

The CES Written Examination

THE FOUR-STAGE CAREER EXECUTIVE SERVICE (CES) ELIGIBILITY EXAMINATION PROCESS

Presidential Decree No. 1 dated September 24, 1972 created the Career Executive Service Board (CESB) to serve as the governing body of the Career Executive Service (CES) and to promulgate rules, standards and procedures on the selection, classification, compensation and career development of members of the CES.

Likewise, Section 8, Paragraph 1(c) and 2, Chapter 2, Book V of Executive Order No. 292 expressly provides that the “third level shall cover positions in the Career Executive Service” and that “entrance to the third level shall cover positions in the Career Executive Service Board.”

On December 15, 1989, the CES Board issued Circular No. 1 which provides for a four-stage CES eligibility examination process, namely: Management Aptitude Test Battery (MATB);

Assessment Center; Performance Validation On-the-job; and Board Interview.

The guidelines on the four-stage CES eligibility examination process were modified through CESB Resolution No. 459 dated October 8, 2002 where the Board Interview stage comes before the Performance Validation on-the-job.

In fulfilling the Board’s mandate to form a continuing pool of well-selected and development oriented career officials who shall provide competent and faithful service in the CES, the CESB has further strengthened the existing policies on the examination process and make it more purposive, responsive, credible and practicable.

Hence, the Board, through CESB Resolution No. 791 dated February 10, 2009 adopted the Revised Integrated Rules on the Grant of Career Executive Service (CES) Eligibility. Pursuant to the said rules, CES eligibility examination process consists of the following stages:

- 1) CES Written Examination;
- 2) Assessment Center;
- 3) Performance Validation; and
- 4) Board Interview.

In 2010, as part of the CESB’s continuing efforts to maintain a credible, transparent and objective process to screen and select CES eligibles, the Board has shifted to a Panel Interview system as the final stage in the CES eligibility examination process.

CES Eligibility is acquired by passing the four-stage CES eligibility examination process. Successful completion of each stage is a pre-requisite to the succeeding stages of the CES eligibility examination process.

CES WRITTEN EXAMINATION

The CES-Written Examination (CES-WE), formerly called the Management Aptitude Test

Battery (MATB) is the first of the four-stage CES Eligibility Examination Process.

It is a paper-and-pencil type of test that determines the applicant's general intelligence and knowledge of management concepts and principles.

Currently, the CES-WE is composed of 220 test items with seven (7) sub-tests, as follows: Error Recognition, Reading Comprehension, Data Interpretation, Logical Reasoning, Information, Management Concepts and Problems and Essay.

The test is administered for 2 hours and 55 minutes and is conducted nationwide in three (3) testing centers, as follows: Manila, Cebu and Davao.

Applications are open to officials from the:

- 1) government sector who have rendered at least two (2) years of managerial experience; and the
- 2) private sector who have performed managerial/supervisory functions for at least three (3) years.

Managerial/supervisory functions pertain and are not limited to, directing and approving the work outputs of concerned employees; delegating functions to the staff; monitoring and rating employees' performance based on the duly approved performance targets/plans; and supervising the unit or section/division based on the staffing pattern or organizational structure.

The applicant should meet the cut-off score in order to proceed to the succeeding stages of the CES Eligibility Examination Process. Applicants who fail to meet the cut-off score may be allowed to retake the test only after six (6) months reckoned from the date of his/her last examination.

The CES-WE results are officially released within sixty (60) days from the date of the examination through the CESB website. An applicant shall likewise be issued with a notice of rating indicating his/her transmuted score.

In 2008, CESB restored the accreditation of the Master in National Security Administration (MNSA) and the Master in Public Safety Administration (MPSA) degrees conferred by the National Defense College of the Philippines (NDCP) and the Philippine Public Safety College (PPSC), respectively, as equivalent to the CES-WE.

