



**REVISED GUIDELINES ON THE  
CAREER EXECUTIVE SERVICE VERY  
INNOVATIVE PERSON AND  
OUTSTANDING COST EFFECTIVE  
OFFICER AWARDS**

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**Resolution No. 1439**

**WHEREAS**, the Career Executive Service Board (CESB) was created under Presidential Decree No.1 dated September 24, 1972 to serve as the policy making body of the Career Executive Service (CES), and is mandated by law to promulgate rules, standards, and procedures in the recruitment, selection, assignment to positions, classification, compensation, performance management, and career development of members of the CES;

**WHEREAS**, the Gawad CES which was established by virtue of Executive Order No. 715, dated March 28, 2008, is a presidential award that recognizes members of the CES for exemplary performance and significant contributions, particularly in the areas of innovation, information and communication technology, social services, administrative reforms and public policy;

**WHEREAS**, the Gawad CES aims to inspire members of the CES community to live up to the ideals in the CES, that is to bring to the entire bureaucracy change where it is needed, expertise where it is missing, and leadership where it is wanting;

**WHEREAS**, following the success of the Gawad CES, the Board in its July 16, 2014 meeting, approved the guidelines and administrative details of implementation of two new recognition programs, the CES "Very Innovative Person" Award (CES VIP Award) and the Outstanding "Cost Effective Officer" Award (Outstanding CEO Award), which would focus on the significant innovations and cost effective measures of CESOs/Eligibles in areas related to the improvement of operation and stakeholders' satisfaction.

**WHEREAS**, the Board in its September 28, 2018 meeting, deemed it necessary to revisit the existing guidelines of the CES VIP and Outstanding CEO awards to provide clearer nomination and selection processes and mechanics.

**NOW, THEREFORE**, foregoing premises considered, the Board **RESOLVES**, as it is hereby **RESOLVED** to adopt the processes and mechanics stipulated in the attached guidelines of the following Recognition Programs:

**CERTIFIED TRUE PHOTOCOPY:**

1. The **CES "Very Innovative Person"** Award (or the CES VIP Award)

This category seeks to recognize CEOs and third level eligibles who initiated a novel policy or program that improved operational processes or methods and have assisted in meeting organizational sustainability and/or wellness.

2. The **Outstanding "Cost Effective Officer"** Award (or the Outstanding CEO Award)

This category seeks to recognize the strategic leadership qualities of the CEOs and third level eligibles whose decisions or actions create desired level of performance that leads to the *maximum utilization of resources* resulting in increased agency savings.

APPROVED this 25<sup>th</sup> day of January 2019 in Quezon City, Philippines

  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**ENGELBERT C. CARONAN, JR.**  
Member

  
**ROLANDO L. METIN**  
Member

  
**EVANGELINE C. CRUZADO**  
Member

  
**ALBERTO A. BERNARDO**  
Member

  
**ERWIN M. ENAD**  
Member

  
**RICARDO P. BERNABE III**  
Member

Attested by:

  
**CARMELA M. CONTI**  
Board Secretary III

**CERTIFIED TRUE PHOTOCOPY:**

# REVISED GUIDELINES ON THE CES VERY INNOVATIVE PERSON (VIP) AND OUTSTANDING COST EFFECTIVE OFFICER (CEO) AWARDS

## TITLE I

### The CES Very Innovative Person (or CES VIP Award) and/or The Outstanding Cost Effective Officer (or OS CEO) Award

#### Chapter I

##### Description of the Awards

**Section 1. Rationale.** Mandated to promote quality human resource development services among its members, the CES gives due recognition to CESOs and Third Level Eligibles who have made significant contributions to social development and nation building. The CES has created, among others, the annual Gawad CES and the *Taas Noo, CESO!* programs which underscore the exceptional accomplishments of the CESOs and CES Eligibles in specific areas of expertise. These programs not only encourage consistent superior performance, but more importantly, motivate government personnel in the Third Level to give their best in public service.

