



**ADJUSTING THE CESPES CALENDAR  
FROM AN ANNUAL RATING PERIOD TO  
A SEMESTRAL RATING PERIOD**

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**Resolution No. 1370-A**

**WHEREAS**, 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;

**WHEREAS**, based on the aforementioned law, the CESB, pursuant to Resolution No. 90-06, adopted a Career Executive Service Performance Evaluation System (CESPES) for all Officials in the CES;

**WHEREAS**, the CESB, pursuant to Resolution No. 661 s. 2007, established the new set of guidelines and instrument to make the CESPES more responsive, systematic and practicable, with the purpose of contributing to the fulfilment of the Board's mandate to form a continuing pool of well-selected and development-oriented career administrators who shall provide competent and faithful service in the CES;

**WHEREAS**, in 2014, the Board adopted modifications in instruments for the purpose of: 1) aligning the CESPES instrument with the Strategic Performance Management System (SPMS); 2) simplifying the rating scale from a seven-point rating scale to a five-point rating scale; and 3) assessing the official's behavioural and managerial competence based on the CES Core Competency Standard;

**WHEREAS**, through Resolution No. 1136 dated 10 February 2014, the Board promulgated the Guidelines on the Enhanced Career Executive Service Performance Evaluation System to ensure smooth implementation of the CESPES using the new CESPES instrument;

**WHEREAS**, while logically aligned with the SPMS, Resolution No. 1136 maintained an annual rating period by which the performance of officials are assessed;

**WHEREAS**, the Board finds it reasonable and practical to change the CESPES calendar from an annual to a semestral rating period to synchronize the CESPES rating period with the Agency SPMS Calendar and to promote a more objective and development-oriented system.

**WHEREFORE**, foregoing premises considered, the Board **RESOLVES**, as it is hereby **RESOLVED**, to revise the following provisions of the Guidelines on the Enhanced Career Executive Service Performance Evaluation System (CESPES):

**Rule III**

**Section 2. Rating Period.** The rating period shall be six (6) months. However, if there is a need for a shorter or longer period, the minimum appraisal period is three (3) months while the maximum period is one (1) year.

**Section 3. Frequency and Period of Conduct.** The rating period shall be twice a year based on the following CESPES Calendar:

Activity	Preceding Year				Rating Period												Following Year			
					1 <sup>st</sup> Quarter						2 <sup>nd</sup> Quarter									
	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4
Preparation of Ratee Information Sheet																				
Performance Planning																				
Performance Rating Period/ Performance Monitoring																				
Performance Review																				

The schedule shall be implemented simultaneously in department/agencies covered by the CESPES in accordance with the schedule prepared by the CESB.

**Rule IV  
CESPES Forms**

**Section 2. Ratee Information Sheet.** The RIS is the complete, updated and official list of all raters (i.e., superior and subordinates) who are qualified and designated to rate each individual Ratee’s work performance in a given rating period.

The RIS shall be prepared by the CESPES Coordinator on or before the fourth quarter of the rating year and may be updated as need arises, in preparation for the performance rating in July of the same year and January of the following year.

**Rule VII  
The CESPES Performance Evaluation Cycle and Stages**

**Subtitle I  
Performance Planning Stage**

- a) The Ratee and Superior Rater shall meet anytime within the quarter preceding the 1<sup>st</sup> semester of the performance year or within the first month of the assumption of office of the Ratee to determine the latter’s performance

commitment for the year. Said performance commitment shall be recorded in Part I, Performance Commitment and Review Form of the Superior Rating Form.

## **Subtitle II Performance Monitoring Stage**

**Section 3. Performance Monitoring Stage.** The Ratee and Superior Rater shall meet during the rating period after the portion showing the performance commitments of the PCRf have been duly accomplished to hold regular consultation meetings/dialogues. These meetings shall have the objective of monitoring/tracking the Ratee's performance; studying problems, issues and concerns affecting said performance; and enabling the Superior Rater to provide and discuss analysis, advice, and other forms of assistance through coaching, mentoring, and feedback.

Every time and at any given time within the rating period, when at least one (1) performance commitment has to be changed, deleted or added, the revisions/modifications and the corresponding changes shall be discussed and agreed upon by the Ratee and the Superior Rater.

## **Subtitle III Performance Review and Feedback Stage**

**Section 4. Completion of the PCRf.** The completion of the PCRf shall be undertaken as follows:

- a) The Ratee and Superior Rater shall meet within the month following the rating period purposely to conduct performance review and feedback.
- b) The Ratee and the Superior Rater shall discuss and come to an agreement on the performance outcome and results on each of the performance commitments of the Ratee and the corresponding rating on the Accomplishment Dimension of the CESPES.
- c) The completion of the PCRf is signified by the online rating given by the Superior Rater. To enable the 2<sup>nd</sup> Semester Rating Period, the Ratee-Official must resubmit his/her PCRf after she/he was rated for the 1<sup>st</sup> Semester Rating Period.

## **Section 6. Completion of CESPES Ratings**

- d) The online CESPES system shall be open for rating from July 1 to August 31 for the 1<sup>st</sup> Semester Rating Period and from January 1 to end of February of the following year for the 2<sup>nd</sup> Semester Rating Period. Failure to complete the CESPES rating process within the period shall cause the ratee to have no CESPES rating for the said rating period.



APPROVED this 31<sup>st</sup> day of August 2017 in Quezon City, Philippines.

  
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Attested by:

  
CARMELA M. CONTI  
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