



Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**  
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**SUPPLEMENTAL GUIDELINES ON THE  
GRANT OF SALARY ADJUSTMENT  
EQUIVALENT TO SALARY GRADE 25  
TO GRADUATES OF THE NATIONAL  
DEFENSE COLLEGE OF THE PHILIPPINES  
(NDCP)**

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**Resolution No. 620**

**WHEREAS**, Article IV, Part III of the Integrated Reorganization Plan, as approved by Presidential Decree No. 1, as amended, dated September 24, 1972 created the Career Executive Service Board (CESB) to serve as the governing body of the Career Executive Service (CES) and mandated it to promulgate rules, standards, and procedures on the selection, classification, compensation and career development of members of the CES;

**WHEREAS**, the National Defense College of the Philippines (NDCP) which was created under Presidential Decree No. 190, as amended, has prescribed a one-year course leading to a Master's degree in National Security Administration where key military and civilian officials of the government as well as executives in the private sector may qualify for admission;

**WHEREAS**, pursuant to Section III, 9b (2) of Department of National Defense Circular No. 08 (Rules and Regulations on the Organization, Operation, and Administration of the National Defense College of the Philippines (NDCP) dated July 12, 1991, it is a basic requirement for admission to the NDCP [Master in National Security Administration (MNSA)] that the participant must be holding at least a position of Division Chief of a Department or its equivalent in other offices and agencies of the government;

**WHEREAS**, Executive Order No. 696 dated May 27, 1981 granting CESO Rank III to NDCP graduates was subsequently modified by Executive Order No. 771 dated February 4, 1982 which granted only CESO Rank V to NDCP graduates;

**WHEREAS**, Memorandum Circular No. 30 dated March 3, 1987 clarified the provisions of Executive Orders 696 and 771, stating that for purposes of salary adjustment of CESDP and NDCP graduates, a new appointment issued by the

President is not necessary since what is being granted is only the salaries equivalent to those received by CESOs Rank V;

**WHEREAS**, Memorandum Order No. 372 dated July 3, 1991 modified the ranking structure and salary schedule in the CES which, in effect, reduced the entitlement of NDCP graduates to a salary equivalent to those received by CESOs Rank VI corresponding to the lowest CESO rank;

**WHEREAS**, in order to harmonize the CES Compensation Rules and policies with Executive Order No. 771, the Civil Service Commission [then acting as the Board, by virtue of CSC Resolution No. 93-4359 integrating the Career Executive Service Board (CESB) into the Commission] adopted CSC Resolution No. 94-5840 dated October 21, 1994, prescribing the Rules on Compensation in the Career Executive Service (CES) Including Those of Graduates of NDCP and CESDP;

**WHEREAS**, the Board has been receiving several requests for clarification regarding the entitlement of NDCP graduates to the salary equivalent to Salary Grade 25 pursuant to CSC Resolution No. 94-5840;

**WHEREAS**, there is a need to address various problems, issues and policy gaps relative to the entitlement of NDCP graduates to the salary equivalent to Salary Grade 25;

**NOW, THEREFORE**, foregoing premises considered, the Board **RESOLVES**, as it is hereby **RESOLVED**, that the following supplemental guidelines be adopted in order to clarify issues regarding the entitlement of National Defense College of the Philippines graduates to the salary equivalent to Salary Grade 25 pursuant to Civil Service Commission Resolution No. 94-5840 s. 1994:

- 1.) NDCP graduates must be occupying positions in the career service as defined in Book V, Chapter 2, Section 8 of Executive Order No. 292, Administrative Code of 1987, to qualify for entitlement to Salary Grade 25;
- 2.) NDCP graduates who occupy career positions in the local government units (LGUs) are not entitled to the salary adjustment equivalent to Salary Grade 25;
- 3.) NDCP graduates must be occupying at least a division chief level position with SG 24 to be entitled to Salary Grade 25;
- 4.) No subordinate official shall be adjusted to a salary rate beyond one salary grade lower than his/her immediate supervisor;
- 5.) In case of reinstatement/reemployment, the guidelines set under Item Nos. 1 to 4 shall also apply.

**RESOLVED FURTHER**, that a copy of this Resolution be furnished the Civil Service Commission, the Department of Budget and Management and the National Defense College of the Philippines.

**RESOLVED FURTHERMORE**, that this Resolution shall take effect fifteen (15) days after publication in a newspaper of general circulation or in the Official Gazette.

**APPROVED** this 14th day of March, 2006 in Quezon City, Philippines.

signed  
**KARINA CONSTANTINO-DAVID**  
Chair

signed  
**RAMON. F. NIEVA**  
Vice-Chair

signed  
**FERDINAND B. CUI JR.**  
Member

signed  
**GODOFREDO C. DE GUZMAN**  
Member

signed  
**EDUARDO T. GONZALEZ**  
Member

signed  
**JAIRUS D. PAGUNTALAN**  
Member

signed  
**GERARDO A. PLANA**  
Member

signed  
**CARINA S. VALERA**  
Member

Attested by:

signed  
**BETTINA MARGARITA S. LAYUGAN**  
Acting Board Secretary