middlename' (filled with 'Valdez'), 'Suffix' (a dropdown menu), 'Birthdate' (filled with '01-Jan-1979'), 'Position' (filled with 'Executive Director'), 'Start Date' (filled with '01-Jan-2018'), and 'End Date' (filled with '30-Sep-2018'). At the bottom of the modal, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in red. The background interface is dimmed.

- The encoded rater for a particular ratee, click on the New button on the Rater Information 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.



- 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.



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

The screenshot displays the Career Executive Service Board (CESB) web application interface. The header includes the CESB logo and the text 'CAREER EXECUTIVE SERVICE BOARD' and 'TAMAYAN NG MGA OIC/O'. The user is logged in as 'Roderico Allan Delacruz@cesb.gov.ph'. The main content area is titled 'Rater Information Sheet' and shows the following data:

Office/Agency	Rating Period	New	Delete
Career Executive Service Board	2014		

Lastname	Firstname	Middlename	Position
Antiveros	Maria	Antiveros	Executive Director

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Rater Name	Email	Rater Type	Position
Juan Delacruz	juan.delacruz@cesb.gov.ph	Subordinate	Secretary

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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.