CES-WE ADMISSION PREREQUISITES

Applicants for the CES-WE must meet the following prerequisites:

1. Government Sector (Career Service):

1.1. He/She must have been appointed to a CES position or designated in an acting capacity or Officer-In-Charge (OIC) to a CES position for at least six (6) months; or

1.2. He/She must have been appointed to at least a Division Chief position (SG) 24 and has at least two (2) years of managerial experience.

2. Government Sector (Non-Career Service)

2.1. One who is appointed to a non-career position whether under a coterminous or contractual status in any department or agency of the government may be allowed to take the CES Written Examination provided:

- a. He/She has at least three (3) years managerial experience;
- b. He/She has served the government for the same period of time of his/her application; and
- c. He/She must have been occupying a position equivalent to or higher than a Division Chief (SG 24).

3. Private Sector:

Outstanding men/women from the private sector may be allowed to take the CES-WE, provided he/she is any of the following:

- 3.1. A proprietor who is performing managerial/supervisory functions for at least three (3) years;
- 3.2. An incumbent of a managerial position exercising supervisory functions, as defined under these rules, for a minimum period of three (3) years.

4. Other Requirements:

- 4.1. Citizen of the Philippines;
- 4.2. Must be of good moral character;
- 4.3. Has not been dismissed from the service for cause;
- 4.4. Has not been found guilty by final judgment of a crime involving moral turpitude or other criminal offenses where the penalty imposed by the court carries with it an accessory penalty of perpetual absolute disqualification to hold public office; and,
- 4.5. The applicant has not been found guilty of offenses to or in connection with the conduct of any government examination.

MNSA/MPSA ACCREDITATION PREREQUISITES

The MNSA degree conferred by NDCP and MPSA degree conferred by PPSC shall be accredited as equivalent to the CES-WE provided that the holder thereof is:

- 1.1. An appointee to at least a Division Chief level position (SG 24) or its equivalent in the government, regardless of whether he/she is in the career or non-career service with at least three (3) years managerial experience at the time of the application.

CES-WE CHEKLIST OF DOCUMENTARY REQUIREMENTS

The following shall be submitted upon filing:

1. Duly Accomplished CES-WE Application Form;
2. Copy of appointment paper to present position authenticated by the office personnel / administrative officer;
3. Service record authenticated by the office personnel/administrative officer;
4. Copy of the designation order duly authenticated by the office personnel/administrative officer

in case the applicant is presently designated in an acting capacity or officer-in-charge of a CES position for at least six (6) months;

5. Organization Chart showing the applicant's place in the organization and duly certified by the Office Personnel/Administrative Officer;

6. Three (3) identical photographs, (size 2" x 2") with full name tag that includes the surname, first name and middle initial taken not more than six (6) months before the filing of the application.

Only two (2) of the three (3) 2" x 2" photographs shall be submitted upon filing of the application. The applicant shall keep the third 2" x 2" photograph and shall bring the same on the day of the examination for posting in the examinee seat plan.

Pictures that are scanned, photocopied or computer-enhanced will not be accepted;

7. Admission fee of ONE THOUSAND PESOS (P1,000.00) either in CASH or in POSTAL MONEY ORDER payable to the CAREER EXECUTIVE SERVICE BOARD. PERSONAL CHECKS WILL NOT BE ACCEPTED;

8. Photocopy of a valid Identification Card (ID) containing the applicant's picture, signature, birth date and signed by the Authorized Official;

9. Self-stamped envelope with complete mailing address; and,

10. Long, brown envelope

MNSA/MPSA ACCREDITATION CHEKLIST OF REQUIREMENTS

The following shall be submitted upon filing:

1. Written Application Letter to the Board requesting accreditation of his/her MNSA/MPSA degree as equivalent to the CES-WE;

2. Copy of Copy of the MNSA/MPSA diploma duly certified by an official of the NDCP/PPSC;

3. Copy of appointment paper to present position duly authenticated by the Personnel/Administrative Officer;

4. One 2"X2" photograph taken not more than six months before the filing of the application;

5. A certification issued by the Personnel/ Administrative Officer that the applicant has been performing supervisory/managerial functions and managing a number of staff for a number of years;

