



**QUEUING POLICY ON THE ASSESSMENT
CENTER (AC) AND INTERVIEW STAGES
OF THE CES ELIGIBILITY PROCESS**

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Resolution No. 692

WHEREAS, Presidential Decree No. 1, as amended, mandates the creation of a Career Executive Service in order to establish "a pool of well-selected and development-oriented career administrators who shall provide competent and faithful service";

WHEREAS, CESB Resolution No. 459 s. 2002 or the revised rules on the Career Executive Service (CES) Eligibility provides for a four-stage CES Eligibility examination process, namely: 1) Management Aptitude Test Battery; 2) Assessment Center; 3) Board Interview; and 4) Validation of On-The-Job Performance;

WHEREAS, the Career Executive Officer (CEO) Examination System adopted in Joint CSC-CESB Resolution No. 05-001 s. 2005 also consists of four stages, namely: (1) Written Examination; (2) Assessment; (3) Interview; and (4) Validation;

WHEREAS, there is a continuous inflow of passers at the various stages;

WHEREAS, there is a need to ensure a reasonably parallel pace of processing at the various stages of the examination particularly the Assessment Center (AC) and Interview Stages;

WHEREFORE, foregoing premises considered, the Board **RESOLVES**, as it is hereby **RESOLVED**, to adopt the following Strategies and Queuing Guidelines for the various stages particularly Assessment Center and Board Interview:

1. Assessment Center (AC)

1.1 Priority Queue

- a) Candidates who are incumbents of CES/third level positions;
- b) Candidates who are non-incumbents and who belong to the top 10% of their Written Examination (WE) batch;
- c) Candidates who are certified by the agency's highest HR official as being considered for promotion to a CES/third level position;

1.2 All others who do not belong to the first 3 items shall be on a first-confirm first-served basis.

1.3 Upon reaching their turn in the AC queue, candidates who either decline attendance or confirm attendance but do not show up, shall slide down to the last slot of the current queue.

Exception to this rule is when the candidate is on official business, i.e. training, scholarship, conference out of the country or, in the case of no-show, when the candidate or immediate family member is on medical emergency on the day of the scheduled AC. The candidate has to formally write the CESB Secretariat and submit HR certification of official business or a medical certificate, when necessary.

2. Board Interview

2.1 Priority Queue

a) Candidates who are incumbents of CES/third level positions and who passed the AC on one take.

b) Candidates who are non-incumbents and who belong to the top 10% of their Written Examination (WE) batch and who passed the AC on one take.

c) Candidates who are certified by the agency's highest HR official as being considered for promotion to a CES/third level position.

2.2 All others who do not belong to the first 3 shall be on a first-confirm first-served basis.

2.3 Upon reaching their turn in the interview queue, candidates who either decline attendance or confirm attendance but do not show up, shall slide down to the last slot of the current queue.

Exception to this rule is when the candidate is on official business, i.e. training, scholarship, conference out of the country or, in the case of no-show, when the candidate or immediate family member is on medical emergency on the day of the scheduled Board Interview. The candidate has to formally write the CESB Secretariat and submit HR certification of official business or a medical certificate, when necessary.

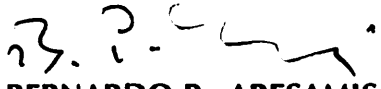


RESOLVED FURTHER, that the CESB Executive Director is now authorized to conduct Interview of candidates in non-CES positions.

APPROVED this 11th day of September 2007 in Quezon City, Philippines.

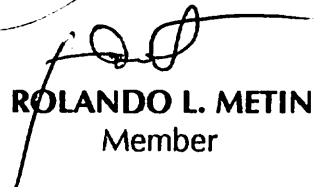

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Attested by:


BETTINA MARGARITA L. VELASQUEZ
Acting Board Secretary