DOCUMENTARY REQUIREMENTS FOR CONFERMENT OF CAREER EXECUTIVE SERVICE (CES) ELIGIBILITY

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WHEREAS, Article IV, Part III of the Integrated Reorganization Plan (IRP), as approved by Presidential Decree No. 1, as amended dated September 24,1972 created the Career Executive Service Board (CESB) to serve as the governing body of the Career Executive Service (CES) and is mandated by law to promulgate rules, standards ana procedures on selection, classification, compensation, and career development of members of the CES;

WHEREAS, the aforementioned law likewise provides that "a person who meets such managerial experience and other requirements and passes examinations as may be prescribed by the Board shall be included in the register of career executive eligibles an upon appointment to an appropriate class in the Career Executive Service, become a active member of the Service;"

WHEREAS, to achieve efficiency, effectiveness and uniformity in the conduct and administration of the third level examination and to prevent duplication of cost and effort, CSC and the CESB jointly adopted Resolution No. 05-001 dated July 29, 2005 implementing a unified third level examinations system known as the Career Executive Officer (CEOE), which has four (4) stages, namely: 1) Written Examination; 2) Assessment 3) Interview; and, 4) Validation;

WHEREAS, as part of its requirements, the Board requires the following documents, namelv 1) Personal Data Form; 2) Candidates' Profile; 3) Organizational chart of the candidates' Office or agency; 4) List of immediate superior/s and subordinates as certified the Personnel Officer/HRMO; 5) Recent appointment paper and Service Record; 6) Recent Performance Rating; 7) Information about pending case/s if any or self-certification that candidates' have no pending case/s;

WHEREAS, the Board, in its February 12, 2008 meeting, adopted Resolution No. 716 dated February 12, 2008, which provides that pendency of a criminal/administrative case shall no longer constitute a bar to the conferment of CES eligibility to a successful applicant, unless there is a law to the contrary and a consequence of which a notarized self-certification of no pending case/s will no longer be necessary instead candidates will just need to inform the Board of the details of their pending case/s, if any, for proper determination whether it affects their integrity during the Performance Validation stage;

WHEREAS, the Board, in its March 14, 2008 meeting, expressed that there is also a need to require candidates to submit sworn Statement of Asset and Liabilities, and Net Worth and Income Tax Return (for candidates from the private sector) or the Joint Certifications (for candidates from the government sector), with an Employer's Certificate of Compensation Payment/Tax Withheld (BIR Form No. 2316) and the Annual Income Tax Return for Self-employed (BIR Form No. 1701) in case the candidates are self-employed;

WHEREAS, submission of the aforementioned documents will enable the Board to Check whether the candidates lead modest lives and spend appropriately according to their positions and income.

NOW, THEREFORE, foregoing premises considered, the Board RESOLVES, as it is hereby RESOLVED, to require candidates for Career Executive Service (CES) eligibility to submit the following documentary

requirements:

1. Personal Data Form;
2. Candidates Profile;
3. Organizational chart of the candidates' Office or Agency;
4. List of immediate superior/s and subordinates as certified by the Personnel Officer/HRMO;
5. Recent appointment paper and Service Record;
6. Detailed information about the pending case/s, if any;
7. Recent Performance Rating;
8. Sworn Statement of Asset and Liabilities, and Net Worth, Disclosure of Business Interest and Financial Connections and Identifications of Relatives in the Government Service;
9. Income Tax Return (for candidates from the private sector) or the Joint Certification (for candidates from the government sector) which is issued pursuant to Revenue Regulations No. 2-98, as amended by Revenue Regulations No. 3- 2002, and Employer's Certificate of Compensation Payment/Tax Withheld (B1R Form No. 2316). In case, the candidates are self-employed they are also re quired to submit (Annual Income Tax Return) for Self-employed (BIR Form No 1701).
10. Clearances from the following Offices:
a. Office of the Ombudsman;
b. Sandiganbayan;
c. Civil Service Commission;
d. Presidential Anti-Graft Commission (PAGC), if presidential appointee.

Adopted: 14 March 2008

(SGD.) HON. BERNARDO P. ABESAMIS

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