6. Notarized self-certification that he/she has not been dismissed from service for cause or found guilty by final judgment of a crime involving moral turpitude or other offenses;

7. Updated personal data sheet (CS Form 212); and

8. Accreditation Fee of P1,000.00

REMINDERS IN TAKING THE CES-WE

1. Bring the following on examination day:

- Application Receipt
- Valid office Identification (ID) card
- Mongol Pencil No. 2
- Ruler
- One 2x2 ID picture
- Calculator (calculators from cellular phones, personal digital assistants (PDA) and similar gadgets shall not be allowed)

2. Applicants are required to be at the examination venue by 7:00 am.

3. You may bring food and drinks during the examination but make sure not to disturb the other examinees while eating or drinking.

4. Cellular phones should be turned off or switched to silent mode. You will only be allowed to use them during the break.

DOWNLOADABLE FORM

- CES Written Exam Application Form ([see attached](#))

ASSESSMENT CENTER

The Assessment Center (AC), the second stage of the CES eligibility examination process, is a series of simulation exercises involving work-based situations, designed to measure whether the applicant has the capacity to advance to managerial duties and responsibilities and determine his/her ability to grow and develop in the organization.

These exercises allow candidates to elicit and demonstrate managerial competencies, key behaviors and significant performance dimensions/indicators essential in the organization.

A typical AC is composed of four (4) centers, consisting of six (6) Assesseees who are observed by three (3) Assessors per center. It is a whole day exam that runs from 7:00 am to 6:00 pm and is offered twice a month at the CESB office.

The list of AC Passers is officially released within sixty (60) days from the date of the AC through the CESB website. Assesseees are provided with their AC result indicating their performance in each AC competency/dimension.

AC ADMISSION PREREQUISITES

The AC applicant should be a/an:

1. AC re-taker;
2. CES-WE passer;
3. Career Service Executive Eligible (CSEE); and
4. MNSA/MPSA degree holder whose request for accreditation has been approved by CESB

AC CHEKLIST OF DOCUMENTARY REQUIREMENTS

For first-time AC applicants:

1. Duly accomplished AC Application Form (QF008-00)

For Career Service Executive Eligibles (CSEEs):

1. Duly accomplished AC Application Form (QF008-00);
2. Latest Appointment Paper authenticated by the office personnel / administrative officer;
3. Service Record authenticated by the office personnel/administrative officer;
4. Copy of the designation order duly authenticated by the office personnel/administrative officer indicating that applicant is designated to a third level position; and
5. Certificate of CSE Eligibility issued by the Civil Service Commission

For AC Re-takers and MNSA/MPSA degree holders:

1. Duly accomplished AC Application Form (QF008-00);
2. Latest Appointment Paper authenticated by the office personnel / administrative officer;
3. Service Record authenticated by the office personnel/administrative officer;
4. Copy of the designation order duly authenticated by the office personnel/administrative officer indicating that applicant is designated to a third level position

REMINDERS IN TAKING THE AC

1. Applicants are required to confirm their participation by sending the accomplished Assessment Center (AC) Confirmation Slip and pay the AC fee on the prescribed deadline.

Failure to do so shall constrain CESB to forfeit the applicant's slot and make it available to those in the waitlist. Failure to attend or complete the AC will mean forfeiture of your AC Fee.

2. On the examination day, assesses are expected to be at the CESB Office at exactly 7:00 am and are required to bring the following:

- Valid Office Identification Card;
- Two (2) pieces of 2 x 2 recent I.D. picture;
- Ballpen; and
- Php 350.00 for lunch and snacks

3. Bringing of bottled water, candies additional ballpen and pencil is highly encouraged.

VALIDATION OF ON-THE-JOB PERFORMANCE

Validation, which is the third of the four-stage CES eligibility examination system, is the process that facilitates a detailed inquiry, examination and verification of the candidate's on-the-job performance, managerial/behavioral competence and integrity.