Following the success of these initiatives, the CESB intends to run a similar program modeled on the Gawad CES, but will focus on the significant innovations and cost effective measures of CESOs/Eligibles in areas related to the improvement of operation and stakeholders' satisfaction.

**Section 2. Categories of Award.** Outstanding CESOs or Third Level Eligibles shall be given recognition for their exemplary performance in any of the following:

- a. The **CES "Very Innovative Person"** Award (or the CES VIP Award)

This category seeks to recognize CESOs and Third Level Eligibles who initiated a novel policy or program that improved operational processes or methods and have assisted in meeting organizational sustainability and/or wellness.

- b. The **Outstanding "Cost Effective Officer"** Award (or the Outstanding CEO award)

This category seeks to recognize the strategic leadership qualities of the CESOs and Third Level Eligibles whose decisions or actions create a desired level of performance that leads to the *maximum utilization of resources* resulting in increased agency savings.

- c. The CES Very Innovative Group or Outstanding Cost Effective Officers Group Awards

This category seeks to recognize the excellent performance of a group consisting of at least three members to a maximum of ten members that has made substantial contributions to a particular project, goal or organization performance and resulted in achieving and/or exceeding set targets.

For a project to be sustainable, it must:

- Contribute to the attainment of any of the 17 Sustainable Development Goals;
- Have been sustained/implemented for at least three years;
- Foster environmental responsibility; and
- Support the agency mandate in a manner that concretely addresses an existing community development challenge.

**Section 3. Scope of the Project.** The project may be implemented covering any of the following:

- a. Inter-agency – the contributions must be implemented in various agencies and have brought beneficial results to the agencies or to a particular sector.
- b. Intra-agency – the contributions have made a positive difference within a particular agency.

**Section 4. Awards Criteria.** To achieve the program’s purpose of identifying leaders contributing as great innovators and good stewards of public resources, the nominated individual or group must have accomplished any of the following:

- a. Developed and/or implemented original/new ideas that have a positive effect on the operations, policy and/or procedure of the organization. The end result may be any of the following: reduced costs/improved cost savings or increased revenue; increased efficiency in work operations or public service; enhanced internal or external communications; or resolved a long standing problem.
- b. Embraced the idea of doing things differently or doing things that have never been done before which elicited continuous learning and sustainable development in the workplace.
- c. Participated in or developed a special program that brought beneficial results to the work environment/agency.
- d. Demonstrated capability to manage physical and financial resources in a constrained environment.

**Section 5. Frequency of Nomination.** Qualified CESOs or Eligibles may be nominated more than once, as an individual or as part of a group, and there is no limit to the number of times they may receive the CES VIP Award and the Outstanding CEO Award.

There is, however, a one-year period of ineligibility for the same Award/Category after receiving the award before being considered for additional awards.

**Section 6. Award Components.** The awardees shall receive the following:

1. A plaque/s of recognition from the Career Executive Service Board;
2. Cash prize amounting to P10,000.00 for individual awards and P20,000.00 for group awards;
3. Awardees may be considered for the Gawad CES Award subject to the guidelines of this policy set in Title II Chapter I Section 3; and
4. Invitation to conduct a lecture/talk on a subject related to the achievement for which the award has been made in one of the CESB's training programs.

## Chapter II

### Eligibility for Award

**Section 7. Who can be nominated for the Award.**

All CESOs and Third Level Eligibles who have at least a Very Satisfactory performance rating or its equivalent for the last two years; have not been found guilty of any administrative or criminal offense involving moral turpitude; and have not been formally charged administratively or criminally at the time of the nomination may be nominated for the award.

A Gawad CES nominee, whether a finalist or non-finalist, may be considered for the CES VIP or the OS CEO award provided that a nomination for the CES VIP or OS CEO Award is submitted.

