



**CHECKLIST OF REQUIREMENTS FOR ORIGINAL APPOINTMENT<sup>1</sup> TO A CAREER EXECUTIVE SERVICE RANK**

*(Pursuant to CESB Resolution No. 1516-A, Series of 2019, or the Revised Omnibus Policies on Rank Appointments in the Career Executive Service)*

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

1. **Incumbency.** A CES eligible must be an incumbent of a CES position to be recommended by the Board for original appointment to a CES rank commensurate to the position.
2. **Performance rating.** A CES Eligible must have obtained a Career Executive Service Performance Evaluation System (CESPES) rating of at least “Very Satisfactory” for two (2) consecutive semesters before he/she may be recommended for appointment to CES rank.
3. **Training requirements.**

CES Rank	Salary Grade (SG)	Training Requirement
CESO I	SG 30	Completion of the Leadership and Management Proficiency (LAMP) Program and three (3) accredited training programs or its equivalent
CESO II	SG 29	Completion of the LAMP Program and two (2) accredited training programs or its equivalent
CESO III	SG 28	Completion of the LAMP Program and one (1) accredited training programs or its equivalent
CESO IV	SG 27	Completion of the <i>Salamin, Diwa, at Gabay ng Paglilingkod</i> courses of the LAMP Program (LAMP Program Graduate)
CESO V	SG 26	Completion of the <i>Salamin at Diwa ng Paglilingkod</i> courses of the LAMP Program
CESO VI	SG 25	Completion of the <i>Salamin ng Paglilingkod</i> course of the LAMP Program

4. **Other documentary requirements:**

- a. Clearances<sup>2</sup> from the following agencies:
  - i. Civil Service Commission;
  - ii. *Sandiganbayan*;
  - iii. Office of the Ombudsman; and
  - iv. National Bureau of Investigation.

<sup>1</sup> 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 his/her CES position subject to the approval of the President.

<sup>2</sup> If the applicant has a pending case or cases from the abovementioned Offices, the CESB Secretariat shall request the applicant’s agency to issue a certification that the case/s filed do not involve moral turpitude.

- b. Agency certification that the CESO or CES Eligible has not been formally charged.
- c. Drug test certificate issued by any government forensic laboratories or by any of the drug-testing laboratories accredited and monitored by the Department of Health in accordance with CESB Resolution No. 1342, Series of 2017.<sup>3</sup>
- d. A self-certification, under oath, stating the circumstances surrounding his/her involvement in the tobacco industry, in accordance with CESB Resolution No. 1223, Series of 2015.<sup>4</sup>
- e. Certification of no notice of disallowance/s and unliquidated cash advance/s from the Finance/Administrative Division of the agency of the applicant.
- f. Recent sworn Statement of Assets, Liabilities, and Net Worth (SALN), Disclosure of Business Interests and Financial Connections, and Identification of Relatives in the Government Service and Certification from the SALN Review and Compliance Committee attesting to the full compliance as to the timeliness, completeness, and in proper form of the candidate's submission of his/her SALN.
- g. Copy of appointment paper and service record duly certified by the Human Resource Management Officer.
- h. Updated Personal Data Sheet.
- i. Copies of training certificates of attendance in duly accredited training programs.
- j. Endorsement of the Department Secretary/Agency Head.

\*\*\*NOTHING FOLLOWS\*\*\*

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<sup>3</sup> "Guidelines on Mandatory Drug Test as a Requirement for Conferment of Career Executive Service (CES) Eligibility and Appointment to/Adjustment of/ Promotion in/Reactivation of CES Rank"

<sup>4</sup> "Guidelines Requiring Full Disclosure of Interactions with the Tobacco Industry by Career Executive Service Officers and Eligibles and Applicants for CES Eligibility"