The investigation is done by a CESB-certified validator through feedback-gathering mechanisms, such as interviews of resource persons, public officials/employees and non-government sector representatives who have worked with the candidate and who may have knowledge of the candidate's fitness to be conferred CES eligibility.

Validation is conducted to ensure that the candidate's performance in the previous stages of the

examination is also demonstrated in the workplace. There may be some candidates who appear to be competent based on written tests but may not be so in their actual jobs. Thus, validation of their on-the-job performance becomes relevant and essential.

The validation system focuses on three (3) dimensions: 1) Performance which is the ability of the candidate to deliver results and contribute to the agency's goals and identified outcomes; 2) Managerial/Behavioral Competence which assesses the effectiveness of the candidate as a manager and leader; and 3) Integrity which focuses on how the candidate demonstrates honesty, accountability, fairness and objectivity.

It shall be assessed based on three (3) sources: 1) Clearances from the Civil Service Commission (CSC), Office of the Ombudsman and Sandiganbayan; 2) feedback from the public through publication of candidate's name in a newspaper of general circulation; and 3) information from identified respondents.

The validation system is two-pronged: Level 1 which is the Rapid Validation Process (RVP) and Level 2, the In-Depth Validation Process (IVP). The RVP which is conducted and completed in one (1) day covers all qualified applicants who do not have any adverse feedback on performance, managerial/behavioral competencies and integrity.

On the other hand, the IVP is a focused, more intensive and longer validation depending on the nature, extent and gravity of adverse feedback or information on the applicant.

Result of the candidate's validation will depend on any of the following recommendations by the validator:

- 1) Undergo IVP when RVP generates adverse information/feedback;
- 2) Proceed to the Next Stage of the Eligibility Process;
- 3) Defer conduct of Performance Validation for a period of six (6) months to one (1) year; or
- 4) Undergo revalidation if the candidate fails to meet standards set by the Board after the conduct of IVP. Moreover, a candidate who is subjected to revalidation shall be given appropriate feedback and shall be advised to engage on developmental interventions.

It is also noted that in case the Secretariat receives adverse feedback about a candidate as a result of publication, the candidate is automatically subjected to IVP.

VALIDATION CHEKLIST OF REQUIREMENTS

For the Performance Validation Stage the candidate is required to accomplish and submit two (2) copies of the following:

1. Personal Data Form;
2. Candidates' Profile;
3. Organizational chart showing your place in the organization;
4. List of immediate superior/s and subordinates as certified by your Personnel Officer/HRMO;
5. Recent appointment paper and service record; Detailed information about the pending case/s, if any;
6. Recent performance rating certified by agency personnel;
7. Recent sworn Statement of Assets and Liabilities, and Net Worth, Disclosure of Business Interests and Financial Connections and Identifications of Relatives in the Government Service;
8. Recent Employer's Certificate of Compensation Payment/Tax Withheld (BIR Form No. 2316).

Should you have other business interest other than your employment in the government, kindly submit also the recent Annual Income Tax Return for Self-employed (BIR Form No. 1701).
9. Php 800.00 validation fee to cover for publication and clearance fees

PANEL INTERVIEW

The Panel Interview is the last stage of the Career Executive Service (CES) Eligibility Process.

It is composed of a three-man panel conducted to determine and assess the applicant's confidence, creativity, self worth and outlook on his/her work and the organization.

Managerial capabilities and potentials, leadership qualities, office accomplishments and performance as well as the applicant's integrity are discussed during the interview.

The interview is also an opportunity for the interviewers to give feedback on the applicant's performance on the three (3) previous stages he/she underwent.

The panel of interviewers are primarily tasked to deliberate and decide on whether the applicant is recommended to be:

- 1) conferred CES Eligibility;
- 2) to defer conferment of eligibility; or to be
- 3) denied conferment based on existing policies of the Board.

Applicants will be officially informed of their interview schedule which is conducted at the CESB Office.

CONFERMENT OF CES ELIGIBILITY

A CES Eligibility shall be conferred to a candidate who is able to successfully complete the four-stage CES Eligibility Examination Process and meet other requirements as may be prescribed by the Board.

