

## **CHECKLIST OF REQUIREMENTS FOR ADJUSTMENT IN CESO RANK**

### **(Adjustment to corresponding position)**

*(Pursuant to CESB Resolution No. 798, series of 2009 (Revised Rules and Procedures on Original and Promotional Appointments to Career Executive Service (CES) Ranks) and CESB Resolution No. 1100, series of 2013 (Amendatory Guidelines to the Performance Rating Requirements for Original Appointment to, and Adjustment, in Rank)*

Applicants for adjustment in CES rank must satisfy the following requirements:

1. One-year Incumbency to the CES Position;
2. Obtained at least “Very Satisfactory” Performance rating in the CES position the official is currently occupying for the year immediately preceding his/her adjustment in CES rank;

For one coming from the **private sector** who is initially appointed to a CES position, an applicant must have at least one (1) year incumbency in his/her present CES position before he/she can be recommended for an adjustment in CES rank; and he/she must have obtained a rating of at least “Very Satisfactory” in the CES position he/she is currently occupying during the required one (1) year incumbency;

3. Training requirements for CESO Rank adjustment
  - a) CESO I – completion of ELP and three (3) accredited training programs or its equivalent
  - b) CESO II – completion of ELP and two (2) accredited training programs or its equivalent
  - c) CESO III – completion of ELP and one (1) accredited training programs or its equivalent
  - d) CESO IV – completion of Salamin, Diwa & Gabay courses (ELP Graduate) or its equivalent
  - e) CESO V – completion of Salamin, Diwa courses or its equivalent
  - f) CESO VI – completion of Salamin course or its equivalent
4. Clearance/Certification of no pending administrative/criminal cases (all clearances are valid for a period of 6 mos. only) from the ff:
  - o Agency to which the official is assigned to (Regional and/or Central Office);
  - o Civil Service Commission (CSC Central Office);
  - o Sandiganbayan;
  - o Office of the Ombudsman (OMB); and,
  - o National Bureau of Investigation (NBI).

Note: If the applicant has a pending case/s from the above-mentioned offices, kindly attach the following case documents:

- Signed and duly notarized Executive Summary of the case/s;
  - Copies of complaint-affidavit;
  - Copies of counter-affidavit;
  - Copies of answer or reply with complete attachments/annexes;
  - Rejoinder and comment to the rejoinder, with complete attachments/ annexes, if filed; and,
  - Other related documents, e.g. Office of the President/Sandiganbayan/ Court of Appeals / Supreme Court decisions, if any.
4. Notarized self-certification of no pending administrative and/or criminal case filed in any office, quasi-judicial or judicial body (valid until 6 mos.);
  5. Certificate of no notice of disallowance/s and unliquidated cash advance/s from the Finance / Administrative Division of the Agency of the applicant;
  6. Notarized self-certification that the applicant did not receive nor solicit any donation/s, gift/s, gratuity, favor or anything of monetary value from or made any unnecessary interaction for any financial or material interest with the Tobacco industry (Please download the format [here](#)).
  7. Endorsement Letter of Department Secretary for the official's adjustment in CES Rank;
  8. Updated Personal Data Sheet;
  9. Latest appointment paper duly certified by Office Personnel/Admin. Officer;
  10. Service Record duly certified by Office Personnel/Admin. Officer; and,
  11. Copies of training certificates duly certified by an authorized personnel of duly accredited training institutions.