In the event that a Gawad CES nominee is nominated for either of the semestral awards for the same accomplishments that were submitted for the Gawad CES, only the duly accomplished nomination form and an endorsement from his or her superior shall be required to be submitted. Documents and other evidence in support of his or her accomplishments that were submitted for the Gawad CES Award and the validation report submitted by the Gawad CES validator, in the case of a finalist, shall be automatically consolidated by the PO in the Nominees' Matrix.

A CESO or Third Level Eligible who has been conferred the Gawad CES Award may no longer be nominated for the CES VIP and OS CEO Awards to preserve the supremacy of the Gawad CES Award among all the recognition programs within the CES.

In the case of group awards, the leader of the group/team must be a CESO or a Third Level Eligible.

**Section 8. Who can nominate.** Nominators may be the nominee's superior or agency head, peers, subordinates, and the general public.

**Section 9. Submission of Nominations.** Nominations for the Award must be forwarded to and received by the Career Executive Service Board on or before end of each semester or later as deemed necessary by the Board. There is no limit as to the number of candidates who may be nominated for the award. Those who were nominated in previous years but were not chosen as awardees may be nominated again, but shall not be evaluated or cited for the same contribution or accomplishment.

**Section 10. Grounds for Disqualification.** A nominee/finalist may be disqualified if it is found that there is misrepresentation or falsification of information stated in the nomination form or in any of the supporting documents submitted.

A nominee may also be disqualified if, on or before the final deliberations of the Search Committee, he/she is (1) convicted of any administrative or criminal offense involving moral turpitude or for any conduct that is considered contrary to community standards of justice, honesty, or good morals, or (2) is formally charged in an administrative or criminal case on or before final deliberations by the Committee on Awards.

## TITLE II

### Selection of Awardees

#### Chapter I

#### Evaluation of Candidates

**Section 1. The Search Committee.** The Search Committee is composed of CESB's Director III and Division Chiefs. The Project Officer serves as the Search Committee's Secretariat (Office Order Number 2015-132 dated 09 September 2015).

**Section 2. Accomplishments Covered.** Officials whose employees have displayed outstanding performance during the semester immediately preceding the granting of awards shall be considered. However, performance of the employee(s) prior to said period may be considered if its significance or impact has become apparent within the period covered by the Award.

#### Section 3. Criteria for Selection.

- a. The criteria for evaluating a nominee's/group's innovative initiatives for the CES VIP/s Award are:
  - i. Novelty/Creativity (35%) – the ability to make new things or think of new ideas, to perceive new ways, to think outside of the box, and generate solutions. It may be any of the following:
    - A new/original concept;
    - A variation of an existing idea;

- Unique to the agency or a corresponding field or area of expertise;
- Developed independently/or in collaboration with others.

The initiative may have:

- significantly improved services or processes;
- achieved the stated goals;
- continued to work over time with a high degree of reliability; or
- overcame or circumvented constraints in an acceptable way.

ii. Impact (35%) – innovation/accomplishment is logical, useful, systematic, understandable, do-able for the intended benefits; simple and direct as possible for the desired outcome. It must have significance or a major effect, such as:

- Increased efficiency in work operations or public service;
- Enhanced internal or external communications;
- Resolved a long-standing problem;
- Replicated by other agency's stakeholders; or
- Elicited positive feedback both from internal and external publics.

iii. Integrity (30%) – adherence to moral and ethical principles; soundness of moral character.

b. The criteria for evaluating the nominee/group as an Outstanding Cost Effective Officer/s are:

i. Creativity (35%) – ability to make new things or think of new ideas; ability to perceive things in new ways, to think outside of the box; ability to generate solutions. The initiative may have:

- significantly improved services or processes.
- fully met stated objectives.
- worked within the stated constraints to the problem.

ii. Impact (35%) – significance or major effect, such as:

- Reduced costs/improved cost savings or increased revenue;
- Increased efficiency in work operations or public service;
- Resolved a long standing problem;
- Provided the foundation for further similar solutions and opens new view for further development;
- Replicated by other agency's stakeholders; or
- Elicited positive feedback both from internal and external publics.

iii. Integrity (30%) – adherence to moral and ethical principles; soundness of moral character.

