

CHECKLIST OF REQUIREMENTS FOR PROMOTIONAL APPOINTMENT IN CES RANK (regardless of the CES position he/she presently occupies)

(Pursuant to CESB Resolution No.1124 (Establishing A New Policy on Promotion in Career Executive Service Officer [CESO] Rank)

Applicants for promotional appointment to CES rank must satisfy the following requirements:

1. Incumbent to CES Position
2. At least three (3) years residency in the present CES rank
3. Obtained a CESPES rating of "Outstanding" for the three (3) consecutive years in the rank corresponding to his/her position
4. Training requirements for Promotional Appointment in CES Rank
 - 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
5. 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 and the concerned CSC Regional Office);
 - o Sandiganbayan;
 - o Office of the Ombudsman (OMB);
 - o National Bureau of Investigation (NBI); and,
 - o Barangay.

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

- o Signed and duly notarized Executive Summary of the case/s;
- o Copies of complaint-affidavit;
- o Copies of counter-affidavit;
- o Copies of answer or reply with complete attachments/annexes;
- o Rejoinder and comment to the rejoinder, with complete attachments/ annexes, if filed; and,
- o Other related documents, e.g. Office of the President/Sandiganbayan/Court of Appeals / Supreme Court decisions, if any.

6. Notarized self-certification of no pending administrative and/or criminal case filed in any office, quasi-judicial or judicial body (valid until 6 mos.);
7. Certificate of no notice of disallowance/s and unliquidated cash advance/s from the Finance / Administrative Division of the Agency of the applicant;
8. 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](#)).
9. Endorsement Letter of Department Secretary for the promotional appointment to a higher CES Rank of the applicant;
10. Updated Personal Data Sheet;
11. Latest appointment paper duly certified by Office Personnel/Admin. Officer;
12. Service Record duly certified by Office Personnel/Admin. Officer;
13. Copies of training certificates duly certified by an authorized personnel of duly accredited training institutions;
14. Validation of on-the-job performance of the applicant;
15. Written Report of exceptional accomplishment/s which significantly redounded to the benefit of the applicant's Agency, specifying clearly how such accomplishment/s significantly contributed to the attainment of the Agency's strategic goals, such as the accumulation of significant savings based on a more efficient operation and the implementation of relevant program or administrative reforms. The Report must be accompanied by supporting documents and attested by the direct superior and the Agency Head of the applicant. (Please attach the supporting documents)