It shall be conferred by the Board through a resolution approved by the majority of its members in a regular or special meeting.

Upon approval of the resolution, the applicant is considered a full-fledged CES eligible and his/her name shall be registered in the Board's Roster of CES eligibles and a corresponding certificate of CES eligibility shall be issued in testimony of his/her newly acquired qualification.

The Career Service Executive Eligibility (CSEE) conferred by the Civil Service Commission (CSC), which consist of two (2) phases, namely: Written Examination and Panel Interview, of one who is appointed to a CES position, regardless of the appointing authority or one who is occupying a Division Chief position in a permanent capacity or one designated to a CES position in an acting or OIC capacity for at least one (1) year, shall be considered equivalent to the two (2) of the four-stage CES eligibility examination process, namely: Written Examination and Board Interview.

Hence, for purposes of conferment of CES eligibility and appointment to appropriate rank in the CES, as the case may be, the applicant concerned has to complete the two (2) remaining stages of the examination process, namely: Assessment Center and Performance Validation stages and comply with such other requirements as may be prescribed by the

Board. **CONFERMENT OF CES ELIGIBILITY CHEKLIST OF REQUIREMENTS**

For candidates to be conferred CES eligibility, they should also be able to comply with the other requirements prescribed by the Board such as:

1. Performance rating of at least Very Satisfactory for the immediately preceding year; and
2. Clearances from the CSC, Office of the Ombudsman and Sandiganbayan.

APPOINTMENT TO CESO RANKS

Upon inclusion of the candidate's name in the Roster of CES eligibles after the conferment of CES eligibility and in compliance with the other requirements prescribed by the Board, a CES eligible appointed to any CES position and appointed by the President to a CES rank upon the recommendation of the Board becomes a member of the CES.

There are six (6) CESO ranks in the CES ranking structure, to wit:

CESO Rank Salary Grade

CESO Rank I SG 30

CESO Rank II SG 29

CESO Rank III SG 28

CESO Rank IV SG 27

CESO Rank V SG 26

CESO Rank VI SG 25

In the above ranking structure, Career Executive Service Officer (CESO) I shall be the highest rank with an equivalent salary grade of 30, while Career Executive Service Officer (CESO) VI shall be the lowest rank with an equivalent salary grade of 25.

I. ORIGINAL APPOINTMENT TO A CESO RANK

Original appointment to a CES rank shall be made by the President from a list of CES eligibles recommended by the Board. A CES eligible appointed to a CES position may qualify for original appointment to a CES rank based on the salary grade corresponding to the CES position to which he/she occupies.

CHEKLIST OF REQUIREMENTS FOR ORIGINAL APPOINTMENT TO CESO RANK (Corresponding Position)

(Pursuant to CESB Resolution No. 798, series of 2009 (Revised Rules and Procedures on Original and Promotional Appointments to Career Executive Service (CES) Ranks) and CESB Resolution No. 1100, series of 2013 (Amendatory Guidelines to the Performance Rating Requirements for Original Appointment to, and Adjustment, in Rank)

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

1. Incumbent to CES Position;

2. Obtained at least "Very Satisfactory" Performance rating for three (3) consecutive years prior to the year for which the applicant is being considered for original appointment to CES rank;
 3. Training requirements for CESO Rank appointment:
 - 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;
 4. 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 applicant is assigned to (Regional and/or Central Office);
 - o Civil Service Commission (CSC Central Office);
 - o Sandiganbayan;
 - o Office of the Ombudsman (OMB);
 - o National Bureau of Investigation (NBI).
- Note: If with 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.
5. Notarized Self-certification of no pending administrative and/or criminal case filed against the applicant in any office, quasi-judicial or judicial body (valid until 6 mos.);
 6. Certificate of no notice of disallowance/s and unliquidated cash advance/s from the Finance / Administrative division of the Agency of the applicant;
 7. Certification coming from the Finance / Administrative division that the applicant did not receive nor solicit any donation/s, gift/s, gratuity, favor or anything of monetary value and unnecessary interaction for any financial or material interest from the Tobacco industry;
 8. Endorsement Letter of Department Secretary for the applicant's original appointment to CES Rank;

9. Updated Personal Data Sheet;
10. Latest appointment paper duly certified by Office Personnel/Admin. Officer;
11. Service Record duly certified by Office Personnel/Admin. Officer; and,
12. Copies of training certificates duly certified by an authorized personnel of duly accredited training institutions.

