



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



Circular No. 2
Series of 2014

TO : ALL HEADS OF DEPARTMENTS AND AGENCIES OF THE NATIONAL GOVERNMENT AND ALL OFFICIALS IN THE CAREER EXECUTIVE SERVICE (CES)

SUBJECT : COMPLIANCE AND COMPLETION OF THE CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES) RATINGS FOR CY 2014

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 2014 CESPES ratings, are hereby advised to comply and complete the following:

A. Performance Contract:

All concerned CES Officials/Ratees are advised to complete their CY 2014 Performance Commitment and Review Form (PCRF) with the corresponding concurrence of their respective Superior-Raters within the specified period prescribed by the Career Executive Service Board.

B. Behavioral Competence:

As regards the compliance and completion of the Behavioral Competency Scale (BCS) for superior and subordinate rating forms in the central and regional offices of the various departments/agencies, ***all Official Coordinators and Alternate Coordinators identified by their respective agencies shall be duly notified thru their email addresses provided to CESB all pertinent information including the schedule of the CESPES administration of their respective offices to ensure efficient conduct.*** They shall likewise be responsible for the dissemination to the superior and subordinate raters of the CES Officials/Ratees concerned the corresponding schedule of the CESPES administration.

All the BCS for superior and subordinate rating forms, for purposes of CY 2014 CESPES ratings, shall be compiled and completed on or before **March 31, 2015**.

Official/Alternate Coordinators are also requested to update the Ratee Information Sheet (RIS) of their respective CES Officials before the scheduled administration of the CESPES.

All accomplished individual PC and BCS Forms of all Ratees in the department/agency shall be completed for the computation of the performance ratings within the prescribed period allocated to the Agency. Completion 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, 951-49-81 to 85 locals 110, 111 and 126.

For compliance and guidance.

FRANCISCO T. DUQUE III, M.D., M SC.
CESB Vice Chairperson

By Authority:



NIEVES L. OSORIO

Presiding Chairperson and Commissioner, CSC

Attested by:



MARIA ANTHONETTE VELASCO-ALLONES, CESO I

Executive Director

03 December 2014

