



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Ave., Pasig City, Philippines



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
Regional Operations

Direct line: 633-7203
Fax: 631-8492
Email address: rizalino.rivera@deped.gov.ph

03 February 2014

MEMORANDUM

To : Regional Directors
Schools Division Superintendents

For the information and guidance of all concerned, attached is a copy of the Career Executive Service Board (CESB) Circular No. 1, s. 2014 regarding the completion and submission of the Career Executive Service Performance Evaluation System (CESPES) Ratings for CY 2013.

The CESPES is an instrument to measure individual job performance of third level officials and used as basis for determining the official's Performance-Based Bonus (PBB).

In this connection, all third level officials, including those serving in an OIC capacity, are requested to submit to the CESB on/or before **31 March 2014**, the following documents:

1. Ratee Information Sheet (RIS);
2. Performance Contract and Review Form (PCRF); and
3. Behavioral Competency Scale (BCS) for Superior and Subordinate Raters.

The CESB will be conducting a workshop to facilitate the administration of CESPES-BCS for Subordinate Raters in the different regional offices. For NCR officials, the scheduled administration of the CESPES-BCS will be on 17 February 2014, between 1:00 to 4:00 pm at the *Bulwagan ng Karunungan*, DepEd Central Office.

For your compliance.


RIZALINO D. RIVERA
Undersecretary

Albert's Files/Memo/Re: CES

*To: OIC-ARD
SDSS/OIC-SDSS
ASDSS/OIC-ASDSS*

*For your guidance +
compliance, please.
Thank. God Bless!*

Feb 2014

Received: Joseph
2/12/14
4659



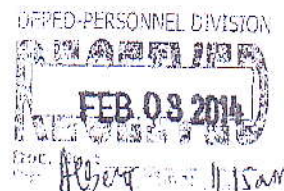
Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD

No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127
Tel. Nos. 9514981 to 85 (Trunkline) 9513306 (Fax)
website: www.cesboard.gov.ph



January 13, 2014

MS. SONIA R. DE LEON
Chief
Department of Education
UL Complex, Meralco Ave., Pasig City



Dear Ms. De Leon:

Greetings from the Career Executive Service Board!

May we inform that the CESB has issued Circular No. 1, s. 2014 (Completion and Submission of the CESPES Ratings for 2013) which requires the completion and submission by the CES Officials and CESPES Coordinators of the CESPES rating forms on or before **March 31, 2014**.

To fully implement this, we need to ensure the administration of CESPES Behavioral Competency Scale to subordinate raters and the retrieval of the Performance Commitment and CESPES Behavioral Competency Scale duly rated by the superior of the official.

In this connection, we are requesting your support in the administration of the CESPES in your agency. Accordingly, may we request for the following:

- a. *Submission to the CESB by the CES Officials from your Department/Agency of their respective Ratee Information Sheet (RIS) one week before the scheduled conduct of the CESPES;*
- b. *Submission by the ratees of their corresponding 2013 Performance Commitment and Review Form (PCRF) during the CESPES conduct, in case the same has not yet been submitted to the CESB; and,*
- c. *Mobilizing and informing the raters (i.e. immediate subordinates) of their respective schedules.*

Attached for your reference is CESB Circular No. 1, s. 2014 and RIS. Your support will ensure the success of the CESPES implementation.

Thank you and warmest regards.

Very truly yours,

MARIA ANTHONETTE VELASCO-ALLONES, CESO I
Executive Director





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Circular No. 01
Series of 2014

- TO : ALL HEADS OF DEPARTMENTS AND AGENCIES OF THE NATIONAL GOVERNMENT AND ALL OFFICIALS IN THE CAREER EXECUTIVE SERVICE (CES)**
- SUBJECT : COMPLETION AND SUBMISSION OF THE CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES) RATINGS FOR CY 2013**

Pursuant to Career Executive Service Board (CESB) Circular No. 11 s. 2007 (Guidelines/Rules and Regulations of the Career Executive Service Performance Evaluation System) which provides for the mandatory implementation of the CESPES, all concerned CES Officials and Human Resource Management Directors/Officers, for purposes of obtaining the CY 2013 CESPES ratings, are hereby advised to complete and submit to the CESB the following:

A. Performance Commitment:

All concerned CES Officials/Ratees are advised to complete their CY 2013 Performance Commitment and Review Form (PCRF) with the corresponding ratings and signatures of their respective Superior-Raters affixed in the said forms and submit the same to their department or agency Human Resource Management Offices (HRMO), which shall in turn submit them to the CESB on or before **March 31, 2014**. CES officials/Ratees may also submit their duly accomplished PCRF directly to the CESB on or before the above-said deadline.