II. PROMOTIONAL APPOINTMENT TO A CESO RANK

Promotional Appointment of a CESO to a higher CES rank shall be made by the President upon recommendation of the Board. There are two (2) classes of promotional appointment to a CES rank, namely:

2.1 Adjustment in CES Rank - refers to the appointment of a CESO by the President to a CES rank, which is equivalent to the higher CES position to which he/she has been appointed to, upon the recommendation of the Board; and,

2.2 Promotion in CES Rank - refers to the appointment of a CESO by the President to the next higher CES rank, even without getting promoted to a higher CES position, upon the recommendation of the Board.

CHECKLIST OF REQUIREMENTS FOR ADJUSTMENT IN CESO RANK (Adjustment to corresponding position)

(Pursuant to CESB Resolution No. 798, series of 2009 (Revised Rules and Procedures on Original and Promotional Appointments to Career Executive Service (CES) Ranks) and CESB Resolution No. 1100, series of 2013 (Amendatory Guidelines to the Performance Rating Requirements for Original Appointment to, and Adjustment, in Rank)

Applicants for adjustment in CES rank must satisfy the following requirements:

1. One-year Incumbency to the CES Position;
2. Obtained at least "Very Satisfactory" Performance rating in the CES position the official is currently occupying for the year immediately preceding his/her adjustment in CES rank;

For one coming from the private sector who is initially appointed to a CES position, an applicant must have at least one (1) year incumbency in his/her present CES position before he/she can be recommended for an adjustment in CES rank; and he/she must have obtained a rating of at least "Very Satisfactory" in the CES position he/she is currently occupying during the required one (1) year incumbency;

3. Training requirements for CESO Rank adjustment

- 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

4. 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);
- o Sandiganbayan;
- o Office of the Ombudsman (OMB); and,
- o National Bureau of Investigation (NBI).

Note: If with case/s from the above-mentioned offices, kindly attach the following case documents:

- o Certificate of no notice of disallowance/s and unliquidated cash advance/s from the Finance and Administrative Division of the applicant's Agency;
- 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,

5. Notarized Self-certification of no pending administrative and/or criminal case filed in any office, quasi-judicial or judicial body (valid until 6 mos.);

6. Certificate of no notice of disallowance/s and unliquidated cash advance/s from the Finance / Administrative division of the applicant's Agency;

7. Certification coming from the Finance / Administrative division that the applicant did not receive nor solicit any donation/s, gift/s, gratuity, favor or anything of monetary value and unnecessary interaction for any financial or material interest from the Tobacco industry;

8. Endorsement Letter of Department Secretary for the official's adjustment in CES Rank;

9. Updated Personal Data Sheet;

10. Latest appointment paper duly certified by Office Personnel/Admin. Officer;

11. Service Record duly certified by Office Personnel/Admin. Officer; and,

12. Copies of training certificates duly certified by an authorized personnel of duly accredited training institutions.

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 with 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 issued by the applicant stating that he/she has not been convicted for any administrative and/or criminal cases and is also not a respondent in any pending administrative and/or criminal case/s;

7. Certificate of no notice of disallowance/s and unliquidated cash advance/s from the Finance / Administrative division of the applicant’s Agency;

8. Certification coming from the Finance / Administrative division that the applicant did not receive nor solicit any donation/s, gift/s, gratuity, favor or anything of monetary value and unnecessary interaction for any financial or material interest from the Tobacco industry;

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 certificate of recognition / commendation)