**Section 4. Responsibility for Selection.** The Search Committee shall validate the reported accomplishments of the nominees; deliberate on the findings of validated accomplishments; and recommend to the CES Governing Board the finalists for the awards.

**Section 5. Selection Proceedings.** The review and assessment of received nominations and submission of the recommended list of awardees shall consist of the following activities:

- a. Initial review and collation of received nominations:
  - i. Nomination/s received after the set deadline will be considered for the next semester's search process;
  - ii. The Executive Director shall acknowledge all nominations in writing;
  - iii. Deputized validators from various associations of CESOs/Executives/Eligibles shall conduct validation interviews and verification of cited accomplishments of the nominees and submit their written validation reports not later than one week from the completion of validation activities.
  
- b. Review, Deliberation and Recommendation
  - i. The Search Committee deliberates on the validated findings on the cited accomplishments of the nominees, including a review of the following:
    - Nominees' Matrix that contains the following details (Annex A):
      - Award where the nominee is being nominated
      - Name of Nominee
      - Name of Nominator
      - Performance Rating (last two years)
      - Significant Accomplishment/s
      - Impact of Accomplishment/s
      - Remarks
    - Validation Report of the Validator (Annex B)
    - Nominees' Score sheet which shows the numeric ratings of candidates based on the criteria (Annex C)
    - Minutes of the Deliberation
  - ii. The Search Committee submits its recommendation to the CES Governing Board.
  
- c. The deliberations on the final selection of awardees shall be kept confidential.

**Section 6. Selection of Winners.** Decisions made by the CES Governing Board on these awards shall be deemed final.



## Chapter 2

### Presentation of Awards

**Section 7. Conferment of Awards.** The CES Governing Board shall confer the awards to the selected nominees on a semestral basis in a fitting awarding ceremony as arranged within a CESB event.

**Section 8. Announcement of Awardees.** The names of awardees shall be published in CESB's monthly electronic newspaper and quarterly magazine, and shall likewise be featured in the CESB website and its official social media platforms.

END

## Questionnaire for The CES VIP/s (Very Innovative Person/s) Award

This award seeks to recognize CESOs and Third Level Eligibles who initiated a novel policy or program that improved operational processes or methods and have assisted in meeting organizational sustainability and/or wellness.

Name of Nominee: \_\_\_\_\_  
Position: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

### 1. Briefly describe the nominee's innovation (program/project, process, policy or others) using the STAR Framework below:

- SITUATION: (Challenges/Situation the nominee faced)

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- TASK: (Tasks involved in that challenge/situation; what s/he tried to achieve from the situation)

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- ACTION: (Actions s/he took and why; what were the alternatives?)

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- RESULT: (Outcome of his/her actions; were his/her objectives met?)

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**2. Please check the appropriate boxes below that best describe the nominee's/group's innovative initiatives.**

- **Novelty/Creativity: (35%)** - Ability to make new things or think of new ideas; Ability to perceive things in new ways, to think outside of the box, and generate solutions
  - o It is a new/original concept.
  - o It is a variation of an existing idea.
  - o It is unique to the agency or to a corresponding field or area of expertise.
  - o It was developed independently/or in collaboration with others.

The initiative may have:

- o significantly improved services or processes.
- o achieved the stated goals.
- o continued to work over time with a high degree of reliability.
- o overcame or circumvented constraints in an acceptable way.

Others:

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- **Impact: (35%)** – innovation/accomplishment is logical, useful, systematic, understandable, do-able for the intended benefits; simple and direct as possible for the desired outcome.
  - o Increased efficiency in work operations or public service.
  - o Enhanced internal or external communications.
  - o Resolved a long-standing problem.
  - o Replicated by other agency's stakeholders.
  - o Elicited positive feedback both from internal and external publics.

Others:

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- **Integrity: (30%)** - adherence to moral and ethical principles; soundness of moral character.