B. Behavioral Competence:

As regards the completion and submission of the Behavioral Competency Scale (BCS) for superior and subordinate rating forms in the central offices of the various departments/agencies, ***all Human Resource Management and Development Directors or the equivalent Official heading the unit/service responsible for the CESPES are requested to coordinate with the CESB on the schedule and venue of the CESPES administration in their respective offices to ensure the efficient conduct and effective retrieval of the said forms.*** They shall likewise be responsible for the dissemination to the superior and subordinate raters of the CES Officials/Ratees concerned the corresponding schedule and venue of the CESPES administration.

ANNEX-1
⑤

With reference to the completion and submission of the BCS for superior and subordinate rating forms in the regions, the CESB shall arrange the schedule and venue of the administration of the said CESPES forms. Thus, the CES Officials/Ratees and their superior and subordinate raters in the regions shall be accordingly informed by the CESB of their corresponding schedule and venue of the CESPES administration

All the BCS for superior and subordinate rating forms, for purposes of the CY 2013 CESPES ratings, shall be submitted to the CESB on or before **March 31, 2014**.

CES Officials are also requested to submit to the CESB their respective Ratee Information Sheet (RIS) one (1) week before the scheduled administration of the CESPES.

All accomplished individual PC and BCS Forms of all Ratees in the department/agency shall be submitted by the CESPES Coordinator to the CESB for the computation of the performance ratings not later than the last working day of February or two (2) months after the Rating Period. Submissions after the said period shall no longer be received nor entertained by the CESB and shall cause the Ratee to have no CESPES rating for the Rating Period.

It should be noted that a CESPES rating and participation in other performance-related CESB programs are requirements for original or promotional appointment to CES ranks.

Inquiries regarding the CESPES implementation in your department/region may be addressed to the Performance Management and Assistance Division of the CESB at Telephone numbers 951-4986 and 951-49-81, 84, and 88 locals 110, 111 and 126.

For compliance and guidance.

MARIA ANTHONETTE VELASCO-ALLONES, CESO I
Executive Director

09 January 2014



2013 CESPES SCHEDULE

DATE OF ADMINISTRATION	REGION	VENUE (Tentative)
FEBRUARY 4-6	II Tuguegarao	BFAR Regional Office, Govt. Center, Carlg, Tuguegarao City
FEBRUARY 11-13	III Pampanga	DBM Regional Office, Diosdado Macapagal Govt. Center, Maimpls, Sn. Fernando, Pampanga
FEBRUARY 11-13	XII Koronadal City	DBM Regional Office, Brgy. Morales, Koronadal City
FEBRUARY 18-20	X Cagayan de Oro City	DBM Regional Office, Cagayan de Oro City
FEBRUARY 25-27	I La Union	DENR Regional Office, New Florentino Bldg., Luna St., San Fernando City, La Union
MARCH 4-6	V Legazpi City	DepEd Regional Office, Rawis, Legazpi City
MARCH 3-6	VII Cebu City	CSC Regional Office, Sudlon Lahug, Cebu City
MARCH 3-6	XI Davao City	DPWH Regional Office, R. Magsaysay Street, Davao City
MARCH 11-13	CAR Baguio City	DENR CAR, No. 80 Diego Silang Street, Baguio City
MARCH 18-20	VI Iloilo City	DPWH Regional Office, Fort San Pedro, Iloilo City
MARCH 18-20	XIII Butuan City	DBM Regional Office, J. Rosales Street, Butuan City
MARCH 25-27	IX Pagadian/Zamboanga	CSC Regional Office, Cabatangan, Zamboanga City
MARCH 25-27 (Tentative)	VIII Tacloban City	-no venue yet-