



Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**

No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127  
Tel. Nos. 9514981 to 85 (Trunkline) 9513306 (Fax)  
website: www.cesboard.gov.ph



**ESTABLISHING A NEW POLICY ON  
PROMOTION IN CESO RANK**

X - - - - - X

**RESOLUTION NO. 1124**

**WHEREAS**, Paragraph 2, Article IV, Part III of the Integrated Reorganization Plan (IRP), as amended, mandated the Career Executive Service Board (CESB) as the governing body of the Career Executive Service (CES) to promulgate rules, standards, and procedures on the selection, classification, compensation, and career development of members of the CES;

**WHEREAS**, the policy of promotion in rank was established under the IRP, the rationale of which is to recognize the achievements in, and contribution to, public service of CESOs through their specialized skills and talents;

**WHEREAS**, given the rationale, there is a need to ensure that only deserving CESOs shall be promoted in rank in pursuit of the objective to institutionalize performance excellence;

**WHEREAS**, promotion in rank bears budgetary implications considering that, upon promotion in CES rank, a CESO would be entitled to receive the salary of the position corresponding to his/her new rank;

**WHEREAS**, there is a need to integrate existing policies on promotion in rank as part of the merit reward system in the CES and harmonize these with the budgetary implications which such policy currently bear;

**WHEREAS**, there is, thus, a need to establish a new policy on promotion in rank as provided for by CESB Resolutions Number 798, 817, and 1100, and put in place a stringent and evidence-based criteria as bases for the implementation thereof;

**NOW, THEREFORE**, foregoing premises considered, the Board **RESOLVES**, as it is hereby **RESOLVED**, to establish a New Policy on Promotion in Rank, as follows:

**ARTICLE I  
PROMOTION IN CAREER EXECUTIVE SERVICE (CES) RANK**

Section 1. **Definition of Promotion in Rank.** – refers to the appointment of a CESO by the President to the next higher CES rank, even without

*Handwritten signatures in blue ink.*

*Handwritten signature in blue ink.*

*Handwritten mark in blue ink.*



getting promoted to a higher CES position, upon recommendation by the Board.

In no case shall promotion in rank be more than one (1) rank higher than the Salary Grade of the CES position occupied by the CESO.

Section 2. **Requirements for Promotion in CES Rank.** – The Board shall recommend to the President the promotion in rank of a CESO, upon compliance with the following basic requirements:

a. **Residency.** – A CESO must have at least three (3) years residency in his/her rank corresponding to his/her position.

b. **Performance Rating.** – A CESO must have obtained a CESPES rating of "Outstanding" for the three (3) consecutive years in the rank corresponding to his position.

c. **Training.** – A CESO must comply with the following training requirements:

RANK	TRAINING
CESO I	Completion of the ELP and three (3) accredited training programs, or its equivalent
CESO II	Completion of the ELP and two (2) accredited training programs, or its equivalent
CESO III	Completion of the ELP and one (1) accredited training programs, or its equivalent
CESO IV	Completion of <i>Salamin</i> , <i>Diwa</i> and <i>Gabay</i> courses (ELP graduate) or its equivalent
CESO V	Completion of <i>Salamin</i> and <i>Diwa</i> courses (ELP graduate) or its equivalent
CESO VI	Completion of <i>Salamin</i> course or its equivalent

d. **Demonstrated and Verifiable Competencies.** – The CESO must possess and demonstrate his/her exemplary managerial and leadership competencies/potential corresponding to the functions of

the position equivalent to the rank he/she is recommended for promotion.

e. **Accomplishment/s.** – During the 3-year residency required under Subsection (a) of Section 2 of the this Article, the CESO must submit a written Report of his/her exceptional accomplishment/s which significantly redounded to the benefit of his/her Agency, specifying clearly how such accomplishment/s significantly contributed to the attainment of the Agency strategic goals, such as the accumulation of significant savings based on 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.

Section 3. **Due Diligence Check and Performance Validation Process.** – Before a CESO shall be recommended by the Board for promotion to one rank higher than the Salary Grade of the CES position which he/she occupies, he/she shall be subject to a due diligence check and performance validation process to determine whether there are issues pertaining to his/her on-the-job performance, leadership capacity, managerial competence, and integrity. Further, the performance validation process must include a determination as to whether the competencies/potential requirement provided for under Section 2 (d) of this Article have been adequately met.

**ARTICLE II  
DOCUMENTARY REQUIREMENTS FOR  
PROMOTION IN A CAREER EXECUTIVE SERVICE (CES) RANK**

Section 1. **Documentary Requirements.** – In addition to the basic requirements for promotion in CES rank, a CESO is required to submit the following documentary requirements:

- a. Clearances from the following offices:
  - i. Department or Agency of the CESO
  - ii. Civil Service Commission, both from the Central Office and the concerned Regional Office
  - iii. Sandiganbayan
  - iv. Office of the Ombudsman
  - v. National Bureau of Investigation
  - vi. Barangay
- b. Notarized self-certification issued by the CESO stating that he/she has not been convicted for any administrative and/or

*[Handwritten signatures and initials in blue ink]*

*[Handwritten signature in blue ink]*

*[Handwritten signature in blue ink]*

criminal cases, and is also not a respondent in any pending administrative and/or criminal cases;

- c. Copy of appointment paper and service record duly certified by the Office Personnel/Administrative Officer;
- d. Copies of training certificates duly certified by an authorized personnel of accredited training institutions; and
- e. Endorsement by the Department Secretary/Agency Head.

### ARTICLE III PROMOTION IN CESO RANK OF GAWAD CES AWARDEES

Section 1. **Promotion in CESO Rank of GAWAD CES AWARDEES.** - In accordance with E. O. No. 715 s. 2008 and CESB Resolution No. 780 S. 2008, GAWAD CES awardees are entitled to promotion to the next higher rank. However, if the current rank of the GAWAD CES awardee already corresponds to one rank higher than his current position, he/she shall no longer be promoted in rank.

### ARTICLE IV FINAL PROVISIONS

Section 1. **Separability Clause.** - If any section or part of this Resolution shall be held to be invalid, the remaining provisions shall be given full force and effect as if the part held invalid had not been included therein.

Section 2. **Repealing Clause.** - All existing CES rules and regulations, circulars, and memoranda inconsistent with this Resolution are hereby repealed or amended accordingly.

Section 3. **Effectivity.** - This Resolution shall take effect fifteen (15) days after publication in a newspaper of general circulation or in the Official Gazette.

APPROVED this 13<sup>th</sup> day of November 2013 in Quezon City, Philippines.

FRANCISCO T. DUQUE, III  
Vice Chairperson

By Authority:

  
NIEVES L. OSORIO  
CSC Commissioner







  
CHARITO R. ELEGIR  
Member

  
ANGELITO M. TWAÑO  
Member

  
ANTONIO D. KALAW, JR.  
Member

  
EVANGELINE C. CRUZADO  
Member

SUSANA D. VARGAS  
Member

Attested by:

  
JAYPEE ABESAMIS  
Board Secretary III