To the best of your knowledge, describe the nominee's/group's integrity:

1. The candidate has material possessions (e.g. car, house, etc.) that are commensurate to income or family status.

Yes                       Somewhat                       No

Please qualify if the answer is no or somewhat. \_\_\_\_\_

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2. The candidate leads a modest lifestyle (e.g. travel, children's education, club memberships, etc.)

Yes                       Somewhat                       No

Please qualify if the answer is no or somewhat. \_\_\_\_\_

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3. There are issues that cast doubt on his/her character.

Yes                       Somewhat                       No

Please qualify if the answer is yes or somewhat. \_\_\_\_\_

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Name of Nominator/Signature: \_\_\_\_\_  
Position: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Date: \_\_\_\_\_

## Questionnaire for The Outstanding CEO/s (Cost-Effective Officer/s) Award

This award seeks to recognize the strategic leadership qualities of the CESOs and Third Level Eligibles whose decisions or actions create desired level of performance that leads to the maximum utilization of resources resulting in increased agency savings.

Name of Nominee: \_\_\_\_\_  
Position: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

**1. Identify and describe briefly the project/s, policy/ies or process/es that best demonstrate the nominee's/group's cost-effective measures using the STAR Framework below:**

- SITUATION: (Challenge/Situation the nominee faced)

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- TASK: (Tasks involved in that challenge/situation; what s/he tried to achieve from the situation)

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- ACTION: (Actions s/he took and why; what were the alternatives?)

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- RESULT: (Outcome of his/her actions; were his/her objectives met?)

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**2. Please check the appropriate answers below that best describe the nominee/group as an outstanding cost-effective officer/s.**

- **Creativity: (35%)** - ability to make new things or think of new ideas; ability to perceive things in new ways, to think outside of the box; ability to generate solutions.

- It significantly improved services or processes.
- It worked within the stated constraints to the problem.
- It fully met stated objectives.

Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Impact: (35%)** - significance or major effect

- Reduced costs/improved cost savings or increased revenue
- Increased efficiency in work operations or public service
- Resolved a long-standing problem
- Provided the foundation for further similar solutions and opens new view for further development.
- Replicated by other agency's stakeholders
- Elicited positive feedback both from internal and external publics

Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Integrity: (30%)** - adherence to moral and ethical principles; soundness of moral character.

To the best of your knowledge, describe the nominee's/group's integrity:

- a. The candidate has material possessions (e.g. car, house, etc.) that are commensurate to income or family status.

Yes                       Somewhat                       No

Please qualify if the answer is no or somewhat. \_\_\_\_\_

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- b. The candidate leads a modest lifestyle (e.g. travel, children's education, club memberships, etc.)

Yes

Somewhat

No

Please qualify if the answer is no or somewhat. \_\_\_\_\_

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- c. There are issues that cast doubt on his/her character.

Yes

Somewhat

No

Please qualify if the answer is yes or somewhat. \_\_\_\_\_

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**3. Describe how the nominee/group employs cost-effective measures in the work place:**

	<b>Always</b>	<b>Often</b>	<b>Seldom</b>	<b>Never</b>
<ul style="list-style-type: none"> <li>Clarifies organizational or project objectives, therefore maximizing the chance to achieve desired output without unnecessary expenditure and effort</li> </ul>				
<ul style="list-style-type: none"> <li>Creates a well-thought-of plan to utilize intended resources and deliver intended outcome at the right place and at the right time</li> </ul>				
<ul style="list-style-type: none"> <li>Observes openness and transparency in all business transactions or processes through documented planning, implementation and assessment</li> </ul>				
<ul style="list-style-type: none"> <li>Ensures all transactions and processes are performed in accordance with the rules and procedures per government accounting and auditing rules and regulations</li> </ul>				
<ul style="list-style-type: none"> <li>Undertakes adequate risk assessment for significant activities to minimize, monitor and control the probability and/or impact of unfortunate events and to prevent accidental costs</li> </ul>				

Others:

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Name of Nominator/Signature:

Position:

Agency:

Date:

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