

RULES AND PROCEDURES ON ORIGINAL AND PROMOTIONAL APPOINTMENTS TO CAREER EXECUTIVE SERVICE (CES) RANKS

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WHEREAS, Presidential Decree No. 1, as amended, provides that members of the Career Executive Service (CES) shall be classified according to rank based on broad levels of responsibility and on personal qualifications and demonstrated competence;

WHEREAS, Section 7, Chapter 2, Sub-Title A, Title I, Book V of Executive Order No. 292 provides that positions in the CES shall include the following: Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Service and other officers of equivalent rank, as may be identified by the Career Executive Service Board, all of whom are appointed by the president;

WHEREAS, depending upon their ranks, members of the CES shall be assigned to upy positions of Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Service and other officers of equivalent rank as may be identified by the Board on the basis of the member's functional expertise;

WHEREAS, the President, by virtue of Memorandum Order No. 372 dated July 3, 1991, issued a modified ranking structure and salary schedule in the Career Executive Service with CES Rank 1 with the corresponding salary grade of 30 as the highest rank, and CES Rank VI with the corresponding salary grade of 25 as the lowest rank;

WHEREAS, pursuant to CESB Resolution No. 453 dated September 10, 2002, the CES rank has been disassociated with position such that the entry rank in the CES is CESO Rank VI regardless of the position held by the CES Eligible;

WHEREAS, the said provision of CESB Resolution No. 453 incongruent with the provisions of PD No.1 which provides for the classification of ranks based on broad levels of responsibility, among others;

WHEREAS, the Board deemed it necessary to revise the policy on original and promotional appointment to CES ranks to conform with the basic provisions of PD No. 1;

WHEREFORE, based on the foregoing, the Board RESOLVES as it is hereby RESOLVED to adopt the following rules and procedures on original and promotional appointments to Career Executive Service (CES) ranks:

Article I

Original Appointment to Career Executive Service (CES) Ranks

SECTION 1. Ranking Structure in the Career Executive Service (CES) - There are six ranks in the Career Executive Service (CES) Ranking Structure, to wit:

Career Executive Service Rank

Salary Grade

Career Executive Service Officer Rank I

SG 30

Career Executive Service Officer Rank II

SG 29

Career Executive Service Officer Rank III

SG 28

Career Executive Service Officer Rank IV

SG 27

Career Executive Service Officer Rank V SG 26

Career Executive Service Officer 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.

SECTION 2. Original Appointment to Career Executive Service (CES) Ranks- Appointment to CES ranks may be made by the President from a list of CES Eligible recommended by the Career Executive Service Board, herein referred to as 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 position he/she occupies.

SECTION 3. Baseline Performance Rating for Original Appointment to Career Executive Service (CES) Ranks - For purposes of original appointment to CES ranks, a CES Eligible must have a performance rating of at least Very Satisfactory for the year immediately preceding the recommendation for appointment to CES ranks.

SECTION 4. Training Requirements for Original Appointment to Career Executive Service (CES) Ranks- For purposes of original appointment to CES Rank, ACES Eligible shall comply with the following training requirements:

RANK

TRAINING

CESO I

Completion of ELP and three (3) accredited training programs or its equivalent

CESO II

Completion of ELP and two (2) accredited training programs or its equivalent

CESO III

Completion of ELP and one (1) accredited training programs or its equivalent

CESO IV

Completion of Salamin, Diwa and Gabay courses (ELP Graduate) or its equivalent

CESOV

Completion of Salamin and Diwa courses or its equivalent

CESO VI Completion of Salamin course or its equivalent

Article II

Promotional Appointment to Career Executive Service (CES) Ranks

SECTION 1. Promotional Appointment to the Higher CES Rank of a CESO who is promoted to a Higher CES Position - A CESO who is promoted to a higher CES position may be appointed by the President to the equivalent higher CES rank, upon recommendation by the Board.

SECTION 2. Promotional Appointment to the Higher CES Rank of a CESO regard-of the CES Position He/She Occupies - A CESO, even without getting promoted to a her CES position, may be recommended for appointment to the higher CES rank.

SECTION 3. Residency Requirement - To qualify for promotional appointment as vided for in the immediately preceding section, a CESO shall have, among others, at fast three (3) years residency in his/her CES rank.

SECTION 4. Baseline Performance Rating for Promotional Appointment to Career Executive Service (CES) Ranks - For purposes of promotional appointment to CES ranks, CESO must have a performance rating of at least Very Satisfactory for every year of Residency in the CES rank.

An outstanding performance rating received by a CESO in a particular year shall be equivalent to two (2) years of experience in the CES rank.

A CESO who receives an Outstanding and a Very Satisfactory performance rating shall be considered to have met the three (3) years of residency in the CES rank and may be recommended by the Board for promotional appointment to a CES rank.

The computation of either an Outstanding or a Very Satisfactory performance rating shall be cumulative in nature.

An Unsatisfactory performance rating received by a CESO before he/she could complete the three (3) Very Satisfactory or the Outstanding/Very Satisfactory CESPES requirements referred to in the preceding paragraphs shall obliterate his/her previously obtained Outstanding and/or Very Satisfactory ratings. Hence, the CESO concerned shall be required to start once more accumulating Outstanding and/or Very Satisfactory ratings pursuant to the rules provided in the preceding paragraphs of this section before he/she can be recommended by the Board for promotion to a higher CES rank.

SECTION 5. Training Requirements for Promotional Appointment to Career Executive Service (CES) Ranks - To be promoted to a higher CES rank, a CESO shall, among others, be required to comply with the same training requirements provided under Section 4, Article II of this Resolution.

Article III

Other Requirements for Original and Promotional

Appointment to Career Executive Service (CES) Ranks

SECTION 1. Other Requirements for Original and Promotional Appointment to CES Ranks - In addition to the basic requirements for original and promotional appointment to ranks, a CESO or CES Eligible is required to submit the following documentary requirements:

a. Clearances from the following offices:

1. Department or Agency of the CESO or CES Eligible
2. Civil Service Commission
3. Sandiganbayan
4. Office of the Ombudsman
5. Presidential Anti-Graft Commission
6. National Bureau of Investigation

b. Self-certification issued by the CESO or CES Eligible under oath stating that he/she has no pending administrative or criminal cases;

c. Copy of appointment paper and service record duly certified by the Office Personnel/Administrative Officer; and

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

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.

Adopted: 21 Feb. 2008

(SGD.) HON. BERNARDO P. ABESAMIS

Chairperson

(SGD.) MARIA PAZ W. FORONDA

(SGD.) CESAR D. BUENAFLORES

Vice Chairperson

Member

(SGD.) ELMOR D. JURIDO

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(SGD.) JAIRUS D. PAGUNTALAN

Member

Member

(SGD.) ANA MARIA A. CADENA

Member

Attested by:

(SGD.) MA. THERESA C. NICOLAS

Board Secretary

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